

THE POP WARNER MOTOR CITY CHARGERS ORGANIZATION BY-LAWS

ARTICLE I – NAME & HISTORY

The name of the organization shall be known as the Pop Warner Motor City Chargers Organization. These by-laws have been approved by majority vote of the Executive Board. Any recommended changes to these by-laws must be presented in writing to the Executive Board. Recommended changes will be reviewed at the next regularly scheduled Executive Board meeting following receipt of recommended changes. Approval from a majority of the Executive Board is necessary to adopt the recommended changes.

The Pop Warner Motor City Chargers Organization was founded June 15, 2007. The Pop Warner Motor City Chargers Organization will represent Metro Detroit, recruiting kids ages 5 – 15, based on the age of the child as of July 31 of the current year. The purpose of the Pop Warner Motor City Chargers Organization is to provide a safe, supervised, scholastic achievement and competitive sports program for the youth of the Metropolitan Detroit area.

MOTTO: One Team, One Family

ARTICLE II - OBJECTIVE

The Pop Warner Motor City Chargers Organization was adopted to service the Metropolitan Detroit area in the following capacity:

- A. To teach the concepts of teamwork, sportsmanship, pride, loyalty, honesty and courage
- B. To build healthy bodies and minds
- C. To develop skill and proficiency in football, cheerleading, and dance for every participant, regardless of ability
- D. To stimulate community interest in youth sports
- E. To achieve each goal and intent with the welfare of the youngsters being first and foremost. Attainment of exceptional athletic skill or the winnings of games are to be held secondary to the development of future citizens.

ARTICLE III - COMPOSITION OF THE BOARD

The Executive Board shall be composed of eleven (11) members

President	Scholastic Coordinator/Registrar
Vice President	Cheer Coordinator
Treasurer	Activities/Parent Coordinator
Communications Director/Secretary	Football Commissioner
Chief Operating Officer	Parliamentarian
Athletic Director	

The government and policy making responsibilities of the organization shall be vested on the Executive Board, which shall control its property, be responsible for the organization's finances, and direct the organizational affairs.

ATTENDANCE & VACANCIES

A member of the Executive Board who shall be absent from four (4) consecutive regular meetings of the Executive Board shall automatically be dropped from the membership on the Executive Board, unless confined by illness or otherwise decreed by a majority vote of those voting at any meeting thereof. The Executive Board shall fill vacancies of the Executive Board, annually or as needed by a majority vote of the Executive Board. Any vacancies filled by the Executive Board shall be on an interim basis for the remaining period for which the original position was to be termed.

POLICIES

The Executive Board is responsible for formulating the policies of the organization. These policies shall be maintained in a Policy Manual, to be reviewed annually and revised as necessary.

NOMINATIONS

Nominees must submit in writing a letter of intent for the specified position they intend to fill. With each nomination, the Executive Board will validate if each nominee is in good standing with the organization.

Once the nominee has been approved, they will receive a job description for the desired position and be required to present, at the next scheduled board meeting, their plight for the position. All attendees at the meeting when elections are to be held will have a vote for each nominee.

Eligibility criteria: must have maintained at least two years of roster service and/or Executive Board approval, must serve two year term, must be in good standing financially, and serving or have any pending disciplinary actions.

VOTING & ELECTIONS

The Executive Board shall meet in the month of November for the purpose of election and appointment of new Board Members to enact such other business as deemed necessary. Nominations for board positions should be submitted no later than October 31 of the current year. At this meeting, the Executive Board shall elect the 1) President, 2) Vice President, 3) Treasurer, 4) Communications Director/Secretary, 5) Chief Operating Officer, 6) Athletic Director, 7) Scholastic Coordinator, 8) Cheer Coordinator, 9) Activities/Parent Coordinator, 10) Football Commissioner, and 11) Parliamentarian who are exiting the mandatory two year term, to being January 1 of the following year. All newly elected officers shall serve a two (2) year term. Vacant positions that are appointed during the course of the year, shall only serve for the remaining duration of that year. If that person is elected and/or appointed to that position at the beginning of the term year, that person shall then serve the mandated two year term.

