



Matawan Aberdeen Pop Warner ~ By-Laws ~



As of June 6, 2006

1.0 Organization Name

The name of the organization shall be Matawan Aberdeen Pop Warner (a.k.a. "Huskies"). The colors of the organization shall be maroon, black, steel and white.

1.1 Use of Name

No person or persons affiliated with this franchise may issue any statement, written or verbal, to any communication media which might be interpreted as an official statement, policy, or position of the organization, without prior approval from the Board of Directors.

1.2 Objective/Purpose

- A. The organization will exist to promote youth football and cheerleading in the Matawan-Aberdeen area, and other bordering towns as directed by the J.S.P.W.F.L. or Pop Warner National. Its goal will be to inspire youth, regardless race, creed, sex, or national origin; to practice the ideals of sportsmanship, scholarship and physical fitness.
- B. To provide all opportunity to play the game in a supervised, organized and safety-oriented manner, and to keep the welfare of the participants free of any parental, adult ambition and personal glory.
- C. The organization will adhere to all the rules set by Pop Warner National and the H.L.A.

2.0 Board of Directors

- A. The Board of Directors shall consist of an Executive Board and a Governing Board.
- B. The Board of Directors shall consist of a maximum of twenty-five (25) members. The maximum number of Executive Board members will be six (6) and shall include; President; 1st Vice President, in charge of Football Operations; 2nd Vice President, in charge of Administration; Secretary; Treasurer; and Sergeant of Arms. All members of the Executive Board will have full voting privileges. The Governing Board will consist of nineteen (19) members, all of whom will have full voting privileges.

2.1 Functions

The Board of Directors' function is to set policies and rules, interpret H.L.A. Regulations, raise funds, elect Head Coaching positions, determine coaching eligibility and assign operation positions.

2.2 Code of Conduct

- A. All Board Members must demonstrate complete self-control and maturity when dealing with the children and their parents.
- B. All official complaints must be directed to the 2nd Vice President.
- C. All internal conflicts between Board Members and/or Coaches must be restricted to the confines of the Clubhouse and must be handled in a diplomatic manner.
- D. Use of foul language in the presence of the children and/or their parents is strictly prohibited and will not be tolerated.

NOTE: Matawan Aberdeen Pop Warner exists solely for the benefit of the children of the community and must therefore exhibit proper behavior.

Failure to adhere to the "Board Members Code of Conduct" may result in dismissal pending a hearing by the Executive Board. No Board Member (or coach) is exempt from disciplinary action.

2.3 Voting Privileges

- A. All Board Members are expected to attend each meeting. If any Board Member misses three (3) consecutive meetings, that member loses his/her privilege to cast a vote until their attendance is in good standing. After the member attends three (3) consecutive meetings, their voting privileges will be reinstated.
- B. If a Board Member cannot attend a regularly scheduled Board Meeting, they must notify the Executive Board by phone or email.
- C. When a Board Member misses three (3) consecutive meetings, a warning letter will be sent to him/her by the Secretary. The Board Member must appear at the next regularly scheduled Board Meeting or provide a legitimate excuse to the Executive Board.
- D. If a Board Member knows that they will not be able to attend the regularly scheduled meetings for an extended length of time (three or more) due to their work schedule or other conflicting activity, they must notify the Executive Board.
- E. All Board Members are required to actively participate on at least two (2) committees. Failure to do so may result in dismissal pending a hearing by the Executive Board.

2.4 Memberships

- A. When an opening arises for membership to the Governing Board, all applicants will be screened by a committee. The committee will make a recommendation to the Board of Directors for membership.
- B. To be elected to the Executive Board, you must have at least two (2) full years experience as a member of the Governing Board. If no such nominations are made, then a Board Member of less than two (2) years may be nominated. If unopposed, the Secretary will cast one "Yes" vote for each Board Member.
- C. All members running for a position on the Executive Board will be elected by a secret ballot. Elections will be held every two (2) years. (Two-year term).
- D. Only Matawan and Aberdeen residents are eligible for membership to the Board of Directors. The only stipulation that will be allowed is the following; if the child lives outside our regional territory established by the H.L.A., then the parent is eligible for the Governing Board.

