

AUBURN INDIANS, INC. - BY-LAWS  
Article I - General

Revised 3/2019

Sec. 1.

The Auburn Indians, Inc. shall be subject to any constitution or by-laws, rules or regulations of any league with which it becomes associated.

Sec. 2.

The Auburn Indians, Inc. shall have boundaries designated by the Board of Directors of the Auburn Indians and approved by Central New York Pop Warner, Inc.

Sec. 3.

Any Director may be removed by a two-thirds vote of the Board of Directors at a regular monthly meeting or at a special meeting after a hearing held for the purpose of resolving a disciplinary action. Any such hearing shall be held in accordance with the rules of the National Pop Warner Organization.

Sec. 4.

Removal for cause shall include, but not be limited to, a Director's personal dishonesty, incompetence, willful or grossly negligent misconduct, and/or breach of fiduciary duty as a Director.

Sec. 5.

Any complaint against a member of this organization must be submitted in writing to the Board of Directors who will act upon it and take whatever action they deem necessary pursuant to Pop Warner National rules. Members of the Auburn Indians, Inc. will be considered to be: Directors, Coaches, Parents/Guardians, Players, Cheerleaders and Volunteers.

Sec. 6.

A parent complaint concerning a player shall be referred first to the Head Coach, the football/cheerleading coordinator, then to the President, and in turn to the Board of Directors, if deemed necessary. Any unresolved complaint to the Board of Directors must be submitted in writing, through the President to Central New York Pop Warner, Inc.

Sec. 7.

Central New York Pop Warner, Inc. Championship teams (football and cheerleading) will be individually recognized/supported as determined by the Board of Directors.

Sec. 8.

Auburn Indians activities will be open to any member of the Auburn Indians, Inc. with the exception of executive sessions of the Board of Directors.

Sec. 9.

Any person present at an Auburn Indians activity that is deemed to be interfering with the activity or creating a nuisance, will be instructed to leave by the person in charge of the activity. If the person fails to comply, the proper authorities will be called.

Article II - Board of Directors - Administrative

Sec. 1.

The Board shall determine membership of the Board of Directors who will include all executive officers and regular members. That such number created at any time by a two-thirds majority vote of all the Board members at a regularly convened meeting. The minimum number of Board members should be no less than 11, and the maximum number of Board members should be no more than 19.

Sec. 2.

All nominations for Board of Directors membership must be presented to the Secretary for recording by November 30th of the current year.

Sec. 3.

In the absence of the President, the Vice-President shall be empowered to conduct meetings. In the absence of the President and Vice-President the Secretary shall be empowered to conduct meetings. In the absence of the President, Vice-President, and Secretary, the Treasurer shall be empowered to conduct meetings.

Sec. 4.

No function representing the Auburn Indians, Inc. shall be called for or held without the consent of the Board of Directors.

Sec. 5.

Board members desiring to leave the Board of Directors in good standing shall submit a written resignation to the President. If a Board member should leave or be removed, the Board will accept nominations to fill the vacancy.

Sec. 6.

All Board of Director members will actively participate on at least one committee during the year.

Sec. 7.

A Head Coach of football or cheerleading teams shall not be able to hold the office of President of the Board of Directors.

### Article III - Coaches/Players/Cheerleaders

#### Sec. 1.

All pre-season and post-season games outside the Central New York Pop Warner, Inc. shall be approved by the C.N.Y.P.W., the Auburn Indians Board of Directors and the Head Coaches involved.

#### Sec. 2.

Disciplinary action shall be taken against any player/cheerleader not abiding by the established Official Little Scholars Rules of CNY Pop Warner, Inc., and the Auburn Indians, Inc. by the Board of Directors.

#### Sec. 3.

Player participation shall be determined by the coaching staff, judging the player by scholastic eligibility, attendance, attitude and conduct at all practices and games.

#### Sec. 4.

Each participant must show proof of a medical authorization dated no earlier than Jan. 1st of same year of play.

#### Sec. 5.

Each participant must meet the registration obligations as set by Pop Warner Little Scholars, CNY Pop Warner, Inc., and the Auburn Indians, Inc.