GOVERNMENT

- A. The government of the Pop Warner Motor City Chargers Organization shall be under the direct supervision of the Officers of the Executive Board.
- B. The Executive Board shall include the 1) President, 2) Vice President, 3) Treasurer, 4) Communications Director/Secretary, 5) Chief Operating Officer, 6) Athletic Director, 7) Scholastic Coordinator, 8) Cheer Coordinator, 9) Activities/Parent Coordinator, 10) Football Commissioner, and 11) Parliamentarian.
- C. Robert's Rule of Order shall govern the proceeding of all meetings provided there are no conflicts with the by-laws of the Pop Warner Motor City Chargers Organization.
- D. When documentation is required to be submitted in writing, the only acceptable forms of writing are email, typed letter, or hand written.
- E. All matters of policy shall be decided by a majority vote of the Executive Board.
- F. The board shall conduct regular meetings, as scheduled
- G. For all Pop Warner Motor City Chargers Organization events, any absent board member will be fined \$25.00, if notification is not provided to the President or Vice President at least 24 hours prior to the event. Any member of the Executive Board, who misses four (4) events, without communicating with the President or Vice President, will be removed from their position.

ARTICLE IV - DUTIES OF BOARD MEMBERS

PRESIDENT

The President shall be the chief executive of the Pop Warner Motor City Chargers Organization Association and shall, subject to the control of the Executive Board, have general supervision, direction

and control of the business and affairs of the Association and shall acquaint themselves with the activities of all officers and committees. The President shall preside at all meetings of the Executive Board.

The President shall have the authority to appoint such committees, as deemed necessary, subject to approval of the Board.

- A. The President (or other approved Board member) shall attend all conference meetings, and enforce all conference rules and regulations and abide by all decisions made by the conference.
- B. The President countersign checks.

VICE PRESIDENT

In the absence of the President or by any reason of his/her inability to act, the Vice President shall perform the duties of the President and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. The Vice President shall maintain the Association Reports and Procedures Notebook.

- A. The Vice President shall work with the Activities/Parent Coordinator on the marketing of the organization.
- B. Upon exit or resignation of office, completion of duty, conclusion of project, or completion of any event, the appropriate Board Officer, Committee Chairperson, Coach, Team Parent or any such person in charge of any action or event, shall complete a written report to be turned into the Vice President to be filed in the Association Reports and Procedure Notebook for historical purposes and future reference. The Vice President shall be responsible for requesting and collecting such reports and maintaining the appropriate records.

TREASURER

The Treasurer shall maintain or cause to be maintained accurate accounts of the properties and business transactions of the organization. This includes accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital and all income derived by the Association from any of its activities.

- A. Upon written request from an Association Member, the Treasurer shall provide within 30 days of said written request, a chart of accounts for inspection.
- B. The Treasurer shall promptly deposit all monies and other valuables within 24 hours of receipt, or when reasonably feasible, in the name of and to the credit of the organization. He/She shall disburse the funds of the Association in such a manner as may be ordered by the Board and shall render to the President(s) or to the Board whenever they request it, an account of all transactions as Treasurer and of, the financial condition of this organization. A monthly Treasurer report containing all financial activity shall be presented at each Board Meeting. All reports will be filed in the Treasurer's notebook to be passed on from year to year.
- C. The Treasurer shall have such powers and perform such other duties as may be prescribed by the Board or the by-laws.
- D. The Treasurer may countersign checks.

CHIEF OPERATING OFFICER

The Chief Operating Officer is responsible for working with the Scholastic Coordinator, Athletic Director, Commissioner, and Cheer Coordinator to make sure birth certificates, report cards, registration forms and physicals are turned in. Also he/she has decision making authority at the field only if the President, Vice President, and Commissioner are not there.

