

CONSTITUTION

ARTICLE 1 Name

Section 1: The name of this organization shall be the Abington Midgets Sports Association, Inc. The name of the teams competing for this association shall be called the Abington Raiders.

Section 2: The principal office of this organization shall be located in the Abington area at the discretion of the president.

ARTICLE 2 Purpose

Section 1: The Abington Midgets Sports Association, Inc shall be a non-profit organization established for the promotion of youth football and cheerleading, dedicated to the participants who meet the requirements of the league in which the organization participates. The organization shall be organized as a privately sponsored corporation.

Section 2: The organization's general objective is to inspire youth to practice the ideals of sportsmanship, scholarship, and physical fitness.

Section 3: The organization's ideal shall be to provide all children, regardless of race, creed, or national origin, an opportunity to play football and lead cheers, and to have fun doing so.

ARTICLE 3 Membership

Section 1: Any parent or guardian having a child registered in the program shall be a member.

Section 2: Any person serving in a coaching capacity shall be a member.

Section 3: Any person serving the organization, as an elected official shall be a member.

Section 4: Any other person nominated and approved by a majority vote of the Board of Directors shall be a member.

ARTICLE 4 Government

Section 1: The government of this organization shall be vested in a Board of Directors consisting of the officers and not more than (40) other members. Said officers shall be the president, first vice president, second vice president, secretary, and treasurer. Said officers shall also comprise the Executive Committee.

Section 2: The officers and directors of this organization shall be elected in the manner prescribed in the By-Laws and shall office for a period of one year, or until their successors are duly elected and charged

Section 3: Persons having children registered in the program shall comprise at least fifty-one (51) percent of the members of the Board of Directors.

ARTICLE 5 Amendment

Section 1: The original constitution shall be approved by a simple majority vote on an article by article basis.

Section 2: This constitution may be amended by a two-thirds (2/3) vote of the members present at any general meeting or by a two-thirds (2/3) vote of the Board of Directors at any Board of Directors meeting provided that notice of the proposed amendment has been publicized to each member or director at least seven (7) days prior to the date of such meeting.

BY-LAWS

ARTICLE: 1 Membership

Section 1: Active membership shall be as provided in the constitution.

Section 2: Membership in this organization shall cease upon failure to meet the criteria as provided in the constitution.

Section 3: The Board of Directors shall be empowered. By a (2/3) vote, to revoke the membership rights of any individual for conduct detrimental to the best interest of the organization.

Section 4: Associate membership may be conferred upon any individual of good character by a two-thirds (2/3) vote of the Board of Directors. Said associate membership shall be for one year, but shall not permit voting or office holding privileges.

ARTICLE: 2 Government

Section 1: The government of this organization shall be vested in the Board of Directors which shall be subject to the will of the membership.

Section 2: The Board of Directors shall have control and management of the property and management of the organization subject to the will of the membership. Funds of the organization shall be withdrawn from the bank or banks with which they are deposited by the joint signature of the president or treasurer, and one other elected officer.

Section 3: The members of the Board of Directors shall be elected in accordance with Article 3 of these by-laws.

Section 4: If it becomes necessary, members of the Board of Directors, elected officers, or head coaches shall be removed from office in accordance with article 10 of these by-laws.

Section 5: A vacancy on the Board of Directors, or any office, shall be filled by a vote of the Board of Directors. Such appointee shall serve until the next regular election.

Section 6: At the request of the Executive Committee, the Board of Directors shall be empowered, by a simple majority, to temporarily increase the size of the Board of Directors beyond the limits set in Article 4 of the Constitution. The temporary size increase shall be in effect no longer than the next regular election meeting, or sooner, as determined by the Board of Directors.

Section 7: Under no circumstances shall the Board of Directors be temporarily increased in size beyond (40) members and (5) officers.

ARTICLE 3 Elections

Section 1: Not less than (30) days prior to the annual election, the president shall appoint, with the approval of the Board if the Directors, a nominating committee of not less than three (3) members, one of which shall be designated committee chairman.

Section 2: The nominating committee shall decide upon the names of the candidate's for election and shall make recommendations to the board not less than ten (10) days prior to the annual election. Anyone that is running for an officer's position shall be a member of the board in good standing.

Section 3: Additional names may be placed in nomination at the time of balloting providing seven (7) members sign a petition requesting another name to be added.

Section 4: At the annual election, there shall be elected by a simple majority of the members present a president, a first vice president, a second vice president, a treasurer, and a secretary in order; all of whom shall constitute the officers and Executive Committee of the organization. To complete the Board of Directors, there shall be elected directors as required in Article 4, Section 1 of the Constitution, and Article 2, Section 3 of the by-laws.

