

# *East Coast Conference*

## *By-Laws*

### *Pop Warner Little Scholars, Southeast Region*

#### **I. NAME**

The official name of the league herein created shall be the East Coast Pop Warner Conference, Inc. also called herein the East Coast Conference or the ECC.

#### **II. OUR MISSION STATEMENT**

The East Coast Conference is a 501 (c) 3 non-profit organization whose 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 EAST COAST CONFERENCE**

- 1) The main objective of the East Coast 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 League:** The East Coast Conference (ECC) Executive Board of Directors or League comprises the seven elected officers of the East Coast Conference. The League shall be charged with the daily operations of

the East Coast Conference. The League shall have a voice but no vote in the Board of Commissioners, with the exception of the President, who shall vote to break or establish deadlock votes.

- 2) **The Commissioners:** The East Coast Conference Board of Commissioners shall be comprised of the League and the Commissioner of each current Member Associations of the ECC or their designated alternate. The Commissioners shall meet monthly or as needed to conduct business of the ECC.

## V. ADMINISTRATIVE AUTHORITY

- 1) The East Coast 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 League is the final authority on any and all Football, Cheer /Dance and Scholastic matters.
- 3) The League has jurisdiction over any and all ECC Member Associations, their Board 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 ECC or the name of Pop Warner Football or Cheer/Dance, the League shall have the power to suspend, **take receivership**, remove or bar said individuals or groups from ECC participation.
- 4) The League has the authority to settle disputes between ECC Member Associations.
- 5) The League will set the dates and locations for all football regular season games as well as post season ECC playoffs.
- 6) The League will set the date and conduct a drawing to determine participation order for each Association that will compete at the ECC Cheer/Dance Competition.
- 7) All insurance premiums, charter fees and ECC dues are payable no later than June 1<sup>st</sup> of each year. All other fees/fines owed to the ECC must be paid within sixty (60) days or Members' voting rights, and any playoff competitions and/or cheer/dance competitions may be suspended until all monetary obligations are met. Any unpaid bills/fees will negate good standing status.
- 8) The League shall set dates for mandatory ECC Coaches Clinics for all Football and Cheer/Dance Coaches or their representatives. All Member Association's Football and Spirit Coaches and any new coaches are required to attend these Pop Warner approved qualification clinics. All levels must be represented at the head coaches meeting.

- 9) The League shall set dates for mandatory Scholastics meetings. All Member Association's Scholastic Representatives are required to attend. Any Association Scholastic Representative, or his/her designee, not present at said mandatory ECC Scholastic meeting will be fined one hundred (\$100) dollars.
- 10) The League shall set dates for mandatory Commissioner and Cheer Coordinators meetings. All Member Association's Commissioners and Cheer/Dance Coordinators are required to attend. Any association Commissioner and Cheer/Dance Coordinator or his/her designee not present at the mandatory ECC Commissioner and Cheer/Dance Coordinator meeting may be fined up to three hundred (\$300) dollars. \$100, for first missed meeting, \$200, for second missed meeting and \$300, for third missed meeting within the calendar year. A fourth missed meeting will result in removal.
- 11) The League shall require, in accordance with National's policy of mandatory background checks, all volunteers to fill out the current years' National form and any other forms necessary for the background check to be completed. The League shall follow SE Region Background Screening Policy and Procedure Guidelines as minimum requirements for all volunteers. The League reserves the right to make the final decision for all volunteers based on both League and Association fiscal well being and participant's safety.
- 12) All Coaches or Associations committing an infraction of ECC/League, Southeast Region or National Rules will be sanctioned according to the recommended penalties of the Playing Rules of the ECC 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.
- 14) The League will require a copy of the Financial Profit/Loss Statement and By-Laws annually from each Member Association to be turned in no later than the April Commissioner's meeting. If these documents are not turned in the Member Association is subject to a fine &/or probation as deemed appropriate by the League. The League has the right, at its sole discretion, to review and/or audit the financial records of any Member Association.

## **VI. MEMBERSHIP**

- 1) East Coast Conference shall exist in part or in whole within the counties of Brevard, Flagler and Volusia within 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 East Coast Conference by a 2/3 affirmative vote of the current ECC Board of Directors. Each new Member Association shall be on a one (1) year probation where they will have a voice but no vote in either the Board of Commissioners or the ECC Executive Board. After the one (1) year probation, the

new Member Association will be voted on by the current Board of Commissioners for permanent membership or continued probation by a 2/3 affirmative vote of the current Board of Commissioners.

