

BLOOMFIELD JR. WARHAWKS LLC



CONSTITUTION and BYLAWS

2023 Version.

THE CONSTITUTION

ARTICLE I: NAME

Sec. 1 – This organization shall be known as the **BLOOMFIELD JR. WARHAWKS LLC** 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, teamwork, honesty, loyalty, courage, and reverence to assist them to become 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 on and off the field, whereas winning on the field and floor becomes secondary. We will serve as a direct feeder program to Bloomfield High School.

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 of Business Operations, Vice President of Football Operations, Vice President of Cheer Operations, Secretary, Treasurer.
- (b) If requested, the outgoing President is to be included on the Board of Directors the following year, as a voting administrative advisor.
- (c) 11 Additional At-Large members may include, if decided by the Executive Board:
 - a. Football Director, Assistant Football Director, Cheer Director, Assistant Cheer Director, Business Manager, Scholastics Director, Compliance Director, Game Day Coordinator, Registration Chair, Football Head Coaches, Cheer Head Coaches..
 - b. On request, the President may appoint additional Directors or with approval by a two-third ($\frac{2}{3}$) vote of the Executive Board conducted by a thorough evaluation at the Presidents discretion
- (d) One (1) person cannot hold two (2) Executive Board positions.
- (e) An Executive Board member cannot be a head coach, an assistant coach or team mom/dad on any team. An exception can only be made if there are staffing issues within the football or cheer programs. This will be granted with the vote of the Executive Board.
- (f) If there are not enough members to fill all the Board positions in any given year, the Executive Board positions must be filled by the remaining staff of appointed officials.
- (g) Any Board member who is expelled from the Board shall not ever be able to return as a Board member.
- (h) A majority vote of the Board shall be required for, but not limited to, the following:
 - a. Expenditure of funds (not included in the pro-forma budget) that exceeds two hundred and fifty dollars (\$250.00). Exceptions can be made in emergency situations when funding is need and will be decided on by the Vice President of Football Operations and the Treasurer.
 - b. Selection of fundraising events, lead coordinator of said events or any solicitation on behalf of the Bloomfield Jr Warhawks organization
 - c. Yearly team fundraising goal totals that are obligated by each level on football and cheer.
 - d. Trophy/award costs for players/cheerleaders

- e. All approved marketing material
- f. Determination of registration fees
- g. Removal of board members

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 of Business Operations, Vice President of Football Operations, Vice President of Cheer Operations, Treasurer, Secretary. All appointed officers/positions are eligible for re-election to all offices of the Association as the Executive Board Members may deem appropriate through due process to determine that they are qualified to fulfill. *Recommended: Executive nominees serve as At-Large position for at least 1-year prior to commitment.*

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 (2) year term of office. Any additional secondary/appointed positions nominated by the Executive Board within a given year shall begin their term the date of appointment and it shall end Dec 31st of every year.

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

Sec. 5 – Elections

- (a) The President will appoint a committee of at least (3) members in good standing to secure nominees for the elected offices before November 15th of each year.
- (b) These members shall be any returning executive board members. (not running for re election) or at large members serving in an appointed position, 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 board positions will be presented to the current Board Members. After the board reviews each application, the board will approve each candidate eligible for the election.
- (f) Every candidate that accepts the nomination from the Board, shall go through an interview process, appointed by the current President. Once the interviews have been completed, the elections committee will make a recommendation to the board on the candidates they recommend. Those candidates will be added to the ballot for parents to vote on at a later date. Should the elections committee have a tie on candidates for a specific position, they can elect to have both names be added to the ballot for a vote.
- (g) Voting for executive positions will be done by paper or electric ballot to be held at the December board meeting or on a separate electoral voting date set by the elections committee at their discretion.
 - (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) Good Standing = Board members must have attended minimum of seventy-five percent (75%) of the meetings (retreats, parent meeting, coaches meeting and administrative meetings) for in the current year or seventy-five percent (75%) of