Section 5: Voting shall be individuals, and no person shall cast more than one ballot. Proxies and absentee ballots will not be recognized.

Section 6: Officers and Directors shall take office at the conclusion of the March General/ Election meeting, which date shall begin this organization's fiscal year.

ARTICLE 4 Meetings

Section 1: All general and Board of Directors meetings are open to any member.

Section 2: The annual election meeting shall be held in **March** of each year. Notice of such meeting shall be publicized to the membership at least ten (10) days prior there to (change voted and approved 1/19/98).

Section 3: There shall be at least one (1) general meeting of the membership each year in **March**. This general meeting shall also be the annual election meeting (change voted and approved 1/19/98).

Section 4: The Board of Directors shall meet at least once per month, except December, or at the call of the president.

Section 5: Special meetings of the membership or of the Board of Directors shall be called by the president or by the secretary at the request of at least eight (8) directors.

Section 6: A quorum shall be required for the conduct of any organization business. A simple majority shall constitute a quorum at Board of Directors meetings, and a total of fifteen (15) members shall constitute a quorum at General membership meetings.

ARTICLE 5 Duties of Officers

Section 1: The President, as chief officer of the organization shall supervise the organization's affairs and activities and shall make an annual report there on to the members.

Section 2: The first vice president shall preside at membership and Board of Directors meetings in the absence of the president, and shall also work with the president on all internal affairs of the organization, including membership, finances, and awards.

Section 3: The second vice president shall work with the president on all external affairs of the organization, including scheduling, league activities, and public relations.

Section 4: The secretary shall give notice of all regular and special meetings and shall keep a permanent record of the minutes of such meetings.

Section 5: The treasurer shall keep the financial records of the organization, disburse funds as required and shall report monthly on the financial condition of the organization. The treasurer shall prepare a report for audit by his/her successor.

Section 6: If a volunteer attorney is available this organization shall also have a counsel, who shall advise the Board of Directors and Executive Committee on all legal matters.

ARTICLE 6 Committees

Section 1: The Board of Directors shall determine the committees deemed proper and necessary to fulfill the objective and purpose of the organization.

Section 2: All committee chairman shall be appointed by the president, subject to the approval of the Board of Directors.

Section 3: The president shall be an ex-official of all committees.

Section 4: Should an emergency or unusual situation arise that is beyond the powers and duties of any single officer, and is determined that there is not time to call a full Board of Directors meeting, then the executive committee is empowered to act upon the situation. Executive Committee actions are subject to latter approval of the Board of Directors. A quorum of the Executive Committee shall consist of the president and two other elected officers.

ARTICLE 7 Authority to Bind

Section 1: No member of this organization shall contract for or incur any debt or enter in any agreement or otherwise obligate this organization except by the authorization of the Board of Directors or the membership.

ARTICLE 8 Rules of Order

Section 1: Roberts Rules of Order shall govern the proceedings of all meetings of the organization and its constituent parts except as provided in these by-laws.

Section 2: A Parliamentarian may be appointed by the president the chair in parliamentary interpretation.

ARTICLE 9 Delegations

Section 1: Delegations or special committees shall be appointed by the president to represent the organization as may be necessary. Such delegations or committees shall exercise only those powers specifically vested in them by the Board of Directors.

ARTICLE 10 Removal from Office

Section 1: Any officer, director, or head coach may be removed from office as a result of failure to fulfill the duties of said office or for conduct detrimental to the best interest of the organization or that does not have a passed background check as stated in the criteria found in policy 10.

- (1) A petition stating the charge shall be filled with the secretary and signed by one-half (1/2) of the Board of Directors or by one-half (1/2) of the members.
- (2) The Secretary shall immediately notify the members or directors that the question will be placed on the next regular or special Board of Directors or General Meeting agenda.
- (3) Said officer director, or head coach shall be permitted written notice of the charge at the same time notification of members takes place.
- (4) The petitioners shall present their case first, said officer, director or head coach shall be heard second, and the vote shall be taken third. Two-thirds (2/3) of those voting at the Board of Directors meeting or GENERAL Meeting shall be necessary to remove said officer, director, or head coach from office.

Should said officer be the secretary, the treasurer shall receive and distribute the petition, Should said officer be the president, the first vice president shall preside during the removal proceedings No removal; proceedings shall be based more than once on same evidence.

Section 2: The only exception to the above Removal from Office procedure shall be:

- (1) Any director who is absent at three (3) consecutive meetings, without cause as determined by the Board of Directors, shall automatically and without prior notice be removed from his/her director position. An immediate replacement shall be selected by the Board of Directors in accordance with Article 2, section 5 of these by-laws.

