

Article 1 – Name

Section A: This organization shall be known as the Greenwood Newport Midget Football Association, Inc. hereinafter called (GNMFA). The GNMFA mailing address shall be P.O. Box 264, Newport, PA 17074. The GNMFA is incorporated exclusively for charitable purposes under the Nonprofit Corporation law of the Commonwealth of Pennsylvania.

Section B: The teams shall be known as the Greenwood Buffaloes. The teams consist of Smurfs, Peewees, Ponies and Midgets. The colors of the GNMFA will be navy blue and white.

Article 2 – Objectives

The primary purpose of this program is to instruct the youth in Liverpool, Millerstown, Newport, and surrounding communities in the skills of football and cheerleading through instruction and organized participation. The general purpose and power of the Corporation is to have and exercise all rights and powers conferred on nonprofit corporations under the laws of Pennsylvania. No part of the net earnings of the corporation shall insure to the benefit of any Board Member or private individual. The objectives of the program will be to instill in the youth of the community the ideas of good sportsmanship, honesty, loyalty and courage. To achieve this objective, the Corporation will provide a supervised program of competitive football games and cheerleading activities. All Officers and Board Members will bear in mind that the attainment of exceptional athletic skills or the winning of games is secondary to the attainment and understanding of the fundamentals of football and cheerleading, good sportsmanship, citizenship and the molding of future adults. To assure that participation shall not be restricted by virtue or race, sex, creed, religion, national origin or ethnic group.

Article 3 – Government

Section A: GNMFA shall be governed by the Executive Board and Members of the Association based on the below established bylaws. Our program is affiliated with the CFA and follows the conference rules. The CFA is the governing body that sets playing rules, standards and schedules for all teams that compete within the association during the football season. It also established the acceptable ages, weights, and team size requirements to provide for the safety of the participants.

Article 4 – Bylaws

The Executive Board, General Board Members and active members shall have the authority to amend these bylaws by a majority vote provided that notice of such proposed change is included in the notice of the meeting held for that purpose. A copy of these bylaws shall be published on the team-sponsored website, posted in the concession stand, and each coach and board member will have a copy. A copy will be provided to each member upon any revisions or amendment. The notification made on the website shall serve to meet this requirement. In these Bylaws the term “parents” shall include guardians of all legal types, but shall not extend to adults merely accompanying a participant, even if with parental permission. The Executive Board will follow the rules and regulations as set forth in the CFA bylaws and will take an active part on developing, maintaining and enforcing such rules and regulations.

Article 5 – Board of Directors

Section A: The GNMFA shall be governed by an Executive Board of Directors consisting of:
Executive Board – President, Vice President, Treasurer, Secretary

General Board Members – Director of Football, Director of Cheer, Team Appointed Parent Liaison, Coaches, Director of Concessions, Director of Field Maintenance, CFA Representative and any other appointed positions as needed.

The qualification for becoming and remaining on the Executive Board for the GNMFA, Inc, are as follows:

- Be a resident of the Commonwealth of PA.
- Serve without compensation.
- Attend Business meetings of the Executive Board for the GNMFA, Inc.
- Must be 21 years of age or older and is actively interested in furthering the objective of GNMFA,

An Executive Board Member cannot be a head coach.

Section B: There shall be the following classes of members:

1. Athlete Members – A youth meeting the requirements of the GNMFA, Inc. shall be eligible to compete but shall have no rights or obligations in the management or in the property of the Association.

2. Executive Board – The Executive Board Members of the Association are listed as follows: President, Vice President, Treasurer, and Secretary. Executive member cannot be spouse/significant other of another executive board member. Significant other is colloquially used as a gender-neutral term for a person's partner in an intimate relationship without disclosing or presuming anything about marital status, relationship status, or sexual orientation.

The President will select appointed positions each year and has the authority to appoint an Executive Board Member when a vacancy occurs prior to position being vacated before the current term expires. Appointed positions are also members of the Executive Board during the timeframe of appointment. Appointed positions will be established yearly as needed by the President.

