

BALLSTON SPA POP WARNER, INC.

CONSTITUTION AND BY-LAWS

ACCEPTED: FEBRUARY 2012

ARTICLE I- NAME AND INCORPORATION

This organization shall be known as Ballston Spa Pop Warner Inc., herein after referred to as the Corporation. Ballston Spa Pop Warner, Inc. Is formed as a 501 (c) (3) non-profit organization and is a subordinate member under the group exemption of Pop Warner Little Scholars, Inc. (parent organization)

ARTICLE II - PRINCIPAL OFFICE

The principal address of the Corporation shall be at P.O. Box 268, Ballston Spa, county of Saratoga, State of New York. The Corporation may have offices from time to time as designated by its Board of Directors.

ARTICLE III - RULES

The playing rules shall be the same as those established and approved by Pop Warner Little Scholars, Inc., except as modified and described in the "Capital District Pop Warner Federation's Rules and Regulations for Play".

ARTICLE IV - RESPONSIBILITIES

The Corporation is a volunteer organization and responsible to the community that sponsors it, (Ballston Spa and neighboring communities). In addition, the Corporation as a subordinate member of Pop Warner Little Scholars, Inc. (national level) and a member of Capital District Pop Warner Federation must abide by the rules and regulations set by both organizations and provide such statements and reports as requested by either organization.

ARTICLE V - PURPOSES

The purpose of this organization shall be:

1. Familiarize young participants with the fundamentals of Football and Cheer by developing programs for Flag and Tackle Football, Cub, Mitey Mite, Competitive Cheer, and Capital District Pop Warner "Challenger" Football and Cheer.

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2. Provide young participants with the opportunity to play in an organized and supervised environment which promotes sportsmanship.
3. Teach young participants that academics and athletics should be a joint and communal effort.
4. Instruct the players/participants in the rules and regulations governing Football and Cheerleading. Ensure that all players/participants gain necessary skills, learn safe practices, and enjoy the experience.
5. Make and enforce rules and regulations in accordance with Pop Warner Little Scholars Inc. and Capital District Pop Warner Federation for the accomplishments of any purpose set forth within.
6. Organize and operate exclusively for the above stated purposes, and for the other not for profit purposes. **No part of any net earnings shall benefit any private member.**

ARTICLE VI - POWERS

In furtherance of the objectives described above, but not in limitation of such objectives, the Corporation shall have the power, insofar as such power is conferred, or is not limited, by law, to make and perform contracts for any lawful purpose, to engage in various funding and fundraising activities and to acquire, own, hold, operate and maintain such property as to effectuate its purpose.

ARTICLE VII - MEMBERSHIP

Section I: Eligibility

Any person sincerely interested in active participation to achieve the purposes of the Corporation may apply to become a member.

Section II: Membership Classification

Members shall include the following classes:

1. Participant members
 - a. Any participant candidate (male or female) meeting the age and weight requirements as stated in the Pop Warner Little Scholars, Inc. Federation rule book.
 - b. Residing in the authorized boundaries of the Corporation. The boundaries are defined as the Ballston Spa School District.

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- c. Residing outside of the authorized boundaries of the Corporation may be eligible if:
 - i. The player/participant meets the age and weight requirements as stated in the Pop Warner little scholar, Inc. Rules book.
 - ii. The school district where the player/participant is a student does not have a Pop Warner Little Scholars, Inc. Football or Cheer program.
 - iii. The school district does have a Pop Warner Little Scholars, Inc. Football/Cheer program, but not the division that the player/participant is eligible for..
 - iv. Moved out of the Ballston Spa Central School District will be "grandfathered in" in accordance with Capital District Pop Warner Federation rules.
 - d. Participant members registered with the Corporation are not eligible to participate in other Football or Cheerleading organizations from August 1st through December 1st. Players/participants who try out and make a school squad for winter sport or Cheerleading programs of the current season and are members of a traditional Pop Warner squad will be permitted to simultaneously participate in Ballston Spa Pop Warner, Inc. and said school squad. Per Ballston Spa Pop Warner/Little Scholars, Inc., Federal Guidelines and /or local governing rules.
2. Regular members: Any person actively interested in furthering the purposes of the Corporation shall become a member:
 - a. Upon; election by the Board of Directors **OR** upon registration of their child that meets the requirements as stated above (ARTICLE VII, SECTION II -1). The secretary shall maintain the roll if membership to qualify voting members. Only regular members in," Good Standing" (**Refer to Code of Conduct**) who have attended at least 50% of the regularly scheduled meetings from the date of their child's registration or election from Board of Directors. ****FIRST TIME REGISTRANTS ONLY, their 50% will begin at their time of registration.**
 - b. Members shall include: Members of the Board of Directors, all coaches, commissioners, medics and other positions as deemed necessary by the Board of Directors. Coaching trainees and coach demonstrators shall meet at least the minimum age requirements set forth by Pop Warner Little Scholars, Inc. National federation guidelines and/or local governing rules.
 3. Sustaining members:
 - a. Any person not a regular member who makes financial or other contributions to the Corporation may, **by majority vote of the Board of Directors**, become a sustaining member, but such person shall have no rights, duties, or obligations in the management or in the property of the Corporation.
 4. "Member" shall mean a regular member unless otherwise stated.

