

Methuen Youth Football, Inc.

d.b.a.

Methuen Pop Warner

P.O.Box 508

Methuen, MA 01844

By-Laws 2023

Section 1:

Meetings shall be open to the public. Regular sessions shall be held on the second Wednesday of every month, at a time and place that is announced to the public. If a holiday occurs on the second Wednesday, the meeting will be deferred. Meeting dates subject to change with reasonable notice to the general board. These meetings will take place twelve months per year.

Section 2:

A special meeting will be called upon a request of two or more board members, as well as by the President or Vice President, in formers' absence. The meeting should be made public unless the purpose falls under the provisions for executive session.

Section 3:

The Secretary shall notify the Presiding Officer of a member's request for a special meeting within twenty-four (24) hours, and the Secretary shall immediately notify all members about the meeting, as directed.

Article II – Quorum

Section 1:

A quorum shall consist of 51% of the current Board of Directors members. Majority rules on all matters.

Section 2:

Virtual attendance qualifies the board member as present. Virtual attendance requests must be made no later than 24 hours in advance and receive e-board approval for legitimate reasons.

Article III – Committees

Section 1:

All committees, standing or special, unless otherwise designated by the Methuen Pop Warner (MPW) Constitution and/or By-Laws, shall be appointed by the Board of Directors. The President, unless otherwise designated by the MPW Constitution and/or By-Laws is authorized to revoke the appointment of any committee person for just cause determined by executive session. The President may fill such vacancy to satisfy the purpose for which the appointment was made.

Section 2:

In December, the Board of Directors shall designate two members to represent Methuen Pop Warner at all League and Conference meetings. Said delegates shall report all rules and important decisions in a timely manner to the Board of Directors as well as the Head Coaches of all teams A – F.

Section 3:

A. The Fundraising Committee should consist of two or more people to coordinate fundraising to raise funds as needed. The Chairperson shall be a board member. The Chairperson must report any activities planned, monies required for projects and income received, to the Board of Directors at each monthly meeting. The Board of Directors must approve any expenditures over \$750.00. Expenditures under \$750.00 may be approved by the President, as necessary. Monies collected shall be turned over to the President or Treasurer for deposit in the MPW checking account. All documentation and receipts must accompany monies turned over to, or requested from the President or Treasurer, to insure accurate deposits and record keeping. Then, at the completion of each fundraiser, a written report must be turned in to the Secretary and Treasurer to be kept on record. This report should include names, dates, reasons for money spent, sources of income, dates(s) of event, profit or loss, any problems encountered and suggestions for repeating the fundraiser in the future.

B. Budget and Planning Committee shall consist of the President, Vice President, Treasurer and two additional board members, the Chairperson and Assistant Chairperson of the Fundraising Committee, and appointed representatives of the A – F Teams (Football and Cheerleading). The members of this committee will be responsible for reviewing and explaining budget needs of Methuen Pop Warner.

Article IV – Executive Session

Section 1:

The Executive Board of Methuen Pop Warner consists of the President, 2-Vice Presidents (one elected one appointed by president), Secretary, Treasurer, Cheerleading Director, Athletic Director, and HUT Manager

Section 2:

The Board of Directors of MPW shall have the power to suspend or terminate any of its members or coaches for violation of the Constitution or By-Laws or for any serious charges brought that affect the public trust in the Methuen Pop Warner Association.

To assure impartiality and protect the reputation of individuals and organization, the following procedures should be followed for Executive Session:

A. To discuss the reputation or character of an individual(s). The Board must hold an open meeting if the individual(s) involved request the same.

B. To consider the discipline or dismissal of or to hear complaints or charges brought against the individual(s). The Board must hold an open meeting if individual(s) request the same.

C. To discuss issues relating to possible litigation if an open meeting may have

a detrimental effect on the bargaining or litigation position of the Board.

D. To consider allegations or criminal misconduct.

E. To consider the purchase, exchange, lease or sale of real property if such discussions may have a detrimental effect on the negotiation position of the Board.

The Board shall maintain accurate records of an Executive Session, setting forth: date, time, place, attendance, and action taken. The records shall become public only as long as publication can defeat the purpose of the Executive Session. All votes shall be part of the record and verified by roll call.

Any action taken by the Executive Board shall require a majority vote of the duly constituted quorum. Should termination be necessary, all goods, equipment, monies, etc. in the possession of said member(s) or coach(s) will be returned, as directed, within a 72-hour period. Noncompliance may result in the Board pursuing legal action against said person(s)

The above procedure shall not preclude either the MPW Board or an individual(s) named, from either civil or criminal recourse, if so desired.

