

# **BYLAWS OF LONDONDERRY YOUTH FOOTBALL & SPIRIT**

Revised December 2018

## **ARTICLE I - Name of Corporation**

### **Section 1: LYFS**

- A. The organization shall be known as "Londonderry Youth Football & Spirit", a non-profit corporation incorporated in the State of New Hampshire.
  - 1. Hereinafter, referred to as LYFS.
- B. This organization is not conceived for pecuniary benefit, and shall not make or declare dividends.

## **ARTICLE II - Purpose of Organization**

### **Section 1: Purpose**

- A. The purpose of the organization is to promote the game of football and cheerleading, by providing programs primarily but not exclusively for the youth of the town of Londonderry, New Hampshire.
  - 1. Football and cheerleading are general terms used in this document and refer to any football program (as example but not limited to tackle, flag and/or touch football) or cheerleading (as example but not limited to cheerleading, spirit, dance, competition only and/or all-star cheerleading program).
- B. This corporation is organized exclusively for charitable and educational purposes within the meaning of section 501(C)(3) of the Internal Revenue Code of 1954. No part of the net earnings shall insure to the benefit of any private shareholder or individual.

## **ARTICLE III - Description**

### **Section 1: Programs Offered**

- A. LYFS will consist of one or more football teams and/or cheerleading squads/dance teams.
- B. The Board of Officers will have final approval for all team/program names, colors and/or logos.
  - 1. All affiliated teams and or programs shall make the "LYFS" program descriptor as part of ALL uniforms and supported merchandise including all coaching and board member identifiers.
  - 2. The Board of Officers (by 2/3 majority vote) is free to set or change the name(s) and/or color(s) of any affiliated program or team(s) within the LYFS organization.
- C. The Board of Officers (by 2/3 majority) vote is free to affiliate with any recognized national (or regional) football or cheerleading program for the good of the membership or any one LYFS affiliated program.
- D. The Board of Officers (by 2/3 majority vote) can at any time move to accept for membership any other program or team that provides a football and/or cheerleading program.
  - 1. All programs or teams accepted for membership in LYFS shall abide with the LYFS by-laws and all terms of membership.

2. Affiliated programs will have the right to fully participate in all LYFS activities immediately upon membership and not before.

## **ARTICLE IV - Membership**

### **Section 1: Eligibility**

- A. Anyone displaying an interest in the activities of the organization, as well as a willingness to actively participate in its programs, is eligible to become a member of the association.
- B. This organization shall be non-racial, non-partisan, and non-sectarian.
- C. This organization shall wholly abstain from any political or labor affiliation or endorsements for public office.
- D. A member is a parent who registered and paid for at least one child to participate in the current or previous fiscal year, and/or elected or appointed official; officer or coach, who served the entire season during the current fiscal year. Parents of junior-demonstrators or coach-trainees are not considered members.
- E. The Board of Officers may set standards for the acceptance of membership applications.

### **Section 2: Voting**

- A. All members of LYFS shall have voting rights in that current fiscal year.
- B. Non-members are not allowed to vote in LYFS elections or special meetings.

### **Section 3: Elections**

- A. Officers shall be nominated and elected on or about January 15th and assume their elected position at that time.
- B. All nominations must be submitted in writing in advance of the election for consideration.
  1. Floor nominations will not be accepted.
- C. No individual may hold more than one office.
- D. All elections of officers shall be by secret ballot, unless positions are unopposed.
  1. Proxy or absentee votes will not be allowed.
- E. The Board of Officers shall establish rules and procedures for the election process.
  1. All election decisions by the Board of Officers are final
  2. The LYFS board of Officers will make every effort to identify a member representative prior to the vote taking place, to assist in validation and counting of all votes
  3. The LYFS Treasure, Secretary, and member representative will validate the ballots and count the votes and announce the results.
- F. Any candidate for office must be a member in good standing during the current fiscal year.
- G. The Board of Officers is free at any time to fill open board positions by a simple majority vote.