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Section III: Membership Rights and Responsibilities

1. All members will abide by the purpose of the Corporation stated in Article V.
2. All members shall participate in a reasonable number of fundraising activities, sign-ups, registration and other team related functions, excluding the participants in Capital District Pop Warner Challenger program.
3. All members are required to fulfill Concession duties as assigned by each team representative.
4. Other rights will include anticipating financial needs, securing donations or other funding as necessary and discussing and approving disbursement of funds.
5. All members will have the right to vote for board members as stated later in Article XVII - election of the Board of Directors
6. Membership will be on an annual basis from the time of your child's registration into the program until April 30th of the following year.

ARTICLE V111: CODE OF CONDUCT

Ballston Spa Pop Warner Code of Conduct

In promoting the ethics, safety, and spirit of youth football, Ballston Spa Pop Warner has adopted this Code of Conduct; this code is binding upon all its participants: players, coaches, parents, supporters and board members. Violations of this code, including unsportsmanlike conduct, will result in disciplinary action against any offender. Any Coach, Player, Parent, Spectator, or Board Member actively abusing these rules is implicitly agreeing to these rules regardless of whether they have been read or not.

Unsportsmanlike Conduct

Unsportsmanlike conduct shall include the following: fighting, verbal abuse or dissent toward an official or opponent, racial or ethnic slurs, inappropriate comments or actions that may be construed as sexual harassment, profanity, obscene gestures, flagrant and violent fouls, taunting, "trash talk", baiting, cheating, throwing or abusing equipment, physical intimidation or abuse of an official or opponent, and unauthorized leaving of a team bench area.

Players

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1. Will show proper respect to all.
2. Will stay in the team-designated area(s), unless excused to leave, or is accompanied by a coach, parent or guardian.
3. Will not at any time push, shove, punch, kick, bully, fight or be guilty of physical contact as an aggressor upon any official, player, coach, spectator, or other(s).
4. Will not verbally abuse or threaten any official, player, coach, spectator, or other(s).
5. Will not harass, bait or be guilty of objectionable demonstration or dissent at any official's decision.
6. Will not refuse to abide by an official's decision.
7. Will not disobey or attempt to circumvent rules and regulations or the intent thereof.
8. Will not use tobacco, alcohol or illegal narcotics or act in any way that is detrimental to themselves, their team, or to Ballston Spa Pop Warner.

Coaches

1. Will show proper respect to all.
2. Will not at any time push, shove, punch, grab the face mask, kick, bully, fight or be guilty of physical contact as an aggressor upon any official, player, coach spectator, or other(s).
3. Will not verbally abuse or threaten any official, player, coach, spectator or other(s).
4. Will not harass or bait any official, player, coach, spectator or other(s).
5. Will not use tobacco, alcohol or illegal narcotics in front of players/cheerleaders during practices, games or team sponsored events or be present during practices, games, team-sponsored events while under the influence of alcohol or illegal narcotics. This rule applies any time a coach is representing his team and/or the Ballston Spa Pop Warner Football.
6. Will show the same respect that is due to all participants, including: other coaches, players, cheerleaders, spectators, league officials.
7. Will not act in any way that is detrimental to themselves, their team or the Ballston Spa Pop Warner.

Parents, Spectators, and Others

1. Will show proper respect to all.
2. Will not at any time push, shove, punch, kick, bully, fight or be guilty of physical contact as an aggressor upon any official, player, coach or spectator.
3. Will not verbally abuse or threaten any official, player, coach, spectator or other(s).
4. Will not harass or bait any official, player, coach, spectator or other(s).

