

**PORTAGE POP
WARNER FOOTBALL
ASSOCIATION, INC.**



CONSTITUTION and BYLAWS

PORTAGE POP WARNER LITTLE SCHOLARS
FOOTBALL ASSOCIATION CONSTITUTION & BYLAWS

Rev. 10-8-2017

THE CONSTITUTION

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THE CONSTITUTION

ARTICLE I: NAME

Sec. 1 – This organization shall be known as the ***PORTAGE POP WARNER FOOTBALL AND CHEER ASSOCIATION*** or **PPW** is hereinafter referred to as the ***Association***.

ARTICLE II: OBJECTIVE

Sec. 1 – The Association’s objective will be to implant firmly in the minds of the boys and girls participating in football, cheer and dance, the ideas of good sportsmanship, honesty, loyalty, courage and reverence in order to assist them to become clean, educated, healthy and trustworthy citizens as directed by Pop Warner Little Scholars Inc.

Sec. 2 – The purpose will be achieved by providing supervised activities, scholastic eligibility requirements, promoting the objectives set forth to mold our participants into future men and women being the prime focus, whereas winning on the field and floor becomes secondary.

ARTICLE III: GOVERNING BOARD

Sec. 1 – The Board Members shall be made up of the following:

- (a) The Elected Executive Board for the present year: President, Vice President, Treasurer, Secretary, Business Manager, Cheerleading Director and Safety Director.
- (b) If requested, the outgoing President is to be included on the Board of Directors the following year; as a non-voting Administrative advisor
- (c) Additional At-Large members may include:
 - a. Fundraiser Chairperson, Scholastics Director, Equipment Manager, Event Coordinator, Social Media Director
 - b. On request, the President may appoint additional Directors with approval by a two-third ($\frac{2}{3}$) vote of the Executive Board.

ARTICLE IV: GOVERNMENT

Sec. 1 – The government of the Association shall be under the supervision of the elected Executive Board Members.

Sec. 2 – The following officers will constitute the **Executive Board Members** and be elected for a two (2) year term of office – President, Vice President, Treasurer, Secretary, Cheerleading Director Safety Director. All officers are eligible for re-election to any and all offices of the Association as the Executive Board Members may deem appropriate through due process to determine that they

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are qualified to fulfill. *Recommended: Executive nominees serve as At-Large position for at least 1-year prior to commitment.*

- (a) The terms of office for an elected officer of this association shall be for 2 (two) years and shall run from January 1st through December 31st. Elections for the offices of President, Treasurer, and Safety Director shall be held on even numbered years. Elections for the offices of Vice-President & Cheer Director, Secretary and Business Manager shall be held on odd numbered years.

Sec. 3 – The following Board Positions will constitute the **At-Large Board Members** and will be nominated and approved by the Executive Board Members by January 15th and will serve for a one (1) year term of office Fundraising Chairperson, Equipment Manager and any additional secondary positions nominated to the Executive Board within a given year.

Sec. 4. - Non-Disclosure; All Board member must agree and sign confidentiality policy/non-disclosure agreement to protect proprietary information of a business. Agreement will restrict board members from sharing the Association's members personal information pertaining to health, financial, or legal information and with anyone.

Sec. 5 – Elections

- (a) The President will appoint a committee of (3) members in good standing to secure nominees for the elected offices before Dec 15th of each year.
- (b) These members shall be any returning Executive members; President, Vice President, Treasurer, Secretary, Cheer Director or Safety Director and at least (1) other member delegated by the President.
- (c) Committee members must not be on the ballot.
- (d) To be eligible for nominations candidates must be an active member and in good standing with the Association.
- (e) Volunteer applications from all interested candidates to fill Executive positions will be presented to the Board Members. After the board reviews each application the board will vote on each position to be filled.
- (f) Voting for executive positions will be done by paper ballot to be held at the December board meeting.
 - (i) A majority vote of the board will be required for the election of any board position.
 - (ii) Only Members in good standing are eligible to cast a vote.
 - (iii) Board member must have attended minimum of seventy-five percent (75%) of the meetings for in the current year or seventy-five percent (75%) of board meetings after which a member was appointed to be permitted to cast a vote.
 - (iv) The President shall appoint three (3) active Directors as election tellers. The duty of the election tellers is to count the ballots and report the election results to the President. No teller may be on the ballot.
 - (v) The election tellers shall immediately count the ballots and shall certify the results to the President before adjournment of the meeting. The results of the election will be announced by the current President at the conclusion of the meeting. The ballots shall be presented to the Secretary for recording and verification..
 - (vi) Voting by proxy is not permitted. Absentee ballots will be allowed. The absentee ballot shall be sealed in an envelope and given to the Secretary prior to the election date.