### **Section 4: Membership & Accountability**

- A. Any officer, member, or coach may file a written complaint with the Board of Officers alleging that a member has interfered with the coaching of any sports teams sponsored or sanctioned by LYFS and/or has otherwise violated a requirement of membership.

1. Notice of a written complaint shall be deemed duly received by the Board of Officers if said complaint is given to any of the following Officers: President, Vice-President, Secretary or Treasurer.
- B. A majority of the Board of Officers must then vote, within two (2) weeks of the receipt of such a written complaint, on a course of action to be taken and must notify the member, in writing, of that course of action, up to and including removal of the member from LYFS.
- C. The failure of the Board of Officers to issue a written decision that the complaint warrants review within two (2) weeks of its receipt of a written complaint shall be deemed to be a decision that the complaint warrants no action against the member.
- D. In the event a member is removed, no registration fees will be refunded or prorated.
- E. As a board run organization, all complaints/issues must first be addressed with the LYFS Board of Officers before contacting state or regional organizations. Failure to follow the proper chain may result in disciplinary action up to and including removal from the program.
- F. All decisions, related to complaints, by the Board of Officers are considered confidential in nature and not to be disclosed to the public.

## **ARTICLE V - Meetings**

### **Section 1: Rules**

- A. All meetings/elections will be conducted in accordance with Roberts Rules of Order at the discretion of the presiding officer (unless specified otherwise in this document).
- B. Voice, hand, or standing vote is acceptable. A secret ballot will be taken for all disciplinary actions or if a majority of the voting members present so vote.
- C. At regular meetings, voting of the members present is sufficient to pass any motion, provided that the notice requirements for the meeting were met.
  1. No specific membership quorums (unless otherwise noted) are required.
  2. A majority of voting members of the Board of Officers being present is sufficient (unless otherwise indicated in the by-laws) to enact any business brought before the membership.
  3. No proxy or absentee voting is allowed.
- D. All procedural decisions made by the President (or presiding officer) are final.
- E. Board meetings will be scheduled minimally twice monthly in the off-season (December through July) and monthly in season (August through November) and shall be posted.

### **Section 2: Business Meetings**

- A. LYFS business meetings shall be held no later than the following: on or about January 15th for the election of Board of Officers of each year and on or about December 15th for the by-laws meeting.
- B. The Secretary shall give public notice via newspaper, newsletter, web-site and/or posting on cable public access channel of the bi-annual meeting and subsequent meetings, at least thirty (30) days in advance of the meeting.

### **Section 3: Special Meetings**

- A. Special meetings may be held at any time upon authorization of the Board of Officers, or by written request of 25% of the general membership, notice of which shall be sent to members by the Secretary, at least ten (10) days in advance of each meeting.
- B. Discussion at the meetings shall be limited to the subject that was the cause of the special meeting.
- C. A special meeting will not require a specific quorum, however, a 2/3 majority of those members in attendance will be required to carry a motion.

#### **Section 4: Minutes**

- A. The secretary shall take and maintain minutes at all meetings. minutes of Board of Officers meetings shall include attendance and will be forwarded to all Board Officers prior to the next scheduled meeting via e-mail, mail or hard copy.
- B. All minutes must be made public, upon request, with the exception of the proceedings of executive session.

### **ARTICLE VI – Board of Officers**

#### **Section 1: Board Of Officers**

- A. The Board of Officers shall consist of the following; sixteen (17) members consisting of President, Vice President, Secretary, Treasurer, Fundraising Officer, Concession Officer, Assistant Concession Officer, Football Director, Asst. Football Director, Cheerleading Director, Asst. Cheerleading Director, Football Equipment Officer, Cheerleading Equipment Officer, Registrar(s), Volunteer Coordinator and NFL Flag Football Director.
  - 1. President Emeritus - A past LYFS president having served at least 6 years as president upon leaving office becomes President Emeritus. This is an advisory non-voting position. The President Emeritus is privileged to all information that the current president or board is privileged to. There shall be no more than one President Emeritus.
- B. The LYFS Board of Officers shall be responsible for conducting all business of LYFS member programs, affiliations and teams.
  - 1. There shall be one and only one Board of Officers (directors) for all programs and/or teams affiliated with or supported by LYFS.
- C. All Officers must be residents of the town of Londonderry.
- D. All Officers are expected to assist in game-day activities as requested by the Executive Board
- E. All decisions by the Board of Officers are final.
- F. All board members are required to attend all scheduled board meetings. Board members must attend a minimum of 50% of all meetings. If a board member falls below 50% attendance, after March 31st annually, the board by simple majority vote can vote to remove the officer from office.

