

Constitution  
2007

Article I - Name

The name of the organization shall be known as Methuen Pop Warner.

Article II - Statement of Affiliation

Methuen Pop Warner (MPW) shall be affiliated with Pop Warner Little Scholars, Inc., and shall be governed by and comply with, the principals, rules and regulations enunciated and directed by Pop Warner Little Scholars, Inc.. Methuen Pop Warner will also follow all guidelines set up by: the Merrimack Valley Pop Warner League; the Pop Warner Football Conference of eastern Mass. and the Pop Warner New England Regional Commissioner.

Article III - Site of Principal Operation

The principal operation of MPW shall be in and about the city of Methuen, County of Essex, and state of Massachusetts, but may extend into such areas as are permitted by the Pop Warner rules and regulations.

Article IV - Objectives

Section 1: To inspire the youth of MPW, regardless of race, creed, sex or color, to practice the ideals of honesty, loyalty, courage, reverence, good sportsmanship, scholarship and physical fitness, as reflected in the life of the late President John F. Kennedy, and established by him in the President's Physical Fitness Program. To bring youth closer together through the means of a supervised competitive football program with the goal of developing finer, stronger and happier youth who will grow to be good, healthy adults.

Section 2: To encourage participating adults to behave in an exemplary manner when supervising youth and to keep the welfare of the youth foremost and free from any adult compulsion for power and glory.

Section 3: To promote safety-first play by having strict controls of ages, weights, and equipment. The football coaching staff shall be qualified to acquaint boys/girls with such fundamentals as blocking, tackling, running, kicking, passing, and maintaining a sound physical, mental and moral condition. They will also promote good sportsmanship and team work while striving to make sure all participants have a positive learning environment. The Cheering staff will promote good sportsmanship, a positive learning experience and basic fundamentals of cheering: splits, jumps, cartwheels, dance, cheers, partner stunts, team work, safety and encouraging boys/girls to maintain a sound physical, mental and moral condition.

Section 4: Specific purpose includes: allowing youth to participate in a supervised, organized, safety-oriented program which emphasizes character building.

A. The football squads will participate in the P.W.F.C.E.M. Conference, Merrimack Valley League; in a multi-divisional program consisting of member associations with age and weight divisions. Coaches should de-emphasize "win at all costs" philosophy.

B. The cheerleading squads will participate in the same league and conference as the football squads and will comply with the national and P.W.F.C.E.M. rules and regulations governing squad size and age requirements. In addition to participating at all scheduled football games, the cheerleaders will be permitted to enter into League, Conference, Regional and National cheering competitions that are sanctioned by Pop Warner Little Scholars Inc..

Section 5: MPW shall have the power to govern itself on a local basis, which is consistent with, and not contrary to, any rules and regulations promulgated by Pop Warner Little Scholars Inc., Pop Warner New England Region, P.W.F.C.E.M., and Pop Warner Merrimack Valley League, to which this Association is subject.

Section 6: To accomplish the above objectives, we reserve the right to raise funds, incur debts, rent, construct, or purchase facilities, make loans, incur mortgages, and buy and sell properties of the corporation.

#### Article V - Membership

Section 1: The Board of Directors and Offices of MPW shall consist of only members interested in maintaining a high quality total program. Composition of the Board shall be diverse and representative of all aspects of the program.

A. New membership on the board will be granted by the approval of majority of the present Board members. Nominees for Board membership must be submitted by a member at either a regular or special meeting, providing said person has consented to be considered, verbal notice has been given to all Board members and no request for Executive session is made. Election requires a majority affirmative vote of the members present, if there is a duly constituted majority.

\* also see By-Laws, Article V, Section II, A. through D.

B. The Board shall receive no compensation for the performance of their duties.

Section 2: The Offices of this organization shall be: President, Vice President, Secretary, Treasurer, Cheering Director and Athletic Director. The position of President and Secretary, will be staggered from Vice President and Treasurer for continued continuity and stability. The terms of the respective offices will not exceed two consecutive years, unless the majority of the Board vote to extend the length of term.



Section 3: No member shall be elected to more than one office in one franchise year. No coach shall hold an elected office on the Board of Directors.

Section 4: Nominations for the Executive Board will be made at the November meeting. Elections for the Executive Board will be conducted at the December meeting, to be ready to begin the Franchise year. If two or more candidates are nominated for an office secret ballot voting will be used. The person receiving the highest number of votes shall be elected.