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5. Will not directly contact coaches or players during a game or practice.
6. Will not be in the coaching box, player's area, or on the game field/area prior to, during, or at the conclusion of a game, unless the head coach has given permission to do so.
7. Will not use tobacco, alcohol or illegal narcotics in front of players/cheerleaders during practices, games or team sponsored events or be present during practices, games, team-sponsored events and will not be under the influence of alcohol or illegal narcotics.
8. Will not act in any way that is detrimental to themselves, their team, their community or Ballston Spa Pop Warner.

Board Members

1. Will show the proper respect to all.
2. Will not at any time push, shove, punch, kick, bully, fight or be guilty of physical contact as an aggressor upon any official, player, coach or spectator.
3. Will not verbally abuse or threaten any official, player, coach, spectator or other(s).
4. Will not harass or bait any official, player, coach, spectator or other(s).
5. Will not use tobacco, alcohol or illegal narcotics in front of players/cheerleaders during practices, games or team sponsored events or be present during practices, games, team-sponsored events under the influence of alcohol or illegal narcotics. This rule applies any time a coach or board member is representing Ballston Spa Pop Warner Football.
6. Will not directly contact coaches or players during a game, unless requested to do so, or unless endangerment (i.e., fighting) or loss of coach control requires a member of the Board present to take action.
7. Will not be in the coaching box or players area, unless requested to do so, or unless endangerment, such as fighting, or loss of coach control requires a member(s) of the Board to be present.
8. Will inform the Board of Directors of any rule violation by coaches, players, managers, spectators or other(s).
9. Board Member(s) will document any observed violation along with date and time of the incident.
10. In all dealings with team personnel – including coaches, players, cheerleaders, spectators -Board members will show the same respect that is due all participants of this organization.
11. Will not act in any way that is detrimental to themselves or the Ballston Spa Pop Warner.

Social Media Conduct

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This is the Code of Conduct for posting inappropriate comments in online discussion spaces (such as *FaceBook, Twitter*), blogs, forum pages regarding Ballston Spa Pop Warner.

The simple rules of thumb are to keep on-topic and be respectful of others,

Members must refrain from any;

1. Unauthorized posting of personal information (names, address, phone number, email etc.) of other users.
2. Material that contains vulgar, obscene, bullying or indecent language or images.
3. Material which defames, slanders, abuses or threatens others.
4. Statements that is bigoted, hateful or racially offensive.
5. Material that advocates illegal activity or discusses illegal activities with the intent to commit them.
6. Flaming; there is a difference between voicing a legitimate concern or grievance and simply badmouthing or some other form of written abuse of someone or some service.
7. Posts or other material which are deemed inappropriate of Ballston Spa Pop Warner or its Members, Coaches, Players, Parents, Spectators, Board Members.

Those who violate these terms will be held in violation of inappropriate conduct and may face disciplinary action.

Any Member, Coach, Player, Parent, Spectator, Board Member actively abusing these rules is implicitly agreeing to these rules regardless of whether they have been read or not.

Disciplinary Action

The Board of Directors of the Ballston Spa Pop Warner shall have the power to impose any disciplinary action(s) it deems necessary and appropriate for those who fail to abide by the League Bylaws, Code of Conduct as set forth by this organization, and/or the National Pop Warner Federation or Ballston Spa High School's rules governing the High School property. Disciplinary action can range from a written reprimand to being barred from participation or association with the Ballston Spa Pop Warner and its members.

The following, and any other acts so deemed by the Board of Directors will constitute grounds for disciplinary action:

1. Striking, bullying or abusing physically and/or verbally any player, cheerleader, Ballston Spa Pop Warner member, official, spectator, or other(s).
2. Acting in an unsportsmanlike manner.
3. Code of Conduct page 2

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4. Code of Conduct page 3
5. Social Code of Conduct page 4
6. Violating the Ballston Spa Pop Warner Bylaws.
7. Violating the Ballston Spa Pop Warner Code of Conduct.
8. Ejection (removal) from a game.
9. Using tobacco, alcohol or illegal narcotics at a league game or on school grounds.
10. Acting in a way that is detrimental to themselves, their team, and/or the Ballston Spa Pop Warner.
11. Conviction of or pleading guilty to theft or illegal taking of funds or equipment from Ballston Spa Pop Warner or the Ballston Spa School district.

