



## Conference By-Laws



Pop Warner Little Scholars Southeast Region



## **I. NAME**

The official name of the league herein created shall be the Peace River Pop Warner Conference, Inc. also called herein the Peace River Conference or the PRC.

## **II. OUR MISSION STATEMENT**

The Peace River Conference is a 501 © 3 non-profit organization who's mission is that of its parent organization, the Pop Warner Little Scholars, Inc, which is to enable children to benefit from participation in team sports and activities in a safe and structured environment. Through this active participation, Pop Warner programs teach fundamental values, skills and knowledge that children will use throughout their lives on the field of play, in the classroom and in society as a whole.

## **III. THE OBJECTIVES OF THE PEACE RIVER CONFERENCE**

- 1) The main objective of the Peace River Conference is to inspire all youth regardless of race, sex, creed or ethnicity to practice the ideals of good sportsmanship, scholarship and physical fitness in an atmosphere that communicates honesty, loyalty, courage, integrity and respect for themselves, their teammates and adult authority.
- 2) Familiarize participants with the fundamentals of football, cheerleading and/or dance and to provide the opportunity to play in an organized and supervised environment where the emphasis is on total participation and maximum safety.
- 3) To emphasize and foster the spirit of academic excellence that is at the heart of the student - athlete.
- 4) Keep all competitions free of adult and peer pressures to win at all cost.
- 5) Identify and bar from further participation any adult volunteer whose motivations and ambitions are in conflict with objectives of Pop Warner Little Scholars.

## **IV. ORGANIZATIONAL STRUCTURE**

- 1) The Executive Board of Directors or HLA: The Peace River Conference Executive Board of Directors or Highest Local Authority (HLA) comprises the five elected officers of the Peace River Conference. The HLA shall be charged with the daily operations of the Peace River Conference. The HLA shall have voice but no vote in either the General Assembly or the Board of Trustees, with the exception of the President, who shall vote to break or establish deadlock votes.
- 2) The Board of Trustees: The Peace River Conference Board of Trustees shall be comprised of the HLA and the Presidents of each current member associations of the PRC or their designated alternate. The Board of Trustees shall meet as needed to conduct business between General Assembly meetings. The Board of Trustees shall comprise the Financial Oversight Committee and shall meet on a quarterly basis to review the finances

of the PRC. The Board of Trustees shall not have authority to overturn any approved acts, motions or policy instructions of the General Assembly.

3) The General Assembly: The Peace River Conference shall be governed by the General Assembly. The General Assembly shall have overall authority to set policy within the PRC and shall be made up of elected delegates from the current member associations who shall meet on a monthly basis at such time and place as approved by the General Assembly.

## **V. ADMINISTRATIVE AUTHORITY**

1) The Peace River Conference has the obligation and the authority to enforce any and all rules mandated by the National Pop Warner Little Scholars, Inc. and the Southeast Region Pop Warner as well as to establish its own rules within its jurisdiction.

2) The HLA is the final authority on all Football matters and any and all Cheerleading and Dance matters, here in known as Spirit.

3) The HLA has jurisdiction over any and all PRC member associations, their Boards of Directors, parents, participants, coaches, volunteers, sponsors and their subsidiary groups, as well as all adults and juveniles that have any connection therein and where said individual or groups pursue a course of conduct that is detrimental to the integrity and reputation of the PRC or the name of Pop Warner Football or Spirit, the HLA shall have the power to suspend, remove or bar said individuals or groups from PRC participation.

4) The HLA has the authority to settle disputes between PRC member Associations.

5) The HLA will set the dates and locations for all football regular season games as well as post season PRC playoffs.

6) The HLA will set the date and conduct a drawing to determine participation order for each Association that will compete at the PRC Spirit Competition.

7) All insurance premiums, charter fees and PRC dues are payable no later than June each year. All other fees/fines owed PRC must be paid within 30 days or Members' voting rights, and any playoff competitions and/or spirit competitions will be suspended until all monetary obligations are met. Any unpaid bills/fees will negate good standing status.

