

The Constitution and By-Laws **Of Griffith Pop Warner Little Scholars**

Revised 1/5/18

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Article I/Name

This organization shall be named "Griffith Pop Warner Little Scholars"

Article II/Mission Statement

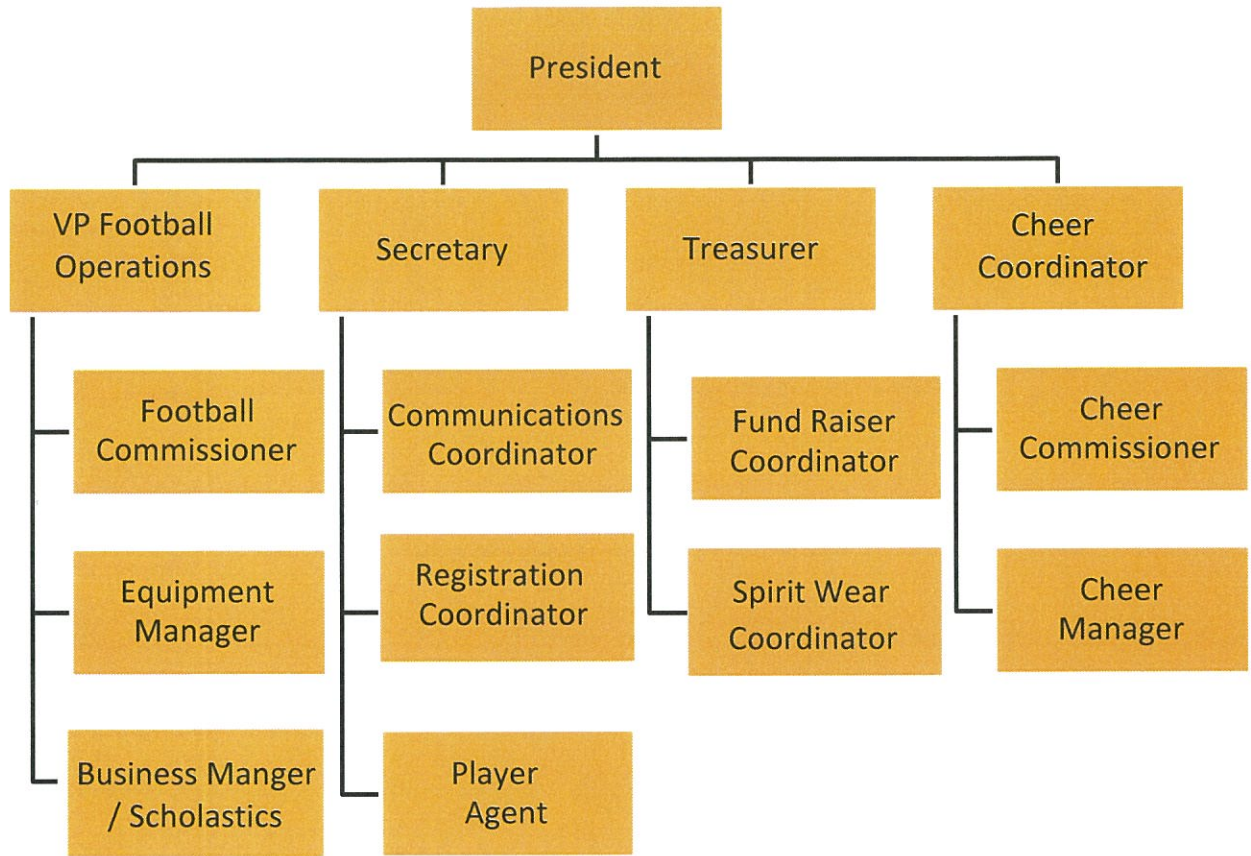
The purposes for which this association has been formed are:

- Section 1. To provide a well run, disciplined and equally competitive program of organized football and/or cheerleading for the youth of Griffith and the surrounding area.
- Section 2. To uphold the Constitution and By-Laws of the Northern Indiana Pop Warner Little Scholars conference and to be constantly aware that any decision that is made should be in the best interest of the youth of our area.
- Section 3. To abide by the rules of the conference and the general rules of Pop Warner National Headquarters.