#### Sec. 6.

All Head Coaches are responsible to recruit assistant coaches for their teams subject to the approval of the Board of Directors.

#### Sec. 7.

All coaches will follow the code of conduct as set down by the National Pop Warner Little Scholars Rules Committee.

#### Sec. 8.

In the event a coach is brought before the Board of Directors for violating the fore mentioned code of conduct, the Board will review and resolve in accordance with Pop Warner National rules.

#### Sec. 9.

The seniority of the Head Coaches is taken into consideration when the football coordinator makes team-coaching nominations.

Sec. 10.

All approved football/cheerleading coaches will have to take and pass a certification course as established by National Pop Warner, CNY Pop Warner, Inc and the Board of Directors in order to coach.

Article IV - Coordinators

Sec. 1.

Medical - It would be desired, but not required, to be a person with professional medical qualifications such as MD, RN, LPN, EMT, or Medical Technician. He/she will be in charge of first aid policies, ordering of supplies, overseeing physicals, and recruiting suitable first aid personnel with the help of the Board of Directors and coaches.

Sec. 2.

Football - Shall be responsible for the entire football staff. The coordinator, or their designee, shall attend the Central New York Pop Warner, Inc. meetings pertaining to football. The coordinator shall be responsible for the general administration of the football program.

Sec. 3.

Cheerleading - Shall be responsible for the entire cheerleading staff. The coordinator, or their designee, shall attend the Central New York Pop Warner, Inc. meetings pertaining to cheerleading. The coordinator shall be responsible for distribution and collection of all cheerleading equipment and the general administration of the cheerleading program. Inventory reports will be presented to the Board of Directors on a regular basis. An equipment budget will be presented to the Board yearly, on or about March 1st.

Sec. 4.

Equipment - Shall be responsible for distribution and collection of all football equipment. Inventory reports will be presented to the Board of Directors on a regular basis. An equipment budget will be presented to the Board yearly, no later than March 1st.

Sec. 5.

Field/Grounds - Shall be responsible for the field preparation before each game. He/she shall be responsible for the proper collection and storage of all Field equipment. The field coordinator will submit (during season) monthly reports to the Board.

Sec. 6.

Public Relations/Social Media - Shall be responsible for all public relations events and communication to the media. He/she shall submit monthly reports to the Board.

Sec. 7.

Volunteer Coordinator - Shall be responsible for recruiting volunteers to handle responsibilities designated by the Board of Directors.

Sec. 8.

Concessions - Shall be responsible for ordering and buying all necessary supplies for the concession stand. They will be responsible for handling finances of the concession stand with the Treasurer. He/she shall submit a monthly report to the Board.

Sec. 9.

Scholastic - Shall be responsible for entire scholastic program and be responsible for any and all meetings.

Sec. 10.

Registration - Shall be responsible for scheduling and administration of informational nights and registration nights.

Sec. 11.

Fund-raising - Shall be responsible for coordination of all fund-raising activities. He/she is responsible for submitting a report and coordinating financial information with the Treasurer.

Sec. 12.

Banquet - Shall be responsible for coordination and scheduling of dates for the annual banquet. He/she is responsible for collecting and coordinating financial information with the Treasurer,

Sec. 13.

Pep Rally - Shall be responsible for coordination of the pre-season Pep Rally.

Sec. 14.

Active Wear - Shall be responsible for coordination of active wear sales. Shall be responsible for ordering and buying all necessary supplies, and handling finances of active wear. He/she is responsible for submitting reports and coordinating financial information with the Treasurer.

## Article V - Order of Business

Sec. 1.

The following order of business shall be observed at regularly convened meetings:

1. Call to order and roll call
2. Reading of minutes of previous meeting
3. Committee reports
4. Old business
5. New business
6. Adjournment

Sec. 2.

The following order of business shall be followed at special meetings:

1. Roll call

2. Object stated and business for which special meeting is being called and taken up

3. Adjournment

Sec. 3.

A special meeting may be called by the President or Secretary upon giving 72 hours notice.

Sec. 4.