8) The HLA shall maintain a list showing the rotation for all football jamborees and be made part of the PRC Standard Operating Procedures Manual and updated annually.

9) The HLA shall set dates for mandatory PRC Coaches Clinic for all Football and Spirit Head Coaches or their representatives. All member association's Football and Spirit Head Coaches and any new coaches are required to attend these Pop Warner approved qualification clinic. Any Football or Spirit Head Coach or his/her designee not represented at the Mandatory PRC Coaches meeting will be fined one hundred (100) dollars. All levels must be represented at the head coaches meeting.

10) The HLA shall set dates for mandatory Registrar and Scholastics seminars. All member association's chief registrar and scholastics chairman are required to attend. Any association Scholastic Chairman and Registrar or his/her designee not present at the Mandatory PRC Scholastic/Registrar meeting will be fined one hundred (100) dollars.

11) The HLA shall require, in accordance with National's policy of mandatory background checks, all volunteers to fill out the National form and any other forms necessary for the background check to be completed.

12) All coaches or Associations committing an infraction of PRC/HLA, Southeast Region or National Rules will be sanctioned according to the recommended penalties of the Playing Rules of the PRC and/or Pop Warner Administrative Manual.

13) Policy will be governed by the current edition of the Pop Warner Little Scholars Official Rules and the Pop Warner Administration Manual.

## **VI. MEMBERSHIP**

1) Peace River Conference shall exist in part or in whole within the counties of Manatee, Sarasota, De Soto, Charlotte, Lee, Collier, Glades, Hendry and Highlands in the State of Florida. The Official Maps shall be kept on file both locally and nationally.

2) Member Associations shall be from the area defined in Article VI, Section 1. All proposed member associations must be chartered nationally and be elected to membership in the Peace River Conference by a 2/3 affirmative vote of the current member Associations of the General Assembly present. Each new member association shall be on one (1) year probation where they will have voice but no vote in either the General Assembly or the Board of Trustees.

3) Member Associations proposing to withdrawing from the PRC must obtain a 2/3 affirmative vote of the current member Associations of the General Assembly present.

4) Member Associations may be expelled from the PRC by a 2/3 affirmative vote of the remaining current member Associations of the General Assembly present.

5) Each Member Association shall pay \$1,000 annual Conference dues either in full or 30% by the February meeting; 30% by the September meeting and balance by the October meeting. (This may be waived by the HLA in the event of surplus funds in the Conference account.)

6) PRC Member Associations Chartered with Pop Warner are listed below in alphabetical order:

Brighton Warriors

Cape Coral Junior Football Association, Inc.

Cape Youth Football Association, Inc.

Charlotte Warriors

Clewiston Cougars

Cypress Lake Hornets

Englewood Area Athletic Association, Inc.

Estero Mustangs

Greater Fort Myers Junior Firecats

Immokalee Seminoles

LaBelle Longhorns

Lehigh Acres Raiders

Naples Bears

Naples Hurricanes

North Fort Myers Junior Football Association, Inc.

North Port Mustangs

Port Charlotte Bandits

Riverdale Wildcats

Sarasota Sun Devils

Suncoast Pop Warner Youth Football League

Venice Vikings

## **VII REPRESENTATION IN THE GENERAL ASSEMBLY**

- 1) Each Member Association shall supply to the HLA a list of three (3) voting delegates and three (3) alternates to the General Assembly. Delegates need not be elected members of their home Association's Board of Directors; however, one of these delegates must be a representative for that association's Spirit program.
- 2) Each delegate or alternate, shall have one vote, and must be present to vote.
- 3) A Quorum is a majority of the Assembly members present.
- 4) Business of the PRC is determined by a majority vote of members present unless otherwise specified in these by-laws.
- 5) Any Association not represented at a scheduled General Assembly meeting, Board of Trustees' meeting, Athletic Directors' or Spirit Directors' meeting will be fined one hundred (100) dollars per meeting missed. Said fines are to be paid at the next scheduled Conference meeting. Fines not paid within sixty (60) days, will cause the voting privileges of that member association suspended until the fine is paid in full.
- 6) The President of the HLA shall have authority to remove and replace any delegates from any member Association.