Other responsibilities of the Chief Operating Officer include and are limited to:

- A. To serve on the Executive Board appointed coach selection committee and submit recommendations to the Executive Board for approval
- B. Coordinate and investigate with the Commissioner any and all complaints against a football player, football coach or any other football related volunteer, and submit findings to the Executive Board for resolution

- C. The Executive Board shall have final authority over any and all issues regarding all aspects of the football portion of this program
- D. Will maintain field/incident reports

COMMISSIONER

The Commissioner ensures that coaches are aware of and attend organizational meetings, clinics, and any other training and activities the Executive Board deem necessary. The Commissioner must be prepared to volunteer during the off-season, organize pre-season clinics, training, and/or coaches' meetings, as necessary. The Commissioner is responsible for the actions and activities of the coaching staff associated with the organization. Some of the other duties of the Commissioner include, but are not limited to, during home games: coordinating field markings, creating seating arrangements, making sure facility/gates are open for proper access, setting up chain markers, welcoming visiting team, ensuring that the scoreboard is set up and will be monitored throughout the day – overall, make sure Pop Warner Motor City Chargers Organization is game-ready and properly represented during home games. It is highly recommended that the commissioner find an aid to volunteer as Field Manager or Assistant.

Other responsibilities of the Commissioner include but are limited to:

- A. Ensuring coaches have adequate understanding of basic football principles of technique (e.g., safe form tackling, etc.)
- B. Hold coaches' meetings/clinics to pass on information, teach latest and safest methods, and discuss coaching concerns.
- C. Define a certification process of Pop Warner Motor City Chargers Organization Head Coaches and key assistants (e.g., OC/DC.)
- D. Develop and implement off-season players coaching clinic to teach skills to veteran players and raise money.
- E. Standardize the terminology used between Pop Warner Motor City Chargers Organization teams so as to provide a continuous means of common communication, thus eliminating confusion (playbook, etc.)
- F. Urge coaches to attend professionally run clinics in the off-season.
- G. Plan and coordinate "gut week" training.
- H. Provide information, recommendations or assistance to football Coaches when requested.
- I. Provide, when requested by football coaches, assistance in maintaining proper conduct and behavior of football teams at all events
- J. Coordinate and investigate with the Chief Operating Officer any and all complaints against a football player, football coach or any other football related volunteer, and submit findings to the Executive Board for resolution
- K. The Executive Board shall have final authority over any and all issues regarding all aspects of the football portion of this program.

ATHLETIC DIRECTOR

The Athletic Director shall assist the Commissioner with the day-to-day operations at the field. The Athletic Director is also responsible for addressing the concerns of the parents of the participants if the Chief Operating Officer, President, Vice President, and Commissioner are not present. The Athletic Director is also responsible for tracking and issuing equipment to players and coaches, recommending replacement of equipment, receiving and logging in new equipment, and receiving and properly storing returned equipment. The Athletic Director should be in close communication with the Registrar for pertinent player information.

- A. Will also be responsible for tools for field usage (e.i., water, first aid kit)
- B. Equipment issue and collection
- C. Be responsible for the maintenance, security, and organization of the storage unit where the equipment is stored and will be the keeper of the key to said unit.

SCHOLASTIC COORDINATOR/REGISTRAR

The Scholastic Coordinator shall ensure that each participant who turn in report cards that show a GPA below the required 2.0, are identified prior to the date of the league certification. For all identified participants, the Scholastic Coordinator shall arrange a place for tutoring throughout the playing year. Tutoring will be done once a week and the Scholastic Coordinator will report to the Commissioner ALL PARTICIPANT'S attendance status EACH WEEK. The Scholastic Coordinator will also monitor the participant's progress, maintain copies of progress reports, and submit necessary documentation for all teams that qualify for post season participation. The Scholastic Coordinator will keep copies of the report cards and progress reports of all students on file.