- 3) Member Associations proposing to withdraw from the ECC, to join a neighboring Pop Warner Conference, must first petition the ECC or League. The ECC or League recommendations will then be presented to the current Member Associations of the Board of Commissioners to either accept or reject with a 2/3 affirmative vote of the current Member Associations of the Board of Commissioners present. However, SE Region and Nationals have the final say.
- 4) Member Associations may be expelled from the ECC, for rules violation(s), or recommendations from the ECC or League with a 2/3 affirmative vote of the remaining current Member Associations of the Board of Commissioners present. However, SE Region and Nationals have the final say.
- 5) Each Member Association shall pay annual Conference dues in an amount to be determined.
- 6) ECC Member Associations Chartered with the SE Region Pop Warner, a part of Pop Warner Little Scholars, Inc., are listed below in alphabetical order:

Daytona Beach Buccaneers  
Deland Bulldogs  
Deltona Panthers  
Flagler Titans  
Melbourne Ducks  
Merritt Island Mustangs  
New Smyrna Beach Cudas  
Ormond Beach Sandcrabs  
Palm Bay Rockets  
Port Orange Hawks  
Satellite Seahawks  
Viera Hawks  
West Volusia Wolves

## **VII. REPRESENTATION IN THE BOARD OF COMMISSIONERS**

- 1) Each Member Association shall supply to the League the name and contact information for the currently elected or appointed Commissioner and Cheer/Dance Coordinator as soon as said personnel are elected or appointed.
- 2) Each Association shall have one (1) vote, and must be present to vote. The representative must be an executive board member in order to vote
- 3) A Quorum is a majority of the Commissioner members present. Business of the Board of Commissioners shall not be conducted without a Quorum.

- 4) Business of the ECC Board of Commissioners is determined by a 2/3 affirmative vote of members present unless otherwise specified in these By-laws.
- 5) Any Association not represented at a scheduled Commissioners' meeting or Coordinators' meeting may be fined up to three hundred (\$300) dollars. \$100, for first missed meeting, \$200, for second missed meeting and \$300, for third missed meeting within the calendar year. A fourth missed meeting will result in removal. Said fines are to be paid at the next scheduled Commissioners or Coordinator's meeting. Fines not paid within sixty (60) days, may cause the voting privileges of that Member Association suspended until the fine is paid in full.
- 6) The President of the League shall have authority to remove, for due cause, any Commissioner, Coordinator or delegate from any Member Association, after which replacement of same is subject to approval by the President of the League.

## **VIII. THE EAST COAST CONFERENCE EXECUTIVE BOARD OF DIRECTORS**

- 1) The following Officers of the East Coast Conference shall be elected by the Board of Commissioners of the East Coast Conference and will be known as the East Coast Conference Executive Board of Directors or the League:

President  
Vice President  
Secretary  
Treasurer  
Cheer and Dance Coordinator  
Football Director  
Scholastics Coordinator  
Compliance

- 2) Officers shall be elected at the January Commissioners meeting, beginning with the year 2012.
  - a) The League shall notify all Commissioner members of the requirements of this article during the November Commissioners meeting, and such notification shall be reflected in the official minutes of the same. Nominations are to be submitted by a Commissioner at the December Commissioner's meeting.
  - b) Qualification for nomination to an elected office on the League shall be that the nominee will have served for a minimum of five (5) years as either an appointed ECC Committee Chair or an elected Association Officer.
  - c) Secretary shall publish a ballot to all Associations and East Coast Conference officers ten (10) days prior to the election. The ballot may be published electronically, and distributed via the internet website or email.
  - d) No member of the League shall hold a position as a rostered coach within the ECC.

- e) No member of the League, or member's spouse, shall hold any position on a Board of Directors of any Association within the ECC.
- 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 ECC/League.
- 4) In even numbered years, elections will be held for the Vice President, Secretary, Compliance Officer and Spirit Director. In odd numbered years, elections will be held for the President, Treasurer, Football Director and Scholastic Coordinator.
- 5) In the event of a vacancy occurring on the current ECC League Board, the President shall recommend a candidate to fill the unexpired term of that position. All such recommendations require the confirmation of a 2/3 affirmative vote of the current members of the ECC/League Board.
- 6) An elected member of the ECC/League Board may be removed for the following reasons:
  - a) Resignation
  - b) Misfeasance or malfeasance of duty
  - c) Improper use of League funds
- 7) Removal action may be initiated by the current ECC League Board or by the current Board of Commissioners.
- 8) Removal for cause requires a 2/3 majority vote of all the current elected ECC League Board Members or, if such action is initiated by the current Board of Commissioners, requires a 2/3 majority vote of both the current ECC League Board Members and the current Board of Commissioners.