Article III/Government

- Section 1. This Association shall be governed by a Board of Directors, which consists of a five-member Executive Committee and ten other Directors.
- Section 2. The officers composing the Executive Committee of the Board of Directors shall be President, Vice-President Football Operations, Cheer Coordinator, Secretary, and Treasurer, each to hold a two-year term of office. The President and Secretary shall be elected on alternate years of the Cheer Coordinator, VP Football Operations and Treasurer. They shall be elected to office from and by the general membership, at the end of the playing season or at the annual awards banquet. No one person shall hold two executive offices simultaneously. If any member of the Executive Committee resigns their position prior to the conclusion of their term in office for any reason other than to accept another board position, they shall not be permitted to hold an Executive Committee position for a period of not less than twelve months from the date of resignation.
- Section 3. The ten remaining members of the Board of Directors shall be appointed annually by the Executive Committee. Their offices shall be: Football Commissioner, Equipment Manager, Football Business Manager/Scholastics, Communications Coordinator, Registration Coordinator, Player Agent, Fundraiser Coordinator, Spirit Wear Coordinator, Cheer Commissioner and Cheer Business Manager/Scholastics.
- Section 4. In the event that all offices of the Executive Committee are not filled at the annual election, the other elected officers of the executive committee shall have the power and obligation to appoint members to fill the vacancy.
- Section 5. All Executive Board members shall have an equal vote on all matters of the Association's concern, and a simple majority of the Board shall constitute a quorum. The President shall vote only in cases of a tied vote.
- Section 6. All matters of concern to the local association shall be decided by the Executive Board; however, the President of the Association shall have full authority to make decisions on any matter of urgency when time prevents the contacting of a quorum of board members.
- Section 7. No director, officer, or member of the local association shall receive, directly or indirectly, any salary, or compensation from the local association.
- Section 8. It is suggested that no director or officer of this association shall act as Head Coach during his or her term of office.

Article IV/ Executive Officers & Other Board Members



It shall be the duty of each officer, elected or appointed, to deliver to their successor at the end of their term of office all property, records, funds and documents in their possession and belongings to the association.

The association may vote on allowing a committee chairperson to vote on association matters if the situation deems it proper.

Executive Officers are required to be present at all GPW Monthly Meetings and Game Day activities.

Non-Executive Board Members are required to be present at a minimum of 9 GPW Monthly Meetings and a minimum of 3 hours during each Game Day activity.

Article V/Meetings

- Section 1. A regular meeting of the Board of Directors shall be held at least monthly, on a day and time most convenient for all board members. Meetings may be held every two weeks during the football season, as determined by a majority vote of the Executive Board.
- Section 2. When special meetings are held for major projects, only the officer(s) involved in those projects are required to attend. Anything discussed still needs to be brought to board meeting for discussion and/or voting.
- Section 3. Special Board meetings may be called by the President at any time. The President must hold a special Board meeting upon receipt of a written request signed by at least four board members.

This meeting shall be held within three days of receipt of the written request. Business conducted during the special board meeting shall be restricted to the issue or issues necessitating the call of the special meeting.