#### **Section 2: Election of Officers**

- A. All of the affairs and assets of LYFS will be managed by a Board of Officers that is nominated and elected for a one (1) year term by the general membership, with the exception of the President and Treasurer.
  - 1. The President and Treasurer shall be elected for a two (2) year term and must have served one (1) year on a previous LYFS Board of Officers.

Anyone not meeting this requirement can run for this position only with the approval of the majority of the current LYFS Board of Officers.

2. The terms of President and Treasurer will be voted on in opposite years.
- B. Spouses (or significant others) of President(s) Vice President, and/or Treasurer may not hold the position of President, Vice President, and/or Treasurer if their spouse (or significant other) currently holds the position of President, Vice President, and/or Treasurer.

### **Section 3: Duties of the President**

- A. The President shall be responsible for presiding at any and all meetings of the organization.
- B. The President shall personally supervise the activities of the organization as well as fulfilling his/her overall responsibilities to LYFS.
- C. The President shall only vote on issues in order to break a tie vote by the other officers.
- D. The President is the recognized voting representative at the HLA (Higher Level Association) level. The President may designate any member, other than a coach, as a representative. However, the HLA Commissioner must be notified in writing.
- E. The President will form and chair a budget committee immediately after the elections in January; and with the Treasurer and Vice-President present a balanced budget to the full board of officers on or about March 15<sup>th</sup>.
  1. Budget details are considered confidential and can be shared outside of the board only with a request of the President and approval of the board.
- F. The President shall chair the Executive Board.
  1. The Executive Board shall consist of the President, Vice President, Secretary and Treasurer.
  2. The Executive Board shall be responsible for the day-to-day operations of the organization based on board policy and the immediate needs for the good of the organization.
  3. Executive board decisions are made with a simple majority vote of all members including the President.
  4. Any decision made by the Executive board shall be disclosed to the entire board in writing (hard copy of e-mail) to the entire board within 48 hours and can be overturned by a simple majority board vote.

### **Section 4: Duties of the Vice President**

- A. The Vice President shall be responsible for the coordination of the activities of the Football and Cheerleading Registrars.
- B. The Vice President shall in the absence, or during the incapacity, of the President, and determined by the Board of Officers, perform all duties and assume all responsibilities of the President, until such authority is revoked by the Board of Officers.
- C. The Vice President shall organize, plan, set-up, break down and support all events and notifications to membership, EMT's, and town for all home games.
- D. The Vice President shall attend meetings at the conference level in the event that the President is unavailable.

### **Section 5: Duties of the Secretary**

- A. All records of the Board of Officers shall be under the control of the Secretary, including those records turned in by heads of committees.
- B. The Secretary shall maintain the by-laws by updating any changes approved at the annual by-laws meeting.
- C. The Secretary shall coordinate the LYFS Scholarship Fund.
  - 1. The Secretary shall be responsible for making known to all graduates of the Londonderry High School (or other) that scholarships are available to those graduates in their High School senior year.
  - 2. The Secretary shall verify all scholarship applications for validity of secondary acceptance, as well as completion of eligibility from the LYFS Program.
- D. The Secretary shall be responsible for reporting of past and upcoming events.
- E. The Secretary shall be responsible for developing and maintaining the LYFS News Letter and LYFS Web-Site.