## **VIII THE PEACE RIVER CONFERENCE EXECUTIVE BOARD OF DIRECTOR**

- 1) The following Officers of the Peace River Conference shall be elected by the General Assembly of the Peace River Conference and will be known as the Peace River Conference Executive Board of Directors or the HLA:

President

Vice President

Secretary

Treasurer

Spirit Director

- 2) Officers shall be elected at the January General Assembly meeting.

- a. Anyone wanting to be on the ballot must notify the Secretary in writing 30 days prior to election.

- b. Qualification for nomination to an elected office on the HLA shall be that the nominee will have served for a minimum of two (2) years as either an appointed PRC Committee Chair or an elected Association Officer.

c. Secretary shall publish a ballot to all Associations and Peace River Conference officers 10 days prior to the election.

d. No member of the HLA shall hold a position as a rostered coach within the PRC.

e. No member of the HLA shall hold an executive position on a Board of Directors of any Association within the PRC.

f. No member of the HLA shall be a voting delegate or alternate for any Association within the PRC.

g. Any position not having a candidate running may have nominations from the floor at the meeting.

3) Each officer will serve a staggered term of two (2) years, running from January to January and may be removed only by personal resignation or a 2/3 affirmative vote of the current members of the General Assembly present.

4) In even numbered years, election will be held for the President, Secretary and Spirit Director. In odd numbered years, election will be held for the Vice President and Treasurer.

5) A vacancy in any office shall be filled within thirty (30) days of the resignation or removal. Notice shall be sent to each association within ten (10) days of the vacancy occurring. Those wanting to run for the vacated office must submit to the Secretary in writing, notification of intent prior to the next General Assembly meeting. If there are no formal nominations, then nominations will be accepted on the floor. If there are no nominations made within thirty (30) days, the President shall appoint a qualified member to the office to serve out the term.

## **IX DUTIES OF THE EXECUTIVE BOARD OF DIRECTORS**

1) President:

a. Shall conduct the affairs of the Peace River conference and execute the policies established by the Board of Directors, the Board of Trustees and the General Assembly.

b. Shall be the chief executive officer of the PRC/HLA and will preside over all meetings of the PRC/HLA unless otherwise delegated.

c. Shall present a report of the condition of the Peace River Conference at the General Assembly meeting in January.

d. Shall present to the General Assembly such matters as deemed appropriate and make such suggestions as may tend to the general welfare of the Peace River Conference.

e. Shall execute any and all contracts and financial documents in the name of the Peace River Conference and designate in writing any other members of the Executive Board of

Directors who have power to make and execute contracts and leases in the name of the Peace River Conference.

f. Shall investigate any and all complaints, irregularities and conditions detrimental to the Peace River Conference as well as field from coaches any and all alleged violation of Pop Warner or PRC rules.

g. Shall give interpretation to rules pertaining to specific situations, both verbally and in writing.

h. Shall prepare, with the assistance of the Executive Committee, an annual budget to be submitted to the Board of Trustees for approval in February and be responsible for the proper execution thereof.

i. Shall with the assistance of the Executive Committee, examine the application and support proof of age and any other required documents of every participant candidate of the Peace River Conference and certify to residence, age eligibility, physical and scholastic fitness before the participant may be accepted.

j. Shall assume any and all responsibility and authority conferred upon the Office of the President by the Southeast Region and National Pop Warner Little Scholars, Inc.