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- (vii) In the event an Executive Board member were to run for another seat on the Board and were to lose, that member would retain the seat he/she originally occupied until his/her position is available for re-election.
- (g) All elected Board Members will assume their duties January 1st. All material from the previous year will be turned over at that time.
- (h) All At-Large positions will be presented to the public for nominations before week 7 of the season and will be voted on by the newly elected board prior to January 15th each year.
- (i) ***The President, Vice-President & Cheer Director cannot hold the position of Football or Cheer Head Coach.***

Sec. 6 - The Board will appoint Members to fulfill vacant or a vacated positions except the office of President for the term or unexpired term of such position. It will be the responsibility of the Executive Board to present a list of nominees for each vacated office to the Board Members. A vacated President position will be fill by the Vice President until end of season in which a special election may be held to fill remainder of president's term.

ARTICLE V: PARTICIPATION

Sec. 1 - Any youth that meets the requirements set forth by Pop Warner and the Association will be eligible to become a player member/participant.

Sec. 2 – Football players, Cheerleaders, Dance members, Parents or Guardians of such will be required to join the Association, and will be assessed dues as set forth by the Board. **Registration fees paid to the Association will be considered as dues. Membership is per household and each registered participant will be assessed a registration fee as set forth by the Bylaws.**

- (a) Girls and boys participating in the Association will be considered to be player members, as opposed to active members, and will have no vote on Association matters. No dues will be charged to player-members for membership. (This is not to be construed as preventing a registration fee assessment to be levied to cover expenses for entry into any nationwide organization, insurance costs, uniforms, or other bona fide expense as decided by the Association.)
- (b) All member fees, dues and team expenses are due and payable prior to the first day of the season (normally August 1st).
- (c) There will be no refund of Registration Fees AFTER a participant has been certified by the NIPWLS Conference to participate in the Portage Pop Warner program.

Sec. 3 – All members shall abide by the Constitution and By-laws of the Association.

Sec. 4 - Active members and participants shall perform any reasonable service required to remain in good standing. Active members will have no vote on matters to be carried out by governing board. Active members are eligible to file grievances, present arguments, issue statements, request information and volunteer for board positions at any time to assist board in its duty to govern.

Sec. 5 – The Board, by a two-thirds ($\frac{2}{3}$) majority vote at any duly constituted meeting will have the authority to censor and/or suspend any member whose conduct is considered to be detrimental to the best interest of the Association.

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Sec. 6 – When directed by the President, members of the Board will, upon evidence of any misconduct of any youth, notify the head coach of the team of which the youth is a member, within twenty-four (24) hours of the act. Suspensions may be issued with approval of two-thirds ($\frac{2}{3}$) majority vote at any duly constituted board meeting.

ARTICLE VI: FINANCIAL OPERATION

Sec. 1 – The Executive Board Members will decide all matters pertaining to the financial operation of the Association. Funds of the association shall be kept in a checking account(s) that may draw interest. The Executive Board shall designate which financial institution funds are kept.

Sec. 2 – All Association income will be placed in one common treasury and maintained through a bank checking account. The treasurer shall deposit all monies in said account within five (5) business days after the receipt. No Petty Cash Fund will be permitted to be set up.

Sec. 3 – No individuals, members, or teams will be permitted to solicit money for any reason without prior written permission of the Association.

- (a) When the Executive Board Members give approval, all monies collected for any purpose will be turned over to the Treasurer. Any and all disbursement checks will be issued by the Treasurer for approved expenses.
- (b) Three (3) signatures shall be kept on file with the bank. The President, Vice-President and Treasurer. If the association is operating without the President, Vice-President or Treasurer for any reason, the fourth signature on file will be that of the Secretary.

Sec. 4 – All checks must be approved/co-signed by at least two (2) of the following persons: President, Vice President, Secretary, Treasurer. The checkbook is to remain in the hands of the Treasurer. No checks may be written or issued without the consent of the Treasurer.