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

- 1) **President**
  - a) Shall conduct the affairs of the East Coast Conference and execute the policies established by the Board of Commissioners.
  - b) Shall be the Chief Executive Officer of the ECC/League and will preside over all meetings of the ECC/League unless otherwise delegated.
  - c) Shall present a report of the condition of the East Coast Conference at the Commissioners meeting in January.
  - d) Shall present to the Board of Commissioners or the League such matters as deemed appropriate and make such suggestions as may tend to the general welfare of the East Coast Conference.
  - e) Shall negotiate any and all contracts and financial documents in the name of the East Coast Conference and designate in writing any other members of the Executive Board of Directors who have power to make and negotiate contracts and leases in the name of the East Coast Conference.

- f) Shall oversee management of the official web site of the ECC and manage the interaction between the ECC web site and those of the local Associations, the Southeast Region and the National Pop Warner Little Scholars.
- g) 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.
- h) Shall have discretionary spending responsibility for the ECC/League and for the betterment of the Board of Commissioners, up to and including \$500.00.
- i) Shall have the ability to allow another executive board member the authority to have discretionary spending responsibility for the ECC/League and for the betterment of the Board of Commissioners, up to and including \$500.00
- j) Shall appoint all Conference Officials with a 2/3 affirmative vote by the ECC/League.
- k) Shall assume any and all responsibility and authority conferred by the Southeast Region or National Pop Warner.

## 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 by the President and in conjunction with the Standard Operating Procedures of the ECC and the National Administrative Handbook.
- d) Shall give interpretation to rules pertaining to specific situations, both verbally and in writing.
- e) Shall monitor and report any and all cross-jurisdictional waiver disputes to the President where proper waivers have not been issued.
- f) Shall investigate any and all complaints, irregularities and conditions detrimental to the East Coast Conference as well as field from coach's any and all alleged violations of Pop Warner or ECC rules.
- g) 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.
- h) Shall review the By-Laws of Member Associations in order to resolve any conflicts with ECC, Regional or National Rules.

## 2) **Secretary**

- a) Shall be responsible for recording the activities of the East Coast 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 League Officers, ECC delegates and alternates, ECC Association Executive Board Members and Directors, and give notice of all

Commissioner and Coordinators meetings, Executive Board meetings, coaches' clinics and seminars.

- d) Shall keep the minutes of the Board of Commissioners meetings, Executive Board meetings, League 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 League Officers and committee chairmen of their election or appointment.
- g) Shall be custodian of the ECC By-Laws and Standard Operating Procedures. The Secretary shall see that any changes from National Pop Warner Little Scholars are incorporated in the ECC By-Laws and Standard Operating Procedures.
- h) Shall assist Member Associations, as needed, with the formation of new By-Laws.

### **3) 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 League.
- b) Shall receive all monies and securities from ECC sponsored events, meetings or clinics. A preliminary income total shall be given to the President verbally within twenty-four (24) hours of said events and the funds shall then be deposited in a depository approved by the League within forty-eight (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 Executive Board. All disbursements by check must have the signature of the Treasurer and be co-signed by either the President, Vice President or Cheer/Dance Coordinator of the League. 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 League, for submission to the Executive Board for their approval no later than the Board of Commissioners meeting in February.

### **4) Cheer and Dance Coordinator**

- a. Shall keep all records pertaining to cheerleading and dance.
- b. Shall present a monthly report on all Cheer/Dance activities.
- c. Shall assume all responsibility that Pop Warner Regional and National places on this position.
- d. May appoint an Assistant Cheer/Dance Coordinator as needed with the approval of the President of the League **and a 2/3rd vote by the executive board.**
- e. Shall inform the Commissioners and Association Cheer/Dance Coordinators of any changes in Regional or National policies in a timely fashion.

- f. Shall maintain a file of cheer rosters with an update of additions and drops as provided by Associations. Must be responsible for having rosters as supplied by the member associations approved through the PWLS National Database.
- g. Shall handle responsibilities associated with the annual ECC Cheer/Dance 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.