Anyone who does not abide by the above Ballston Spa Pop Warner Code of Conduct, Bylaws, or the rules governing football of the National Pop Warner Federation or High School property rules, can and will be asked to leave the game or event, and may be barred from attending any other Ballston Spa Pop Warner sponsored game or event. Any sitting board member of Ballston Spa Pop Warner or its designee (i.e., head football coach of a team within Ballston Spa Pop Warner, or a League team board member) has the power to ask, and if necessary, remove anyone whom they deem to be in violation of by the Bylaws or Code of Conduct for the Ballston Spa Pop Warner or the rules of the National Pop Warner Federation. Upon taking such action, said person must notify the President and/or Vice-President of Ballston Spa Pop Warner.

Ejection and Suspension

Game Ejections:

1. Any coach, manager, player, spectator, or anyone else – whether associated or not associated with one of the Ballston Spa Pop Warner Football teams – who is ejected (removed) from a game is automatically suspended from attending and/or participating in the next scheduled game. This rule is not subject to protest or review. (Removal from a game shall be interpreted to include the playing field and the spectator area.)
2. A second offense by the same person during the same season and/or during the following season will result in immediate suspension for the remainder of the then current year.
3. A third offense by the same person will result in immediate lifetime suspension from participating or attending any Ballston Spa Pop Warner game and/or any activity sponsored by Ballston Spa Pop Warner.

PLEASE NOTE:

1. While on suspension, the coach, manager, player, cheerleader or other(s) may not attend any practices, games or meetings in which any Ballston Spa Pop Warner team participates.

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2. Those who receive suspensions will be notified by the Board of Directors when they are eligible for reinstatement.
3. Violations of League Bylaws, Code of Conduct, and/or the rules governing football of the National Pop Warner Federation, unless otherwise proscribed in the Bylaws by the Board of Directors, shall reserve the right to impose any penalties or disciplinary actions it deems necessary and appropriate.
4. Public Address System: Use of the public address systems at all Ballston Spa Pop Warner Football games is restricted to game/event announcements, introductions, identification of players, participating players, after plays, scorers and scores. Any use of the public address system by the home team to “psych-up” or give their players an advantage is considered unsportsmanlike and therefore prohibited.

Fact Finding Hearing

Prior to the Board of Directors decision for disciplinary action for coaches, board members, players, spectators or other(s), a Fact Finding Hearing before the entire board will be held behind closed doors, with notice given to all involved, via (1) telephone (2) email, and/or U.S. Mail. Said hearing is to take place within 72 (seventy-two) hours of the alleged incident.

Hearing Organization/Process

1. The President – or Vice President if President is the accused – shall run the hearing.
2. The President (or Vice President if President is not present) shall read the charges brought against the accused.
3. The Board of Directors shall then hear from both sides and/or witnesses in an orderly manner.
4. The Board of Directors shall then determine whether sufficient facts and/or evidence have been presented to warrant the holding of the hearing on some or all of such charges.
5. The Board of Directors shall then judge whether or not the preponderance of the evidence presented in a hearing show the accused to have committed the acts alleged.
6. The Board of Directors shall then impose any disciplinary action(s) it deems necessary and appropriate, and/or as specified in the Bylaws, if the accused is judged to have committed such act or acts as brought before the board. If the accused does not appear at the hearing, the Ballston Spa Pop Warner Board of Directors will render their decision, and the accused person(s) will be notified of the disciplinary action to be taken via telephone with a follow-up written notice via certified U.S. Mail.

Complaints, Allegations, Grievances

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Improper conduct should be reported to Ballston Spa Pop Warner President, Vice President, the head football coach and/or a board member of the Ballston Spa Pop Warner Football within 24 hours of the incident. Those who are guilty of improper conduct will be subject to disciplinary action by the Ballston Spa Pop Warner Board of Directors (see above).

Complaints, allegations, or grievances should be brought to the immediate attention of either the designated Team Coach, and/or a sitting board member of the Ballston Spa Pop Warner, who shall then do the following:

1. Make note of complaint, allegation or grievance, including date, and time of incident and date and time of complaint, allegation or grievance.
2. Notify, within 24 hours of date/time of complaint, allegation or grievance, to the President (if not available, then the Vice President) of the Ballston Spa Pop Warner that a complaint, allegation or grievance has been made.

