



**Hartford Hurricanes**  
*"A Healthier Opportunity for Youths"*  
Phone: 203-813-6696  
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[www.HartfordHurricanes.org](http://www.HartfordHurricanes.org)



## Hartford Hurricanes Organization

### By-Laws

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## **ARTICLE I: NAME**

The name of the Organization shall be "The Hartford Hurricanes". From hereon The Hartford Hurricanes will be referred to as the "Organization."

## **ARTICLE II: LOCATION**

The principle office of the Hartford Hurricanes shall be at an address within the Hartford or East Hartford area as the Board of Directors shall determine at a later date.

## **ARTICLE III: PURPOSE**

To work with young men and women to maximize their potential as student athletes and members of society at large. We strive to create a safe and positive work environment where encouragement shall be the foundation of our interaction with the youth. We will achieve said goals by instructing them to play fundamentally sound, team oriented football and cheerleading through participation in Hartford Hurricanes activities

## **ARTICLE IV: OBJECTIVE**

To form a youth athletic football and cheerleading program for the instruction of and participation in, football and cheerleading **activities**, in accordance with the bylaws adopted by the Hartford Hurricanes and the Pop Warner football league

By-Law Amendments for Hartford Hurricanes Organization

### **Executive Board**

- A.1 The Executive Board has the absolute ability to determine all actions to be conducted by the Organization by majority vote of its members.
- A.2 The Executive Board shall consist of the following officers, President, Vice President, Football and Cheerleading Head Coaches, Secretary, Treasurer, Football Commissioner, Parent Liaison, and Cheerleading Coordinator, Scholastics Coordinator, Fundraising Coordinator. The terms of each officer shall be two years at the conclusion of which each member will need to be reappointed to their position by acceptance of a majority of the existing Executive Board Members. President, Vice President, Head Coach, Secretary, Treasurer, Football Commissioner, Parent Liaison, and Cheerleading Coordinator will be elected to their term at the first Executive Board meeting in January. Any member of the executive Board that



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willfully violates any by-law or rule of the Organization or conference of participation shall be immediately removed from said office. Any vacancies created during a term of office will be filled either at a special meeting called specifically for the purpose of filling the vacancy or done at the next regularly scheduled meeting of the Executive Board. Any such special meeting requires a minimum of 7 days notice to all existing members of the Executive Board with the sole agenda item to be the voting on off the dismissal and replacement of said vacant position.

- A.3 A vote of by the Executive Board shall be binding to all members of the Organization. In order for a vote to be taken, a minimum of 5 board members must be present in person or capable of voting via another medium in a timely fashion.
- A.4 No vote shall take place if 2 of the 4 following Officers are not present to include the President, Vice President, Treasurer and Secretary unless such officers previously provided their vote regarding such matter to be voted upon and their absence for said vote has been determined to be reasonable by the President.
- A.5 All votes will be decided by the majority of present members casting their votes in a public forum by indicating yah or nay and shall be binding to all members of the Organization.
- A.6 *CHARGE TO OFFICERS*  
The office to which you have been elected or appointed is one of dignity and importance. In accepting this office, you undertake a responsibility which is not to be assumed lightly nor carelessly discharged. You are charged with the duties of seriously and resolutely furthering the purposes and objectives of The Hartford Hurricanes Youth Pop Warner Football and Cheerleading in this community. With laws and rules of Pop Warner Little Scholars, Inc. and the SCPW Pop Warner Football and Spirit League, Inc. as your guide, you must be ready to exercise the functions of the office with which you are entrusted; Furthermore, you are charged with upholding and enforcing the Bylaws and Administrative Policy of this Organization and thereby governing the Organization in accordance with democratic principles, under which every person who wishes to speak shall be heard,  
And all motions can be put forth to a vote with the expressed will of the majority to rule

It is the responsibility of each member of the Executive Board to fully disclose any conflict of interest with the Organization. Any such conflict



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may result in your inability to participate in activities without the disclosure and acceptance of 100% of the Executive Board.

A.7 *Elected Officers*

The elected officers of the Executive Board shall serve two terms to be reaffirmed at the end of each 12 month period. The elected positions are as follows:

(1) President (2) Vice - President (3) Secretary (4) Treasurer (5) Football Commissioner (6) Cheer Coordinator (7) Parent Liaison (8) Scholastic Coordinator

A.8 *Appointed Officers*

The following officers shall be appointed by the President with the advice, counsel and consent of the elected officers (1) Assistant Football Coaches (2) Football Equipment Managers (3) Team Parent Coordinators (4) Concession Coordinators (5) Fundraising Coordinators (6) Field and Grounds Managers (7) Cheer Equipment Managers (8) Merchandising Managers (9) Director of Public Relations/Web Master (10) Head Football Coaches (11) Head Cheer Coaches (12) Registration Coordinators and any other position to be created by the President or the Executive Board.

A.9 *Salaries:*

No officer or member shall for any reason of his/her office or standing, be entitled to receive any salary but will receive reimbursement for any expenses rendered on behalf of the Organization if prior approval was received from the President and Treasurer or agreed upon by a majority vote of the Executive Board in the absence of either the President or Treasurer.