2.5 Dismissal

- A. It will be the Board of Directors' policy that will determine when a member of the Board of Directors can be dismissed. If a Board Member is in danger of termination, a letter will be sent by certified mail requesting that he/she appear before the Board to be heard. Failure to appear before the Board may result in termination at the discretion of the Board of Directors.
- B. No Board Member holding an appointed position may be removed from that position without prior written notification by the Executive Board.

3.0 Executive Board's Responsibilities

- A. President: All committees will be appointed by the President and all committees will serve at his/her request. Committees will elect their own Chairperson, and will report to the President or any member of the Executive Board. The President will set agendas, assign special projects, call meetings, propose rule changes and have complete knowledge of the Pop Warner Administrative Manual.
- B. 1st Vice President/Football Operations: As "Head of Coaches" (football and cheer), will oversee all aspects of coaching, to include conduct and conflicts. Will chair all meetings in the absence of the President and have complete knowledge of the Pop Warner Administrative Manual.
- C. 2nd Vice President/Administration: Will chair all meetings in the absence of the President and 1st Vice President. Will have complete knowledge of the Pop Warner Administrative Manual.
- D. Secretary: Will maintain the minutes of each meeting, issue all organized correspondence, and maintain all incoming correspondence. Will keep an accurate record of attendance.

- E. Treasurer: Shall be in charge of filing all legal statements and forms as may be required by the IRS of the State of New Jersey (Division of Taxation). He/she shall maintain a monthly statement listing all expenditures and receivables for that month and carry over a balance for the following month. Next to expenditures will list the check number for each payment. Will have a complete breakdown for all fundraising events so that the Board will know the exact profit from each fundraising event. Will maintain a monthly log on utility costs borne by the organization. Shall write all checks, but not receive checks. All checks written by the Treasurer shall be received by the Audit Committee (preferably the chairperson). Shall turn over the books three (3) times annually to the Audit Committee. The Audit Committee will establish with the Treasurer the dates for the books.
- F. Sergeant of Arms: Shall maintain order at each meeting. When the Secretary is not in attendance, keep an accurate accounting of the meeting.

4.0 Nomination of Head Coaches

Head Coaches will be selected by the Board of Directors and will serve at their direction. Head Coaches will nominate their own Assistant Coaches. Head Coaches and Assistant Coaches must be in good standing with the Board of Directors to be nominated and approved as Head Coach or Assistant Coach. If they are not in good standing, the Board of Directors has the power not to elect Head Coaches or approve Assistant Coaches. Each Head Coach will be responsible for their Assistant Coaches' conduct on the field. Each coach (head or assistant) must be completely familiar with the Pop Warner National Rule Book, especially the "Coaches Code of Conduct." Each coach will be required to be certified by the organization or the H.L.A. Each coach will be personally responsible for any fines levied against the organization as a result of the coaches' failure to adhere to Pop Warner National or H.L.A. rules.

5.0 Sites of Play, Practice and Meetings

Practices will be held and home games will be played at the Matawan Regional High School. In the event of an emergency, they may be held at Guisti Field.

5.1 Meetings

- A. General Board Meetings will be held on the first and third Monday of each month during the season, and only on the third Monday during the off-season. Members will be notified by mail or phone of time and place by the organization's secretary. Meeting dates can be changed by a motion put forth by the Board of Directors.
- B. Robert's Rules of Order will govern all meetings. All Board of Directors' Meetings shall be open to the public.
- C. The League Representatives to the player and cheerleading monthly meetings have the power to vote on behalf of the organization at Conference and Cheerleading Meetings.

5.2 Quorum

A quorum shall be achieved at all meetings where there are a minimum of two (2) Executive Officers, either the President or a Vice President are in attendance and twenty-five (25%) percent of all the Governing Board present.

6.0 Amendment to the Bylaws

Amendments to these Rules and Bylaws may be proposed in the form of a motion, and they must be presented and read at two (2) consecutive, regularly scheduled meetings, before being voted upon. All amendments must be by three quarters (75%) majority.