NOTE: If the board finds that the Head Football - Cheer Coach did not act upon the complaint, allegation or grievance in a timely manner, then the board at its discretion may impose disciplinary action(s) it deems appropriate.

ARTICLE IX: DUES

The Board of Directors shall set dues for participant members annually prior to the beginning of any membership period. All participant members shall pay dues as designated by the Board of Directors. Dues will be used to pay for the costs of insurance for participant members during the season, and help defray other costs of operating the Corporation. No one shall participate in the programs of the Corporation without payment of such dues, unless the Board of Directors has waived payment. Participant members unable to pay the fee should make known at the time of registration to any member of the Board of Directors.

ARTICLE X: MEETINGS

Section I: Annual Meeting

The annual meeting shall be defined as the first meeting held in the 1st Quarter of each calendar year and shall be open to anyone interested in volunteering. A public notice shall be listed in local newspaper(s) and communicated electronically (e-mail, web site, etc.) At least seven (7) days before the meeting date and to all board members and other members of the prior season.

Section II: Regularly Scheduled Meetings

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Meetings shall be held at a date, time, and place designated by the Board of Directors. A public notice shall be listed in local newspaper(s) and communicated electronically (e-mail, web site, etc.) at least seven (7) days before the meeting date to all board members and other members.

Section III: Special Meetings

Special meetings of the Corporation may be called by the President or two members of the Board of Directors at their discretion. The Secretary shall notify all members of the Board of Directors of the date, time, and place of the special meeting, in advance of such meeting, as time permits.

Section IV: Quorum

A two-thirds majority of the filled Board of Director's positions (not including interim or "acting as" positions) shall constitute a quorum. If a quorum is not present, the presiding Officers must reschedule the meeting. The Secretary shall notify all members of the Board of Directors of the new date, time, and place of the new meeting.

Section V: Regular Meetings Order Of Business

Prior to opening of meeting, all members will receive an agenda, and copy of previous meetings minutes including a Treasurer's report.

At all regularly scheduled meetings the order of business shall be:

1. Reading of minutes of the last meeting for information and approval. Reports of the Officers and presentation of Treasurer's report
2. Reports of the Board of Directors
3. Reports of the committees
4. Unfinished (old) business
5. New business

Section VI: Rules of Order

Robert Rules of Order shall govern the proceedings of all meetings, except where it conflicts with the constitution and bylaws of the Corporation.

ARTICLE XI: GOVERNING BODY

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The powers of the Corporation shall be exercised and its property controlled by the Board of Directors. The qualification, the time and manner of election, the terms and duties of office and the manner of filling vacancies shall be set forth in these bylaws and constitute in accordance with Pop Warner Little Scholars, Inc. National Federation guidelines or local governing rules.

ARTICLE XII: OFFICERS AND BOARD OF DIRECTORS

1. The Board of Directors as referred to herein shall consist of the Officers of the Corporation (President, Vice President, Treasurer, and Secretary), plus the Football, Cheer, Challenger, Equipment, Fundraising, Concession, and Media Coordinators. The Board of Directors shall be members of the Corporation.
2. The executive committee will consist of the Officers of the Corporation and exist for the purposes of conducting financial and legal business.
3. The Board of Directors shall have the general charge and management of the affairs of the Corporation. They shall have full power and it shall be their duty to carry out the purpose of this Corporation including its constitution and bylaws and to abide by national and local rules.
4. The term of office for all Officers and members of the Board of Directors shall be one calendar year. Terms of office shall commence on the 1st Day of January each calendar year and the office term will terminate at the last meeting of the calendar year. All members of the board are required to attend at least two-thirds of all scheduled meetings to retain current board position and have voting privileges.
5. The president and/or vice president and treasurer upon being so directed by the Board of Directors shall sign all leases, contracts, or other instruments.
6. Other offices and Officers may be established or appointed by members of the Corporation at the regular annual meeting. The qualifications, time, and manner of electing, duties, terms of office and the manner of removing Officers are set forth in the constitution and bylaws.
7. This Corporation may have committees as specified in the constitution and bylaws that may be appointed from time to time by the Board of Directors.
8. The Officers and Board of Directors shall ensure that the overall image and integrity of the organization remain in good standing with the public.