Sec. 5 – The Executive Board Members must approve **ALL** Association expenditures.

- Sec. 6 - An Audit of the Association's financial records will be conducted by an Audit Committee.
- (a) Treasurer and two (2) directors nominated by the president will serve on committee.
 - (b) The results of the audit are to be reported the at the next scheduled meeting.
 - (c) Audit must be completed by December 31st of each year.
 - (d) Alternatively, the audit can be conducted by an independent accountant.

Sec. 7 - Any team(s) qualifying to attend a national competition would be allowed to solicit donations to assist in the funding of the trip. All funds must be turned in to the Treasurer for accountability, prior to distribution.

- (a) There shall be a separate account for any Traveling Fund.
- (b) Travel Fund money raised by a participant who is not intending to travel or becomes ineligible to travel, will then be reallocated to the general travel fund and dispersed at the discretion of the PPW Treasurer.
- (c) Travel fund money can be transferred to the general account with Executive Board approval, if Portage Pop Warner's general account has insufficient funds to pay outstanding bills of PPW.

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- (d) No rollover funds will be permitted from the general travel account, if (1) one or more teams qualify for Nationals then funds must be dispersed evenly to ALL teams travelling to Nationals.
- (e) Football and Cheer travel fund accounts are permitted to be kept separately and will be dispersed at the discretion of the Treasurer with the approval of the board of directors.

Sec. 8 - A bond shall be purchased to protect the funds and property of the Association. The board members with access to those funds must be covered by this bond and it must be renewed annually.

ARTICLE VII: UNIFORMS AND EQUIPMENT

Sec. 1 – All uniforms and playing equipment is the property of the Association. (The Association may at its discretion allow part or all the uniform to be kept by the player) All equipment donated to an individual team automatically becomes property of the Association.

Sec. 2 – Players and their parents must be instructed that they will be accountable for replacement of any lost, damaged or destroyed equipment. Parents will be required to sign a financial responsibility agreement before any equipment will be given to the player.

Sec. 3 – The Head Coach will be responsible for the issuance of and return of all uniforms and equipment at the end of each season. Failure to ensure return of Equipment will result in removal from the Association.

ARTICLE VIII: GRIEVANCE POLICY

Sec. 1 - The purpose of this section is to provide parents and coaches with a process for handling complaints and disputes hereafter referred to as grievances. This policy establishes the process for submitting grievances to the Board. Grievances will not be heard at any higher levels (HLA, Regional or National) unless the following procedure is followed.

- (a) If a parent or coach has a dispute with a coach, assistant coach, participant or another parent, they are encouraged to first attempt to resolve the issue with the Head Coach of the team through discussion.
- (b) If it cannot be resolved within the team, then the Football Commissioner should be contacted for any football related occurrences and the Cheer Director for any Cheer & Dance related matters.
 - (i) The Football Commissioner /Cheer Directors will make every attempt to resolve the issue through discussion. If this discussion fails, the complainant will be provided and instructed to fill out a grievance form All grievance must be submitted in writing to the Executive Board for review.
- (c) Executive Board will review and investigate any written grievances. A written response must be provided to complainant within 10 days of board receiving notice of the

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grievance. The Associations investigators will make every attempt to resolve the grievance at the Association (town) level before escalation.

- (d) If the grievance cannot be resolved it will be then be submitted to the HLA (our governing league) by the Executive board for review.
- (e) The written Grievance Form must be made readily available to all members of the association and all grievances must be kept on file.

ARTICLE IX: ADULT BEHAVIOR POLICY

Sec. 1 - At any Pop Warner event, practice or competition, any adult who: 1) verbally abuses; 2) attempts to intimidate; 3) is flagrantly rude, or 4) cannot control their language or actions with an official, coach, or Pop Warner volunteer 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.

Sec. 2 - Any adult that commits a second similar offense will be banned from Pop Warner events for the remainder of that season and their child(ren) removed from Pop Warner for the remainder of that season. Association may refund registration fees on a prorated basis for percentage of the season remaining if deemed necessary.