- meetings after which a member was appointed to be permitted to cast a vote.
- (iv) The President shall appoint a committee of three (3) members 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 or submitted electronically as allowed.
 - (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 (Refer to section K).
 - (h) All elected Executive Board Members will assume their duties January 1st. All material from the previous year will be turned over at that time.
 - (i) 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 of the following year. At the end of each year, board positions can be modified if agreed on by the majority vote of the Executive Board Members. Members can be re-elected to consecutive terms.
 - (j) Elections for the offices of President, Secretary and Vice President of Football Affairs shall be held on even numbered years. Elections for the offices of Vice President of Business Operations, Treasurer, Vice President of Cheerleading, shall be held on odd numbered years. (OPTIONAL)
 - (k) ***The President or Vice-President cannot hold the position of Football or Cheer Head Coach. The football or cheer director cannot be a Head Coach***

Sec. 6 - The Board will appoint Members to fulfill vacant position 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 vacant office to the Board Members. A vacant President position will be filled by the Vice President of Business Operations 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 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, unless in a case of an emergency, the registration may be rolled over to the next year.

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, shall have the authority to censure and/or suspend any member whose conduct is deemed malicious or detrimental to the best interests of the Association.

This includes, but is not limited to, **any act of slander, defamation, or the spreading of false or harmful information about the Association, its members, or its operations—whether occurring in person, in public spaces, or on any public platform, including social media.**

If such conduct occurs, the individual will first receive a formal written warning. A repeated or severe violation will result in removal from the Association for the remainder of the current season. The incident shall be formally documented.

During the period of suspension, the individual shall not be permitted to coach, assist, or be present on the field or sidelines during games, practices, or competitions.

Sec. 6 – Any member, volunteer, coach, or representative found to have **stolen, misused, intentionally damaged, or defaced any property, funds, or assets belonging to the Association** shall be subject to a **lifetime ban** from participation in all Association activities.

This includes, but is not limited to, theft of money, equipment, uniforms, fundraising proceeds, or any property owned, rented, or maintained by the Association.

The Board shall conduct an internal review of any such incident. Upon confirmation by a two-thirds ($\frac{2}{3}$) majority vote of the Board, the individual's membership and all associated privileges shall be **permanently revoked**, and the matter may be referred to legal authorities if deemed necessary.

Sec. 7 – 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 or grievance hearing.

Sec. 8 – When deemed necessary, the **President may recommend the removal of any staff member** based on documented misconduct or actions deemed detrimental to the integrity or operation of the Association.

Upon presentation of such recommendation and supporting documentation, the **Executive Board shall review the matter and may vote on the removal** of the staff member. A **two-thirds ($\frac{2}{3}$) majority vote** at any duly constituted Executive Board meeting shall be required for approval.

If the removal is approved, the staff member shall be **prohibited from holding any position or participating in any capacity within the Association for a period of one (1) calendar year** from the date of removal.

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.

- A. A budget must be completed, presented to the board, and voted on at the beginning of the year and must be adhered to while conducting Jr Warhawks business.

Sec. 2 – All Association income will be placed in one common treasury and maintained through a bank checking account. The Vice President of Business Operations or the Treasurer shall deposit all monies in said account within five (5) business days after the receipt. An electronic Petty Cash Fund will be permitted to be set up.

- (a) As needed Football will have a separate account. Cheer will have a separate account and shall be managed by their appointed Financial Secretary.

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 Financial Team (The Vice President of Business Operations and the Treasurer) give approval after the financial form has been submitted, reviewed and approved, all monies collected for any purpose will be turned over to the Treasurer. All disbursement checks will be issued by the Vice President of Business Operations and the Treasurer for approved expenses.
- (b) Three (3) signatures shall be kept on file with the bank. The President, Vice-President of Business Operations and Treasurer.

Sec. 4 – All checks must be approved/co-signed by at least one (1) of the following persons: President, Vice President of Business Operations or the Treasurer. The checkbook is to remain in the hands of the Vice President of Business Operations or the Treasurer. No checks may be written or issued without the consent of the Treasurer, Vice President of Business Operations and/or President.

Sec. 5 – Expenditures over \$250 must be approved by three (3) Executive Board Members.

Sec. 6 - An Audit of the Association's financial records will be conducted by an Audit Committee in the 4th quarter prior to the final organizational meeting in December of each year.