Section 3: Head coaches will be responsible for the conduct and retention of his/her assistants. Therefore assistant coaches are not covered by Section 1 of this Article unless they are also an officer or director.

ARTICLE 11 Coaches

Section 1: The Board of Directors shall annually select and/or reaffirm head coaches at the **February** monthly meeting, (change voted and approved 1/19/98).

Section 2: Head coaches will select their assistants, subject to the approval of the Board of Directors. The numbers of assistants may not exceed the number of assistants in accordance to Article 5 of the Pop Warner Rule book.

Section 3: Coaches and assistants coaches may serve as members of the Board of Directors.

ARTICLE 12 Insurance

Section 1: This organization shall carry adequate insurance in the form of: liability, medical, and equipment insurance for the protection of its members, participants, and staff.

ARTICLE 13 Policy

Section 1: A written policy shall be established which shall state the rules pertaining to the adoption of programs, duties of officers and directors, and other matters of concern to the organization.

ARTICLE 14 Amendments

Section 1: The original by-laws shall be approved by a single majority vote on an Article-by Article basis.

Section 2: The by-laws may be amended by a two-thirds (2/3) vote of the members at General Meetings or by a two-thirds (2/3) vote of the directors at Board of Directors meetings, providing notice of the proposed action has been published to each member or director at least seven (7) days prior to the date of each meeting.

Section 3: The Polices may be approved or amended by a simple majority vote of the members present at either General or Board of Directors meetings without prior Publication.

Section 4: Polices and amendments to the same shall be binding until amended, canceled, or as stated in said policy or amendment.

POLICY 1 Prior Policy Cancellation

Section 1: *All organization Policy in effect prior to January 1, 1998 is hereby cancelled.*

POLICY 2 Standing Committees/Chairmanships

Section 1: There shall be a League Representative and an Alternate appointed by the President and subject to Board of Directors. He/She shall be responsible for attending league meetings, representing the interests of the organization at these meetings and reporting to the Board of Directors the results of such meetings. League commitments may also be required.

Section 2: There shall be an Equipment Manager appointed by the President and subject to approval by the Board of Directors. He/She shall be responsible for collection, distribution, upkeep, renewal, inventory, purchase, and proper storage of all sports equipment that is the property of the organization. He/She shall make periodic reports to the Board of Directors.

Section 3: There shall be a Registration Chairman appointed by the President and subject to approval by the Board of Directors. He/She shall be responsible for registering and rostering all program participants, obtaining proof of age, medical release forms, and equipment receipts. He/She shall maintain updated rosters for all teams throughout the year. He/She shall make periodic reports to the Board of Directors.

Section 4: There shall be a Publicity Chairman appointed by the President and subject to approval by the Board of Directors. He/She shall be responsible for obtaining print and electronic media coverage for all Raider's activities, including weekly press releases throughout the football season. He/She shall also be responsible for the advertisement of registration. He/She shall make periodic reports to the Board of Directors.

Section 5: There shall be a Snack Bar Chairman appointed by the President and subject to approval by the Board of Directors. He/She shall be responsible for stocking, set-up/ breakdown, manpower scheduling and inventory storage relative to the operation of the snack bar. He/She shall make periodic reports to the Board of Directors.

Section 6: There shall be a Fundraising Chairman appointed by the President and subject to approval by the Board of Directors. He/She shall be responsible for selection, storage, distribution, and proceeds collection of fundraising materials. He/She shall make periodic reports to the Board of Directors.

Section 7: There shall be a Banquet Chairman appointed by the President and subject to approval by the Board of Directors. He/She shall be responsible for site/menu selection, cost to attendees, guest invitations, agenda/program, banquet announcement distribution, and collection of monies. He/She shall make periodic reports to the Board of Directors.

Section 8: There shall be a Bowl Game Chairman appointed by the President and subject to approval by the Board of Directors. His/Her duties shall include, but not limited to, arranging opponents, dates, itinerary, housing, officiating, field permits, medical coverage, snack bar, field committee, and transportation. He/She shall make periodic reports too the Board of Directors.

Section 9: There shall be a Field Committee Chairman appointed by the President and subject to approval by the Board of Directors. He/She shall be responsible for coordinating manpower scheduling with the Snack Bar Chairman, set-up and break down of the fields as required, chain gang assignments, etc. He/She shall make periodic reports to the Board of Directors.