As Registrar, the member will be responsible for issuing registration documentation, registering applicants, and keeping an organized account of each team's participants. The Registrar will also be responsible for organizing the proper documentation in the appropriate binders, communicating to the Commissioner pertinent information for each team's missing documentation, and using the online system to enter participants. The Registrar will maintain the appropriate binders and keep them in hand at the practice facility and each game. The Registrar will be responsible for ALL PARTICIPANT ORIGINAL DOCUMENTATION.

CHEER COORDINATOR

The Cheer Coordinator is responsible for recruiting Cheer Coaches, and making decisions at the practice facility regarding cheerleading. The Cheer Coordinator will address all cheer coaches and parents concerns and coordinate with the Executive Board on any issues that arise in conflict to the organizational standards. The Cheer Coordinator also works with the Scholastic Coordinator to make sure all the participants of cheer and dance maintain a 2.0 GPA. Any decision made must be communicated to the Executive Board immediately. (The President, as well as a majority vote from the Executive Board can override any decision rendered regarding the Cheerleading program). The Cheer Coordinator will be responsible for the entire Cheer Program in regards to organizing events, competitions, practices, uniform fittings, and training clinics. The Cheer Coordinator will also be responsible for attendance of the cheer meetings, trainings, clinics, and other associated functions with SEMPWFL. The Cheer Coordinator will also appoint a Deputy Cheer Coordinator to act on their behalf in the event of absence and/or assist with the process of the coordinating the cheer program.

Deputy Cheer Coordinator:

Assist the Cheer Coordinator with those duties as directed by the Cheer Coordinator.

ACTIVITIES / PARENT COORDINATOR

The Activities/Parent Coordinator shall be responsible for planning organizational events, circulating information of upcoming events throughout the organization, and work with the Vice President and the Chief Operating Officer to let the community know the various events going on with the Pop Warner Motor City Chargers Organization. The Activities/Parent Coordinator will also be responsible for managing parent functions, reporting parent concerns, and communicating all aspects of activity planning to the Executive Board.

COMMUNICATIONS DIRECTOR / SECRETARY

The Communications Director/Secretary shall perform all the duties of each position combined. As Communications Director, the member will be responsible for keeping the Pop Warner Motor City Chargers Organization up to date through flyers, emails, texts, and verbal communications at each organized practice. The Communications Director will work closely with the Scholastic Coordinator in regards to record keeping and supplying paperwork as necessary.

As Secretary, the member will be responsible for keeping minutes for all meetings of the Executive Board. Additionally, the Secretary will provide minutes from the previous meeting for review and approval at the following meeting of the Executive Board. The Secretary will maintain a record of all of the happenings of the organization's document process and maintain appropriate biographical information for all members of the Executive Board.

PARLIAMENTARIAN

The Parliamentarian shall maintain order at all Board meetings and wherever else is needed. The Parliamentarian shall be the voice of authority and regulate events as deemed necessary using Robert's Rule of Order.

ARTICLE V – COMMITTEES & DIVISIONS

APPOINTMENT AND AUTHORITY

The President, by and with the approval of the Executive Board, shall appoint all committees and committee chairmen. The President may appoint sub-committees and their chairmen as necessary to carry out the program of the Pop Warner Motor City Chargers Organization. Committee appointments shall be at the will and pleasure of the Executive Board and in no event shall exceed the term of their appointment.

- A. It shall be the function of the committee to make investigations, conduct studies and hearings, and make recommendations to the Executive Board.
- B. The Executive Board may delegate and carry on such activities as to them.

LIMITATIONS OF AUTHORITY

No action by any member, committee, division, employee, director, or officer shall be binding upon, or constitute an expression of the policy of the Pop Warner Motor City Chargers Organization, until it has been approved or ratified by the Executive Board. The President shall discharge committees when their work has been completed, and their reports accepted, or when, in the opinion of the Executive Board, it is deemed wise to discontinue the committee.

ARTICLE VI – MEETINGS

The current edition of Robert Rules of Order shall be the final source of authority for all questions of parliamentary procedure, when rules are consistent with the charter of bylaws of the organization.

