



Hartford Hurricanes
"A Healthier Opportunity for Youths"
Phone: 203-813-6696
Info@Hartfordhurricanes.org
www.HartfordHurricanes.org



Hartford Hurricanes Organization

By-Laws

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ARTICLE I: NAME

The name of the Organization shall be called "The Hartford Hurricanes"

ARTICLE II: LOCATION

The principal office of the Hartford Hurricanes shall be at an address within the Greater Hartford area as the Board of Directors shall determine.

ARTICLE III: PURPOSE

To work with young people toward developing their maximum potential as members of society and to strive to create a positive environment for such development through sports. To teach the fundamentals of football and to practice the ideas of good health, citizenship, and character building in a positive and safe environment.

ARTICLE IV: OBJECTIVE

Section 1 To form in particular, a youth athletic football and cheerleading program for the instruction of and participation in football and cheerleading, in accordance with the bylaws adopted by the Hartford Hurricanes and any joined league, said league to be named at a future date.

BY-LAW AMENDMENTS FOR HARTFORD HURRICANES ORGANIZATION

EXECUTIVE BOARD

- A. The Executive Board shall consist of the following officers, President, Vice President, Head Coach, Secretary, Treasurer, Hurricanes Representative (s), Parent Liaison, and Cheerleading Coordinator. The terms of each officer shall be two (2) years before another Vote shall take place. President, Vice President, Head Coach, Secretary, Treasurer, Hurricanes Representative, Parent Liaison, and Cheerleading Coordinator will be elected to their term in January of odd years. Any member of the executive Board who willfully violates any by-law or rule of the conference shall be immediately removed from said office. Any vacancies created during the term of any officer will be filled either at a special meeting called specifically for the purpose of filling the vacancy or may be filled at the next regularly scheduled meeting of the general membership unless the vacancy will place a burden on the operation of the team. If a special meeting is called for by the general membership, then all must given at least seven (7) days prior notice. The meeting will be conducted in the manner of a regular meeting following the outline of by-laws as they apply. Any Hurricanes Board Member who misses more than two meetings with a no call or no show (No Call or No Show = less than 24 hours notice) shall force an automatic motion to be put on table to remove the member.



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A.2. Hurricanes Board meetings will be held every 2 weeks in the off season and once each month during the season. The off season meetings will be held January – June.

A.3 In the event that fewer than 4 board members attend the board meeting, the President shall be given a vote. In addition, if fewer than 4 members attend a board meeting, the President or Vice President shall set policy.

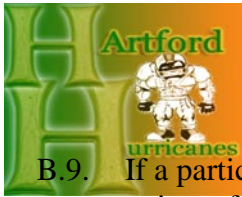
A.4 Hurricanes Taxes shall be completed by 3/15 by the treasurer. In the event that the treasurer is unable or unwilling to complete the President or Vice President shall take documentation and complete.

Conduct

ALL MEETINGS WILL BE HELD IN AN ORDERLY FASHION AND IN ACCORDANCE WITH THE BYLAWS AND ROBERT'S RULES OF ORDER

B. The Executive Board shall perform all of the general administrative duties of the Hartford Hurricanes. All actions taken by the Executive Board must be the result of a majority vote of the Executive Board members. These duties shall include, but are not limited to, the following:

- B.1. Set the Home field layout for A, B, C, and cheerleading.
- B.2. Practice Schedule and Time for A, B, C, and cheerleading
- B.3. Certify the eligibility of all participants, coaches and team rosters.
- B.4. Set fundraising times, places and goals for each team.
- B.5. Set any fines for missed meeting in accordance to Article B6.
- B.6. Any board member or Coach who gets into any public trouble that jeopardize the reputation of the organization, may be released pending an emergency vote from the board and his/her position will be filled as soon as possible.
- B.7. The by-laws of the Hartford Hurricanes may be amended by a majority vote of the general Board members who are eligible to vote. The eligible board members are President, Vice President, Treasurer, Secretary, Parent Liaison, Hurricanes Representative, Cheerleading Hurricanes Representative, Scholastics Director, and Fundraising Coordinator (not including coaches). The by-laws will be reviewed ***beginning at the first meeting in January of each calendar year***. The President shall be the chairperson of the Bylaws Review Committee meetings.
- B.8. All proposed changes in the bylaws must first be reviewed and approved by the Bylaws Review Committee. If approved, all proposed changes will be forwarded to the Executive Board members and shall take effect for the upcoming season. All proposed changes will be voted on at the first ***April*** meeting of the general membership.



