

Abington Raiders – Bylaws

Abington Raiders Bylaws 2017 -Final

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ARTICLE 1 – Abington Raiders Football and Cheerleading Association – Abington Raiders

Section 1 - Name: The names *Abington Raiders Football and Cheerleading Association* and *Abington Raiders* shall be synonymous and shall hereinafter be referred to as the *Abington Raiders*. The *Abington Raiders* is the Abington Township Chapter of Pop Warner Little Scholars and is located in Abington, Pennsylvania. As a chapter of Pop Warner Little Scholars, the Abington Raiders are a non-profit organization and is classified as a 501(c)3 entity by the IRS.

Section 2 - Affiliations: The Abington Raiders is affiliated with the *Bux-Mont Youth Football League* (hereinafter referred to as Bux-Mont) in the Eastern Region of *Pop Warner Little Scholars Inc.* (Hereinafter referred to as Pop Warner). The Abington Raiders shall be subject to all rules and regulation of these organizations as amended or restricted by these by-laws.

Section 3 - Objectives: The Abington Raiders was founded to promote and sponsor a program of instructional and competitive, age and weight group football and cheerleading, combined with the teaching, training, and supervision of the ideals of sportsmanship, teamwork, scholarship, and development of good character.

Section 4 – Bylaws: These bylaws provide the fullest indemnification by the organization permitted under the laws of the Commonwealth of Pennsylvania against the expenses (including attorney's fees), judgments, fines, and amounts paid in settlement incurred in legal proceeding by a person by reason of the fact that they are an Officer or Coach of the organization acting on behalf of the organization.

Section 5 - Modification of the bylaws: In order for these bylaws to be altered, amended or repealed, a motion for the modification must be made and seconded at a General Membership Meeting. This motion will be tabled until the next general membership meeting. At that meeting, discussion will be allowed, followed by a vote for modification. Modification requires (1) a quorum (See Article 4, Section 13) of Officers be present, and (2) a 2/3-majority vote in the affirmative, of those members who are eligible to vote (See Article 4, Section 13).

Section 6 – Dissolution of Organization: “Upon the dissolution of the organization, the Executive Board or governing staff shall, after paying or making provisions for the payment of all of the liabilities of the organization, dispose of all assets of the organization in such manner, or to such organization(s) organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization(s) under section 501(c)(3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law), as the Executive Board or governing staff shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes as said Court shall determine, which are organized and operated exclusively for such purposes.”

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ARTICLE 2 - Participation and Membership

Section 1 - Age: Participation in the Abington Raiders is open to boys and girls, ages five (5) through fifteen (15).

Section 2 - Residence: Participation in the Abington Raiders is open to those boys and girls who reside within the Abington School District. Children from neighboring communities may also participate; however, said participation may not conflict with any other Bux-Mont organizations within the area.

Section 3 - Age/Weight Class: The Abington Raiders shall follow the birthday and weight cutoff rules established by the Bux-Mont Youth Football League for assigning children to teams.

Section 4 - Removal from Participation: Any parent, guardian or child may lose his/her right to participate in the Abington Raiders for activities that are detrimental to the organization or its members by the Executive Board and/or the President. This may include, but is not limited to, illegal activities, attempting to maliciously harm a player, coach, official or spectator at a game or practice; threatening harm to a player, coach, official, or spectator at a game or practice; maliciously attempting to slander or otherwise undermine normal operations of the Abington Raiders, its Executive Board, or its member committees; and/or, destroying Abington Raiders' property or the property of other organizations hosting the Abington Raiders. An immediate suspension may follow an investigation, appeal (if necessary) and ruling by the Executive Board. All removals will be read as part of the follow month's General Membership Meeting.

Section 5 - Membership: The parent(s) or guardian(s) of a participating child are entitled to be member(s) of the Abington Raiders. Membership entitles them to participate in the coaching staff, Executive Board, committees, and meetings as allowed in the by-laws. Other volunteers who do not have children in the program may become member(s). Said volunteers would be considered members in good standing. Members in good standing must be voted in by majority rule by The Executive Board.