### **Section 6: Duties of the Treasurer**

- A. The Treasurer shall receive and disperse any and all funds.
  - 1. The Treasurer(s) shall have up to one year to merge funds from any organization joining LYFS into the LYFS account(s)
- B. The Treasurer shall maintain and preserve any and all vouchers and all books of accounts, which shall be open to inspection by the Board of Officers.
- C. The Treasurer shall submit written financial reports to the Board of Officers on or about the 15<sup>th</sup> of each month to be recognized at the next scheduled board meeting.
- D. The Treasurer shall be responsible for insuring that all facets of the program are covered by insurance.
- E. The Treasurer will be responsible for all the filings that are required by the Internal Revenue Service; not later than April 15th.
- F. The Treasurer shall be responsible for the maintenance of all special funds and monies.
- G. The Treasurer will be responsible for all regulatory reporting required by the state of New Hampshire.

### **Section 7: Duties of the Fundraising Officer**

- A. The Fundraising Officer shall be responsible for developing a fundraising program, which will be submitted to the Board of Officers for approval.
- B. The Fundraising Officer shall be responsible for the execution of the fundraising activities.
- C. The Fundraising Officer shall work with the Treasurer.
- D. The Fundraising Officer shall manage the operation of the Wildcat Wares Store, coordinate store volunteers, and minimally make the wares store available to the membership for all home games.
- E. The Fundraising Officer shall be responsible for all social networking duties and activities (for example, managing the LYFS Twitter and Facebook accounts, etc.)
- F. The Fundraising Officer shall provide support and content as needed related to LYFS newsletter and web-pages.
- G. The Fundraising Officer shall be responsible for the annual calendar raffle.

### **Section 8: Duties of the Concession Officer(s)**

- A. The Concession Officer shall be responsible for developing a menu and budget for the concession stand which will be submitted to the Board of Officers for approval.
- B. The Concession Officer shall be responsible for ordering all food etc. for the concession stand.
- C. The Concession Officer shall be responsible for repairs, maintenance, and movement of the concession stand.

**Section 10: Duties of the Football Director(s)**

- A. The Football Director shall be responsible for coordination of practice and game fields for all football teams.
- B. The Football Director shall act as liaison between head coaches, parents and the Board of Officers.
- C. The Football Director shall work with the Football Equipment Officer to disburse/collect all equipment and uniforms to/from the football players.
- D. The Football Director must attend as required any state or recognized coaches clinic.
- E. The Football Director shall attend all NHYFSC State Meetings

**Section 10: Duties of Football Equipment Officer**

- A. The Football Equipment Officer shall be responsible for issuing and collecting football uniforms and equipment.
- B. The Football Equipment Officer shall work with the Treasurer to issue invoices at season end for any outstanding and/or damaged equipment.
- C. The Football Equipment Officer shall be responsible for obtaining bids for equipment and/or reconditioning to be reviewed by the Board of Officers.
- D. The Football Equipment Officer shall be responsible for game day field coordination.

**Section 11: Duties of the Cheerleading Director(s)**

- A. The Cheerleading Director shall schedule all cheerleading practices.
- B. The Cheerleading Director shall act as liaison between head coaches, parents and the Board of Officers.
- C. The Cheerleading Director shall work with the Cheer Equipment Officer to disburse/collect all equipment and uniforms to/from the cheerleaders.
- D. The Cheerleading Director must attend the AYF State Clinics, coaches meetings and roster certification, as well as the monthly state AYF Presidents Meetings.

**Section 12: Duties of Cheerleading Equipment Officer**

- A. The Cheerleading Equipment Officer shall be responsible for issuing and collecting cheer/dance uniforms and equipment.
- B. The Cheerleading Equipment Officer shall work with the Treasurer to issue invoices at season end for any outstanding and/or damaged equipment.
- C. The Cheerleading Equipment Officer shall be responsible for obtaining bids for cheer/dance equipment and/or reconditioning to be reviewed by the Board of Officers.

**Section 13: Duties of the Volunteer Coordinator**

- A. The Volunteer Coordinator shall be responsible for the creation and management of all volunteer lists, assignments and interactions with team parents, concession coordinator and fundraising director related to parental volunteer obligations as determined by the Board of Officers.
- B. The Volunteer Coordinator shall be present at all volunteer events to coordinate volunteers.

**Section 14: Duties of the Football and Cheerleading Registrars.**

- A. The Registrars shall be responsible for the coordination of the registration(s), including but not limited to all appropriate paperwork to satisfy both the state and national requirements including scholastics for all football players and cheerleaders.