All meetings will be conducted in accordance with Robert's Rules of Order.

## CONSTITUTION FOR THE AUBURN INDIANS, INC.

### ARTICLE 1

#### Sec. 1.

The organization shall be known as the AUBURN INDIANS INC.

#### Sec. 2

This organization is established for the purpose of providing the sports of football and cheerleading in the Auburn, New York area, to promote sportsmanship, close harmony, community spirit, good citizenship and well being among the youth in our boundary area. This organization shall not be operated for profit, and all income and earnings shall be derived from donations and fund raising activities.

Neither the organization nor any member acting on behalf of the organization shall endorse or take part in any partisan political campaign.

### ARTICLE II - MEMBERSHIP

Membership of the Board of Directors shall be open to persons having an interest in the Auburn Indians football activities and as provided in the By-Laws.

### ARTICLE III - BOARD OF DIRECTORS

#### Sec. 1

The Board of Directors shall consist of elected members and Executive Committee members. No person on the Board of Directors shall hold more than (1) seat on the Board of Directors.

#### Sec. 2

A quorum (the minimum number of officers and members of a committee or organization, usually a majority, who must be present for the valid transaction of business) shall consist of a majority of the current membership of the board of directors. A vote shall be a majority of the quorum present at a properly convened meeting.

#### Sec, 3.

The Board of Directors will elect all Executive Committee Officers and the Board of Director members of the Auburn Indians, Inc. Any application for membership to the Board of Directors must be submitted and then acted upon as appropriate.

#### Sec. 4.

The Officers of the Executive Committee will consist of a President, Vice President, Secretary, and Treasurer. The officers will be elected by the Board of Directors to serve for a minimum of two years. Every year, any board member may express interest in an executive position whereas otherwise voted on by the majority of the current Board of Directors at a regularly scheduled meeting.

Sec. 5.

The Board of Directors can overrule any decision made by the Executive Committee by two-thirds vote of the quorum except Article IV, Section.

Sec. 6.

Any member missing four (4) meetings in a twelve-month period, for any reason whatsoever, shall be considered a disinterested party and shall be automatically no longer a member of the Board of Directors unless a majority of the Board votes otherwise at the next regularly scheduled meeting. If he/she is not able to make a meeting, he/she is expected to notify the President or the Secretary.

Sec. 7.

All directors must actively engage in activities that will be of benefit to the association.

Sec. 8.

Any Board member found not performing his/her duties will be subject to removal after a hearing conducted pursuant to Pop Warner National rules.

Sec. 9.

The Board of Directors will have the responsibility of approving all coaching and other volunteer positions.

Sec. 10

All members present at a properly convened meeting will be entitled to one vote (no absentee ballots and/or proxies).

Sec. 11.

If any member of the Board of Directors resigns his/her position, he/she will not be considered for reassignment to the Board of Directors for two (2) years from the date of resignation unless otherwise voted on by the majority of the current Board members at a regularly scheduled meeting.

Sec 12.

A leave of absence is subject to prior approval by the Board of Directors at a regularly convened meeting. This will be reviewed at the end of six (6) months. A request for an extended period of time will be reviewed on a semi-annual basis.

Sec. 13.

Past presidents shall retain a "life membership" with no voting privileges, unless they maintain as active board member status.



Sec. 14

All Board members, coaches and other volunteers must complete the Pop-Warner/Little Scholars Volunteer Application and consent to a criminal background check on a yearly basis.

ARTICLE IV - DUTIES OF THE EXECUTIVE COMMITTEE

Sec. 1.

Make policy decisions for the association only when it becomes evident that time will not permit a presentation to the Board of Directors for approval. All such decisions must be presented to the Board of Directors at the next scheduled meeting for ratification.

Sec. 2.

Make budgetary decision not to exceed \$250 in the event time will not permit a presentation to the Board of Directors for prior approval. This budgetary decision is to be a one-time procedure unless renewed by the approval of the Board of Directors. Any such decision must be presented to the Board of Directors at the next scheduled meeting. If any amount over \$250.00 is needed, the Board of Directors shall be contacted before the budgetary decision is made, and the majority vote shall rule. The executive committee will be limited to no more than 3 such expenditures between board meetings

Sec. 3.