Sec. 3 - Any adult who physically assaults an official, coach or Pop Warner volunteer will be banned from Pop Warner and their child(ren) removed from the Pop Warner program for one (1) year from the date of the offense. HLA will be notified and the child(ren) may not participate in another Pop Warner Association during the sanction period. After one year, the parent may apply for reinstatement of his or her child. If the adult commits a second offense, she or he will be permanently banned from Pop Warner and the child(ren) removed from permanently from Pop Warner. The term physical assault includes, but is not limited to: hitting, slapping, pushing, spitting, kicking or striking in any way with any part of the body or any physical implement.

ARTICLE X: REMOVAL FROM OFFICE

Sec. 1 – Any elected or appointed board member, Head Coach and other members may be removed from office, position or association by a three fourths ($\frac{3}{4}$) majority vote of the entire Executive Board. This vote will be taken by secret ballot in a closed executive board meeting. A minimum of three fourths ($\frac{3}{4}$) of the entire Executive Board must be present to allow a vote for removal from office or position.

ARTICLE XI: THE ASSOCIATION

Sec. 1 – ASSOCIATION SHALL BE NON-PROFIT. All assets are the sole property of the Portage Pop Warner association, Inc.

Sec. 2 - If challenged, the Executive Board shall reserve the right to determine the intent and interpretation of the PPW Constitution and By-Laws.

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Sec. 3 - The Executive Board shall be responsible for the selection and purchase of all association equipment, including uniforms.

Sec. 4 - The Executive Board shall be responsible for obtaining safe storage for all association equipment during the off-season. When in storage during the off-season, all equipment must be covered with suitable fire and theft insurance.

Sec. 5 - The Executive Board shall be responsible for securing and selecting terms of insurance for the association.

Sec. 6. - Upon dissolution of Association all funds and assets will dispersed to pay any and all outstanding balances accrued by the association. Any funds and property remaining after debts are paid will be allocated to Portage High School Athletic Department for disbursement for use in benefiting the communities athletic programs.

ARTICLE XII: AMENDMENTS

Sec. 1 - Suggestions for Amendment to the Constitution must be presented to the Executive Board for consideration. On such amendments, the Board of Directors shall discuss the amendments at three (3) consecutive meetings and be voted upon at the third meeting.

Sec. 2 - Hard copies of all previous and new revisions must be signed and kept on file with the Executive Board. All changes should be noted with date(s) of the revisions.

This Constitution must be reviewed and accepted by the Portage Pop Warner Board of Directors annually :

Date: _____

President's Name (Print) _____

President's Signature _____

Date _____

Vice President's Name (Print) _____

Vice President's Signature _____

Date _____

ID INFORMATION

Federal ID No. : EIN - 35-1833879
State ID No. : 007424019-000
State Business ID No.: 201707201205680

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Pop Warner Tax ID No. 23-1582287, Group 9183
Pop Warner Little Scholars, Inc.
586 Middletown Boulevard, Suite C-100
Langhorne, PA 19047

PORTAGE POP WARNER FOOTBALL ASSOCIATION, INC.
P.O. Box 803, Portage, IN, 46368, USA

BYLAWS

ARTICLE I: BOARD MEMBER DUTIES

Sec. 1 - The duties and responsibilities of the Association's Executive Board Members.

- a) President – Presides at all general assembly and Executive Board meeting and insures that the Association is operated in accordance with these by-laws. The President shall be responsible for notifying Board Members of meetings called in addition to regular meetings. The President shall vote only in cases of ties and if ARTICLE XIV:REMOVAL FROM OFFICE of the Constitution is implemented.
- b) Vice President & Cheer Director – Presides in the absence of the president and carries out such duties and assignments as may be delegated by the President. Assumes the office of President for the unexpired term in event such office is vacated.
 - Cheer Director – The Cheerleading and Dance Director is responsible for the Cheerleading and Dance side of the Association. Responsibilities include monitoring and enforcement of Pop Warner rules, preparing cheer and dance team rosters and recruiting and nominating new cheer and dance coaches. The Cheer and Dance Director will also develop and maintain a training guide for all new coaches, which will incorporate important Pop Warner rules and Association policies/procedures. The Cheer/ Dance Director will need to submit a budget to the Treasurer at the beginning of each calendar year. The Cheer/ Dance Director shall accept grievances from the Cheerleading and Dance squads, coaches, or parents. If it cannot be resolved, the grievance will then be brought before the Board. The Cheerleading/ Dance Director will be the contact person for District/Regional and Nationals for cheerleading and dance. The Cheerleading/ Dance Director will have final word on squad/mascot placement and approval of student instructors. At the end of each season, all cheerleading/ dance uniforms and equipment and files of all cheerleaders and dance will be turned into Cheerleader/ Dance Director and kept until the next season.