## 5) Football Director

- a) Shall give interpretation to football rules pertaining to specific situations, both verbally and in writing.
- b) Shall create, with the assistance of the Executive Committee, a rotation listing for all kick off games and a schedule for all regular season games, ECC playoff games and present such to the Board of Commissioners.
- c) Shall maintain a file of football rosters with an update of additions and drops as provided by Associations. Must be responsible for having rosters as supplied by the Member Associations approved through the PWLS National Database.
- d) Shall keep all records pertaining to football, including win/loss records.
- e) Shall present a monthly report on all football activities at the Commissioners meeting.
- f) Shall receive and review the mandatory play sheets, when necessary, from the Association Commissioners and report to the President any coach in violation of this policy.
- g) Shall keep all records pertaining to Tiny Mite/6U and Mighty Mite/8U football.
- h) Shall coordinate any and all post season Bowl games for all member associations at all levels of play and present such to the President for approval.
- i) May appoint an Assistant Football Director as needed with the approval of the President of the League **and a 2/3rd vote by the executive board.**

## 6) 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 certify scholastic eligibility prior to first regular season game.
- d) Shall handle responsibilities associated with the annual ECC Scholastic Banquet, i.e. food menu, decorations, registration, door prizes, etc. and appointing volunteers who will be responsible for handling the administrative functions behind the banquet.
- e) May appoint an Assistant Scholastic Coordinator as needed with the approval of the President of the League **and a 2/3rd vote by the executive board.**
- f) Shall inform the Commissioners, Association Cheer/Dance and Scholastic Coordinators of any changes in Regional or National policies in a timely fashion

## 7) Compliance

- a) Shall assume all responsibility that South East Region Pop Warner places on this position.
- b) Shall with the assistance of the Executive Committee, examine the application and support proof of age and any other required documents of every participating candidate of the East Coast Conference and certify to residence, age eligibility, physical and scholastic fitness before the participant may be accepted.
- c) Shall handle the responsibility of submitting background checks, and printing badges for all members of the East Coast Conference
- d) Shall organize and help facilitate association book checks as well as trainings
- e) Shall inform the Commissioners and Association Compliance officers of any changes in Regional or National policies or forms in a timely fashion.

## X. MEMBERS AT LARGE

- 1) Prospective members at large must be brought before the executive board for approval and must have a 2/3<sup>rd</sup> vote to become member at large.
- 2) Shall act as support to the executive board members in any capacity deemed necessary.
- 3) Members at large will not have voting rights.

## XI. GENERAL COMMITTEES

- 1) The President of the League shall have authority to create any and all committees necessary to the proper function of the ECC.
- 2) The President (or Vice President if directed by the President) of the League shall be an ex-officio member of all committees and have authority to appointment chairman to any committee with the consent of the League unless otherwise stated in these by-laws.
- 3) Committee chairmen shall have authority to appoint assistant committee members with the approval of the President of the League **and a 2/3rd vote by the executive board.**

## 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 League:

- 1) **By-Laws and Standard Operating Procedures:** Chaired by the Vice President and Secretary.
- 2) **Financial Oversight:** Chaired by the President and the Treasurer of the League and consisting of the Executive Board.

- 3) **Hearings:** Chaired by the Vice President and consisting of the Cheer/Dance Coordinator, the Secretary, the Treasurer, the Football Director, Compliance and Scholastic Coordinator. The committee shall meet when so commissioned by the President and shall follow the procedures set forth in the Administrative Manual.
- 4) **League Expansion:** Conduct the business of adding new Associations to the ECC and shall consist of the **President**, Vice President, the Football Director and the Cheer/Dance Coordinator.
- 5) **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 ECC. The President of the League shall serve as the official spokesperson for the ECC, except in those instances where the President may direct the Committee members to so act.

### **XIII. BY-LAW AMENDMENTS**

- 1) These By-Laws may be amended at any time.
- 2) Proposed Amendments may be submitted by any current Board Member or Commissioner.
- 3) Proposed Amendments shall be submitted to the By-Law Committee for review.
- 4) The Committee shall forward Proposed Amendments to all current voting members along with its recommendation for approval or disapproval.
- 5) A vote on the Proposed Amendment shall be scheduled no sooner than fourteen (14) days from the time of notification.

### **XIII. GENERAL**

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