Section 4:

All rules and regulations now established and, in the future, amended or added, governing the field program of the Methuen Pop Warner Association, will be complied with, to the utmost degree. Any member that fails to do so will be charged with "conduct unbecoming a member" and so tried.

Article V - Miscellaneous

Section 1:

All expenditures above \$750, except for the regular operation expenses of the Corporation, shall require a majority vote of the quorum of the Board of Directors present at a regular Board meeting.

Section 2:

A. Voting and Board Member Seats - The MPW Board will carry 35 voting member seats (included within are the 8 Executive Board members) and 15 general member seats for a total of 50 seats.

B. Minimum Ages for board members is 18 years old and for Executive Board is 21 years old

C. All new Board members will be measured as follows: from the date of inception, Board membership is measured by each accumulated monthly board meeting attended (regular or special combined), potential members must attend 3 consecutive monthly board meetings to become a Board member and will receive voting privileges active at their 4th consecutive meeting if there are voting seats available.

D. During that trial period, should a Board Member miss a meeting, your board membership status will be measured by the number of meetings attended. Members

must be active for 4 consecutive months before voting privileges and nominations in the elections of Board Officers and/or Coaches can be exercised.

E. After being a member for 4 consecutive months, members must attend 2/3 of all meetings, on an annual basis, from the current month back one year. When measuring your yearly attendance, if you have not attended 2/3 of all annual meetings (regular or special combined), you will be subject to having your voting rights revoked and become a general member. Further action of removal from the general board may be considered.

F. Meetings considered in regular or special combined meetings will include but are not limited to: general monthly meetings, registration, mandatory meetings, or emergency meetings at President's discretion must be given 14 days' notice.

G. Must attend monthly meetings

H. Must attend all events the MPW Program (Fundraising, Cheer Comps, Banquets, Game Day general help and any general events that MPW produces)

I. Follow the organization's bylaws, policies, and board resolutions

J. Maintain confidentiality about all internal matters of the organization

K. Prepare for, attend, and conscientiously participate in board meetings

L. Participate fully in one or more committees

M. Supports MPW program initiatives

N. Each member should have a "Duty of Loyalty"

- Board members should do more than show up.

They should fully support the work, embody your organization's mission, and be loyal ambassadors for your cause. When acting on behalf of the organization, each board member must put aside their personal and professional interests.

Section 3:

Board members neglecting to fulfill appointed committee obligations without justifiable reason will be charged with "conduct unbecoming a member" and will be requested to step down from their Board seat.

Section 4:

Robert's Rules of Order (revised) shall be the authority on all questions or parliamentary procedure not covered by the MPW Constitution and/or By-Laws. A copy of Robert's Rules of Order (revised) shall be in possession of the President (or their appointee) at all meetings.

Section 5:

All coaches, youth, and volunteers associated with Methuen Pop Warner must follow rules as set up by the MPW Board of Directors, the Northeastern Massachusetts Pop Warner Conference (NMPW), New England Regional Pop Warner (Region), and National Pop Warner.

Section 6:

Any systems voted on by the coaches and approved by the Board of Directors must be used by all squads. Any coach failing to do so is subject to an Executive Session.

Section 7:

Every Board member and Head Coach will receive a copy of the Rules and Regulations for Pop Warner, a copy of the MPW Constitution and MPW By-Laws.

Section 8:

One open parent meeting will be held in August to keep parents up to date on happenings within MPW. This meeting will be run by the President. Parents will be notified of the date, time, and place of the meeting.

Section 9:

Scholarships will be issued each year to one football player and one cheerleader who are High School Seniors and who graduated from Methuen Pop Warner. (Graduates of MPW are football players and cheerleaders who participated in MPW for three or more FULL Seasons.) Recipients must provide proof of acceptance and attendance at a college or trade institution. A Scholarship Committee should be appointed annually and be comprised of football and cheerleading personnel who are familiar with the current years' applicants. Applications will be sent to all local high schools in January. MPW will notify the recipients' high schools by April 30th, so the scholarships may be presented at their graduation. A Letter of Congratulations and a check for \$1,000 (paid to the order of the student) will be sent to the student when proof of attendance is presented. Exceptions to the above can be made year to year based on the applicants and special circumstances presented and will be decided by the Scholarship Committee.

Section 10:

All coaching positions are terminated annually on December 31st. All head coaching positions will be filled annually through open nominations and elections will take place at the coaches committee. This meeting will be held after January 1st, but prior to registration.

Any member of MPW Board of Directors (elected or not), can hold any coaching position, Head or Assistant, on either the football or cheerleading teams in the MPW organization. To be qualified for Head Coaching positions, candidates should have 2 years as an active Assistant Coach and be minimum of 21 years old. Candidates must be fully aware of all rules and regulations and chain of command that govern MPW from National, Region, NMPW, and MPW. In the event there are no qualified candidates that apply for Head Coach, the Executive Board will appoint a coach.