Section 6 - Participation: Participation in the Abington Raiders requires the payment of an annual registration fee. Payment of registration fee entitles the parent(s) or guardian(s) of the participating child to participate in membership in the Abington Raiders for that membership term. The Executive Board shall establish the registration fee each year prior to the registration date. Where applicable, nonpayment of the registration fee will result in the loss of membership and participation privileges unless otherwise stated by the President and/or Executive Board. The Abington Raiders have the right to refuse reimbursement of the registration fee if a participant is removed from participation (see Article 2, Section 4).

Section 7 - Term: The participation and membership year begins on the date of the March General Membership Meeting and continues until the day before the March General Membership Meeting in the following year.

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Section 8 - Good Standing: A member is in good standing when all applicable registration fees and other financial obligations, which are due, have been paid; and who's uniform and equipment have been returned (if after season as applicable). Any participant (non-member volunteer) must be sponsored by an Executive Board Officer. Any participant (non-member volunteer) may apply to become a member of good standing and they must be approved by the Executive Board. All past Presidents are considered members in good standing unless removed by the current President and/or Executive Board for dereliction of duty (or other reasons deemed vital to the organization). The term of "good standing" follows the defined Section 7 - Term above. The participant must provide purpose and background check followed by an Executive Board simple majority vote. The participant (non-member volunteer) may be removed by the Executive Board and their removal does not need to follow the same process outlined for the removal of a member. Refer to Article 2, Section 9.

Section 9 - Loss of Membership: A member may lose his/her membership in the Abington Raiders for activities that are deemed detrimental to the organization or its members by the President and/or the Executive Board. This may include, but is not limited to, illegal activities; attempting to maliciously harm a player, coach, official, or spectator at a game or practice; threatening harm to a player, coach, official, or spectator at a game or practice; maliciously attempting to slander or otherwise undermine normal operations of the Abington Raiders, its Executive Board, or its member committees; and/or, destroying Abington Raiders' property or the property of other organizations hosting the Abington Raiders. An immediate suspension will occur followed by an investigation, appeal (if necessary) and final ruling by quorum by the Executive Board. Removals will be read as part of the following month's General Membership Meeting.

ARTICLE 3 - Executive Board and Officers

Section 1 - Purpose: The President and/or Executive Board govern the Abington Raiders Organization and are responsible for the fiscal, legal and ethical integrity of the organization. The President and/or Executive Board shall act with total regard for, and in the best interest of, the entire organization with respect to the consensus of the membership, but not bound to it. The President and/or Executive Board shall have complete control of and responsibility for decisions regarding all business affairs of the Abington Raiders, including financial matters. The President and/or Executive Board will work cooperatively and in conjunction with the township on matters related to Abington Raiders' property.

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Section 2 - Officers: The Executive Board is made up of five (5) volunteer Officers who are elected to their offices by the membership. The Officers of the Executive Board shall not be compensated in any material way for their service on the Executive Board. The Executive Board consists of the following elected Officers:

- 01 **President**
- 02 **Vice President, Football**
- 03 **Vice President, Cheerleading**
- 04 **Secretary**
- 05 **Treasurer**

Section 2 - Committees: The Executive Board Officer will appoint the following committee leads annually aligned to their service line:

- 01 **Player Safety Coach**
- 02 **Football Equipment Coordinator**
- 03 **Snack Stand Coordinator**
- 04 **Fundraising Coordinator**
- 05 **Field Coordinator**
- 06 **Scholar-Athlete Coordinator**
- 07 **Events Coordinator (non-fundraising)**
- 08 **Spring Flag Football Coordinator**

Section 3 - Eligibility: Only members in good standing are eligible for an Executive Board position.

Section 4 - Officer Nominations: Nominations for Officers must be presented at the January General Membership Meeting. Nomination shall be submitted in writing to the Secretary and shall include a short resume of qualifications for the desired office. All Officers must submit a current year criminal background check and Child Abuse History Clearance certificate.

Section 5 - Term of Office:

A) The term of office of the President shall be for one (1) year, which shall constitute one term. The President shall serve from the first day after the February General Membership Meeting, and shall serve for one (1) year or until his/her successor shall have been elected.

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(B) All other elected officers shall also have a term of one (1) year. They shall also serve from the first day after the February General Membership Meeting and shall serve for one year or until their successors have been qualified and elected.

The time between the February election and the March General Membership meeting shall be used to assure a smooth transition between incoming and outgoing Officers.