- (a) Treasurer and two (2) directors nominated by the president will serve on the committee.
- (b) The results of the audit are to be reported 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 specific donations to assist in the funding of the trip. All teams that qualify will agree that the trip (travel and hotel stay will be self-funded by that team and its parents.) The Association will only provide funding for the deposit for the national competition, if that said team has met its financial goal for that season. If a team does not meet their financial goal for the season by the end of the season (the start of post-season play is the marker for the end of the season), their deposit will have to be self-funded as well. All funds must be turned in to the Vice President of Business Operations or the Treasurer for accountability, prior to distribution with a full financial report made available.

- (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 Association's Treasurer.
- (c) Travel fund money can be transferred to the general account with Executive Board approval if the Association's general account has insufficient funds to pay any outstanding bills.

- (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 traveling to Nationals.
- (e) Football and Cheer travel fund accounts are permitted to be kept separately and will be dispersed at the discretion of the Vice President of Business Operations and the Treasurer with the approval of the board of directors.

Sec. 8 - A MOU (memorandum of understanding) shall be developed to show quality control, and transparency while managing the assets of the association.

Sec. 9- The treasury shall be divided into 3 buckets. Football, Cheer, and General operations. There will be 3 organizational fundraisers per season. Each for the general operational expenses. Football and Cheer will be required to have one mandatory fundraiser each season which will be used to fund their respective accounts. Additional fundraisers can be complete by the entire football or cheer programs or by individual teams with the approval of the Financial Team. For each fundraiser, a financial form must be completed by the football or cheer director prior to the start of any fundraiser and must be approved before the start of the fundraiser. Any fundraisers completed without proper documentation and approval of the Financial Team will have all monies collected given directly to the general operations fund. In this event, the funds collected will not count towards the team financial obligations for the season. All monetary donations, or sponsorship that is donated to the organization will be divided evenly for Cheer and Football. All registration money will belong to the organization for general expenses.

Sec.10- Cheer and Football can run campaigns to generate funding throughout the year that is approved by the executive board. All major expenses will be governed by the Vice President of Business Operations and Treasurers. Cheer and Football can utilize their assets as needed to make purchases to sustain their season.

Sec. 11- A generic invoice will be created for both sides (football/cheer) to request funding from the Executive Boards treasury.

ARTICLE VII: UNIFORMS AND EQUIPMENT

Sec. 1 – All uniforms and playing equipment is the property of the Association. 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. ALL equipment must be returned to the Head Coach and/or Equipment Manager.

Sec. 3 – The Equipment Manager and Head Coach will be responsible for the issuance of and return of all uniforms and equipment at the end of each season.

Sec. 4- Any Equipment that has not been returned will result in a \$400 invoice that will be sent to the parent's residence. Failure to ensure return of Equipment will result in removal from the Association and litigation. If a family has not paid their invoice for not returning their equipment, none of their children will be allowed to register for future seasons.

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 (SCPW, 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 Director should be contacted for any football related occurrences and the Cheer Director for any cheer related matters.
 - (i) The Football Director and Cheer Director 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 grievances must be submitted in writing to the Executive Board for review.
- (c) The 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 grievance. The Executive Board will make every attempt to resolve the grievance in house and will set up a hearing where parties will be heard and a decision will be made. All correspondence will be documented and an official communication of the determination will be provided in writing within 48 hours.
- (d) If the grievance cannot be resolved all issues leading up to the occurrence will result in a temporary suspension until a resolution committee is assembled for a final verdict.
- (e) The written Grievance Form must be made readily available to all members of the Association and all grievances must be kept on file.
- (f) Under No Circumstances will any grievances related to our organization be escalated to Pop Warner officials that aren't related to the governing bylaws of CT Central Pop Warner, or Pop Warner on a National Scale. Regionals and Nationals do not interfere or make any decisions concerning our local grievances. Nobody but the President shall engage or speak to anyone outside of the association about internal grievances or they will be met with disciplinary action. If a participant escalates a grievance to Pop Warner and its affiliates prior to following our order of escalation process, they and their participants will be subjective to removal from the program.

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. No Refunds will be issued to any parent if their actions cause for the removal of their athlete.

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. SCPW 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.