Section 11:

Any person may be removed from a Pop Warner event due to their conduct. In addition, his/her children will be immediately removed from the Pop Warner event. This

applies to any adult at any Pop Warner event, practice, or competition, Examples of conduct are any adult who:

- 1) verbally abuses
- 2) attempts to intimidate
- 3) is flagrantly rude
- 4) cannot control their language or actions with an official, coach, or Pop Warner volunteer.

Any adult that commits a 2nd offense will be banned from Pop Warner events for the remainder of the season and their children removed from Pop Warner for the remainder of the season.

Any adult who physically assaults an official, coach or Pop Warner volunteer will be banned from Pop Warner and their child(ren) removed from the Pop Warner program for one year from the date of the offense. The child(ren) may not participate in another Pop Warner association during the sanction period. After one year, the parent may apply for reinstatement of his or her child(ren). If the adult commits a second offense, he/she will be permanently banned from Pop Warner and the child(ren) permanently removed from Pop Warner. Physical assault includes but is not limited to, hitting, slapping, pushing, spitting, kicking or striking in any way with any part of the body or any physical implement.

Always be fair and courteous to members of MPW. Always keep in mind that you are more likely to resolve MPW related issues by speaking directly with those involved and/or by utilizing our Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonable could be viewed as malicious, obscene, threatening, or intimidating, that disparage MPW and most importantly the children of our program or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile environment on the basis of race, sex, disability, religion or any other status protected by law or MPW policy.

Section 12- Appointed Positions

All titled positions Appointed by the President and should have a "job description",

A. Fundraising Director

- Attend all Board meetings and work all MPW events related to fundraising.
- Coordinate all fundraising efforts for teams and the league, ensuring that all fundraising ideas/concepts are brought before the board for approval prior to implementation.
- Responsible for the strategizing and successful execution of all fundraising activities, while delegating smaller tasks to the committee
- Implement, with help from the Board's treasurer, financial control methods associated with the distribution and retention of major association

fundraising efforts including but not limited to, raffles, silent auctions, golf outings, etc.

- Work in conjunction with Event Coordinator to successfully implement fundraising related initiatives into each event
- Responsible for all fundraising activities during home games
- Report efforts to the board on a routine basis, as determined by the Board.

B. Hut Manager (E-Board position)

- Attend all Board meetings and work MPW events.
- Responsible for budgeting, procurement and retail pricing of all concession goods at MPW home games and Practices.
- Responsible for the organization and scheduling, in conjunction with Team Parent Coordinator, for all concession stand activities during MPW home Games.

C. Events Coordinator

- It shall be the duty of the Events Coordinator to plan, organize, and supervise all special organization events.
- They shall present all event ideas to the Board for approval prior to the event taking place.
- They shall keep accurate records of events and deposits and work directly with the Treasurer.
- They shall further be responsible to assist the organization with its immediate and pressing needs. i.e. Scholastics, Banquet, etc.

D. Marketing Manager

- The prime responsibility of the Marketing Manager is to promote the wellbeing of the League using the local print and/or electronic media.
- Responsible for working with team parent for all teams, collecting game summaries from football teams and accomplishments or weekly progress for cheerleading teams and submitting to media sources
- Publishing any and all pictures to help promote the League

E. Software Director

- Works with the President and Cheer Director to ensure that each Athlete is added correctly to the NEMASS Pop Warner software

F. Disciplinary Chair

- Middle person between E-Board and person(s) of interest to investigate complaints.
- The Disciplinary Chair collects data and information for each claim to determine if further action is warranted.
- If an executive session is needed, the Disciplinary Chair will act as an unbiased third party to sit in on and witness the meeting.

G. Sponsorship Coordinator

- The President shall appoint this position each term.
- Attend all Board meetings and work MPW events.
- Solicit in person, by letter, or electronic means, new and returning

sponsorships for the league, including telephone, email and/or letter follow-up.

- Draft letters to local, county and regional businesses and corporations.
- Achieve or exceed annual, budgeted financial Sponsorship goals of the association.
- Encourage all football and cheer teams to solicit and obtain team sponsorships.
- Report efforts to the board on a routine basis, as determined by the board.

H. Scholastics Coordinator

- Obtain Scholastic forms from each parent.
- Compute the average of each participant
- Compute the team average.
- Obtain additional information from parents as required for further advancement.
- Submit for Methuen Pop Warner nominations for qualified individuals and teams.
- Report progress and results of program to the Board of Directors