GENERAL BOARD MEETING

Meetings of the Executive Board will be held at regular intervals at a time and location to be determined by the Executive Board. Meetings are to be scheduled at least 48 hours in advance of the meeting. Every consideration should be made to the schedule of the members of the board when scheduling. During the football year, the Executive Board shall meet at least monthly.

ADDITIONAL MEETINGS

The President or a Board member may call for an emergency meeting, outside of the normally scheduled board meeting at any time, or upon petition in writing of the current eleven (11) board members in good standing during the off season.

- A. Committee meetings may be called at any time by the President, Vice President, or by the Chief Operating Officer.

QUORUM

TO BE DETERMINED AFTER ELECTIONS AND APPOINTMENTS

ARTICLE VII – FINANCES

FUNDS

All money paid to the organization shall be placed in a General Operating fund. Funds unused from the current year's budget will remain in the general fund. Financial reports by the Treasurer will be provided every month to the Executive Board.

FISCAL YEAR

The fiscal year of the organization is calendar year, January through December.

BUDGET

The new Executive Board, the President and the Treasurer shall compile a budget of estimated expenses for the upcoming year and submit to the Executive Board for approval.

ANNUAL AUDIT

An audit shall be conducted of the accounts of the Organization annually as of the close of business on December 31st. The audit shall at all times be available to members of the Organization within the offices of the Organization.

BONDING

A sufficient fidelity bond in an amount set by the Executive Board shall bond the Treasurer. It will be paid by the Organization.

ARTICLE VIII – COACHING FOOTBALL & CHEERLEADING

SECTION 1 ON FIELD CONFLICT RESOLUTIONS

Chain of Commands for on the field issues must be followed. Assistant Coaches, Parent Volunteers, and Team Moms/Dads take the issue to the following representatives in this particular order:

1. Head Coach of that particular team
2. Commissioner
3. Chief Operating Officer
4. Vice President
5. President
6. Executive Board

The Pop Warner Motor City Chargers Organization Executive Board has an open door policy, and any coach who wishes to attend a Board Meeting must provide a 24 hour written request to attend such meeting.

HEAD COACHES

The Head Coaches of all football teams and cheerleading squads shall be responsible for complete supervision of the team and squads under their jurisdiction. Head Coaches shall have the authority to plan all practice activities, will arrange practice scheduling, in accordance with the association rules, and shall have such other powers and perform such other duties as may be prescribed by the Executive Board or these by-laws. Practice locations and times must be approved by the Executive Board. Each Head Coach shall have the responsibility of maintaining, or causing to be maintained, proper conduct and behavior of the team or squad under their jurisdiction as outlined in the conference rules and regulations. Head Coaches will have the capacity to recruit associate coaches, appoint parent volunteers and have autonomy over their respective team's happenings, so long as it is not in violation of any other bylaw as set forth.

- A. Each head coach agrees to work with the Scholastic Coordinator and the Commissioner to make sure that all players' paperwork is in order
- B. If a Head Coach leaves the organization, he cannot recruit any player in the Pop Warner Motor City Chargers Organization, and all playbooks, videos, and equipment must be returned.

- C. **ALL** Coaches must be certified, and agree to have a background check done.
- D. Annual dues for coaches \$50, due by September 1.

COACHES

All perspective coaches are required to submit a volunteer form to the registrar. Each coach must undergo a background check and attend a certification hosted by the SEMPWFL. As a certified coach, it is the responsibility of each individual to conduct themselves appropriately at all times. Responsible conduct is outlined in the coach's handbook, issued by the league. Until an updated copy has been issued, conduct will be based upon the definition outlined in the prior year's rule book. Any violation and/or abuse of the by-laws set forth in the coach's handbook will be dealt with by the Commissioner and the Executive Board, as outlined by the SEMPWFL coach's handbook. Annual dues for coaches \$50, due by September 1.