Section 10: There shall be a Field Committee Chairman appointed by the President and subject to approval by the Board of Directors. He/She shall be responsible for coordinating the goals of the organization with the parents and coaches. His/Her specific responsibility including coordinating practices, coordinating schedules, and coordinating rules and instructions. He/She shall also be responsible for developing immediate and long-range programs for coach's certification and comprehensive training for the organization.

POLICY 3 Finances

Section 1: The funds of this organization shall be deposited with a financial institution acceptable to the Board of Directors.

A: A permanent capital fund will be established for the purpose of building the financial strength of the organization. These funds shall be invested in no-load equity mutual funds as determined by the Executive Committee since these funds should be considered permanent capital, withdrawals must be subject to a majority vote of the membership, and should only be expended for one (1) capital expenditures such as land, buildings etc... or two (2) when a financial emergency exists. This amount of the annual contribution will be voted upon by the membership at the March meeting, and will range from 0 % to a maximum of 50% of the funds in the treasury at the time.

Section 2: No assessments, aside from program registration fees, shall be levied against any member(s).

Section 3: Receipts shall accompany all financial transactions.

Section 4: Any member who accepts an item for sale or resale on behalf of the organization (e.g., candy) shall be responsible for the selling price of the item. Any item sold must be returned in original condition to the organization within a reasonable time.

POLICY 4 Teams and Players

Section 1: The organization shall field at least one team in each age/weight division and 1 cheerleading squad when registration numbers permit.

Section 2: The organization shall attempt to accommodate all registrants, subject to equipment and coaching staff availability.

Section 3: Registrations shall, as a minimum, be held on the third Tuesday in March, April and May.

Section 4: Registrations shall be on a first come first serve basis, but considerations for rostering shall be given to families who have prior active participation within the Raiders organization as determined by the Board of Directors.

Section 5: When registration reaches the maximum allowable team size per league rules in any Non Competitive age/weight division for football or twenty (20) for cheerleaders, a waiting list shall be established and all subsequent registrants shall be added to the list. At competitive level the coach's discretion of the team size will be met and this team size must be approved by the board. If a player/cheerleader is dropped from an active roster in an age/weight division in which a waiting list is being maintained, the first child on that waiting list shall be added to the active roster. The waiting lists shall be maintained until seven (7) days after the first practice or until a total of forty-four (44) registrants in the same age/weight division for football or twenty four (24) for cheerleaders is reached, whichever is sooner. At that time, subject to equipment or coaching staff availability, two (2) teams shall be formed using a pre draft procedure to be determined by the Board of Directors. In cheerleading, they have an option of being moved to another team within the age/matrix and approved by the Board of Directors.

POLICY 5 Dissolution of the Organization

Section 1: In the event of dissolution of this organization, the monies in the treasury shall be turned over to any other groups participating in a program of activities for the youth of our communities as voted upon by the Board of Directors. Any real property or other assets owned by the organization at the time of dissolution shall be disposed of as the Board of Directors sees fit.

POLICY 6 Duties of Officers and Directors

Section 1: The Duties of the President shall be as follows:

- a. Supervise the affairs and activities of the organization.
- b. Represent the organization within the community.
- c. Prepare the budget for adoption by April 1.
- d. Prepare a calendar of events for the full year by April 1.
- e. Preside at and maintain order at all meetings.
- f. Supervise and assist the officers in the performance of their duties
- g. Answer correspondence promptly.
- h. Make an annual report to the membership.
- i. Continue in the position of advisor 6 months following his/her term. During this period, he shall assist the newly elected president thru this transition period. He/She shall have no check authorization. He/She shall have a vote as an approved member of the Board of Directors.

Section 2: The Duties of the First Vice President shall be as follows

- a. Perform the duties of the President in his/hers absence.
- b. Provide encouragement and assistance for project participation.
- c. Assist the Secretary with membership records.
- d. Coordinate any awards selections.

Section 3: The Duties of the Second Vice President shall be as follows.

- a. Provide encouragement and assistance for project participation.
- b. Provide liaison with Public relations area.
- c. Obtain proper playing field permits from the township through the Secretary.

Section 4: The Duties of the Secretary shall be as follows.

- a. Keep records of correspondence of the organization.
- b. Prepare the agenda with the President.
- c. Maintain the attendance records.
- d. Prepare and distribute minutes from all meetings.
- e. Keep records of membership names and address.
- f. Acknowledgement of gifts to the organization.

Section 5: The Duties of the Treasurer shall be as follows.

- a. Assist in maintaining good financial structure.
- b. Prepare and distribute a profit and loss statement at all Board of Directors meetings.
- c. Keep records of money owed by or to the general meeting in February.
- d. Assist the President in preparing the annual budget.
- e. Prepare a report for audit prior to the general meeting in February.

