

LAKEWOOD POP WARNER, INC.

BY-LAWS
2010

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ARTICLE I. NAME AND OBJECTIVES

Section 1: The name of the Corporation shall be LAKEWOOD POP WARNER (LPW) effective February 13, 2004. The principal address shall be 4067 Hardwick Street #517 Lakewood, CA 90712

Section 2: The objective of this organization is to promote, among the youth of the community, the high ideal of sportsmanship exemplified by the late Glen Scobie "Pop Warner", to instill in the youth life-long values of teamwork, dedication and a superior work ethic in the classroom and on the playing field, to inspire the ideals of health, citizenship and character. To offer youth the opportunity to participate in competitive football, cheer, and/or dance and develop skills in sportsmanship, fair play, and fellowship, to convey to the activities elements of safety, sanity, and intelligent supervision. It is our duty to make the welfare of the children the utmost importance and to maintain a program of service to the youth entirely free of adult ambition and personal glory. This corporation is organized exclusively for charitable purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code.

ARTILCE II. ADMINISTRATION

Section 1: The Board. The Executive Board and Board of Directors consisting of the following elected positions shall administer the affairs of this corporation:

- i. Executive Board**
 1. President
 2. Vice President
 3. Secretary
 4. Treasurer
 5. Athletic Director
 6. Cheer Director
 7. Business Coordinator
 8. Little Scholars Coordinator
 9. Weigh Master
- ii. Board of Directors**
 10. Equipment Manager
 11. PTY Coordinator
 12. Sponsorship Coordinator
 13. Fundraising Coordinator
 14. Snack Bar Coordinator
- iii. Auxiliary Board – Non Voting positions**
 15. Assistant Cheer Director
 16. Assistant Athletic Director
 17. Webmaster
 18. Assistant Snack Bar Coordinator
 19. Assistant Equipment Manager
 20. Opening Day Coordinator
 21. Closing Day Coordinator
 22. League One Master
 23. Post-Season Bowl Coordinator
 24. Jersey Coordinator
 25. Members at Large

- a. In the event of a vacancy in the office of President, the line of succession is delineated above in Section 1.
- b. Any resignation by a staff member or Board member must be submitted in writing. Individuals who are removed from a staff or Board position will not be eligible to run for any Board position the subsequent three (3) years.
- c. The elected and appointed Board shall serve for a term of two (2) years, ending December 31st.
 - i. The following positions will be elected on odd numbered years: President, Athletic Director, Cheer Director, Weigh Master, Little Scholars Coordinator, PTY Coordinator and Snack Bar Coordinator.
 - ii. The following positions will be elected on even numbered years: Vice President, Treasurer, Business Coordinator, Equipment Manager, Sponsorship Coordinator, Fundraising Coordinator and Secretary.
 - iii. Auxiliary Board members will serve a one (1) year term.
- d. Executive Board members (as defined in Article V, Section 1b.) are not allowed to be Head Football Coaches, Head Cheer Coaches or Business Managers.
 - i. If a Board member is permitted on team staff, the Board position will always take precedence.
 - ii. The President and Vice President are not permitted on team staff, no exceptions.
- e. No member shall serve on the Board more than two (2) consecutive terms in the same position, unless the incumbent who wishes to serve is unopposed.
- f. The Executive Board shall elect and/or approve all head coaches.
 - i. Based on the recommendation of the Athletic Director and Cheer Director upon interviews conducted by a sub-committee chosen by the Athletic Director and Cheer Director.
- g. Only members of the Board of Directors that have served a minimum of two (2) consecutive years in their position can be nominated or appointed to the office of Executive Board. If no Board of Directors members qualify, a current Board of Directors member with less consecutive years may be nominated or appointed by the President.

Board Member(s) who fail to dispatch (such as, but not limited to: failing to adhere to these By-Laws, the Policies & Procedures, or other applicable rules; failing or refusing to perform the duties of their office), or incompetently dispatch the duties of their offices as

described herein shall be subject to dismissal with a two-thirds (2/3) vote of the entire Executive Board.