## 2) Vice President

a. Shall perform any and all administrative functions as assigned by the President.

b. Shall assume all duties of the President in the absence of the President and shall, upon the resignation of the President, fulfill the balance of the presidential term.

c. The Vice-President shall chair the Hearings Committee when directed to by the President and in conjunction with the Standard Operating Procedures of the PRC and the National Administrative Handbook.

d. Shall keep all records pertaining to football.

e. Shall present a monthly report on all football activities at the General Assembly.

f. Shall create, with the assistance of the Executive Committee, a rotation listing for all jamborees and a schedule for all regular season games, PRC playoff games and present such to the General Assembly.

g. Shall maintain file of rosters with an update of adds and drops as provided by Associations. Must be responsible for either mailing the final rosters to Region and National themselves, or get the rosters to the President for mailing whenever mandated by Region and National.

h. Shall receive and review the weekly mandatory play sheets from the coaches and report to the President any coach in violation of this policy.

i. Shall appoint as many District Football Commissioners as needed with the approval of the President of the HLA.

3) Secretary:

a. Shall be responsible for recording the activities of the Peace River Conference and maintaining appropriate files, mailing lists, all official and historical records (Rosters, scholastics, etc.)

b. Shall perform such duties as are herein specifically set forth, in addition to such duties as are customarily incident to the office of the Secretary or as may be assigned by the Board of Directors.

c. Shall maintain a list of all HLA Officers, PRC delegates and alternates, PRC Association Presidents, PRC Association Athletic Directors, PRC Association Spirit Directors and give notice of all meetings of the General Assembly meetings, Board of Trustees meetings, coaches' clinics and seminars.

d. Shall keep the minutes of the General Assembly meetings, Board of Trustees meetings, HLA meetings and Hearings Committee sessions and shall cause these minutes to be recorded in a book or set of books for that purpose.

e. Shall conduct all correspondence not otherwise specifically delegated in connection with said meetings and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed.

f. Shall notify the HLA Officers and committee chairmen of their election or appointment.

4) Treasurer:

a. Shall perform such duties as are herein specifically set forth and such duties as are customarily incident to the Office of the Treasurer or may be assigned by HLA.

b. Shall receive all monies and securities from PRC sponsored events, meetings or clinics. A preliminary income total shall be given to the President verbally within 24 hours of said events and the funds shall then be deposited in a depository approved by the HLA within 48 hours of the event.

c. Shall keep records for the receipt and disbursement of all monies and securities and make all payments approved by the President from allotted funds and draw checks therefore in agreement with the policies established in advance of such action by the Board of Trustees. All disbursements by check must have the signature of the Treasurer and be co-signed by the President, Vice President or Secretary of the HLA. No two signers on any of the financial accounts shall either be related or reside in the same household.

d. Shall prepare an annual financial report, under the direction of the President of the HLA, for submission to the Board of Trustees for their approval no later than the General Assembly meeting in February.

5) Spirit Director:

a. Shall keep all records pertaining to cheerleading and dance.

b. Shall present a monthly report on all Spirit activities.

c. Shall assume all responsibility that Pop Warner Regional and National places on this position.

d. Shall appoint District Spirit Commissioners as needed with the approval of the President of the HLA.

e. Shall inform the Commissioners and Association Spirit Coordinators of any changes in Regional or National policies in a timely fashion.

f. Shall handle responsibilities associated with the annual PRC Spirit Competition, i.e. judges, timers, spotters, safety's, tabulators, etc. and appointing volunteers who will be responsible for handling the administrative functions behind the competition.

g. Shall maintain file of rosters with an update of additions and drops as provided by the member Associations

**X. The Executive Committee:**

The Executive Committee of the PRC shall be chaired by the President of the HLA and be comprised of the elected members of the HLA along with the following four appointed committee members:

1) Tiny Mite-Mighty Mite Football Coordinator:

a. Shall keep all records pertaining to Tiny Mite and Mighty Mite football as directed by the Vice President.

b. Shall present a monthly report on all Tiny Mite and Mighty Mite activities to the General Assembly.

c. Shall, under the direction of the Vice President, schedule all regular season games for all Tiny Mite and Mighty Mite Teams and present these schedules to the General Assembly.

d. Shall coordinate any and all post season Bowl games for the Mighty Mite level and present such to the President approval.

e. Shall appoint District Tiny Mite-Mighty Mite Commissioners as needed with the approval of the President.

f. Shall maintain file of rosters with an update of adds and drops as well as weekly mandatory play sheets as directed by the Athletic Director

2) Scholastics Coordinator:

a. Shall supply necessary Pop Warner Little Scholars forms to each member Association.

b. Shall verify and forward all scholastic forms to the Regional Director or his/her designated representative.

c. Shall co-chair the annual mandatory registration seminar with the Registrar on a date determined by the HLA.

d. Shall certify scholastic eligibility prior to first regular season game.

e. Shall have the authority to appoint assistants as necessary with the approval of the President.