Section 5: If an officer is unable to complete his/her term of office because of resignation, illness or death, it will be the duty of the President, at the next Board of Directors meeting, to appoint, with the approval of the majority of the Board present, a new officer to carry out the duties of the office until the next annual election, at which time the position will be placed on the ballot.

Section 6: New members may hold offices only if the Board concurs by a majority Affirmative vote, and said person has demonstrated superior skills and/or performance in a significant aspect of the program, such as the committee structure.

#### Article VI - Officers and their Duties

Section 1: The President shall preside over all regular, special and Board of Directors Meetings of the organization. He/She will be a member, ex-Officio, of all committees, without power to vote, unless otherwise designated by the constitution. He/She will enforce all laws, maintain order and decide all disputes not covered by our Constitution and By-Laws. He/She shall appoint all standing and special committees. He/She has the power to remove a disorderly member impeding the progress of the meeting. He/She will be responsible, with the Treasurer, for the contents of the treasury. The President will be a member of the Budget and Planning Committee. The President, or a person designated by the President, will be responsible for calling in the game scores of all home games, according to the procedure set up by the League/Conference.

Section 2: The Vice President shall assist the President in his/her every function and shall preside at the meetings during his/her absence. In case of death, resignation, disqualification, refusal or neglect of the President to discharge the duties of his/her office, it shall be incumbent upon the Vice President to fulfill the duties of the President until the next regular election shall be held. He/She may sit in on all committees, standing or special, unless otherwise ruled by the Board.

Section 3: The Treasurer shall receive all monies from all sources, giving a receipt for same and announcing all receipts and disbursements at each monthly meeting. He/She shall pay all bills by check, approved by the Board of Directors, and keep a current record of all monies received and expended by the corporation. He/She shall be held responsible with the President for the contents of the treasury.

Section 3 (continued): The Treasurer and the President shall sign all checks for the corporation. The fiscal year for the MPW franchise shall be January 1 through December 31. The Treasurer shall be bonded in an amount that the Board authorizes. The Board must arrange for an impartial audit of all finances by a qualified accountant, 30 days prior to the end of the fiscal year and receive the requested report for the regular February Board meeting. This may be deferred until the completion of a second consecutive term of office. The Treasurer will be a member of the Budget and Planning committee.

Section 4: The recording Secretary will be responsible for Corporate records. Duties include: giving notice of meetings, recording actions taken, as well as any correspondence that the Board has authorized. In the absence of the Secretary, the Presiding Officer may designate a Secretary pro-temp with no voting rights.

Section 5: The Cheering Director

Part 1 – Should have the following skills.

A. Administrative – will include, but not limited to:

1. Excellent organizational and record-keeping abilities.
2. Good communication skills, verbal and written.
3. Ability to recruit and train volunteers.

B. Organizational Knowledge will include, but not limited to:

1. Previous experience with MPW, preferable through position as Assistant Cheering Director, Board of Director member and Cheer Mom.
2. Must be familiar with and comply with the Cheerleading Rules and Regulations, issued by P.W.F.C.E.M.
3. Must be able to comply with all Certification Requirements by: assigning cheerleaders to the proper age division, collection of all Original Birth Certificates, Medical Examination, Scholastic fitness, Parental Consent, and all other documentation requested. All rosters and accompanying documentation, requested by League and/or Conference officials will be presented, timely and completely, at Certification.
4. Will approve all practice times and places in accordance with national regulations, in particular, to make sure approved medical person(s) are present at all games and practices.
5. Will insure all youth and volunteers are aware of and follow all rules and regulations, and will take disciplinary action when necessary.
6. Will oversee all inventory and ordering of cheering equipment. Will collect all uniforms and make sure they are stored properly.
7. Will stay informed about all fund raising activities and encourage all cheerleaders to fully participate. Will also make sure that all monies collected by team representatives is turned over promptly, with necessary written documentation, to the Treasurer.



## Section 5: The Cheering Director (continued)

## B. Organizational Knowledge (continued)

8. Will inform the MPW Board of Directors of all cheerleading activities and rules which affect Methuen Pop Warner.

## Part 2 - Cheering Staff:

- A. The Cheering Director should recruit an Assistant(s) Director to work with the Director and fill in for the Director, in his/her absence. The Assistant Director's position is crucial when the Director knows they will not be returning to the position for the next season, so the transition will be smooth.

The Cheering Director will be responsible for approving and appointing all cheering staff and volunteers. The Cheering Director has the authority to setup sub-committees to assist with such functions as uniforms. All cheering committees will be under the direction of the Cheering Director and will report to the Director.