Officers - Any candidate desiring to become an officer of Auburn Indians, Inc. shall have served at least one year on the Board prior to being considered for the position.

A. President:

The President or his/her designee shall preside at all meetings and shall have a voice, a vote, and appoint and be a member of all committees. The meetings shall be held once a month or at a time the President may determine necessary. He/she shall cast his/her vote after all votes have been counted, only in the event of a tie. The President, with the assistance from the Vice President, shall oversee the conduct of the entire organization.

He/she shall be responsible to assist and advise all coaches on a regular basis in order to insure all procedures are being adhered to and to expand the recognition of the President to the parents and players.

The President or his/her designee shall attend the Central New York Pop Warner, Inc. Presidents' meeting and/or administrative, policy making meetings.

B. Vice President:

In the absence of the President, he/she shall be vested with all the powers of the President. In assuming the Presidential duties, he/she will also assume the same voting procedure as that of the President.

C. Secretary:

The minutes of the meeting shall be taken by the Secretary and presented at the next meeting for approval. Minutes shall be shared with the board within 4 days after the meeting. All the correspondence received by any member of the Board of Directors pertaining to the Auburn Indians, Inc. Shall be given to the Secretary for recording and presentation to the Board. The Secretary will also be responsible to see that each new Board member receives a copy of the Constitution and By Laws of the Auburn Indians, Inc., and an up to date list of the Board members and phone numbers and any other pertinent documents. He/she shall be responsible for keeping an attendance long in conjunction to Article III, Sec. 6.

All meeting minutes shall be maintained on a hard copy in a binder and stored in the concession stand every year.

D. Treasurer:

Responsible for presenting a proposed budget for the upcoming year to the Board of Directors for approval by the April meeting. He/She shall be responsible for recording, maintaining and reporting of all funds (received and dispersed through the association) and bank accounts associated with the Auburn Indians, Inc. He/she will make a current report at each monthly meeting to the Board of Directors and provide monthly financial reports either in writing at the meeting or by email prior to the meeting. All financial binder shall be maintained in a binder and stored in the concession stand every year.

## ARTICLE V - ELECTIONS

Sec. 1.

Elections for Board members and officers will be by written ballot of those present at a properly convened meeting for each individual position and determined by the majority of the quorum.

Sec. 2.

Votes shall be tabulated by at least two (2) persons appointed by the President.

Sec. 3.

Board members shall declare their membership at the regular October meeting.

Sec. 4.

At the regular meeting in October, a nominating committee of the minimum of two (2) Board members and a maximum of five (5) Board members shall be established. It shall be the duty of this committee to nominate candidates for the executive Board positions to be filled in December, The nominating committee shall report at the monthly meeting in November. Additional nominations from the floor shall be permitted.

Sec. 5.

No spouses are to serve concurrently on the Executive Board.

## ARTICLE VI - REVIEWING/AMENDING THE CONSTITUTION AND BY-LAWS

Sec. 1.

At the regular meeting in February meeting, the President will appoint a committee for the express purpose of reviewing and recommending changes, additions, and/or deletions to the existing Constitution and By Laws of the Auburn Indians, Inc. This committee will accept written suggestions from the members of the Auburn Indians, Inc. Regarding changes, additions, and/or deletions pertaining to the updating of the Constitution By-Laws.

Sec. 2.

The committee established for the review of the Constitution and By-Laws will submit their proposed changes, additions and/or deletions in writing to the Board of Directors no later than the May meeting, at which time they shall be read. These changes, additions, and/or deletions will be read at the next regular monthly meeting and voted upon at that time.

Sec. 3.

These articles can only be amended by two-thirds vote of the current membership of the Board of Directors at the meeting designed for this vote. (Reference - Article VI, Sec. 1 and Sec. 2)

Sec. 4.

All these changes, additions and/or deletions will be presented to each Board member in writing at the next board meeting. The newly amended and approved Constitution and By-Laws become effective immediately.