- h. In the absence of the Business Manager the team's proxy shall be given to:
 - 1. Head Football Coach
 - 2. Head Cheer Coach

ARTICLE III. MEMBERSHIP

Section 1: Membership Clarification. Membership in the Corporation shall consist of regular members, probationary members, provisional members, and such honorary members, as may be provided by the Executive Board and/or Board of Directors. The natural term of membership shall be from the time a valid membership agreement form has been submitted (including any required fees, assessments, and any required accompanying forms) (and said membership agreement is accepted by LPW) until midnight of December 31 of the calendar year in which the application was submitted. The natural term of membership for members who are elected to the Board shall be two (2) years effective January 1st following their election. The Board reserves the right to deny membership without comment.

a. Regular Membership: Regular members are as follows:

- 1. Executive Board
- 2. Board of Directors
- 3. Auxiliary Board
- 4. Team Staff
- 5. Parents or Guardians of children participating in Lakewood Pop Warner, Inc., listed on the LPW Membership Agreement for the current season.

b. Probationary Membership: Probationary members do not have voting rights. Probationary members are not allowed to hold office or serve on any team staff in any capacity. A regular member or applicant of the league may be placed on probationary membership by a two-thirds (2/3) majority vote of the Board.

- 1. Possible reasons for being placed on probationary status include, but are not limited to:

- i. Any member of the league who has been placed on suspension, or has an outstanding debt with the league, or who refuses to participate in mandatory league activities. Any person who in the opinion of the Board has acted in a way that is detrimental to the league.

c. Provisional Membership: Provisional Members do not have voting rights, are not allowed to hold or run for office and must remain in good standing during the entire provisional time period. Provisional members are defined as members that have transferred from a non OEC affiliated organization. Members are

considered provisional for the first three (3) years that are affiliated with Lakewood Pop Warner Inc.

- d. **Honorary Membership:** An honorary member is defined as a person displaying a supporting interest in the organization that has been nominated, approved, and awarded such membership by the Board. Honorary members do not have voting rights.

Section 2: Termination of Membership.

a. **Member Resignation:** Any member, regular or otherwise, may terminate membership at any time upon delivery to the Secretary of the Corporation a written resignation, signed by the resigning member, and stating the effective date of such resignation. A verbal resignation to any or all Board members will also serve as notification and later documented by the league Secretary.

b. **Membership Termination:** The Board, by two-thirds (2/3) vote, at any duly constituted meeting, shall have the authority to terminate the membership of any member when the member is displaying conduct of nonconformance with the Articles of Incorporation, By-Laws, Rules & Regulations (including owing any money or property of LPW, Orange Empire Conference, or National Pop Warner Little Scholars Inc.).

Section 3: Liability. No members of the Corporation whether regular or otherwise, shall be personally or otherwise liable for any of the debts, liabilities, or obligations of the Corporation.

ARTILCE IV. MEETINGS

Section 1: General Membership Meeting

- b. **Meeting Requests.** General membership meetings may be called by the Executive Board and/or Board of Directors to allow regular members to vote on a specific issue. Any regular member may request that a special meeting of the membership be called to discuss a specific issue by submitting a written request to the Board signed by five percent (5%) of the membership.
- c. **Voting.** Only Regular Members are entitled to one (1) vote at all General Membership Meetings.
- d. **Vacancies.** All vacancies on the Executive Board and/or Board of Directors existing after the conclusion of the General Elections shall be filled by appointment of the President with the confirmation of a simple majority vote by a quorum of the Board Members.
- e. **Proxy votes.** Proxy votes are not allowed at General Membership Meetings.

- f. **Proceedings.** Roberts Rules of Order shall govern the proceedings of all LPW meetings, except where it conflicts with the By-Laws of the Orange Empire Conference, Inc., or Lakewood Pop Warner, Inc.

Section 2: Board Meetings.

- a. **Regular Board Meetings.** Regular meetings of the Board are held at a place and time determined by the President, Vice President and/or Secretary at least seven (7) days prior to said meeting. In the event of a change in meeting time or place, all members of the Board including team representatives shall be notified.
- b. **Special Board Meetings.** Special meetings may be called by the President or upon request of not less than five (5) voting Board members. No business other than that specified in the notice (agenda) of the meeting shall be transacted at any special meeting.
- c. **Quorum:** One-third (1/3) of the members of the Executive Board and/or Board of Directors shall constitute a quorum, excluding members at large and non-voting Board members.
- d. **Absences.** Excessive unexcused absences, not those excused by the President, shall be deemed, by the President, to have submitted their resignation. The President determines what is excused and what is not.
- e. **Notification.** Notification for any excused absence should be directed to the President, and/or Secretary.