Section 6 - Resignation and Acceptance: Officers may resign their office at any time. Notice of resignation is to be given to the Executive Board. All property or asset of the association must be returned within 10 days of resignation. Any costs associated with the reproduction of any said assets will be charged and invoiced to the resigning member.

Section 7 - Removal from Office: Elected Officers may be removed from office for dereliction of duty or other activities (such as Breach of Confidentiality – see Article 3, Section 10), that are detrimental to the organization or its membership. Two unexcused absences from Board meetings or any other official Raiders events will be considered grounds for removal from the Executive Board. In order for an Officer to be removed, a motion for removal must be made and seconded at a General Membership Meeting unless otherwise deemed appropriate by the President. This motion will be tabled until the next General Membership Meeting, if necessary. At that meeting, discussion will be allowed, followed by a vote for removal. Removal requires (1) a quorum (See Article 4 Section 13) of Officers be present, and (2) a 2/3 majority vote in the affirmative, of those members who are in attendance and eligible to vote.

Section 8 - Filling Vacancies: A vacancy occurring in the Executive Board may be filled by the affirmative vote of a 2/3 majority of the remaining Officers. The term of this new Officer shall continue throughout the remainder of the elected term.

Section 9 - Voting Eligibility - Elections: Only those members who are in good standing and have attended at least three (3) prior general membership meetings over the last six (6) months are eligible to vote for the election of Officers. The 4th attendance at a meeting grants a member the right to vote. A member must be present at the meeting to vote (unless otherwise noted for military absence and/or prior obligations, which would be at the discretion of the President and/or the Executive Board).

Section 10 - Breach of Confidentiality: Each elected Officer of the Executive Board will sign a formal pledge to uphold the duties of their elected office, including the pledge to confidentiality. No Officer has the authority and/or discretion to discuss Board matters outside of the Executive Board membership without the expressed permission of the President. Any perceived or material breach of this pledge is grounds for immediate removal from their Office by the President and/or Executive Board.

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Section 11 – Conflict of Interest: No Abington Raiders member, serving as an Officer of the Raiders Executive Board shall be allowed to serve in an executive position on another “competing” youth athletic board unless said association is NOT in direct conflict with the Abington Raiders Organization. This condition shall be considered by the Abington Raiders as a “Conflict of Interest”. The phrase “competing” is hereby defined for the purposes of these bylaws as an organization that shares facilities with the Abington Raiders’, and/or recruits children from the same or similar pool of child athletes. Conversely, if an Abington Raiders member already serves in an executive capacity in “competing” youth athletic organization, she/he shall not be considered for any Executive Board position with the Abington Raiders, until such Conflict of Interest has been resolved.

ARTICLE 4 - Duties and Powers of the Executive Board Officers

Section 1 - General: Each Executive Board Officer will be responsible for committees aligned to their service line. Each committee will report into the appropriate Board position. The officers of the Executive Board are authorized to act on behalf of the organization in transactions, which are necessary for the good of the organization, within their area of responsibility, and approved by the Executive Board.

Section 2 - President: The President is the primary representative of the Abington Raiders. They shall preside over all executive, general and ad hoc meetings of the organization. They shall represent the Abington Raiders at Township functions. They shall transact other business, as necessary, for the good of the organization. They shall have the ability to sign the checks on behalf of the organization. This duty shall be shared with the Treasurer / Secretary. They shall assure that the organization abides by the rules of Bux-Mont and Pop Warner. They shall also have the ability to sign deed, contracts, agreements and other instruments as approved by the Executive Board that may be proper in conducting the business of the organization. The President, with the Vice President of Football, shall make the decision about the cancellation of home games due to inclement weather or poor field conditions.

Section 3 - Vice President, Cheerleading: The Vice President, Cheerleading shall oversee all administrative duties of the organization. They shall organize and supervise various organization events. This may include, but is not limited to, registration, league cards, pre-season and post-season events. This shall include providing notice of the event, preparing event material, and organizing the event day activities.