3. General Board Members Any individual who is 18 years or older and is actively interested in furthering the objective of the GNMFA, Inc. Members must have attended at least five organized (business meeting, parents meeting, bylaws meeting, coaches meeting etc) meetings in current year (January – December), you must sign yourself in and out at each meeting and must be present for at least 30 minutes per meeting, to be eligible to vote.

4. Active Members – Any individual who is 18 years or older and is actively interested in furthering the objective of the GNMFA, Inc.

Article 6 – Suspension

Active Member, Coaching Member, Athlete Member and Spectator Suspension:

The Executive Board shall have the authority to discipline, suspend, or terminate the membership of any member when the conduct of such person is considered detrimental to the best interest of GNMFA. The member involved shall be given two weeks prior notice by registered mail of such meeting, informed of the general nature of the charges and given an opportunity to appear at the meeting to answer such charges.

Executive Board Suspension:

The Executive Board shall have the authority to discipline, suspend, or terminate the membership of any Executive Board Member when the conduct of such person is considered detrimental to the best interest of GNMFA. The member involved shall be given two weeks prior notice by registered mail of such meeting, informed of the general nature of the charges and given an opportunity to appear at the meeting to answer such charges.

Article 7 - Board Positions and Responsibilities

Section A: GNMFA members shall elect officers as follows:

- President,
- Vice President
- Treasurer
- Secretary

Section B: Duties of the Elective Officers:

The President serves as the Chief Executive Officer of GNMFA, Inc. and will subject to the control of the Executive board or any Committees, supervise and control the affairs of the GNMFA, Inc.

- The President will present a report of the condition of GNMFA at the annual meeting and as such other times as the President or Executive Board deem appropriate.
- The President will communicate to the Executive Board welfare of the corporation.
- The President will be responsible for the conduct of GNMFA in strict conformity to the bylaws, policies, principals, rules and regulations of GNMFA.
- The President is an approved official to countersign all checks.
- The President will preside at all meetings of the Members and Executive Board.
- The President or such other officers as he or she may designate in writing, will have the power to make and execute for the name of GNMFA such contract and leases.
- The President will communicate conduct requirements for all coaches, athletes and parents.
- The President will report violation of conduct requirements to the Executive Board.
- The President cannot make motions to the Board to be voted on. The President can only vote in a deadlock tie.
- The President will provide motivation, consistently and organization for the squads.

The Vice President

- shall in the case of the absence or disability of the President and provided they are authorized by the Executive Board so to act, the Vice President will perform the duties of the President and other duties from time to time that may be assigned to them by the Executive Board or by the President.
- The Vice President will be the chairperson of the By Laws Committee and an ex-officio member of all appointed committees.
- The Vice President will perform any other duties that may be prescribed by the Executive Board.
- The Vice President will be responsible for conducting regular scheduled meetings with the Cheerleading Director and coaches.
- The Vice President is an approved official to countersign all checks.
- The Vice President will provide motivation, consistency and organization for all squads.
- The Vice President will communicate conduct requirement for all coaches, athletes and parents.
- The Vice President will report violation of conduct requirements to the Executive Board.

The Treasurer

- Shall have charge and custody of all funds of GNMFA and will ensure deposit funds as required by the Executive Board.

!! Greenwood Newport Midget Football Association Constitution and By-Laws 🙌🙌 !!

- Treasure will keep and maintain adequate and correct accounts of GNMFA properties and business transactions.
- Treasurer must countersign all checks and render reports and accountings no less than monthly or any other time the Executive Board requests.
- Assists with all game day activities as needed.
- The treasurer cannot be associated as treasurer with another organization within the same fiscal year.

The Secretary

- shall keep minutes of all meetings.
- The secretary will be the custodian of all GNMFA records
 - (i.e., Code of Conduct, Waivers, Physical Forms, monthly business meeting minutes, rosters, etc.); provides all notices as required by law or by GNMFA bylaws and any other duties which may be assigned by the President.
- The Secretary will conduct all correspondence not otherwise appointed.
- The secretary is responsible for maintaining rosters of football athletes and athletes to insure that all rosters are in compliance with CFA regulations.
- The secretary will also publish meeting minutes within 5 days of the business meeting.