Sec. 4- Any adult, parent, or staff that utilizes social media to engage in inappropriate taunting, slander, vulgarity in the name of the Bloomfield Jr Warhawks, or instigates any aggressive behavior using

offensive language will be subject to disciplinary action at the mercy of the Grievance committee. Disciplinary action can include Fines, Suspension, Expulsion, Removal from the board or a written letter of apology.

Sec. 5- Toxic jargon, behavior, in appropriate group chat messaging, hostile disagreements, gossip and other acts of unprofessional antics will not be tolerated and can result in disciplinary action determined by the Executive Board (The President reserves the right to refer any participant to the Executive Board for immediate review and possible removal in the event of a confirmed violation of Association policies or conduct standards.)

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.

Sec. 2- Every person has the right to a fair hearing by the Executive Board. The Executive Board should respond to any appeal within in 10 business days. The grievance should respond in writing an official decision within 48 hours of the hearing.

Sec. 3- The Hearing committee can make a recommendation to the board based on its findings and the board will have the ultimate say and final vote.

ARTICLE XI: THE ASSOCIATION

Sec. 1 – ASSOCIATION SHALL BE NON-PROFIT. All assets are the sole property of the Bloomfield Jr. Warhawks LLC.

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

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 be dispersed to pay all outstanding balances accrued by the association. Any funds and property remaining after debts are paid will be allocated to Bloomfield High School Athletic Department for disbursement for use in benefiting the community's athletic programs.

Sec. 7. - No individual, team, or entity shall produce, sell, or distribute any merchandise, apparel, or related items bearing the **Association's name, logo, image, or likeness** without the prior **written approval of the Executive Board**.

Any use of the Association's branding, likeness, or related imagery for personal or commercial gain without authorization is strictly prohibited.

If an outside vendor or entity wishes to sell merchandise or items associated with the Association, they must **submit a vendor application** for approval and pay the **annual vendor fee** as determined by the Executive Board.

Failure to submit the required application or pay the vendor fee will result in a **\$500 fine** assessed to the team associated with the vendor. This fine shall be **deducted from the team's total financial obligation** due for the season.

Repeated violations may result in suspension of vendor privileges, team sanctions, or other disciplinary action as deemed appropriate by the Executive Board.

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 during an election year.

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.

ARTICLE I: BOARD MEMBER DUTIES

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

A. President:

- a. Presides at all general assembly and Executive Board meeting and ensures that the Association is operated in accordance with these by-laws.
- b. The President shall be responsible for notifying ExecBoard Members of meetings called in addition to regular meetings.
- c. Act as league representative to the appropriate governing league in the absence of the organization's town representative(s) (if applicable).
- d. In the absence of the person designated by the Board, attend all league/conference meetings and report back information to Board.
- e. The President shall vote only in cases of ties and if ARTICLE XIV: REMOVAL FROM OFFICE of the Constitution is implemented.

B. Vice President of Business Operations

- a. Presides in the absence of the president and carries out such duties and assignments as may be delegated by the President.
- b. 2nd In command of protocol should the President position become vacant due to resignation, removal, ill, or untimely passing.
- c. Assist the President in bringing to the league/conference, all correspondence, dues, payments, insurance premiums, town registration forms, player restrictions, etc.

- d. Oversee all company contracting, orders, payments and establish relationships with major vendors.
- e. Oversee the following network
 - i. Treasurer
 - ii. Business Manager
 - iii. Organizational Fund-Raising Chair
 - iv. Social Media Marketing Director
 - v. Banquet Chair

C. Vice President of Football Operations

- a. Presides in the absence of the president and carries out such duties and assignments as may be delegated by the President.
- b. May Assume the office of President for the unexpired term in event such office is vacated.
- c. Assist the President in bringing to the league/conference, all correspondence, dues, payments, insurance premiums, town registration forms, player restrictions, etc.
- d. Oversee the Bloomfield Jr Warhawks Football program while following the chain of command.
 - i. Game Day Manager
 - ii. Concessions Manager
 - iii. Football Fund Raising Chair
 - iv. Registration Chair
 - v. Football Director
- e. Help and assist in all football related activities and hold subordinates and role players responsible for executing the vision of the organization.
- f. Report directly to the President to address weekly action items.
- g. Provide reports at every board meeting (written and present)
- h. Supervise any Grievance brought forth concerning the football program with the Grievance Committee Chair.