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- B.9. If a particular officer is not able to attend the first April meeting, he/she will offer any points of concern to the President in writing, or he/she will agree to forfeit all rights to provide further insight during the discussion prior to the final voting and decision making regarding the bylaws.
- B.10. Hartford Hurricanes Organization's colors are Dark Green and Orange.

Coaches / Volunteers Background Check

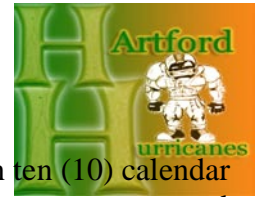
C. The Hartford Hurricanes will conduct a background check on every volunteer who has contact with the players. Our check will consist of the Sex Offender Database check. Volunteers must be listed by name and certified as "checked" by the Board in order to be cleared to participate. All Documents will be given to the secretary for our records. Coaches should be listed on the respective team rosters and other volunteers should be listed on a separate sheet. These checks must be done prior to the volunteer being in contact with the players.

Executive Board Members Responsibilities

- D.2. **President** will direct the policies of the meetings and Hartford Hurricanes and perform such duties as may be deemed necessary by the Hartford Hurricanes for its proper and efficient administration. President shall break any tie in voting. The President shall oversee all Head Coaches.
- D.1 **Vice President** shall assist the President in the execution of his/her duties and in his/her absence, perform the duties of the President. Also the Vice President shall oversee home game coordination; visiting team practice site, Concession Stands staff, and Home team Practice Site.
- D.2. **Secretary** shall record the minutes of all meetings of the Hartford Hurricanes organization. Said minutes will be made available no later than the next regularly scheduled meeting. He/she shall perform such other duties as may be delegated.
- D.3. **Treasurer** shall receive all monies of the Hartford Hurricanes, shall maintain an accurate record of all receipts and expenditures, and shall present a written statement of accounts at each Executive Board and general meeting. The Treasurer will be responsible for securing a checking & savings account with cosign features for all checks. Co-signer will be the President. The Treasurer shall be responsible for notifying, collecting and reporting of fines levied by the Executive Board. The outgoing Treasurer shall assist the Audit Committee with the annual financial audit. Upon completion of the audit, the outgoing Treasurer shall be required to release all financial documents pertaining to the Hartford Hurricanes organization to the New Treasurer. Once this is done, the outgoing Treasurer will be relinquished of all responsibilities.
- D.4. **Hurricanes Representative** - shall be responsible for discussing any Hartford Hurricanes matter with the league unless the President is asked to be the conductor by the league. Representative shall present any grievances, protests, or general complaints generated by a Town Representative and/or the League, to the Executive Board and all



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other parties related to the grievance, protest or general complaint within ten (10) calendar days of receiving the grievance, protest or general complaint. All grievances, protests and general complaints from the Hartford Hurricanes to the League must be typed and submitted to the Hurricanes Representative for review in order to be presented to the league at the next league meeting. The Hurricanes Representative is also responsible for representing the Hartford Hurricanes at all league meetings.

D.5. ***Cheerleading Coordinator*** shall be responsible for all cheerleading activities with the Hartford Hurricanes and shall be their representative on the Executive Board with voting privileges. The Cheerleading coordinator will oversee all cheerleading fundraising efforts and shall be the Representative at all Cheerleading League Meetings

D.6 ***Parent Liaison***

The responsibility of the Parent Liaison is to bring forward to the Executive Board and the general membership any ideas and concerns raised by the parents and guardians of the Hartford Hurricanes and the community at large.