**Section 15 – Assistant Treasurer**

- A. The board at its discretion may add a 17th position to the board for an assistant treasurer in the event the current treasurer is not planning on running for re-election. The assistant treasurer is a full voting member of the board and must be voted in as a member as outlined in the bylaws.
- B. This position after the completion of their term serving as the assistant treasurer and with executive board approval will automatically assume the treasurer position when the existing treasurer's role is up.

**Section 16: Duties of the NFL Flag Football Director**

- A. Duties to run and manage all aspects of the NFL (rec) flag football programs including team assignments, coaching recommendations, scheduling, and administration
- B. Full voting member of the board
- C. Exempt from board meeting requirements – excepting as required/needed

**ARTICLE VII - Removal From Office**

**Section 1: Officers of LYFS**

- A. Any officer may remove themselves from office for any reason.
- B. An officer may be removed following a formal hearing by a 2/3 (two thirds) vote of their fellow officers.
- C. The dismissal of an officer must be ratified by a simple majority vote of the general membership at the next regular or special meeting.
- D. A replacement for that officer shall be nominated and elected to complete the replaced officer's term by the majority of the Board of Officers.
- E. Upon board vote for dismissal the officer is suspended from all official duties pending the results of the general membership vote.

**ARTICLE VIII - Committees**

**Section 1: Appointment of Committees**

- A. The Board of Officers shall appoint committees as required or needed to perform the functions and goals that they set forth.
- B. Committees should not be empowered to make purchases.
- C. Committees charged with the responsibility of collecting or coordinating funds must relinquish them to the Treasurer within two (2) days of receipt.

## **ARTICLE IX - Coaches (Football/Cheerleading)**

### **Section 1: Selection**

- A. All head coaches, for every defined team, will be interviewed and selected by Coaches Selection Committee(s) with final approval made by the Board of Officers.
  - 1. The Football Coaches Selection Committee shall be composed of the President, Vice-President, Secretary, Treasurer, Football Director(s) and Football Equipment Officer(s).
  - 2. The Cheerleading Coaches Committee shall be composed of the President, Vice-President, Secretary, Treasurer, Cheerleading Director and Cheerleading Equipment Officer(s).
- B. At the discretion of the Board of Officers, the interview process may be waived for prior year coaches in good standing.
- C. All assistant coach candidates will be made known to the LYFS Board of Officers by names submitted to the Football/Cheerleading Director either by letters of interest sent directly to LYFS or a listing submitted by head coaches by July 20<sup>th</sup> of the current season.
  - 1. The LYFS Board of Officers can elect to waive the assistant coach interview(s); The coaches selection committees shall conduct all needed interviews and selections; and the Board of Officers will make final approvals.
  - 2. The LYFS Board of Officers, at their discretion, can elect to add coaches after the July 20<sup>th</sup> deadline.
- D. Each coach shall serve a one (1) year term.

### **Section 2: Duties of the Head Coach**

- A. The head coach shall be responsible for designating an assistant head coach, (with the approval of the Board of Officers), who will succeed him/her for the duration of his/her term and fulfill his/her duties should he/she not be able to carry on during the football season.
  - 1. Head coach's and assistant head coaches will be at least twenty-one (21) years of age.
- B. Coaches are required to familiarize themselves with local HLA and National Rules. All coaching staff will sign and abide by the LYFS Coaches code of Conduct. The signed contract must be submitted prior to the first day of practice. Any violation of the Coaches Code of Conduct may result in suspension.
- C. The head football/cheerleading coach shall appoint a team parent/guardian.

### **Section 4: Coaching Dismissal**

- A. The Officers of the organization may dismiss a coach(s) for any reason after a formal board meeting. Dismissal will require a 2/3 majority (two thirds) vote of board members present. All votes shall be by secret ballot.