ARTICLE XIII: DUTIES AND POWERS OF THE OFFICERS OF THE CORPORATION

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All members of the Board of Directors will enforce the policies as outlined in the bylaws and any other guidelines set forth by the Board of Directors. _

Section I: President

The President shall:

1. Preside at all meetings of the Corporation and the Board of Directors
2. Attend monthly Capital District Pop Warner Federation Meetings
3. Be authorized to sign checks
4. Be an ex-officio member of all committees, except the Nominating Committee.
5. Assist with registration of participants, maintain a file of participants, and furnish each board member with a list of participants
6. Not be a head coach
7. Coordinate the banquet, registration, team pictures, pep rally, and any other functions that are deemed an "event" as agreed upon by the Board of Directors
8. Perform any duties as necessary to execute the day to day operations of the organization
9. The president may at any time appoint other committees for any purpose for which there is not a standing committee of the Corporation

Section II: Vice President

The Vice President shall:

1. In the absence of the president, the vice president shall perform the duties of and serve as president
2. In the event the office of president is vacated, the vice president shall serve in that capacity until such a time as the Board of Directors elects a President by a Quorum Vote.
3. Be responsible for the coordination of annual registration of participants in conjunction with Treasurer
4. Be responsible for the organization of team parent coordinators
5. Be responsible to work closely with the Concession and Fundraising Coordinators
6. Perform any duties as necessary to execute the day to day operations of the organization

Section III: Secretary

The Secretary shall:

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1. Record and keep the minutes of all meetings of the Corporation and the Board of Directors
2. Retain books, papers and effects other than the book of the treasurer
3. Notify the Board of Directors and other necessary persons of all meetings
4. Keep a roll of all voting members, attendance of members and Board of Directors.
5. Contact each board member two weeks prior to upcoming regularly scheduled Board meeting to gather agenda items
6. Bring a copy of current bylaws and updated and current minute book to each regularly scheduled board meetings
7. Maintain voting records/results as necessary
8. Bylaws should be published in secure format (i.e., Adobe Acrobat) with read-only permissions for the membership and read, write permissions for the secretary
9. Approved minutes will be saved in read only format
10. Notify the Board of Directors of all meetings one week prior to the meeting
11. Hold position of Little Scholar's representative and perform all duties related to
12. Communicate all Little Scholars information to Media Coordinator for web site update
13. Perform any duties as necessary to execute the day to day operations of the organization

Section IV: Treasurer

The Treasurer shall:

1. Be responsible for all financial transactions of the Corporation
2. Make deposits and withdrawals in the name of the Corporation in a bank so designated by the Board of Directors
3. Record, maintain, and reconcile banking records
4. Prepare and distribute report outlining Treasurer's income and expense activity for each month
5. Present treasurer's report at each regularly scheduled meeting that Includes bank statement, printable reports or other bank generated documentation
6. Present an annual budget to Board of Directors by end of first quarter for approval
7. Maintain a treasurer's book to be presented annually for audit
8. Be authorized to sign all checks
9. Make available, at the request of the Board of Directors, all records and receipts
10. Collaborate with the fundraising, concession, and other coordinators whenever possible
- 11. Present at the annual meeting, the Treasurer's book for audit, ** 990E-Z & Schedule A to be filed annually with the IRS. ** CPA will be hired to file yearly with the IRS and do a year end audit.**
12. Perform any duties as necessary to execute the day to day operations of the organization

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ARTICLE XIV: DUTIES AND POWERS OF MEMBERS OF THE BOARD OF DIRECTORS

Section I: Equipment Coordinator

The Equipment Coordinator shall:

1. Recommend all equipment purchases to board for approval
2. Research and compare the latest equipment with safety as a critical criterion
3. Coordinate an inventory of equipment and organize the issue and return of Football and game equipment (i.e. helmets, pads, pants, etc.) Game jerseys, balls, etc., prior to and after completion of each season
4. Work with Treasurer on return of deposit for equipment and collect reimbursement of non-returned equipment
5. Appoint a medic chair to maintain medic bags, supplies, etc.
6. Furnish an itemized list of equipment to the President and Secretary for filing after completion of each season
7. Perform any duties as necessary to execute the day to day operations of the organization

Section II: Football Coordinator

The Football Coordinator shall:

1. Abstain from holding head coach position
2. Chair Football head coach interview committee, make available to interview committee members and maintain follow up
3. Review all head coaching applications
4. Follow election process of head coaches as stated in Article XVII
5. Attend Board of Directors meetings to disseminate all pertinent information to head coaches
6. Coordinate the completion of all team books working with team commissioners to ensure books are completed prior to certification
7. Be certified to hold head coach position by attending all coaching and commissioner clinics
8. Conduct coaches meetings and report to the Board of Directors the results of such meetings
9. Help secure scrimmages with other organizations prior to the start of the regular season
10. Assist the President as necessary in coordinating practice field and equipment usage