Section 3A – Cheerleading Program Coordinator: The Vice President of Cheerleading shall be the Cheerleading Coordinator and organize and supervise the Cheerleading Program. The Vice President of Cheerleading may appoint a volunteer to assist as Cheer Coordinator, with Executive Board Approval. They shall determine how many cheer squads that are eligible, solicit Head Coaches and assistant coaches, and assign player to teams. They shall work with the Cheer Head Coaches to assure that the teams and children are properly equipped. They shall organize development programs for the coaching staff. This may include providing instructional material, holding coaching

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clinics/meeting and working with the coaching staff to assure that they are properly prepared for the season. They shall work closely with the League Representative to assure that all information that must be submitted to the Bux-Mont league is compiled and submitted in a timely manner. They shall assure that all Bux-Mont league rules, mandates, regulations and other information are distributed to the cheerleading coaches. They shall represent the Abington Raiders at all meetings of the Bux-Mont Cheerleading program and shall have the power to discuss, vote and act on matters related to this program on behalf of the Abington Raiders. The Cheerleading Coordinator will ensure that all fund raising activities will be coordinated with the assigned treasurer.

Section 4- Vice President, Football: The Vice President, Football shall oversee all operational duties of the organization. Upon the absence, death, disability or refusal to act of the President, the Vice President of Football shall assume the duties and powers of the President. They shall assure that the practice and game fields are properly prepared and safe throughout the season. They shall oversee the proper use and storage of all equipment and facilities. They shall organize and chair the Field Committee to see that the above duties are properly carried out. When necessary, they shall arrange for the use of township, school district or other non-Abington Raiders facilities for use by the organization. This may include fields, building, meeting rooms, and storage facilities. With the President, they shall make the decision about the cancellation of all field events, and home games due to inclement weather or poor field conditions (in accordance with Bux Mont regulations). All cancelled events will be communicated to the Executive Board. They shall hold meetings with all Team Parents in order to schedule such events as training for Press Box Duties, (Scoreboard, Time Clock, and Announcer's Booth operation): the proper field opening / closing procedures, (relative to yard markers, goal post pads, flags, etc.).

Section 4A - League Representative: The Vice President of Football, shall be the League Representative that will represent the Abington Raiders at all general and special meetings of the Bux-Mont league. The Vice President of Football may appoint a volunteer to assist as League Representative, with Executive Board Approval. They are responsible for communicating all Bux-Mont league rules, mandates, regulations, and other information to the organization. They shall post scores to Bux-Mont as mandated by league rules. They are responsible for ensuring that all head coaches have completed the appropriate certification programs per Bux-Mont. They are responsible to maintain League One rosters and inter-league rosters.

The League Representative shall organize and supervise the Tackle Football Program. They must collect and present all the coaches and assistant coaches criminal clearances to the President so he can sign the Bux-Mont affidavit affirming all coaching staff criminal clearance have been reviewed. They must schedule and coordinated the intra-league audit of the team books. They shall determine how many Football teams that are eligible; solicit Head Coaches and assistant coaches. They shall work with the Equipment manager to assure that the teams and children are properly equipped. They shall organize developmental programs for the coaching staff. This may include providing instructional material, holding coaching clinics/meetings, and working with staff to assure that the tackle

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football program is properly prepared for the season. They are responsible for oversight of coach and parent member warnings, and/or suspensions and the communication required to the board of these disciplinary actions. They are also responsible for oversight and execution of final team splits. They will assure that all information that must be submitted to the Bux-Mont league is compiled and submitted in a timely manner. They shall assure that all Bux-Mont league rules, mandates, regulations and other information are distributed to the tackle football coaches. They shall also enforce age/weight policies as they apply by rule.

Section 5 - Secretary: The Secretary shall give notice of all general and special meetings. (See Article 4, Sections 11 and 12). They shall maintain a permanent record of the minutes of all meetings. In addition, the secretary must maintain a permanent physical record of all minutes. They shall present these minutes for review at the next meeting. The minutes shall be present at all meetings so that reference can be made to prior decisions. They shall record the nominations for the Executive Board from the General Membership Meetings as a matter of permanent record. They shall read these nominations at the February General Meeting. Based on the roll taken at the General Membership meeting, they shall determine who is eligible to vote for the election of Officers. Finally, the Secretary shall oversee, organize and schedule the annual team photograph event.

The order of the minutes shall be:

1. The date, time, and location of the meeting,
2. A statement that the meeting was duly called, an indication that is a general or special meeting, and who called the meeting (normally the President),
3. The Presiding Officer and Secretary,
4. The names of those who are present,
5. Reading, correction, and approval of the minutes of the previous meeting,
6. A record of the meeting including the motions made, the results of voting and any other decisions or actions taken at the meeting.