- Section 4. Any board member who is absent from three consecutive regularly scheduled meetings shall be dismissed from the board, unless he or she has been excused by the board.
- Section 5. Any board member who cannot attend a regularly scheduled meeting shall notify the President as far in advance as possible.
- Section 6. Executive Board Members are required to be present at all Board Meetings as their commitment to the Executive Board shall take priority over all other commitments. Excused absences may be permitted for health, emergency and work-related reasons only and requires prior approval from the President. In times of absence the Executive Board Member shall prepare a written update pertaining to their area of responsibilities and submit to the Secretary no less than 48 hours in advance of the Board Meeting.
- Section 7. Non-Executive Board Members are required to be present at a minimum of 9 Board Meetings as their commitment to the Executive Board shall take priority over all other commitments. Excused absences may be permitted for health, emergency, and work-related reasons only and requires prior approval from the President. In times of absence the Executive Board Member shall prepare a written update pertaining to their area of responsibilities and submit to the Secretary no less than 48 hours in advance of the Board Meeting.
- Section 8. Head Coach and Assistant Coach selections are to take place after the final registration is complete. Coaches are selected on 1-year terms. Returning Head Coaches in good standing will be allowed first right of refusal for the position. If the prior year's Head Coach has transitioned to a different division and the Head Coach from a lower division moves up then this coach will be granted first right of refusal.

Example 1. Mitey Mite Head Coach from 2014 returns to coach Mitey Mites in 2015

Example 2. Mitey Mite Head Coach from 2014 moves up to Jr Pee Wee in 2015

Tiny Mite Head Coach from 2014 moves up to Mitey Mite in 2015

To be considered for a position of Head Coach the following steps must be taken.

1. Candidates must complete the Volunteer Application no later than the final registration date.
2. Candidates must attend the Monthly Board Meeting following the final registration date to state their reasons for consideration for their desired coaching position.
3. Each Candidate will be given 5 minutes to express to the Executive Board their intent for being considered as Head Coach, to share their experience and knowledge of football or cheerleading, to present their plan for the upcoming season and to make recommendations for their coaching staff.
4. After each candidate has completed their presentation they will be asked to leave the room while the Executive Board Members conduct their vote. As with all voting procedures the VP Football Operations, Cheer Coordinator, Secretary, and Treasurer have voting privileges with the President voting in case of a tie.
5. Vice President of Football Operations will contact the elected Head Coaches for football and the Cheer Coordinator will contact the elected Head Coaches for cheerleading.
6. Executive Board will approve all assistant coaches upon review of recommendations from the elected head coaches.

- Section 9. "Robert's Rules of Order" shall be the parliamentary authority on all matters not covered by the Constitution and by-laws of this association. Voting on all association rule changes, changes to

by-laws or Constitution or major business transactions (purchase of real estate, etc.) must be put into the form of a motion on the floor during a meeting of the Executive Board voted upon at the next regularly scheduled meeting.

Article VI/Membership

- Section 1. Any participant who meets the requirements with regard to age, weight and residence as set forth in the rules of Northern Indiana Pop Warner Little Scholars shall be eligible for participation in the local association, and shall be considered a playing member of the association upon registration.
- Section 2. The Executive Board shall, by a majority vote of the members present, have the authority to suspend or dismiss any member or officer of the Association whose conduct is considered detrimental to the goals and best interest of Griffith Pop Warner Little Scholars. The President must vote on all suspensions and dismissal issues.

Article VII/Financial Policy

- Section 1. The Board shall decide all matters pertaining to the finances of the local Association, and shall place all income in a common treasury, directing the expenditure of the same in such a manner, as will give no individual or team advantage over another.
- Section 2. The Board shall not permit contributions in the name of Griffith Pop Warner to individual participants, coaches, etc. Single teams may fundraise for a special event with approval of the Executive Board.
- Section 3. The Treasurer's books shall be audited by the old treasurer, the new treasurer (if there is one) and one other person appointed by the Association President. If the Treasurer has been re-elected, the Association President shall appoint two persons to audit the Association's books with the Treasurer. A report of the audit shall be submitted to the Board, along with a financial statement of the association's finances upon completion of the audit, the Treasurer's books shall be given to the new Treasurer, who shall now be responsible for them. The Treasurer's books shall be made available to the resident agent of the corporation, for the purpose of compiling and submitting the annual report to the Indiana Secretary of State. At any given time, upon a majority vote, the Board may call for an outside audit of the Treasurer's books.
- Section 4. A travel fund shall be set up for any teams that may qualify for National Competition to be kept in a separate account and maintained by the treasurer. A percentage (discussed and approved by the executive board) of all fundraising shall be deposited into the travel fund.
- Section 5. All Executive Board Members shall receive a one hundred-dollar (\$100.00) discount off each registered child's registration fee.
- Section 6. All Non-Executive Board Members shall receive a seventy-five-dollar (\$75.00) refund in December after all duties for their term as described in Article IV of these bylaws are fulfilled.
- Section 7. Executive Board Members are allowed to pay for one additional participant each year under the Executive rate.
- Section 8. Past Executive Board Members in good standing with GPW will be allowed to participate for one year post their Executive position at the Executive rate. Former Executives may be called upon to assist in matters related to the GPW and the Executive Board that requires their knowledge, influence and past experience as support.
- Section 9. At the December 2016 Board Meeting the Danielle Carlson Scholarship was established to allow for one cheer participant each year to be selected by the Executive Board for free registration.