Each coach will be responsible for attendance at all Pop Warner Motor City Chargers Organization events. In the event a coach is unable to attend an event, 24 hour notice must be given to the Commissioner in writing. Any coach in violation of this ordinance will be disciplined as outlined:

- A. First occurrence: Verbal warning
- B. Second occurrence: \$25 fine and written reprimand, if a fine is issued before the season, the fine must be paid one calendar week after declaration of such
- C. Third occurrence: One (1) game suspension, \$25 fine, and written reprimand if a fine is issued before the season, the fine must be paid one calendar week after declaration of such
- D. Fourth occurrence: Removal from coaching duties with the Pop Warner Motor City Chargers Organization

In the event a coach has received a fine that has not been paid by the appointed time, said coach will be removed from all coaching duties until such fines have been satisfied.

FINES & SUSPENSIONS

For any member of the Executive Board or Coaching Staff who have been issued a fine, those fines must be paid within one (1) week from the date the fine was issued. In the event the fine has not been paid adequately, said member will be removed from all duties of the Pop Warner Motor City Chargers Organization until the debt has been satisfied. In the event of a suspension, the guilty party will be removed from their duties within the organization for the entire period of the suspension. If it is an Executive Board member who is suspended, their duties, for the period of the suspension, will be transferred to another member of the board. If it is a coach, said coach will not be permitted to participate in any coaching duties for the duration of the suspension period. If the suspension period covers a game, said coach will not be permitted on the sidelines of any team until said suspension has expired.

ARTICLE IX - MEMBERSHIP

SECTION 1

Any person responsible for an active youth in the Pop Warner Motor City Chargers Organization is eligible to become an Association Member. This includes parents, guardians, coaches, and volunteers who have no outstanding fees from current or prior years.

SECTION 2

Officers of the Board, with Executive Board approval, shall have the authority to suspend, discharge, or otherwise reprimand any elected or appointed official, member, player, association member, or other person whose conduct is considered detrimental to the best interest of Pop Warner Motor City Chargers Organization. Request for appeals for disciplinary action must be submitted in writing to the President(s) at least one week prior to the next regularly scheduled Board Meeting.

Annual dues for the Executive Board shall be \$100 by June 1. Annual dues for coaches of \$50, is due by September 1.

TERMINATION – RESIGNATION – EXPULSION – DELINQUENCY

- A. Any member of the Pop Warner Motor City Chargers Organization may resign from the organization upon written request to the Executive Board.
- B. A board member may be expelled by a majority vote by the Executive Board at a regularly scheduled board meeting or special meeting called by board members thereof, for conduct unbecoming a board member or prejudicial to the aims or reputation of the organization.
- C. A coach or assistant may be removed from their duties permanently by the Commissioner with the approval of the Executive Board, if it is deemed their behavior and/or actions are detrimental to the standard and reputation of the organization. Said coach or assistant may also be removed from their duties if they are in violation of the rules and bylaws set forth by the Pop Warner Motor City Chargers Organization.

VOTING

Each member of the Executive Board shall be entitled to cast one (1) vote in regards to issues that require a majority decision, but no member shall have more than one (1) proxy vote. There also has to be seven (7) of the eleven (11) current Executive Board members present when voting in order to carry out any action necessary at such meeting to conduct the business of the Executive Board.

ARTICLE X – DISSOLUTION

PROCEDURE

The organization shall use its funds only to accomplish the objects and purposes specified in these bylaws, and no part of said funds shall inure, or be distributed, to one or more regularly organized and qualified, charitable, educational, scientific, or philanthropic organizations to be selected by the Executive Board.

Upon dissolution of the organization, all retainable property shall become the property of the South East Michigan Pop Warner Football League.

ARTICLE XI – ADDENDUM

Rules outlined in these bylaws are binding and final with regard to the Pop Warner Motor City Chargers Organization. Any rule not outlined in these bylaws, shall revert to the SEMPWFL rule book for clarification. In the event the issue can not be resolved by this method, the Executive Board shall have autonomy over the outcome of said issue.