ARTICLE V. ELECTIONS

Section 1: General Elections

- a. **General Elections:** Elections shall take place during week eight (8), at the practice fields. The date, time, and place of polling locations shall be posted on the league website. Every effort will be made to notify all members by providing flyers to all teams for copying and distribution.
1. Nominations for any and all offices shall be submitted in writing to the League Secretary at least two (2) weeks prior to the election, phone nominations are not permitted. The League Secretary shall keep a record of who made each nomination, if the nomination was accepted, and when it was submitted. It shall be the responsibility of the League Secretary to prepare and create all ballots for the election process. Ballots shall have the names of the all nominees immediately under the title of the office for which they are running.
 2. Candidates must be a member of Lakewood Pop Warner in good standing. Members currently under suspension or with debts outstanding to the league,

OEC, or Nationals are ineligible to run for office. Any person convicted of a crime involving a child, is ineligible to hold office.

3. One (1) ballot shall be issued only to the Regular Membership present at election provided they are in good standing with the league.
 - a. Only one (1) parent or guardian in good standing from an official league membership list may vote once regardless of the number of participants.
 - b. The Parent or guardians signature verification is required prior to receiving an official voting ballot.
4. For an elected office of the Executive Board and/or Board of Directors, a nominee must poll the majority of the total votes cast for that office if opposed; or two-thirds (2/3) of the ballots shall be marked favorably if unopposed.
5. If requested, candidates shall be given (2) two minutes to present their qualifications and or reasons for running for office. In the event the candidate is not able to attend in person a pre-written statement from the candidate may be read.
6. All elections shall be held by secret ballot.
7. The President has the authority to cancel, reschedule, modify, or end election process due to unusual circumstances.
8. Votes shall be counted by three (3) Board Members, appointed by the president, not up for election.
9. At the conclusion of the elections, the newly elected officers will be posted on the league Web Site.
10. Total count of votes for each office shall be recorded and made available upon request within a period of thirty (30) days following the election.

ARTICLE VI. COMMITTEES

Section 1: Committee Formation. The President or Executive Board shall appoint such committees as necessary to run Corporation business. To prevent any personal inurement it is necessary for the President to assign Board members to specific committees prior to the beginning of the season for the purpose of planning and/or organization.

- a. Each committee shall keep regular minutes of their proceedings and report the same to the Board when required.

- b. The President, Vice President, Secretary, Treasurer, Athletic Director, Cheer Director, Business Coordinator, Weigh Master, and Little Scholars Coordinator will serve as the Executive Committee and will meet as needed to manage the affairs of the Corporation.

ARTILCE VII. EXECUTIVE BOARD AND BOARD OF DIRECTORS

Section 1: Board and Positions and Duties.

i. Executive Board

- a. **PRESIDENT:** The President shall preside over all the meetings of the “Board”. The President is required through committee, to prepare a budget for the year. This shall be presented to the Board at the February meeting. He/she is also responsible to report any deviations from the budget on a monthly basis. The President shall be bonded by the organization. The President, at any time in case of emergency, on a temporary basis, may appoint any member of the Board to another position in the organization without appointee relinquishing his/her current duties on the Board during said appointment. The President or the Vice President must approve all scrimmages. The President shall appoint at least one (1) alternate representative from the Board to the Conference Board of Presidents no later than January of each year. If Lakewood Pop Warner Inc. loses its vote on the Conference Board of Presidents due to lack of attendance at Conference Board Meetings, the President will be immediately terminated from office for the remainder of his/her term. The President shall have the responsibility of enforcing all disciplinary procedures as outlined in the Rules and Regulations. At the end of November elections, the out-going President shall appoint an Audit Committee with the approval of the Board, consisting of two (2) current Board Members and two (2) incoming Board Members to audit the financial records. He/she shall be responsible for Bowl Game arrangements and signing/scheduling practice fields and scheduling teams on them.
- b. **VICE-PRESIDENT:** The Vice President shall, in the absence of the President, perform all the duties and have all the powers of the President. The Vice-President or the President must approve all scrimmages. He/she shall along with the Athletic Director preside over certification. The Vice President shall act as a liaison representing Lakewood Pop Warner in all Lakewood High School matters.
- c. **SECRETARY:** The Secretary shall maintain the corporate records which shall include the following: copy of all minutes including those of committees, copy of all Treasurer Reports, copy of all Board attendance records, copy of the budget and follow-up reports, copy of all resolutions numbered in reference. He/she shall keep the minutes of all meetings of the Board. He/she shall serve all notices required by law or the By-Laws of the Corporation. In case of his/her absence, refusal of inability to act, any member whom the President may direct may perform his/her duties. He/she shall notify persons prior to any meetings requiring their presence. He/she is responsible for keeping a record of all