A.10 *Executive Nomination:*

At the December General Membership meeting the President shall announce the appointment of a Nominating Committee comprised of three (3) or five (5) people for the sole purpose of:

- a. Solicit nominations for Executive Board positions from any member in good standing who meet the qualifications.
- b. Meet with prospective officers and propose a slate of officers to the General Membership.
- c. Solicit additional nominations from the floor and bring a motion to close out the nomination process.
- d. Prepare paper ballots for any positions with multiple nominees. In the event only one nominee exist, one vote will be cast on behalf of the entire Organization
- e. Nominating Committee shall dissolve prior to the vote for Executive Board Members:



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A.11 *Appointed Positions:*

If multiple recommendations are brought forth by the Executive Board for any vacant Appointed Position the President may make the decision or bring a motion to the Executive Board to vote. No nominated member may sit in on the voting. Nominees may appear at the board meeting to present their credentials. Voting shall take place at the end of the meeting or at the next Executive Board meeting.

## Conduct

ALL MEETINGS WILL BE HELD IN AN ORDERLY FASHION AND IN ACCORDANCE WITH THE BYLAWS

- 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 officer missing a meeting shall be subject to a \$10 fine, to be paid, to the Treasurer, no later than the next regularly scheduled Executive Board meeting. Fines shall not be levied for absences that are pre planned and excused by the President or in his/her office the Executive Board as a whole. An unexcused absence is defined as a missed meeting without at least 24 hours notice unless such absence was for an emergency situation to be determined after said absence has been explained and accepted by the Executive Board.
  - B.7. Any Player or Coach whose' personal conduct is deemed detrimental to the Organization by the Executive board shall be released from his/her position with no further explanation. Such positions will be filled by appointment of the Executive Board.



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- B.8. The by-laws of the Hartford Hurricanes can only be amended by a majority vote by members of the Executive Board. By-laws will be reviewed at the first Executive Board meeting of each calendar year at which time they will be ratified or amended.
- B.9. Any proposed by-law amendments to the By Laws must first be reviewed and approved by the by-law Committee. If approved by the Committee, said proposal will be forwarded to the Executive Board and shall be voted on at the next Executive Board meeting or at an emergency meeting to address any proposed changes.
- B.11. Hartford Hurricanes Colors are Dark Green and Orange.
- B.12. The President shall preside over all Executive Board meetings. In their absence, the Vice President shall assume said role and all responsibilities associated with thereof.
- B.13. Any Board Member not present at the beginning of the Executive Board meeting more than one time shall be marked for (1) one absence and subjected to the no call no show \$10 fine. Late is considered 30min from the scheduled start time of the meeting. Reasons for late appearances will be deemed by the board to be either acceptable or unacceptable via majority vote.

### **Coaches / Volunteers Background Check**

- C. The Hartford Hurricanes will conduct a background check on every volunteer that has contact with the youths with payment to be the responsibility of each individual volunteer. Our check will include searching of the Sex Offender Database check and any other data bases deemed necessary by Pop Warner. Volunteers must be listed by name and certified as "checked" to 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 and the Executive Board reserves the right to reject any volunteer without reason or explanation based upon the results of said check.
- C.1 Coach's attire, and any sideline volunteer, must include apparel that displays the Organizations logo. Failure to do so may result in temporary suspension of normal duties to be determined by the President. Any



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exceptions will be presented to the Executive Board at the next regularly scheduled meeting for review.

## **Executive Members Responsibilities and Duties**

- D.1 *President* will set the initial agenda of all Executive Board meetings and preside over said meetings of the Executive Board of the Hartford Hurricanes and perform such duties as may be deemed necessary by the Hartford Hurricanes for its proper and efficient administration. The President cannot bring forth motions to vote and shall be the only member to have the ability to have a single vote count twice should a vote of the Executive Board result in a tie.
- D.2 *Vice President* shall assist the President in the execution of his duties and in his absence perform the duties of the President. The Vice President shall also oversee the entire home game coordination process including but not limited to the establishment of the visiting team practice site, Concession Stands staff and Home team Practice areas.
- D.3 *Head Coach(es)* shall be responsible for the management of the entire coaching staff to include all teams representing the Organization. The Head Coach is responsible for all accessories needed and can delegate responsibilities to other coaches as he/she sees fit. The Head coaches vote shall be deemed to count as a vote for the entire coaching staff and should be cast on behalf and to the benefit of all members.
- D.4 *Secretary* shall record the minutes of all meetings of all 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.5 *Treasurer* shall receive all monies due to and received by the Organization and shall maintain an accurate record of all receipts and expenditures in order to be able to present a written statement of accounts at every Executive Board meeting. The Treasurer will be responsible for securing a checking & savings account with cosign features for all checks. Co-signers 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.