D. Vice President of Cheer Operations

- a. Presides in the absence of the president and carries out such duties and assignments as may be delegated by the President.
- b. May assume the office of President for the unexpired term in event such office is vacated.
- c. The Vice President of Cheer is responsible for the Cheerleading and Dance side of the Association.
- d. Responsibilities include monitoring and enforcement of Pop Warner rules, preparing cheer and dance team rosters and recruiting and nominating new cheer and dance coaches.
- e. The Vice President of Cheer will also develop and maintain a training guide for all new coaches, which will incorporate important Pop Warner rules and Association policies/procedures.
- f. The Vice President of Cheer will need to submit a budget to the Treasurer at the beginning of each calendar year.
- g. The Vice President of Cheer 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.
- h. The Vice President of Cheer will be the contact person for District/Regional and Nationals for cheerleading and dance.
- i. The Vice President of Cheer will have final word on squad/mascot placement and approval of student instructors.
- j. 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.

E. **Secretary**

- a. Record, maintain, and mail/e-mail copies of minutes of the monthly meeting to all board members.
- b. Minutes are to be distributed within one week following the monthly meeting.
- c. Make all Board members aware of the monthly/special meetings by phone call or email prior to the meeting.
- d. Maintain a file on all businesses, purveyors, emergency personal and recreation departments' addresses, and phone numbers.
- e. Collect and maintain contact information to include addresses, telephone numbers, email addresses, participant and parent names and emergency contact for the Board and coaches.
- f. Be custodian of the official records and minutes.

F. **Treasurer**

- a. Maintains financial records.
- b. Disburses Association funds, issues checks for counter signatures of authorized persons.
- c. 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.
- d. To make deposits and give a financial report at each regular meeting.
- e. 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.
- f. Be responsible for the timely depositing and distribution of all funds.
- g. Maintain an accurate record of all receipts and expenditures.
- h. Be required to make a monthly accounting to the Board (including copies of monthly bank statements)
- i. Submit an annual statement at the January meeting.
- j. Prepare, monitor, and report the annual budget and comparison to actual financial activity.
- k. Preparation and filing of all organization tax return.
 - i. Be responsible for transitioning all books and records and non-profit filings to the Vice President of Business Operations.

Sec. 2 - The duties and responsibilities of the Association's Appointed Board Members.

- A. **Football Director**- Will select the head coaches and over see the football program and staff that include the following
 - a. **Assistant Football Director**- Will assist the football director with on the field responsibilities, both administrative and football related.
 - b. **Safety Director**- Will ensure all safety protocols are being followed concerning weather, equipment, field conditions, first aid.
 - c. **Equipment Manager**- will ensure the inventory is accounted for and manage the distribution and collection of all items.
 - d. **Head Team Mom**- Coordinate with all the team moms to ensure proper training and book management. Will assist the head coaches with team responsibilities, registration
 - e. **Team Trainer**- Will ensure the safety, first aid, team warm ups and every team is properly staffed with the necessary items
 - f. **Head Coach**- Responsible for running his assigned team according to the bylaws and pop warner guidelines. HC's will be expected to follow the vision of the director while managing their coaching staff.
- B. **Cheer Director**- Will select and lead all head coaches and help coordinate routines as needed. The cheer director will serve under the VP of Cheer Operations and oversee the following staff
 - a. **Assistant Cheer Director**- Will assist the Cheer Director with all cheer assignments and duties related to the structure of the organization and coaching staff