## Part 3. Cheering Directors' Authority.

The Cheering Director is the first line of ALL cheering business. The following chart is to be used for all communications starting with the MPW Cheering Director, and moving up the chain of responsibility. Should no answer or action be given, or taken, within a reasonable time (14 days) a letter may be written to the next Highest Local Authority Level, with a courtesy copy to the initial authority. No complaint or request will be acted upon, unless all details are given in writing and are SIGNED by all those requesting the answer or action.

Chain of Command: 1. MPW Cheering Director; 2. MPW President; 3. Merrimack Valley Cheering Coordinator; 4. P.W.F.C.E.M. Cheering Director; 5. P.W.F.C.E.M. President; 6. New England Regional Director; 7. National Cheering Commissioner.

## Part 4. Miscellaneous Cheering Director Duties.

1. The Cheering Director, or designated representative, will be present at all cheering activities and meetings.
2. The Cheering Director, or designated representative, will give a report at monthly meetings. No other person will bring up cheering problems/concerns/procedures, at this meeting, unless requested by the Director. The exception to this would be a matter that had followed the proper channels of command, and had been brought to the attention of the President. The President can then use his/her discretion to determine if the matter needs to be addressed through the Board of Directors or Executive Session.
3. The Cheering Director will be given the bus schedule by the Wednesday preceding each travel game and will be responsible for giving all cheering squads this information.
4. The Cheering Director will be informed of all fund raising activities and deadlines and will insure all cheering squads comply with their responsibilities.

Part 4. Miscellaneous Cheering Director Duties (continued)

5. The Cheering Director will be responsible for turning over all monies and receipts, promptly, to the Treasurer.
6. The MPW Cheering Director has the authority, and obligation, to replace any cheering volunteer who does not comply with the rules or does not fulfill their obligations. This includes, but is not limited to, any person who displays behavior which could negatively impact the cheerleaders or MPW.
7. The Cheering Director will oversee Registration and make the final decisions on team assignments of cheerleaders.
8. The Cheering Director will participate in the scholarship selection committee.
9. The Cheering Director will make sure all financial obligations are met and all uniform pieces are returned before issuing banquet tickets and/or trophies or jackets.

Section 6. Athletic Director duties will include, but not be limited to:

1. Review and recommend rules changes to the Board for approval.
  2. Make judgement decision in any on the field football controversy.
  3. Arrange use of field for practices, scrimmages and games. Make sure permit is granted for, by the town.
- 
- A. Practices: Have knowledge and schedule of all practices for each football team A through E at all times. Head coaches must report their schedule, weekly, to you. The Athletic Director must notify the President of all team schedules and any last minute changes, such as bad weather cancellation.
  - B. Scrimmages: Set Up pre-season scrimmages for all teams. No Head Coach can set up their own scrimmages. When Travel is involved the Athletic Director must accompany the team(s).
  - C. Home Games: Set up the Field 45 minutes before start first game. If A. D. is not unable to be there he/she may appoint a volunteer(s) prior to game day. Also when last game is finished field has to be broken down and all equipment stored in hut.
  - D. Travel Games: Check with all Head Coaches by Wed. of the week preceding the Travel games to determine what time the buses will depart for each game. Notify The Cheering Director of these times by that same Wed. Secure directions for all Travel games and provide detailed maps to all Head Coaches and Cheering Director, to disburse to parents, prior to the day of the game. Arrange buses for all
  - E. Assist at pre-registration and start of season sign ups to determine correct placement of football players, based on Pop Warner weight and age requirements.
  - F. Make sure scales and 50 lb. weight have been calibrated and certified prior to August 1.
  - G. Athletic Director will be consulted and inform President and Secretary when a coach recommends a player be moved to another team, prior to certification.



- H. Oversee paperwork of each team (in conjunction with Head Coaches). Books must have Original Birth Certificate, Medical exam, Scholastic fitness, parental consent and all other documentation requested, rosters and play sheets, jerseys numbers have assigned so final rosters can be typed and ready for dry weigh-in. Paperwork must be given to the Secretary at least one week prior to dry weigh-in for final check.
- I. Collect all mandatory play sheets, make sure they are completed the day of the games. Make copies for MPW President and mail them to the Merrimack Valley President, by the Monday following the games.
- J. Make sure all coaches are trained and following all Pop Warner rules and regulations. Athletic Director should attend all football clinics run by Pop Warner.