nominations submitted for the annual elections and creating ballots from the nominations received.

- d. **TREASURER:** The Treasurer shall be responsible for maintaining the corporate financial records. The Treasurer shall be bonded by the organization. His/her duties shall be such as are implied by name. He/she shall furnish, prepare and keep a full set of books of account, showing every detail of the Corporation activities and accounts and all receipts and disbursements of every name and nature and the amount of cash on hand and money owed by the Corporation or owed to it, and any such other information as may be in the judgment of Treasurer, pertinent or such as may be required by the Board. A complete financial statement shall be prepared and provided to the President not earlier than one (1) month, and not later than seven (7) days prior to the General membership meetings, and shall give summary financial reports at monthly Board meetings. The Treasurer shall ensure all applicable Tax Returns are filed for the previous tax year by July 15th.
- e. **ATHLETIC DIRECTOR:** The Athletic Director shall recruit and oversee the coach selection committee and present to the Board any person interested in coaching teams for the Corporation. He/she shall oversee the functions of all football personnel. He/she shall in conjunction with Lakewood High School coaching staff develop a program for coaches to support the High School and participate in football related activities during the season. He/she shall preside over player sign-ups and team assignments in conjunction with the Cheer Director. He/she along with the Vice President will preside over football certification. He/she shall present updated rosters to the President and inform the President of any team assignment changes. He/she shall investigate and report to the President, any and all complaints regarding football coaches or managers. The Athletic Director for review by the Board must submit said complaints in writing in duplicate. The Athletic Director in conjunction with the Cheer Director will be responsible for assigning football and cheer teams to the approved, permitted parks.
- f. **CHEER DIRECTOR:** The Cheer Director shall recruit and oversee the coach selection committee and present to the Board any person interested in coaching teams for the Corporation. He/she shall oversee the functions of all cheer personnel. He/she shall in conjunction with Lakewood High School cheer staff develop a program for cheer coaches to support the High School and participate in cheer related activities during the season. He/she shall preside over cheer & dance sign-ups and team assignments in conjunction with the Athletic Director. He/she along with the Vice President will preside over cheer certification. He/she shall present updated rosters to the President and inform the President of any team assignment changes. He/she shall investigate and report to the President all complaints regarding cheerleaders, all adult cheer staff, and youth assistants. The Cheer Director for review by the Board must submit said complaints in duplicate.
- g. **BUSINESS COORDINATOR:** The Business Coordinator shall be responsible for obtaining permits for practice and game fields, meeting rooms, and any special events approved by the Board. He/she shall handle all insurance matters for the league. He/She shall ensure team Business Managers comply with team money requirements and monitor

their activities/duties per Lakewood Pop Warner Policies and Procedures. He/She shall be responsible for creating a master membership list. To investigate, approve or disapprove, the activities, fundraising or other, of individual team(s). He/she shall carry out such other duties of the Board relative to the Corporation business arrangements.

- h. **LITTLE SCHOLARS COORDINATOR:** The Little Scholars Coordinator shall be responsible for the following duties: The Little Scholars Coordinator shall be responsible for obtaining report cards from each team member. He/she shall be responsible for the distribution and collection, from each eligible team member, the Conference Little Scholar application form. He/she, in conjunction with the President, shall be responsible for the evaluation of each submittal and recommendation to participate in National Conference. He/she shall be the Coordinator of the scholarship committee and shall maintain a procedure for determining eligible candidates as approved by the Board.
- i. **WEIGH MASTER:** The Weigh Master shall be responsible for the following duties:
 - 1. Ensure each football player who participates in a game under Lakewood's jurisdiction conform to the Conference's age and weight rules.
 - 2. Ensure each player is wearing approved equipment to ensure that each player is properly protected.
 - 3. Prevent any player who does not conform to from participation in that game.
 - 4. Be responsible for field set-up and dismantlement after each home game.
 - 5. Provide a scorekeeper for each home game.
 - 6. Provide a member to work the field gate during home games.