Section C - Duties of Appointed Positions by the Executive Board:

Team Parent Liaison

- Will facilitate communication between parents, coaches, and the Executive Board.
- Will foster trust between the parents and the coaches and disseminate information to parents in order to build a partnership between parents, coaches, athletes and community to reach the goals of GNMFA.
- Will coordinate and maintain the volunteer list to insure that game day activities are organized and are smoothly implemented.
- Assists with all game day activities as needed.

Concession Stand Director

- Will oversee the operation, sales and management of the concession stand.
- Will create marketing strategies in an effort to increase sales revenue.
- Directs and ensures that the concession stand has everything it needs and runs efficiently.
- The director is not the cook, cashier or full-time grunt worker.
- The director is challenged to make the stand profitable and help offset the expenses of GNMFA Concession Director.

Field Maintenance Director

- Will ensure that all fields are maintained for proper playing conditions during the GNMFA season.
 - This includes but not limited to regular mowing, fall interseeding, fertilization of field, pest control and maintenance of concession stand, bleachers and equipment trailer.
- Assists with all game day activities as needed such as set up and clean up.

CFA Representative

- Shall attend the monthly conference meetings and relay information discussed at the next scheduled GNMFA meeting.
- The representative within three days of the conference meeting should summarize information with the President.

- The representative can cast a vote on behalf of GNMFA after the vote is discussed at GNMFA business meetings.
- Anything requiring an immediate vote at the conference meetings the CFA representative should make every effort to contact the President or Vice President to obtain concurrence of vote being cast.
 - If unable to make contact with the President or Vice President, the representative should cast the vote on behalf of GNMFA ensuring the best interest of GNMFA is at hand.

Elected Executive Board Members agree to serve a two year period. To ensure a smooth transition of board members, President and Secretary will be elected for the same two year period and Vice President and Treasurer will be elected in the same year.

Executive Board Members are the only members authorized to account, deposit and distribute funds of GNMFA. This includes all funds associated with concessions, fund raising, registration, game day activities and any other collection of funds in the name of GNMFA. This policy not only protects the organization from fraud, waste and abuse but also keeps intact the integrity of the Executive Board of GNMFA.

Chain of Command:

1. President
2. Vice President
3. Treasurer
4. Secretary
5. Director of Football

Head Coaches and Assistant Coaches shall manage all practices and games for the program. One head coach and at least one assistant coach shall be designated per football and cheer team. Adult coaches are responsible for supervision, teaching plays/cheers, practice drills, and discipline on the field. Attend pre-season coaches meetings or affiliate league coaches meetings. Attend all practices unless otherwise pre-arranged. Attend all games unless otherwise pre-arranged. Establish positive and respectful relationships with each coach, athlete and parent. Arrive before any team members for any team functions and shall remain until the last athlete is picked up. The base scheme will come from the current Newport High School playbook, along with the terminology. Head Coaches will address parent issues/concerns with the Executive Board, Director of cheer, or Parent Liaison.

Article 8 – Code of Conduct Policy

The Association has established a Zero Tolerance Policy on the following.

1. Inappropriate behavior is described as but not limited to:
 - a. Disruptive,
 - b. Violent, and/or abusive language and behavior.
 - c. Theft from the Association.
 - d. Destruction of property owned or used by the Association.
 - e. Alcohol consumption or drug use on property owned or used by the Association.
2. Parents must be at the field to take responsibility of their athlete or athlete during inclement weather.

Any violation of the above referenced information will result in immediate termination of membership in the association. A period of termination time will be determined by the Executive Board before consideration of membership is granted again.

A Code of Conduct agreement will be made available to all parents, coaches and athletes/athletes. A Code of Conduct agreement must be signed by a parent/guardian of each youth in GNMFA, each youth and all coaches. Any parent, official, coach, spectator at any practices or games shall be subject to the authority of all field officials and Executive Board. This authority shall include the authorization to direct any person involved in any incident in violation of the applicable Code of Conduct to immediately be removed from the premises.