Section 6 - Treasurer: The Treasurer shall provide a system of checks and balances to assure the integrity of the office. The Treasurer is responsible for handling the finances of the organization. They shall receive, disburse and administer the funds of the organization, as approved. They shall maintain the organization's bank accounts, and distribute to the Board periodic reports of such accounts. They shall keep a record of income and expenditures. They shall prepare and maintain a budget of expected income and expenditures in order to project and track the financial health of the organization. They shall assume all responsibility for the management and disbursement of grant funds as per its intended use. They shall present a Treasurer's Report at each meeting, which indicates the current financial position of the organization, as well as significant income, or expenditure events that will have an impact on this position. They shall have the ability to sign the organization's checks. This duty shall be

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shared with the President and Secretary. In order to assure the integrity of this position they cannot be related to the President, Secretary, or any other Officer with fiduciary responsibility or chair any committee that collects or distributes money. They shall work with the committee chairpersons to verify purchases, inventories, and funds into and out of their committees.

Section 7 – Football Equipment Coordinator: The equipment coordinator shall be responsible for the upkeep, inventory and condition of all football equipment. The inventory of assets will be updated prior to distribution. They are responsible for the initial sizing of all participants at all registrations (or their delegate). Parents will be issued an equipment summary sheet that documents equipment distributed. This includes, but is not limited to protective gear, (such as helmets and various pads), uniforms, rain gear and any other football related clothing, (non- apparel items such as “pinnies”). They are responsible for submitting an inventory to the Vice President of Football. They are also responsible for the conditioning and/or replacement recommendation of helmets when safety requirements necessitate such. They are responsible for the organization and upkeep of the equipment room, and shall hold the key along with the Vice President of Football. They are responsible for the coordination of the initial distribution of equipment, and also the final collection of the same. They shall provide to the Treasurer a list of members that have outstanding equipment not returned at the end of the season.

Section 8 – Snack Stand Coordinator: The Snack Stand Coordinator shall take responsibility for the inventory, cleanliness and, daily staffing of the Snack Stand. Their responsibilities include the maintenance of the equipment, ordering of the foods, beverages, condiments and dry goods that are required to continue at a profitable level. They are also responsible to make sure the participant log, (showing those that are scheduled to work), is completed and checked daily. They are to ensure that the seasonal opening and closings of the kitchen and related areas are proper and thorough. Finally, the responsibility of instruction as to the use of the facility, the preparation of food and safe handling to all of those that participate, and to make sure that all Health department regulations and guidelines are followed.

Section 9 - General Membership Meetings: The Executive Board shall hold a General Membership Meeting every month (unless otherwise agreed to by the President and/or Executive Board). These meetings shall be held at a fixed time and place each month so that notice of the meetings need not be given. The Executive Board shall use the General Membership Meeting to report the actions taken by the Officers quorum (See Article 4 Section 11). The President, or designee, shall preside over all General Membership Meetings. The Secretary shall take the minutes of the meeting including attendance of all members. All members are encouraged to attend general membership meetings. The Executive Board is encouraged to attend 10 out of the 12 General Membership Meetings. The Executive Board is also encouraged, but not mandated, to follow the consensus of the membership. If consensus is not apparent and further discussion is not productive, the Executive Board or President will make the final decision. The General Membership Meeting shall follow the agenda below.

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1. Call to order
2. Opening exercises, if applicable
3. Roll call and determination of a quorum
4. Adoption of agenda
5. Reports of officers
6. Reports of standing committees
7. Report of special ad hoc committees
8. New Business (proposal for next meeting)
9. Announcements
10. Open Discussion
11. Approval of minutes
12. Adjournment

Section 10 - Special Meetings: Special meetings of the Executive Board may be called as necessary for the operation of the organization. The Secretary shall notify all Officers of the date, time and location of the special meeting. A quorum (See Article 4 Section 11) of Officers must be present at all special meetings. The President shall preside over all special meetings. The Secretary shall take the minutes of the meeting including attendance. The President shall determine the agenda of these meetings.

Section 11 - Quorum: As stated in these bylaws, a quorum of Officers is required for important votes. A quorum consists of at least 60% of Executive Board Officers present and two-thirds (2/3) of those present to approve, deny or other.