ii. Board of Directors

- j. **EQUIPMENT MANAGER:** The Equipment Manager shall be responsible for the following duties:
 - 1. Responsible for Corporation football equipment used by all teams authorized to participate.
 - 2. He/she shall maintain an accurate inventory of the Corporation's athletic equipment and property.
 - 3. He/she shall submit an inventory report to the Board no later than January 15th of each year, with a statement of condition of such equipment.
 - 4. He/she shall be responsible for procuring bids (at least three (3)) for new equipment as required. Any purchases in excess of one hundred dollars (\$100) shall be presented to the Board for approval. Any purchase under \$100 should be approved by the President or Vice President.
 - 5. He/she shall maintain accurate financial records for all equipment purchases and submit to the Board at monthly meetings.
- k. **PTY COORDINATOR:** The PTY Coordinator shall be responsible for the following duties by him/her self or committee:
 - 1. Responsible for procuring bids and providing samples (at least three (3)) for team pictures and trophies and yearbook for end of season distribution including post-

bowl trophies, plaques, or patches. The Coordinator will present bids to the Board for final selection by the 1st meeting in May.

2. The Coordinator will coordinate and establish a schedule for picture day with photographers. Picture day shall be scheduled before the end of September.
 3. The Coordinator will present a plan to ensure that trophies and yearbooks will be completed before the end of the season to be distributed at individual team banquets.
 4. He/she shall maintain accurate financial records of all monies disbursed and received on the form of a fundraising ledger, make weekly deposits to Treasurer, and submit to the Board at monthly meetings.
- l. **SPONSORSHIP COORDINATOR:** The Sponsor Coordinator shall be responsible for the following duties:
1. The Sponsor Coordinator shall conduct and obtain sponsors for the league along with the securing of ads for the League yearbook.
 2. Provide team Business Managers with the league sponsorship letter and donation guidelines.
- m. **FUNDRAISING COORDINATOR:** The Fundraising Coordinator shall be responsible for the following duties by:
1. The league fundraising Coordinator is responsible for any approved fundraising conducted by the league to raise money for the season including the fireworks stand.
 2. He/she shall secure three (3) bids and present a purchasing plan for any items to be sold as wearables by the league for approval by the Board. He/she will coordinate with the Snack Bar Coordinator to ensure the separation of monies between snack bar and wearable fundraising.
 3. League Level wearable sales will be conducted at Sign-Ups, Opening Day, & during home games (this is not an inclusive list). An inventory log will be maintained to accurately track wearable sales.
 4. All fundraising activities shall be presented to the Board for approval.
- n. **SNACK BAR COORDINATOR:** The Snack Bar Coordinator shall purchase supplies for the snack bar and designate working schedules for each participating team. He/she must handle any emergencies arising with such items. He/she is to keep an accurate account of all monies disbursed and received and make weekly deposits to the Treasurer. At the end of each season, the books and monies must be turned over to the Treasurer for audit. He/she will coordinate with the Fundraiser Coordinator to ensure the separation of monies between snack bar and wearable fundraising.

iii. **Auxiliary Board**

- o. **ASSISTANT CHEER DIRECTOR:** The Assistant Cheer Director shall, in the absence of the Cheer Director, perform all the duties and have all the powers of the Cheer Director.