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11. Attend coaching and commissioner clinics to be fully informed of all the rules to be enforced
12. Establish a coaching clinic to maintain continuity of Football practices within the Corporation
13. Give his/her recommendations to Board of Directors after coaches' interviews have been conducted and references checked before voting on head coaches
14. Perform any duties as necessary to execute the day to day operations of the organization

Section III: Cheer Coordinator

The Cheer Coordinator shall:

1. Abstain from holding head coach position
2. Chair Cheer head coach interview committee, make available to interview committee members and maintain follow up
3. Coordinate all details pertaining to competitions
4. Coordinate ordering of all pieces of required uniform
5. Be certified to hold head coach position by attending all coaching and commissioner clinics
6. Coordinate the completion of all team books working with team commissioners to ensure books are completed prior to certification.
7. Give his/her recommendation to Board of Directors after coaches' interviews has been conducted and references checked before voting on head coaches.
8. Attend Board of Directors meetings to disseminate all pertinent information to head coaches
9. Conduct coaches meetings and report to the Board of Directors the results of such meetings
10. Attend coaching and commissioner clinics to be fully informed of all the rules to be enforced
11. Determine the number of Cheerleading squads and Cheerleader placement
12. Coordinate ordering of uniforms and sneakers
13. Attend the mandatory Capital District Pop Warner Federation meetings
14. Ensure coach trainee's and coach demonstrators are supervised and conduct themselves appropriately
15. Perform any duties as necessary to execute the day to day operations of the organization

Section IV: Fundraising Coordinator

The Fundraising Coordinator shall:

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1. Coordinate all fundraising activities throughout the season for the Corporation
2. Manage vendors and vendor activity
3. Seek competitive pricing and equal vendor representation prior to registration
4. Submit fundraising plan for board approval and investigate new fundraising ideas
5. Establish and/or maintain ongoing communications with Vice President and team coordinators regarding fundraising activities
6. Establish and maintain a complete inventory list throughout the season
7. Coordinate fundraising activities throughout the season
8. Maintain and submit a final written report on each fundraising project to the Board of Directors.
9. Perform any duties as necessary to execute the day to day operations of the organization

Section V: Concession Coordinator

The Concession Coordinator shall:

1. Provide an inventory list at close of season
2. Seek vendor bids for pricing by May first and present to board for approval
3. Present concession pricing list to Board of Directors for approval prior to August first
4. Manage vendor relationships
5. Coordinate all concession activities for the Corporation
6. Conduct training with the team coordinators to ensure concession activities are carried out throughout the season
7. Maintain records and follow up with team coordinators
8. Establish and/or maintain ongoing communications with Vice President, Treasurer and team coordinators regarding concession duties
9. Maintain a two person counting and two person signature system for all monies collected during each game (Pop Warner and high school games)
10. Perform any duties as necessary to execute the day to day operations of the organization

Section VI: Media Coordinator

The Media Coordinator shall:

1. Coordinate all media activities for the Corporation
2. Work with the treasurer whenever necessary
3. Link to all forms listed on web site
4. Publish established yearly calendar on web site no later than February first of each year and update as needed in a timely manner

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5. Coordinate all sponsors enrollment and maintain relationships annually for the organization
6. Responsible for hanging and removing sponsorship banners at every game
7. Work with Secretary to ensure Sponsorship Recognition letters are sent promptly
8. Perform any duties as necessary to execute the day to day operations of the organization

Section VII: Challenger Coordinator

The Challenger Coordinator shall:

1. Coordinate all Challenger Cheer and Football activities
2. Attend coaching and commissioner clinics to be fully informed of all the rules to be enforced
3. Provide proper notification of upcoming games and events to membership and volunteers (email, phone calls, and/or provide information to media coordinator for web site)
4. Establish and maintain relationship with existing Football coaches (Including high school team) and teams to recruit or help assist the coaching of the Challenger participants
5. Establish and maintain volunteer list for each home game (Include mentors, necessary field positions, and announcer)
6. Perform any duties as necessary to execute the day to day operations of the organization

ARTICLE XV: AMENDMENTS TO CONSTITUTION AND BYLAWS

The constitution and bylaws of Ballston Spa Pop Warner, Inc. may be amended or repealed, in whole or in part, only by majority vote of this Corporation's Board of Directors present at an organized meeting of the Corporation, provided notice of such amendment or amendments and their nature shall have been given to the Board of Directors at least seven (7) days prior to the date of the meeting at which time such amendment or amendments are to be presented for consideration. All amendments are debatable by the entire membership in good standing prior to the Board of Director's amendment vote. Members of the Board of Directors not present at such meeting may not vote.