- b. **Financial Secretary-** Will document all financial transactions and work with the organizations treasury
- c. **Head Team Mom-** Coordinate with all the team moms to ensure proper training and book management. Will assist the head coaches with team responsibilities, registration
- d. **Equipment Manager-** Will ensure the inventory is accounted for and manage the distribution and collection of all items.
- e. **Head Coach-** Responsible for running his assigned team according to the bylaws and pop warner guidelines. HC's will be expected to follow the vision of the director while managing their coaching staff.
- C. **Business Manager-** Will work with the association on securing grant's, sponsorships, and establish rapport with the community of Bloomfield's business network
- D. **Social Media Marketing Director-** Will work to update our social media content, developing marketing campaigns, update the website and develop marketing material as needed.
- E. **Banquet Chair-** Will plan the end of the year Banquet for the athletes.
- F. **Game Day Manager-** Will oversee soliciting for volunteers and manage all home games, making sure we are properly staffed at every station utilizing parents, coaches and board members.
- G. **Concessions Manager-** Will oversee concession stands operations, set the pricing menu, solicit for staffing, complete the shopping and provide an annual budget for expenses.
- H. **Registration Chair-** Will oversee the onboarding, paperwork, workflow, and work with all head coaches on maintaining records, bookkeeping and payments. (optional)
- I. **Fundraising chair-** Will work with the organization and develop fundraising opportunities for this organization (Optional)
- J. **Scholastics Director-** Work with developing educational opportunities throughout the season, develop study hall opportunities and identify ways education is a priority for all our athletes and keep up with academic progress reports.
- K. **Community Liaison-** Develop service opportunities throughout the year for the organization to participate in.

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 5/7 members.
- 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 absentee ballot to the meeting.
- 6) The President will run all General Board Meetings which shall be held once a month.
- 7) Vice Presidents will run all executive board meetings as needed.
- 8) Football and Cheer Directors can call a coaches meeting as needed.
- 9) All other sub committees on behalf of the Jr Warhawks need to be approved the governing chain of command.

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 Football/Cheer Director cannot hold the position of Football or Cheer Head Coach or assistant head coach. This can occur in emergency situation where immediate staffing is necessary and must be voted on and approved by the Executive Board.***

- (a) Existing Head Coaches and Assistant Coaches shall receive first and prime consideration in the appointment for the existing teams or new teams.
- (b) In the selection of the team Head Coach, the Executive 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.
- (c) Each Head Coach and Assistant Coaches, after appointment, may select coaches to assist in the direction and preparation of the team to play, subject to the Executive Board Members final approval.
- (d) 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.
- (e) All Coaching Staffs will agree to abide by all rules, regulations, and decisions made by the Association and the Executive Board Members. Each member of any staff must complete and sign a code of conduct document. If there are any violations that occur that violate any of the agreements in the document, the staff member will face immediate removal.
- (f) Coaching privileges will be extended by invitation to participants of the Association. All those interested in coaching football and cheerleading will be required to complete an application and background check and potentially participate in an interview process.
- (g) Applicants should be able to demonstrate the ability of properly coaching youth and promoting the growth and development of participants. Some knowledge is required of either football or cheerleading respectfully to Ensure the safety of the participants.
- (h) The minimum number of coaches to be present at each football or cheerleading practice or game shall be as required to comply with the league/conference requirements.
- (i) All coaches will have to sign an agreement with the team, comply with annual certifications, participate in all fund-raising initiatives, be present at general board meetings and will be held accountable for attendance throughout the year.

ARTICLE IV: TEAMS

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 board's discretion with the Director of Football Affairs or Director of Cheerleading Affairs 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 SCPW 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 five participants for each squad (exceptions allowed via director and/or SCPW 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 regulationsany

deviation will subject to dismissal by the Association.

- (f) All coaches and volunteers must have prior approval of the Board.
- (g) ALL volunteers must pass a mandatory background check annually 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 Equipment

- (a) All uniforms and playing equipment are the property of the Association. 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 ensure 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 SCPW.

This Constitution must be reviewed and accepted by the Bloomfield Jr. Warhawks, Inc Executive Board of Directors annually:

Date: _____
President's Name (Print) _____
President's Signature _____
Date _____
Vice President's Name (Print) _____
Vice President's Signature _____
Date _____
Secretary's Name (Print) _____
Secretary's Signature _____
Date _____
Treasurer's Name (Print) _____
Treasurer's Signature _____
Date _____
Director of Football (Print) _____
Director of Football Signature _____
Date _____
Director of Cheerleading's Name (Print) _____
Director of Cheerleading's Signature _____
Date _____
Business Manager (Print) _____
Business Manager's Signature _____

Federal ID No.: EIN – 99-0701696

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

BLOOMFIELD JR. WARHAWKS INC
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