- p. **ASSISTANT ATHLETIC DIRECTOR:** The Assistant Athletic Director shall, in the absence of the Athletic Director, perform all the duties and have all the powers of the Athletic Director.
- q. **WEBMASTER:** He/She shall maintain, monitor, and administer the league website. His/her duties shall be such as are implied by name. Additional responsibilities will include the set-up and monitoring of team website(s).
- r. **ASSISTANT SNACK BAR COORDINATOR:** The Assistant Snack Bar Coordinator shall, in the absence of the Snack Bar Coordinator, perform all the duties and have all the powers of the Snack Bar Coordinator. Coordinator.
- s. **ASSISTANT EQUIPMENT MANAGER:** The Assistant Equipment Manager shall, in the absence of the Equipment Manager, perform all the duties and have all the powers of the Equipment Manager.
- t. **OPENING DAY COORDINATOR:** The Opening Day Coordinator in conjunction with the Snack Bar Coordinator shall oversee all activities and functions of Opening Day.
- u. **CLOSING DAY COORDINATOR:** The Closing Day Coordinator shall oversee all activities and functions of Closing Day.
- v. **LEAGUE ONE MASTER:** This person shall be responsible for player, cheerleader, and volunteer data entry, updates, copies, and disbursement of rosters.
- w. **POST SEASON BOWL COORDINATOR:** NEED DESCRIPTION
- x. **JERSEY COORDINATOR:** The Jersey Coordinator shall be the leason between teams obtaining jersey sizes, number, names, handle distribution of all jerseys and take care of all corrections.
- y. **MEMBER AT LARGE:** He/she will be the approved Business Manager from each team and will represent their respective teams at Board meetings. He/she is entitled to one (1) vote on those items requiring a vote. In the absence of the team Business Manager and Head Coach, the Cheer Coach shall attend the meeting and have the team's proxy.

Section 2: GENERAL POWERS OF THE EXECUTIVE BOARD. The Executive Board manages the affairs of the Corporation, and subject to the restrictions imposed by law, by the Articles of Incorporation, or by these By-Laws, may exercise all of the powers of the Corporation.

Section 3: SPECIFIC POWERS OF THE BOARD. Without prejudice to such general powers, it is hereby expressly declared that the Board shall have the following power:

- a. To adopt and alter a common seal of Corporation.

- b. To make and change regulations not inconsistent with these By-Laws for the management of the Corporation's activities and affairs.
- c. To appoint and remove, with cause, agents, and officers, of the Corporation.
- d. To set fees prior to registration each season.
- e. To pay for property purchased by the Corporation, either wholly or partly in money.
- f. To select and designate such bank or trust company, as they deem advisable as official depository of the funds of the Corporation and to describe and order that manner in which such deposit shall be made or withdrawn.
- g. To elect/approve all Head Coach positions by a simple majority vote based on the recommendation of the Selection Committee.
 - i. Based on the recommendation of the Head Coach the board will elect and approve all team staff positions.
- h. To establish an appropriate method of evaluating coaches.
- i. To investigate, approve or disapprove, the activities, fundraising or other, of individual team(s) as recommended by the Business Coordinator.
- j. Individual Board members don't make policy, they carry it out. Any policy or program must be first presented to the Board for approval including rules not written in Nationals, OEC, and Lakewood Pop Warner By-Laws or Policies and Procedures.
- k. To suspend or remove any officer or member of the Corporation who by their action, inaction or behavior is detrimental to the welfare of the Corporation. Suspension or removal requires a two-thirds (2/3) vote of the Executive Board and/or Board of Directors
- l. Any single voting Board member may immediately suspend or remove any member when the person's action or inaction or behavior is the cause of physical harm or is presenting eminent danger to another individual or situation.
- m. Any single voting Board member may immediately suspend or remove any member when person's action or inaction or behavior is in violation of these By-Laws, the Policies & Procedures, Code of Conduct, and/or any Conference or National Rules and Regulations.

Section 4: COMPENSATION OF DIRECTORS. Directors shall not receive any cash compensation for their services as Directors, but may be reimbursed for authorized expenditure of legitimate expenses. The President and Vice President may authorize up to \$300.00 in legitimate expenditures requested by Board members, as needed for the use of LPW supplies or functions. The President or Vice President shall report these expenses to the Treasurer.

- a. All expenses shall be supported by detailed receipts.

ARTILCE VIII. HEAD FOOTBALL & CHEER COACHES

Section 1: Head Football Coach.

- a. The duties and responsibilities of the Head Football Coaches are as defined in the National Rules, Conference Rules, Policies and Procedures and By-Laws. He/she shall be responsible to the Executive Board of this organization.
- b. All coaches shall submit a resume of qualification to the Athletic Director. Coach candidates must present themselves to appointed Coach Selection Committee for interview, program review and discussion. Approved coaches to be presented to the Executive Board for final approval.
- c. The Head Football Coach is responsible for his/her entire team, including the football and cheer participants, staff and members. He will have final approval on all matters regarding his team.