Section 12 - Voting Eligibility: Officers must be in good standing in order to be eligible to vote. On all matters of the organization requiring a written or roll-call vote, each eligible member shall have one and only one vote, regardless of how many offices or other positions they hold. Eligible members are those members who are in good standing and have attended at least three (3) prior general membership meetings over the last six (6) months. Unless otherwise stated in these by-laws, all issues shall be decided by a simple majority of the casted votes. The President shall abstain from all votes with the exception that in case of tie, they shall vote in order to break the tie. (This section does not apply to Executive Board voting).

ARTICLE 5 - Coaches and Team Parents

Section 1 - Head Coach: Each football and cheerleading team has a Head Coach who is responsible for the teaching, training, conditioning, safety and conduct of the team. The Head Coach is also responsible for the conduct of the other coaches, team parents and spectators. The Head Coach is a position appointed by the Coaches Selection Committee. The Head Coach is responsible for representing the association and accountable for compliance with Pop Warner, Bux-Mont and Abington Raiders Rules. In addition, the head coach is required to attend Registration Nights as well as General Membership Meetings from March through December unless said coach is given an excused absence. If the Head Coach is unable to attend a General Membership Meeting, they are to send an assistant coach/team representative. The Head Coach must also complete the required Bux- Mont mandatory

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training sessions prior to the first practice in August. If a head coach is suspended by Bux-Mont, the Abington Raiders Organization will tack on an additional one-week suspension, if deemed appropriate by the Executive Board. Finally, if the Head Coach is suspended two times in one year, a head coach will be removed from his/her position unless extraordinary circumstances apply. (e.g., head coach is suspended due to out of control parent or spectator).

Section 2 - Head Coach Selections: The Head coaches will be selected by appointment by the Coach Election Committee (hereafter “CEC”). Members of the CEC will be the Executive Board. An individual applying for a head coach position is ineligible to vote for that team’s Head Coach. A CEC member shall not vote for a coaching position if a significant other or relative is running for that coaching position. These conditions would be deemed a conflict of interest. A CEC member should abstain from a vote if they feel a conflict of interest applies. The CEC will require each applicant to supply a completed coaching application, (available through the Raiders’ website). These documents must be submitted prior to interviewing process. If these articles are not provided by the coaching applicants, the applicants are ineligible for consideration. Each coaching applicant may be required to attend one or more interviews with the CEC and to supply, when requested, additional, information. In the instance of multiple teams, (within a given weight class), the CEC will also determine the assignment of appointed coaches. This includes, but is not limited to, DIVISIONAL or CATAGORIC assignments. Due to the creation of the CEC, these rules supersede all previous agreements, understandings and regulations formally exercised by the Abington Raiders concerning Head Coaching assignments and appointments. Once the CEC has conducted their interviews and are satisfied with their decisions, the Head Coach decisions are noted as FINAL with no appeal process.

Section 3 - Assistant Coaches: The Head Coach may select one or more (see Pop Warner Rules) Assistant Coaches to help with field duties with approval of the executive board. The Head Coach may also remove an assistant coach for dereliction of the duties or actions that are detrimental to the team, the players or the organization. Every Assistant Coach must provide a current year criminal background check, Child Abuse History Certificate and all required certifications prior to the first day of practice and MUST be on the roster that is submitted to Bux-Mont.

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Section 4 - Team Parent / Administrator: The Head Coach may select one or more Team Parents, with Executive Board approval, to help with administrative duties. The Head Coach may also remove a team parent for dereliction of duties or actions that are detrimental to the team, the players or the organization. Every Team Parent(s) must provide a background check prior to the first day of practice. Parents are encouraged to fulfill their snack stand duties, support the Raiders' fund raising activities, and attend General Membership Meetings (especially June through November).

Section 5 - Term of Office: Head Coaches begin their term of office immediately upon election. Their term continues until the completion of the post-season awards ceremony.

Section 6 - Removal from Position: Head Coaches/Assistant Coaches/Team Parent Administrator or any Volunteer may be removed from their position for dereliction of duty. The phrase "Dereliction of Duty" refers to behavior that is determined detrimental to a team, a player, the organization or its membership. Any Board Member has the right to suspend any volunteer for dereliction of duty but a motion for removal must be made and seconded at a general membership meeting. This motion will be tabled until the next general membership meeting. At that meeting, a quorum (See Article 4 Section 11) of Officers must be present, discussion will be allowed, followed by a simple majority vote for removal. If the violation is deemed a serious infraction, the Executive Board and/or President have the authority to revoke membership as well as assigning a timeline or duration up to and including life.