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- c) Treasurer – Maintains financial records, disburses Association funds, issues checks for counter signatures of authorized persons. To maintain the financial records of the association in a ledger book or accounting program and to prepare checks for signature as directed by the Executive Board. To make deposits and give a financial report at each regular meeting. To prepare the initial budget, which will be compiled from individual board member budgets and previous financial records to be approved by the executive board.
- d) Secretary – Records the minutes of all meetings. Prepares and maintains all association correspondence and delivery of notifications of all regular Board meetings to association members.
- e) Business Manager - The Business Manager shall be responsible for, preparing and submitting all certifications to the HLA prior to the start of the season. In the postseason the Business Manager shall be responsible for submitting all necessary paperwork for Regional and National competition.
- f) Safety Director - The Safety Director is responsible for ensuring the safety of all players while at all Pop Warner functions. He/ She shall insure that all teams have necessary safety supplies. The Safety Director will have the final say in the removal of a participants from play for safety reason regardless of any rules or objections by anyone. They will be responsible for information regarding the proper filing of insurance claims.

Sec. 2 – The duties and responsibilities of the Association’s At-large Board Members are as described and include but are not limited to:

- g) Football Commissioner Football Commissioner is responsible for the football teams and enforcement of Pop Warner rules, preparing football team rosters and recruiting and nominating new head football coaches. As Football Commissioner will also develop and maintain a training guide for new coaches, which will incorporate important Pop Warner rules and Association policies/procedures. He/she is responsible for enforcing any rules of spectators or team conduct on borrowed property. As Football Commissioner is also responsible to accept grievances, formal or informal and to present the same to the Board of Directors. The Board of Directors will then call a closed meeting to handle the grievance. The Football Commissioner will not be Head Coach of a team.
- h) Fundraiser Chairperson - Shall be responsible for the coordination of all fundraising activities including merchandise ordering and sales. All funds are to be turned in to the Treasurer.
- i) Equipment Director - The Equipment Director is responsible for maintaining and distributing football equipment. The Equipment Director is responsible for the upkeep as well for the storage of the helmets, pads, uniforms, line marker, chains, training equipment, etc. He/she is also responsible for maintaining an accurate inventory of the equipment owned by Portage Pop Warner. A budget will be submitted to the Treasurer at the beginning of each calendar year for ordering replacement equipment and supplies. He/she may order any and all equipment that has been approved within a calendar year that has been budgeted and approved by the board.
- j) Web and Social Media Director - Shall be responsible for maintaining, publishing and updating website and social media as directed by the association annually.

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ARTICLE II: ASSOCIATION MEETINGS

Sec. 1 – The Board will meet as necessary to conduct Association business, a minimum of once a month will be required with notice of required quarterly meetings to be public forum. The President, upon request of three (3) or more active members in good standing shall call a meeting of the Board Members. The President may call a special meeting of the Executive Board Members at his/her discretion or when required.

- 1) The presence of a majority of the members of the Board Members will constitute a Quorum and a majority vote of those present will govern. No meeting will be held unless a quorum exists.
- 2) Notice of all meeting shall be given (2) two days in advance unless a called meeting is needed.
- 3) Robert's Rules of Order shall govern the proceedings of all meetings.
- 4) A Board member must attend seventy-five percent (75%) of the meetings in the current year, commencing with the date they are approved as a member of the board for any vote be valid.
- 5) In the event of their absence during voting a Board Member must send a signed and dated handwritten proxy to the meeting missed to qualify for a proxy vote.