Article VIII/Local Association Rules

- Section 1. The official playing rules, and "Rules for Local Associations", as published by Pop Warner Football, shall be binding in this association.
- Section 2. The local rules of this association shall be adopted at a board meeting to be held not less than one month prior to the first scheduled game of the season; but in no way shall the adopted rules conflict with Pop Warner Football, Inc. rules and regulations.

Article IX/Amendments to the Constitution and/or the By-Laws

- Section 1. The Constitution or by-laws, or any section thereof, may be amended or repealed by a majority of affirmative votes of the Executive Board at any duly constituted board meeting, provided, written notices of any proposed changes have been mailed to each board member at least five days prior to the meeting at which such changes shall be submitted to a vote.

Article X/General

- Section 1. This corporation is organized exclusively for charitable, educational and scientific purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501 © (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).
- Section 2. No part of the new earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in article third hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501© (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United State Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under Section 170 © (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue law).
- Section 3. Upon the dissolution of the corporation, the Board of Directors shall, revert all assets back to NIPWLS.

ARTICLE XI/Articles of Incorporation of Griffith Pop Warner Little Scholars

Name: The name of this corporation is The Griffith Pop Warner Little Scholars.

Purpose: The purpose for which the corporation is formed is to promote youth football and cheerleading in the community and to provide good physical exercise for the participants.

Period of Existence: The period during which the corporation shall continue is perpetual.

Resident Agent and Principal Office:

Section 1. Resident Agents. The names and addresses of the Corporation's Resident Agents for Service of process are

President: Danielle S. Carlson VP Football: Mike Andree, Jr.
611 North Arbogast 404 Manchester Court
Griffith, IN 46319 Griffith, IN 46319

Section 2. Principal Office. The Post office address of the principal office of the Corporation is:

Griffith Pop Warner Association, Inc.
P.O. Box 426
Griffith IN, 46319

Membership:

Section 1. Classes: General

Section 2. Rights, Preferences, Limitations, and Restrictions of Classes: Voting upon officers annually at the end of the season or at the awards banquet.

Section 3. Voting Rights of Classes: Selection of Officers.

Directors:

Section 1. Number of Directors: The Executive Board of Directors is composed of 5 (five) members.

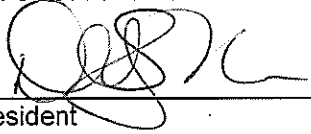
Section 2. Names and Post Office Addresses of the Board of Directors:

President:	Danielle S. Carlson 611 North Arbogast St. Griffith, IN 46319	Treasurer:	Lori Konopasek 500 Canterbury Griffith, IN 46319
VP Football:	Mike Andree, Jr. 404 Manchester Court Griffith, IN 46310	Cheer Coor:	Traci Gleim 511 West Main Street Griffith, IN 46319
Secretary:	Kim DePergola 1222 North Rensselaer Ct. Griffith, IN 46319		

Article XII/Zero Tolerance Policy

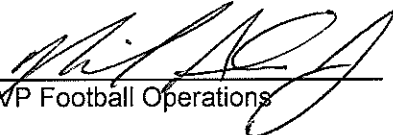
Griffith Pop Warner will adhere to the zero tolerance guidelines set forth by National Pop Warner in its rule book.