ARTICLE XVI: VACANCIES

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If a vacancy occurs on the Board of Directors during the calendar year, the position will be filled by the Board of Directors. The Board of Directors must have a Quorum vote to fill the vacancy.

ARTICLE XVII: ELECTION OF THE BOARD OF DIRECTORS

Section I: January - December of the calendar year

- The Board of Directors shall be elected by a majority vote of the regular members in good standing (Per Code of Conduct) who have attended at least 50% of the regularly scheduled meetings held from the time of your child's registration until December 1st of that year. Voting for the Board of Directors will take place during the December meeting. All candidates for election should be present at that meeting. Each member in good standing (Per Code of Conduct) and have attended 50% of the regularly scheduled meetings held from the time of your child's registration shall have one vote.

Section II:

- Nominations for members of the Board of Directors including Officers may be made by any member of the Corporation in good standing by submitting their nomination to the nominating committee by November first.
- Officers and Board of Director Members shall not consist of 2 immediate family members (blood, marriage, adoption or co-habitants.)

Section III:

- Elections for all positions on the Board of Directors will be voted by secret ballot.

Section IV:

- **It will be the Presidents discretion to cast a vote in the event of a tie.**
- All ballots will be collected and counted by the nominating committee. The results of the election will be immediately announced to the membership in attendance at the meeting.

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Section V:

- After the results of the election are announced, and upon motion agreed to by the Board of Directors, the ballots will be destroyed.

ARTICLE XVIII: ELECTION OF HEAD COACHES

1. During annual meeting, a head coaching interview committee will take applications to serve on this committee. The committee shall consist of three to five members including the Football/Cheer Coordinators and other members may include the head coach of the high school Football/Cheer programs or other qualified individuals
2. 1st Quarter: Coach's applications are due by date established by coordinators
3. 1st Quarter: Coaches interviews are conducted and completed
4. 1st Quarter: All nominations are presented to the membership and Board of Directors. All nominees must be present.
5. 2nd Quarter: Football and Cheer coordinators will make recommendations to Board of Directors based on interview and review of qualifications of nominees which will be available to the Board of Directors
6. 2nd Quarter: Members of the Board of Directors in good standing will vote for head coaches by secret ballot. All nominees must be present at meeting. Votes will be counted and results announced.

ARTICLE XIX: COMMITTEES

Section I: Nominating Committee

During the 1st Quarter of each year, a Nominating Committee will be established. The committee will consist of 3 non-board members. These committee members will be selected from a list of volunteers selected by the Board of Directors. These committee members will report to the Board of Directors or 1 assigned Board Member as designated by the President.

Duties of the nominating committee include, but not limited to: seek nominations for various offices for the Board of Directors, contact each nominee for acceptance, maintain a record of nominees, their reply, make a final ballot to be used for voting, counting votes at the election, report election results to the Secretary of the Board of Directors to be included in Secretary book and destroy ballots after results have been announced and recorded.

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ARTICLE XX: GRIEVANCE PROCESS:

Any and all Football, Cheer, Challenger concerns **MUST** go to the respective Coordinator first

- **Complaint MUST be written and Signed with contact information on the complaint.**

Other concerns **MUST** go to the Vice President 1st

- **Complaint MUST be written and Signed with contact information on the complaint.**

ARTICLE XXI: DISSOLUTION

This Corporation shall be dissolved and its affairs concluded by a majority vote of the Corporation's Board of Directors.

ARTICLE XXII: DISTRIBUTION OF PROPERTY UPON DISSOLUTION

In the event of dissolution, property of the Corporation, shall be distributed to a not-for-profit organization.

The Constitution and By-laws of Ballston Spa Pop Warner Inc. is hereby adopted by the Corporation this the 7th day of February 2012, in the Town of Ballston Spa, County of Saratoga, and State of New York.