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- D.6 *Football Commissioner* will be responsible for representing the Organization at any and all league meetings unless it has been decided upon by the League that the President appear as said representative. Furthermore the Football Commissioner will report to the Executive Board any news from the league and serve as a point contact person for all Football league matters including any grievances, protests, or general complaints generated by, including but not limited to a Town Representative, League Member, Parent, Fan, Player and/or referee and present all matters to the Executive Board and interested parties no later then ten (10) calendar days from receipt of such notice of grievance, protest or general complaint. All grievances, protests and general complaints from the Hartford Hurricanes to the League must be typed and presented to the Football Commissioner for review and presentation to the Executive Board no later than the next League meeting.
- D.7 *Cheerleading Coordinator* shall be responsible for all cheerleading activities of the Hartford Hurricanes and shall be their representative on the Executive Board with voting privileges. Furthermore the Cheerleading Coordinator will report to the Executive Board any news from the league and serve as the contact person for all Cheerleading league matters. The Cheerleading coordinator will oversee the cheerleading program including but not limited to fundraising, routine planning and setting of the practice schedule. In addition the Representative is responsible for attending all Cheerleading League Meetings. If he/she is not available, a suitable replacement must be sent in their place and the Representative is to report back to the Executive Board a summary of matters discussed.
- D.8 *Parent Liaison* the responsibility of the Parent Spokesman is to bring to light the ideas and concerns of the parents of the Hartford Hurricanes and the community. In addition, he/she will be responsible for oversight of the parent volunteer staff not to include coaches.
- D.9 *Scholastics Coordinator* shall have the responsibility of accumulating and preparation of all information relevant to the submission of candidates for honors as Pop Warner Little Scholars. She/he shall also assist head coaches in the preparation of eligibility affidavits for competition. Scholastics Coordinator shall oversee the Hartford Hurricanes Education Program including but not limited to Study Halls, scholastics achievement, discipline, etc...
- D.10 *Fundraising Coordinator* shall be responsible for overseeing any and all fundraising efforts by the Organization. He/She shall ensure that a formal fundraising submission is presented to the Executive Board on an



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annual basis outline any fundraising plan. All fundraising plans must be approved by the Executive Board. All fundraising monies collected shall be immediately accounted for and deposited to the Treasurer for reconciliation and deposit into the Organization bank account. He/She shall be responsible for seeking financial donations from the local businesses and organizations within the public, private and not for profit sectors.

- D.11 Special meetings of the General Membership may be called by the President or other Executive Board Members in the absence of the President. Notice of such meetings may be in person or delivered in writing to the General Membership via tradition written mail or email with seven (7) days notice provided. If notification is to be via Web posting on the Organizations website or public publication 10 days notice shall be the minimum.

### **Financial Policy**

- E. The Executive Board shall be responsible for 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 3 members' signature; The Treasurer, The President's, and the vice president.
- 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 operations of the 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 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.



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- E.5 No part of the funds or assets of the Hartford Hurricanes organization shall be distributed to its members or Executive Board
- 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 on behalf of the Organization must be turned over to the Treasurer or President within 24 hours of receipt, or as soon as possible not to exceed 48 hours in exchange for a receipt indicating the time and sum of the transaction .

### **Registration of New Players**

- F. Any Player and/or Cheerleader wishing to participate on the Hartford Hurricanes must maintain a GPA of 2.0 or better to remain eligible for participation. Failure to maintain said GPA will result in said player being deemed as academically ineligible and will result in their inability to participate in any athletic activities other than as an observer. Once said players GPA is above 2.0 they are deemed to immediately be reinstated. Proof of improvement can be a letter from a school administrator or receipt, review and acceptable of an official report card.
- 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 that allows any player/cheerleader to participate in any Hartford Hurricanes contact activity without written permission WILL immediately be removed from ALL Hartford Hurricanes Activities and stripped of any titles and responsibilities.
- F.3 All players must have a physicians or nurse practitioner approval to participate, effective after January 1 of the playing year. Forms other than a League approved medical forms must state the participant may participate in contact sports, tackle football, or cheerleading, without any limitations, to be accepted.
- F.4. All players shall be required to turn into the Hartford Hurricanes or any representative of the Hurricanes (Their immediate coach, Head Coach, or



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Secretary) a copy of their birth certificate and last years report card prior to any contact.

- F.5. Registration forms and birth certificates can be turned into the Hartford Hurricanes for approval any time after the registration date until rosters are considered full (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.
- F.7. A player's eligibility to play for the Hartford Hurricanes will consist of any child, boy or girl that resides in the city of Hartford, or approved area, and is between the ages of 7 and 15 or any child from a surrounding town that has been participating on the Hartford Hurricanes prior to the joining of the new league.
- F.8. All applicants must attend mandatory study hall sessions with their respective team members. If any applicant has a GPA below 2.0 or 70% test average, he/she must attend weekly study halls sessions.
- F.9. The Hartford Hurricane Educational Program is not to be a substitute for the Connecticut school system. The intent of the program is to provide a mentoring program providing assistance to applicants with no guarantees for improvement of improve grades or attitudes.
- F.10. Any athlete deemed to be out of compliance with the league rules of athletic, academic or conduct policies will face disciplinary actions to be determined by a combination of the coaching staff and the Executive Board and may include penalties up to and including dismissal from the team.

### **Hardship**

- G. Any child whose parent 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 consideration. Should say Parent fail to comply with any component of the hardship agreement, their child will no longer be able to participate in any athletic activities.