Section 2: Head Cheer Coach.

- a. The duties and responsibilities of the Head Cheer Coaches are as defined in the National Rules, Conference Rules, Policies and Procedures and By-Laws. He/she shall be responsible to the Executive Board and/or Board of Directors of this organization.
- b. All coaches shall submit a resume of qualification to the Cheer Director. Coach candidates must present themselves to appointed Coach Selection Committee for interview, program review and discussion. Approved coaches to be presented to Executive Board for final approval.

ARTICLE IX. FEES

Section 1: All members shall be responsible for all fees. All Executive and Board of Director members shall have participants' league-level fees waived.

- a. Auxiliary Board members shall have their league shift deposit waived the year they hold a position on the Board.

ARTICLE X. MANDATORY BACKGROUND CHECKS

Section 1: Definitions. In accordance with National Pop Warner rules, Part III, Article 21, all coaches, Board members and any other persons or volunteer workers who have repetitive access to or contact with the players and/or spirit participants must submit to a mandatory background check.

- a. In addition to OEC's By-Law, Article XI, section 12, a & b, the following will not be allowed to serve in any capacity on any team staff, Board, and/or any volunteer position, and will be denied membership:
 - i. Any person whose background check reveals a conviction for any violent felony crime;
 - ii. Any person whose background check reveals a conviction for any misdemeanor/felony against a minor; or
 - iii. Any person registered as a sex offender or appearing and/or registered on Megan's Law

ARTICLE XI. AMMENDMENTS

Section 1. Amending By-Laws. Requires that proposed By-Law changes be read at three (3) consecutive meetings before a vote may be taken. All sections of the By-Laws may be amended or altered except Article I, Section 1, by a two-thirds (2/3) vote of the Executive Board and/or Board of Directors.

- a. In order to amend or alter Article I, Section 1 the following conditions must be met first:
 1. A unanimous vote by the Board.
 2. Approval by the conference.
 3. A quorum of twenty (20%) percent of the membership must be present at a special General Membership meetings and two-thirds (2/3) majority is needed.

ARTICLE XII. GENERAL

Section 1: Miscellaneous: In the event a situation arises not covered by these By-Laws, the 'Executive Board and/or Board of Directors' shall refer to the Conference's current By-Laws and Rule books and adhere to such as though contained herein and part of these By-Laws.

Section 2: Conference Affiliation: Any decision involving Conference affiliation or business must be put before the General Membership for consideration at the yearly election meeting. In the event conference affiliation or business has to be considered after her conclusion of the season, but before the start of the next season, the last year's membership is considered the General Membership and a special meeting shall be called. A two-thirds (2/3) majority of a quorum of fifty one (51%) percent of the membership is required to pursue any conference of affiliation changes.

Section 3: Members: Members must comply with the regulations and guidelines as stated in the Policies & Procedure

SIGNATURES OF EXECUTIVE BOARD AND BOARD OF DIRECTORS MEMBERS

Position	Name	Signature
President:	Greg Young	<i>Signature on File with Secretary</i>
Vice President:	TBD	<i>Signature on File with Secretary</i>
Secretary:	Destini Palacio	<i>Signature on File with Secretary</i>
Treasurer:	Joey Sanchez	<i>Signature on File with Secretary</i>
Athletic Director:	Carlos Gonzalez	<i>Signature on File with Secretary</i>
Cheer Director:	Colleen Sanchez	<i>Signature on File with Secretary</i>
Business Coordinator:	Phil Weisenstein	<i>Signature on File with Secretary</i>
Weigh Master:	Jeff Noble	<i>Signature on File with Secretary</i>
Little Scholars Coordinator:	Dawn Weisenstein	<i>Signature on File with Secretary</i>
Equipment Manager:	Steve Higginbotham	<i>Signature on File with Secretary</i>
PTY Coordinator:	Miya Vu	<i>Signature on File with Secretary</i>
Sponsorship Coordinator:	April Sanchez	<i>Signature on File with Secretary</i>
Fundraising Coordinator:	TBD	<i>Signature on File with Secretary</i>
Snack Bar Coordinator:	Cheryl Diaz	<i>Signature on File with Secretary</i>