Section 6: The Duties of the Directors shall be as follows.

- a. Encourage and recommend members for project chairmanship.
- b. Represent the interests of the Board of Directors in committee activities.
- c. Present to the membership all policies, which concern the membership.
- d. Maintain control and management of the property and management of the organization, subject to the will of and in the best interests of the membership.

POLICY 7- Awards

Section 1: One player per team shall be awarded the Gerry Lipson/Rita Taylor Memorial Award annually at the Awards Banquet. Award winners shall be selected by their respective coaching staffs using secret ballot Selection criteria shall be: Leadership, Good Sportsmanship, Cooperation, Selflessness, Friendship, Determination, Attentiveness, and Academics.

Section 2: Suitable trophies/plaques shall be awarded to players and coaches from each team that wins or shares the league championship in its weight division.

Section 3: Championship team trophies by the league shall be retained by the organization and be suitable displayed.

Section 4: Suitable trophies shall be awarded to cheerleading squads that wins or shares their portion of the competition at the annual Bux-Mont league cheerleading competition.

POLICY 8- Coaches

- Section 1: All head coaches and coaching staffs shall automatically be terminated at the end of the Pop Warner season per Pop Warner rules.
- Section 2: All head coaches and coaching staffs shall be selected in accordance with Article 11 of the Bylaws at the February meeting.
- Section 3: Head coaches that express interest in returning to coach the following season shall have the right of first refusal, provided he/she still meets all the requirements of the position. The Board of Directors shall vote concerning the coaches' retention prior to acting upon any challenges to the position.
- Section 4: No challenges shall be accepted if the Board of Directors has reaffirmed a returning coach for that team for the coming year.
- Section 5: As part of the challenge procedure, all prospective new head coaches shall be interviewed by The Executive Committee, who shall make their recommendations to the Board of Directors.
- Coaches must get reaffirmed, if reaffirmed then coaches have the right to first refusal of their team (weight and division). If there is no team at the weight or division or they choose not to be at that weight or division, then we open up the selection process (challenge process). All coaches must come to a board meeting and apply to the board for an open coaching position. (Head coaches should be prepared with preliminary assistant coach list and appropriate team plan for that age and weight. Upon board approval he or she will then be assigned a weight and division)
- Section 6: Head coaches shall be assigned to age/weight divisions by the President subject to the approval of the Board of Directors.
- Section 7: No person shall be head coach for more than one team per season.
- Section 8: Head coaches must be at least (21) years of age, assistant coaches must be at least eighteen (18) years of age.
- Section 9: Teams are permitted to carry a coach-trainee who must be a minimum of sixteen (16) years of age
- Section 10: Head coaches have final responsibility for his own actions, those of his/her assistant coaches, players and staff.
- Section 11: The coaching staff shall be in complete charge on the playing field and practice fields, and shall not be interfered with except in cases of rule violation and any other conduct deemed by the Board of Directors to be a detriment to the welfare of the children.
- Section 12: Coaches and staffs shall be selected using the following criteria:
- a. They must agree to abide by the organization's ideals and objectives as stated in the Constitution, and also agree that winning, although important, shall be secondary importance in relation to the children learning good sportsmanship, teamwork, self-discipline, friendship, concentration, and the building of sound mind, body, and character.
 - b. They must possess a working knowledge of football and/ or cheerleading fundamentals.
 - c. They must possess patience and the ability to teach. (Especially at the lower age/weight levels).
 - d. At the upper age/weight levels, they must possess a great deal of football or cheerleading knowledge beyond fundamentals.
 - e. They must agree to strictly abide by the league's playing rules, with special emphasis being placed upon the Mandatory Play Rule.
 - f. They must complete, as a minimum, a coaching certification course, which may be held locally as determined by the Board of Directors.

POLICY 9- Post Season Games

- Section 1: The organization may, at the discretion of the Board of Directors for the current year, schedule and play post season Bowl Games.
- Section 2: There shall be no post-season play at the flag, seventy five (75) and eighty five (85) pound levels.
- Section 3: There shall be no games schedule after Thanksgiving weekend except playoffs scheduled by Bux-Mont league.

POLICY 10: Background check

- Section 1: Head coaches and assistant coaches must complete the paperwork for a criminal background check.
- Section 2: This will be paid by the organization and destroyed upon approval or denial.
- Section 3: No one required to have a criminal background check may come in contact with any child of the organization as a representative of the organization until said background check has been cleared by the President.
- Section 4: Criteria for denial but not limited to the following:
- No paroles
 - No felonies
 - No incidents regarding children
 - Any incidents less than 10 years undecided by the president must be brought to the board for a majority vote.