3) Registrar:

a. Shall coordinate Football and Spirit participant registrations throughout the PRC.

b. Shall co-chair the annual mandatory registration seminar with the Scholastics Coordinator on a date determined by the HLA.

c. Shall chair the mandatory roster program seminar on a date to be determined by the HLA.

d. Shall monitor and report any and all cross- jurisdictional waiver disputes to the President where proper waivers have not been issued.

4) Parliamentarian:

a. Shall have a complete working knowledge of Roberts *Rules of Order, Newly Revised* and shall assist the President as needed on any and all Parliamentary issues.

b. Shall be custodian of the PRC By-Laws and Standard Operating Procedures. The Parliamentarian shall see that any changes from National Pop Warner Little Scholars are incorporated in the PRC By-Laws and Standard Operating Procedures.

c. Shall review the by-laws of member associations in order to resolve any conflicts with PRC, Regional or National Rules.

d. Shall assist member Associations as needed with the formation of new by-laws.

## **XI. General Committees:**

- a. The HLA shall have authority to create any and all committees necessary to the proper function of the PRC.
- b. The President of the HLA shall ex officio be a member of all committees and have authority to appointment chairman to any committee with the consent of the HLA unless otherwise stated in these by-laws.
- c. Committee chairmen shall have authority to appoint committee members with the approval of the President of the HLA.

## **XII. Statutory Committees:**

The following statutory committees are created and shall be chaired as stated in these by-laws or by those chairmen appointed by the President of the HLA:

- 1) By-Laws and Standard Operating Procedures: Chaired by the Parliamentarian.
- 2) Financial Oversight: Chaired by the President of the HLA and consisting of the Executive Committee and the Board of Trustees.
- 3) Game Officials: Oversee the performance of game officials for the PRC and to review complaints about the same.
- 4) Hearings: Chaired by the Vice President and consisting of the Spirit Director, the Secretary, the Treasurer and the Parliamentarian. The committee to meet when so commissioned by the President and shall follow the procedures set forth in the Administrative Manual.
- 5) League Expansion: Conduct the business of adding new Associations to the PRC.
- 6) Media Relations: Disseminate any and all information to the public at large and/or issue any statement, either written or verbal, to any newspaper, radio, television or any other communication media as an official statement on policy or position of the PRC. The President of the HLA shall serve as the official spokesperson for the PRC, except in those instances where the President may direct the Committee Chairman to so act.
- 7) Website: Oversee management of the official web site of the PRC and to manage the interaction between the PRC web site and those of the local Associations, the Southeast Region and the National Pop Warner Little Scholars.

## **XIII. General**

- 1) Amendments to the By-laws shall be submitted in writing to the Parliamentarian for review no later than the General Assembly meeting in March. The By-Laws Committee shall review all proposed changes and shall present the proposed amendments to the

General Assembly for approval after a fourteen (14) day notification of intent to amend the By-laws. Adoption shall be by a two-thirds (2/3) majority vote of the members present.

2) The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern any and all proceedings of the Peace River Conference that are not covered in these By-laws, the Standard Operating Procedures of the Peace River Conference, the procedures of the Southeast Region of the PWLS and the National Administrative manual and Rule book of Pop Warner Little Scholars, Inc.

Adopted by vote of the General Assembly,

June 10, 2008

Belinda Jones, President

Tammi Schweitzer, Secretary

Richard A. Callahan, Parliamentarian