The Athletic Director may request the board designate an assistant to act in His/Her behalf, in A. D.'s absence. If both are absent, the President shall assume the Athletic Director's responsibilities.

#### Article VII - Board of Directors and Their Duties

Section 1: The Board of Directors shall have the general supervision of all corporation activities. They shall make such recommendations and formulate such policies as to enhance the welfare of its members and the prestige of the Organization. The Board of Directors shall meet at least once a month. The Secretary will keep a complete and accurate, in a bound book, of the attendance and absence of its members, the minutes and votes of all meetings.

Section 2: The Board of Directors shall act as administrative overseer of all properties, capital, assets, and holdings of the organization. They shall ascertain that all required records are properly kept and, also shall be responsible for the bonding of all individuals handling corporate funds in any capacity, however small, as may be required by the General Laws of the Commonwealth of Massachusetts, the Constitution and By-Laws, and other lawful authorities.

Section 3: The Board of Directors shall support all committees and each member of the Board shall take part in seeing that all events are run for the betterment of the Program. Every member of the Board of Directors will take an active part in at least one fund raiser per year. The President may appoint such Board members if there are insufficient volunteers.

Section 4: The Board of Directors will establish a cadre of qualified medical personnel and appoint one person from the group to order and stock medical supplies and make sure all practices and games are covered by at least one qualified person.

Qualifications: A current "EMT" License, Red Cross Multi-Media Card or it's equivalent, a physician or nurse. A telephone will be accessible for all games and practices, for Emergency calls.

Section 5: From the membership of the Board of Directors, the following positions will be filled.

A. Insurance Coordinator: Will receive all the information of injuries from the Medical cadre, and fill out and forward the Insurance Forms.

B. Town Contact: Will do all paperwork to renew Field Permits, Raffle Permits, special arrangements at School Department, Police and Fire, for Regional games.

C. Registrar: One person will head a committee that will be responsible for setting dates, times and place for pre-registration, prepare media releases for newspapers, radio, Cable TV, Schools and Businesses. Revise all registration forms and other documents to be filled out by parents, arrange for photocopying of all forms, seek cheering and football personnel to work at pre-registration. Coordinate all efforts with the Treasurer to make sure supplies are purchased and receipt books are purchased and make sure the scale is delivered and charts are prepared for weights and ages. Finally, this committee will follow up on in-season registrations, as needed.

Section 6: The Board of Directors shall be responsible for the election of all Head Football Coaches as well as suspending or terminating the services of any Coach for good cause of a majority affirmative vote, in either instance. Election of Head Coaches will be held annually. When termination is not by mutual agreement, the Executive Session Procedure shall be required. The Cheering Director appoints the cheering staff.

Section 7: There shall be a Football Equipment Manager, who will: maintain an inventory of all equipment, prepare a list of equipment needing to be replaced, repaired or ordered and submit such request to the Board (along with prices from several vendors) for approval of funds, issue uniforms to all players and he/she, or a designated representative, will be solely responsible for issuing replacement equipment during the season. The Equipment Manager will set up the guidelines for ALL coaches to during the season. The Equipment Manager will also make sure the scales are calibrated, annually.



Section 8: There shall be one person designated to be in charge of the Concession Stand (Head of Hut). This person will be responsible for the purchase of all food items to be sold. This person will be responsible for keeping the Concession Stand in sanitary condition, that will comply with the Methuen Health Dept. Additionally, this person will oversee all volunteer concession workers and will use his/her discretion in considering recruiting volunteers or assist themselves. HOH will provide daily records of purchases and revenues, in a log book. Make sure all purchases are by check, unless pre-arranged with the Treasurer. Turn over receipts for every purchase, to the Treasurer, on a weekly basis, count cash revenue daily and turn over to the Treasurer at an arranged time.

#### Article VIII - Amendments

Section 1: The Constitution and By-Laws of this organization may be amended or repealed anytime a member submits in writing a recommendation for such change. It shall be submitted to the Secretary at least seven (7) days in advance of the regularly scheduled meeting of the Board of Directors. It shall be submitted and heard at that but no action will be taken until the next regular or special meeting of the Board. The Presiding Officer shall instruct the Secretary to notify, in writing, the entire Board of the proposed changes(s) to take place at the next regularly scheduled meeting. The proposed change shall become part of the Constitution and By-Laws if it receives the approval of the majority of the Board at the next regularly scheduled or special meeting of the corporation.