Article 9 – Program Guidelines:

1. Two weeks before beginning the scheduled practices for the upcoming season as set by the CFA, a non-mandatory precondition time will be held at GNMFA field. This is not a full uniform practice.
2. The regular season practices will start with the date designated by the CFA, starting at 6:00 p.m. and lasting until 8:00 p.m. All practices will be held at the GNMFA field.
 - a. Midget, Pony and Peewee players will have mandatory practice Monday thru Thursday until school starts, then mandatory practices will be Tuesday, Wednesday, and Thursday.
 - b. Smurf players will practice three practices per week (all mandatory practices). Practices will be Tuesday, Wednesday, and Thursday nights.
 - c. Cheerleaders will practice three practices per week (all mandatory practices). Practices will be Tuesday, Wednesday and Thursday nights.
3. Permission for optional practices for players and cheerleaders must be approved by the Executive Board. Canceling of Practice
4. Cancellation of Practice
 - a. On Labor Day and Columbus Day holidays practices will be cancelled.
 - b. Otherwise practices will not be cancelled unless inclement weather.
 - i. In the case of inclement weather, all effort will be made by the President (or executive board member designated by the President) to contact all head football coaches and the Director of Cheerleading (or executive board member designated by the Director of Cheerleading) to contact all head cheerleading coaches by 5:00 p.m. on the day of practice to cancel.
 - ii. It will be the responsibility of head coaches to initiate a plan to contact all athletes and athletes.
5. Attending Practices Athletes are required to attend all practices.
 - a. Athletes/athletes should contact head coaches when not attending practices.
 - b. If an athlete misses practices, the athlete will sit a specified time during the next scheduled game as follows (this resets each week.)
 - i. 1 missed practice- miss first series of plays
 - ii. 2 missed practices- miss whole first quarter
 - iii. 3 missed practices- miss whole game
 - c. Head coaches should report any absences that are more than one practice to the Executive Board.

Article 10 – Weather Guidelines:

1. If there is thunder and/or lightning spotted in the area of which the GNMFA field is located, all athletes/athletes and coaches are required to vacate the immediate area.
 - a. Practices and/or games will not continue until 30 minutes has passed without any signs of thunder and/or lightning.

2. Parents are required to be at the field to take responsibility of the athlete.
 - a. When notice is given to vacate the GNMFA field, Executive Board Members, Directors and coaches are not responsible for the safety of an athlete during lightning and/or thunderstorms.
 - b. If a parent has not made arrangements for the care of their athlete, this will fall under the Zero Tolerance Policy for action.

Article 11– Meetings:

Regular scheduled business meetings shall be held the second Tuesday monthly from January through November, unless otherwise posted. There will not be a scheduled meeting during the month of December. All meetings unless otherwise posted will start at 6:30 p.m. at the Millerstown Recreation Building from January to June and at the GNMFA football field from July to November. Meetings will be posted via electronic communication. Four people, of which at least two need to be executive board members, must be present to meet the quorum, to begin the meeting.

Special meetings may be called at the discretion of the President or upon request to the President by no less than four people. Again of which at least two need to be executive board members to meet the quorum, to begin the meeting. All active members will be notified at least one week prior to the date of the special meeting. Nothing shall be transacted except the business for which said special meeting was called. Meeting time and date will be posted via electronic communication.

Article 12 – Coaching Selection Process:

1. Those interested in head coaching must submit their name to the executive board by December 31 of the year for the upcoming season.
2. Executive Board along with the Newport High School Football coach will conduct interviews with coaching candidates, in February.
3. Prior to the coaching interviews, the Executive board will conduct annual reviews and have an evaluation process for each head coach.
4. The evaluation process will consist of meeting Article 2 Objectives, in GNMFA bylaws.
5. Upon selection of Head Coach, presentation of coaching staffs will be introduced at the next scheduled meeting of GNMFA.
6. Head coaches will then be decided on by February 15 of that coaching year.
7. Upon this selection, Head Coaches will submit names of individuals for assistant coaches to Executive Board for approval.
8. Each coach's term expires at the end of the season (1-year terms.)
 - a. Coaches must reapply each season.
9. All coaches will submit to criminal background checks.
 - a. The criminal background checks are to be kept in the possession of the President or Vice President.
 - b. The information in the background checks is to be kept between the President, Vice President, and applicant.