ARTICLE III: SELECTION OF HEAD COACHES AND ASSISTANTS

Sec. 1 – Head Coaches of Competitive teams will be selected annually and approved by the Board Members. *The President, Vice-President or Cheer Director cannot hold the position of Football or Cheer Head Coach.*

- (a) Existing Head Coaches and Assistant Coaches shall receive first and prime consideration in the appointment for the existing teams or new teams.
- (b) Active members of the Association who have actively participated in the direction of the Association activities, shall receive consideration in the appointment of Head Coaches and for existing or new teams over other applicants who have not actively participated.
- (c) In the selection of the team Head Coach, the Board Members must give careful consideration and weight to the appointment of such coaches who have the qualifications, ability, trustworthiness, and respect to direct team play in accordance with the objectives of the Association as stated in Article II herein.
- (d) Each Head Coach and Athletic Director, after appointment, may select coaches to assist in the direction and preparation of the team to play, subject to Board Members final approval.
- (e) The Head Coach and his/her assistants will be responsible for the general conduct of his/her team/squad and associates during practice and games on or about the playing area while at any park.
- (f) All Coaching Staffs will agree to abide by all rules, regulations, and decisions made by the Association and the Executive Board Members.

ARTICLE IV: TEAMS

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Sec. 1 – Purpose: The purpose of the article shall be to provide a superior, educated and well organized cheerleading and football experience. Participants shall promote the organization with spirit and sportsmanlike conduct among parents, friends, members and the community.

Sec. 2 - Selection of Participants

- a) Participants will be placed on teams according to age groups set by Pop Warner Rules Selection and placement will be at the boards discretion with the Football Commissioner or Cheer Director recommendations.

Sec. 3 – Composition

- (a) Football: There shall be one football team for each age division. Teams shall consist of a maximum of twenty-five and a minimum of sixteen player for each team (exceptions allowed via director and/or NIPWLS approval).
- (b) Cheer/Dance: There shall be one squad of cheerleaders for each age division. The Squads shall consist of a maximum of twenty-five and a minimum of six participants for each squad (exceptions allowed via director and/or NIPWLS approval).
- (c) Head Coach shall be responsible for picking Captains and Co-Captains for weekly games.
- (d) There shall be one (1) Head Coach for each team.
- (e) Head Coaches must be willing to cooperate with the Association’s rules and regulations any deviation will subject to dismissal by the Association.
- (f) All coaches and volunteers must have prior approval of the Board.
- (g) Coaching staff size maybe limited by the Executive Board.
- (h) ALL volunteers must pass a mandatory background check annually in order to interact with any participant during play or at practices. Any violation of this rule is not eligible to file a grievance and is subject to removal from association. NO EXCEPTIONS.

Sec. 4 – Basic Uniforms and Equipments

- (a) All uniforms and playing equipment is the property of the Association. (The Association may at its discretion allow part or all the uniform to be kept by the player) All equipment donated to an individual team automatically becomes property of the Association.
- (b) Players and their parents must be instructed that they will be accountable for replacement of any lost, damaged or destroyed equipment. . Parents will be required to sign a financial responsibility agreement before any equipment will be given to the player.
- (c) The Head Coach will be responsible for the issuance of and return of all uniforms and equipment at the beginning and end of each season. Failure to insure return of Equipment will result in suspension or removal from the Association.
- (d) Once uniforms have been received by the participants they are required to be kept clean and in a presentable condition.

Sec. 5 - Advisor; All Advice and team information shall come from the NIPWLS.

Bylaws will be reviewed and accepted by the Portage Pop Warner Board of Directors and can be edited and adjusted annually to improve operations:

Date: _____

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President's Name (Print) _____

President's Signature _____

Date _____

Vice President's Name (Print) _____

Vice President's Signature _____

Date _____

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Bylaws updates: 2017

Purpose for revisions as suggested by the bylaw committee meetings and update for 2017:

1. Update rule changes that have been made through NIPWLS & Pop Warner
2. Attempt to negate any collusion and unfair practices within the Board of Directors.
3. Establish a clear line between directors nominated positions and elected positions.
4. Correct any errors in punctuation, grammar or to add context.
5. Update positions that have been eliminated or change.
6. Provide identification to the Association for legal purposes
7. Include article of dissolution.
8. Verification of approval to the Constitution and Bylaws that are to be reviewed annually by the Board of Directors and signed when completed.
9. Outdated format reorganized to a style that follows Pop Warner example constitutions.
10. Update operational procedures for transparency and redefine outdated policies.
11. Define board structure and elections to eliminate and prevent any governance by an oligarchy and to open to community for participation.
12. Improve board structure to assist in transfer of positional duties with any election changeover.
13. Include Association identification to the constitution.
14. Limit the constitution to governing structure and policy.

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15. Move operational procedures to the bylaws for annual updates as they become needed year to year basis.