D.7 ***Scholastics Director***

As per the Pop Warner League Inc. guidelines, the Scholastic Director shall have the responsibility of accumulating and preparing all information relevant to the submission of candidates for honors as Pop Warner Little Scholars. He / She shall also assist head coaches in the preparation of eligibility affidavits for competition. Additionally, the individual shall serve as the chairperson of the Hartford Hurricanes football and cheerleading Study Halls.

Financial Policy

E. The Executive Board shall be responsible for the maintenance of the funds of the Hartford Hurricanes Organization.

E.1. It shall be the Executive Board policy to place all funds in a checking and/or savings account for payment of debts before and after the playing season.

E.2. All checks shall require 2 of the following 3 members' signatures: The Treasurer; The President; and an additional member voted for by the Executive Board.

E.3. No check shall be made without the prior approval of the Executive Board present and voting at the meeting where the request is made. Emergency expenditures may be authorized by two (2) officers among the President, Vice President, and Treasurer of up to five hundred (\$500.00) dollars. Emergency expenditures must subsequently be noted at the next meeting of the Executive Board.

E.4. All contributions and/or solicitations shall be for the sole benefit of the Hartford Hurricanes Organization as a whole. A committee will direct all solicitation of funds with a chairperson appointed by the President and approved by the Executive Board specifically for each drive or event. All funds are to be presented



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and accounted for to the Executive Board at the completion of the committee's tenure. Failure to account for and present all funds to the Executive Board could result in criminal charges.

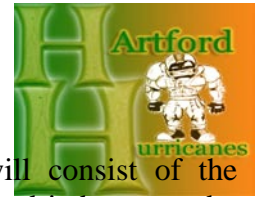
- E.5 No part of the funds or assets of the Hartford Hurricanes organization shall be distributed to its members or Executive Board, except in accordance with the Non-Profit Corporation Law of the State of Connecticut.
- E.6 There shall be NO fundraising for a specific purpose or event without prior approval of a majority of the Executive Board. Any unauthorized fundraising will be brought before the Executive Board and WILL result in immediate expulsion from the Hartford Hurricanes Organization.
- E.7 Any check received by a Hurricanes staff member must be photocopied and signed by The Treasurer, and the receiver.

Registration of New Players

- F. Any Player and/or Cheerleader wishing to participate on the Hartford Hurricanes must hold a satisfactory GPA to remain eligible for participation.
 - F.1. Approval to play: Written permission by a parent/legal guardian is required prior to ANY player participating in any field contact. No football player or cheerleader may take part in any Hartford Hurricanes contact activity without this written permission. Approval to play and medical forms must be with the team/child at all times. This includes practices, scrimmages and games.
 - F.2. Any person who allows any player/cheerleader to participate in any Hartford Hurricanes contact activity without written permission WILL be removed from ALL Hartford Hurricanes POSITIONS.
 - F.3 All players must have a physician's or nurse practitioner's approval to participate, effective after January 1 of the playing year. Forms other than League approved medical forms must state that the participant may participate in contact sports, tackle football, or cheerleading, without any limitations, in order to be accepted.
 - F.4. All players shall be required to provide the Hartford Hurricanes or any representative of the Hurricanes (Their immediate coach, Head Coach, or Secretary) a copy of their birth certificate and the current year's final report card prior to any contact.
 - F.5. Registration forms and birth certificates can be given to the Hartford Hurricanes for approval any time after July 1st (Only league supplied forms may be used.)
 - F.6. No player will be allowed to participate in any game until his/her registration form has been turned into the league and approved (signed) by the Executive Board.



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F.7. A player's eligibility to play for the Hartford Hurricanes will consist of the following: any boy or girl who resides in the city of Hartford and is between the ages of 7 and 15; or any child between the ages of 7 and 15 who is from a surrounding town that has been participating on the Hartford Hurricanes prior to the joining of the new league.

Hardship

G. Any child whose parent(s) or guardian(s) cannot meet part, or all, of the registration fee may be considered for a hardship case. All applicants' names will be presented to the President for approval.

Hardship will consist of a participant's family volunteering time at no less than two home games.