Section 7 - Certification: All Head Coaches and Assistant Coaches must be certified by attending a Bux-Mont approved certification course. The League Representative will inform the Head Coach of any member of his/her coaching staff who needs certification or background check. A coach who has not been certified or whose certification has lapsed will not be allowed to coach.

Section 8 - Background Check: All Head Coaches, Assistant Coaches, Executive Board Members and Team Parent(s) must submit a Child Abuse History Clearance Certificate and Criminal Background Check PRIOR to the first day of practice. A person who's Pennsylvania Child Abuse History Clearance Certificate indicates that 'Application is named as the perpetrator of a founded child abuse or school employee report' or that 'Record (such as, but not limited to, child abuse, spousal abuse, substance abuse) exists and contains serious convictions' or any other convictions deemed a serious offense shall not be allowed to volunteer for said positions stated above. The President and League Representative have the right to "re-assess" criminal status at anytime during the period of membership since the clearance is reflective of the date of submission.

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ARTICLE 6 - Committees

Section 1 - Establishment: The Executive Board shall be able to establish committees to work on specific tasks or projects on behalf of the organization. When a committee is identified, a set of specific target dates and milestones along with a term specific to that committee will be established by the Executive Board.

Section 2 - Chairperson: Every committee shall have a chairperson, appointed by the Executive Board Officer who is responsible for seeing that the tasks are completed and the objectives are met. The chairperson shall solicit members to join the committee to assist with completion of the tasks. The chairperson shall present a report on the progress of the committee as necessary. The chairperson shall assure that the committee operates within budget (if any) as set forth by the Executive Board. All committee chairpersons will be required to submit minutes/documents of all decisions and activities of the committee to be read at the general executive meetings as needed.

Section 3 - Executive Involvement: The primary function of the Executive Board Officer is to provide oversight and give the necessary direction to the committee and also to act as the liaison between the committee and the Executive Board.

Section 4 - Term: Each committee shall be disbanded at the end of the term set forth by the Executive Board.

Section 5 - Committees: The organization may have, but is not limited to, the following committees:

- 1) **Coach Election Committee (CEC)** – shall recruit, interview and make final head coach selections.
- 2) **Equipment** – shall maintain the inventory of all tackle football, flag football and cheerleading equipment and uniforms. Shall organize and supervise player measurement for equipment and uniforms. Shall order or refurbish the necessary equipment and uniforms. Shall assign *and record game jersey numbers* to avoid duplication on the same team. Shall organize and supervise equipment and uniform distribution. Shall organize and supervise equipment return. They shall work with the coaches throughout the season to assure that each team is properly equipped. This committee shall be chaired by the Equipment Coordinator. (*See article 4, section 13*).
- 3) **Field Maintenance Committee** – shall ensure both Practice and Game fields are sufficiently prepared for general practice, as well has game days. The field chairperson shall be responsible for delegating responsibilities out to committee members. The Committee shall also ensure that the field painting equipment is in good working condition and that there are sufficient supplies to complete the work. This committee will report into the VP of Football.
- 4) **Fundraising** – shall plan, organize and supervise fundraising activates to supplement the organization's income. These activities may include, but are not limited to raffles, merchandise sales, and other events. They shall coordinate with the Treasurers to

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assure that sufficient funds can be raised to cover the organizations operating and capital requirements. These fundraising committees shall be chaired by the Fundraising Coordinator. This committee will report into the Vice President of Cheerleading.

- 5) **Snack Stand** – shall organize and operate the snack stand for all home games and if possible practices. They shall assure that the snack stand is properly stocked. Shall establish reasonable pricing that assures profitability. This committee will report into the Treasurer.
- 6) **Team Parent** – shall consist of the team parent from each flag, tackle and cheer team in the organization. The team parents must provide a valid background check for current year. They shall coordinate the distribution and collection of information between the organization and the players on each team. This committee is chaired by the Head Team Administrator. The team parent(s) shall also provide assistance in helping organize team events and activities and assist in the coordination of activities across teams. They shall encourage volunteerism and participation across the cheer and football programs. This committee will report into the VP of Football.