Upon Signature, the preceding is hereby adopted by the Board of Directors of the Griffith Pop Warner Little Scholars



President

3/13/18
Date



VP Football Operations

3-13-18
Date



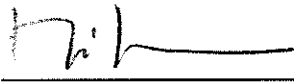
Cheer Coordinator

3-13-18
Date



Secretary

3-13-18
Date



Treasurer

3-13-18
Date

Exhibit A Accounting and Purchasing Policy

Policy Drafted September 11, 2015
Policy Approved September 11, 2015

The purpose of this document is to outline the Accounting and Purchasing Policy implemented by the Executive Board Members and Non-Executive Board Members of the Griffith Pop Warner Association (GPW). The procedures defined within this document are to be adhered to immediately upon Board approval and pertains to both GPW Cheer and Football Operations including all Registration, Fundraiser and Spirit Wear activities. Failure to follow the procedures defined within the GPW Accounting and Purchasing Policy may result in suspension from Board responsibilities and may lead to full termination of Board Membership.

Treasury Responsibilities:

Treasurer is responsible for the oversight of fiscal management for GPW. Treasurer, along with input from Executive Board Members, will establish the Annual Budget during the January Board Meeting. Treasurer will report to the Board at each Monthly Meeting the result of the prior month's P&L Statement and verify that the Monthly Cash Flow Report aligns with the corresponding Bank Statement. Treasurer is responsible for timely and accurate reporting of all income and expense activity related to Cheer and Football Operations including Fundraiser and Spirit Wear activities.

Purchasing Authority:

Treasurer, President, VP of Football Operations and Cheer Coordinator have the authority to purchase items on behalf of GPW. Purchase requests submitted by other Board Members, Executive and Non-Executive, must be submitted to the Treasurer for approval and processing.

Capital Expenditure Definition and Approvals:

Capital Expenditure is defined by GPW as purchases of goods and services in the amount greater than \$200 and requires approval by the Executive Board. Capital Expenditures require the submission of up to three quotes for consideration by the Executive Board for approval. Purchases of Capital Expenditures must be made exclusively through the GPW Checking Account or GPW Debit Card. By no means shall Capital Expenditures be purchased through the use of personal funds including cash, check, debit card or credit card.

Personal Reimbursement:

Purchases less than \$200 including but not limited to; concession supplies, office supplies, equipment, printing services and coaches' certifications may be purchased through personal funds including check, debit card, credit card or cash. Reimbursement for personal purchases requires submission of receipt of purchase to the Treasurer within 30-days of the purchase date. Purchases made through personal funds are expected to be kept to a minimum and are to be considered as exception purchases only.

Participant Registration:

Treasurer is responsible for the collection, reporting and deposit of all registration fees including payments made towards approved payment plans. Paper or electronic receipts are required for proof of payment at all times.

Fundraiser and Spirit Wear:

All expenses related to Fundraiser and Spirit Wear activities are to be exclusively paid for through the GPW Checking Account or GPW Debit Card. All Fundraiser donations and Spirit Wear purchases are to be recorded by the Fundraiser Coordinator and the Spirit Wear Coordinator respectfully. Paper or electronic receipts for Spirit Wear purchases are required for proof of payment at all times. The Coordinator(s) must submit to the Treasurer an itemized tally of donations or purchases for proper record keeping and deposit to GPW Checking Account.

Proof of Receipt:

Monies collected from GPW participants or supporters for payments and purchases must include a proof of receipt via paper receipt for cash and check transactions or electronic receipt for debit and credit card transactions. Proof of receipts are required for but not limited to; registration fees, uniform and accessory purchases, fundraiser items, spirit wear items, camp fees, competition fees, rental fees and any other transactions where GPW participants submit funds for the purchase of goods and services to be made by GPW.

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