## **ARTICLE X - Insurance**

### **Section 1: Purchasing of Insurance**

- A. The organization shall purchase adequate insurance coverage for all players, coaches, cheerleaders, board members as well as volunteers and/or committee members.
- B. The organization will also purchase adequate coverage to protect the organizations equipment.
- C. The organization will bond all Board of Officers in an amount equal to or exceeding the dollar amount of the annual budget.

## **ARTICLE XI - Management of Funds**

### **Section 1: Raising of Funds**

- A. Funds may be raised by any manner approved by the Board of Officers.
- B. The fiscal year is January 1 to December 31.

### **Section 2: Limitations**

- A. The organization shall never pay, assume or become responsible for personal or unproved debts or liabilities of any individual in the organization; nor of any affiliated new or existing program.

### **Section 3: Disbursement of Funds**

- A. ALL funds collected or received by any member or affiliated LYFS program (from any source) shall be under the control of the LYFS Treasurer and LYFS Board of Officers.
  - 1. All funds collected or held by LYFS shall be dispersed at the sole discretion of the Board of Officers
  - 2. All funds collected by LYFS must be recognized and deposited into LYFS accounts within 5 business days of receipt.
- B. All checks written will require the signature of either the President, Vice President or Treasurer.
- C. The President will form and chair a budget committee in January immediately after annual elections. The budget committee shall be responsible for drafting and presenting a balanced budget to the full LYFS Board of Officers for modification and approval on or about March 15<sup>th</sup>.
- D. A purchase order is required for any goods and/or services that will be billed to LYFS.
  - 1. The Executive Board can approve and execute any board approved budget item submitted via bid and/or Purchase Order (PO) process. All Purchase Orders require two (2) authorized signatures. All items over \$2,500 require approval by the LYFS Board of Officers.
  - 2. A majority vote of the Executive Board can approve any non-budgeted item under \$500.
  - 3. All non-budgeted items \$500 or more will require approval by the LYFS Board of Officers.
- E. Any purchase over five hundred dollars (\$500.00) must be bid on by multiple (three or more) vendors.
  - 1. The LYFS Board of Officers shall establish the policy and procedures for the bidding and approval process.
  - 2. The LYFS Board of Officers shall establish policy and procedures for the submission and approval of all purchase orders.

- F. Every effort should be made to do business with local suppliers or suppliers who are in good standing to the organization
- G. LYFS shall conduct an annual independent audit and financial accounting.
- H. Board members are precluded from voting of funds related to post-season travel if they have dependents on that team

#### **Section 4 – Restricted Funds**

- A. The treasurer shall maintain and account for special segregated funds. The purpose of these funds is to establish dedicated funding sources specific to LYFS business needs.
- B. The Board shall establish criteria for funding each restricted fund
- C. The Board shall establish limits for each fund
- D. Funds may only be used for the intended purposes.
  - 1. With approval of a 2/3 majority of the current Board and majority approval of the membership in a called special meeting restricted funds may be used for general fund purposes as indicated by the Board of Officers.
- E. Funds will carry over from year to year
  - 1. Capital Reserve Fund. The Capital Reserve Fund is to be used as an emergency funding source for the purchase of any capital assets that require in-season replacement for either concession, game-day equipment or game-day sound system needs.
  - 2. Field Improvement Fund. The Field Equipment Fund is to be used for any expenditure relating to recreational space needs, recreation infrastructure, field maintenance, irrigation, storage or lighting needs.
  - 3. Scholarship Fund. The Scholarship Fund is to be used as a source of funding to support the annual LYFS scholarship program for graduating seniors.
  - 4. Post Season Travel Fund. The Post Season Travel Fund is to be used for the purpose of a fair and equitable distribution of funds in support of post season activities.
  - 5. Uniform Fund. The Uniform Fund is to be used as a source of funding and capital planning for uniform replacement for either football or cheer game uniforms

### **ARTICLE XII - Awards**

#### **Section 1: Post Season Play**

- A. All post-season play must be in accordance with the LYFS By-Laws.
  - 1. The LYFS Board of Officers shall define the rules for determining eligibility of teams or members advancing to AYF/AYC nationals or other invitational events; including the limits of financial support to be provided by LYFS.
- B. Annually the LYFS Board of officers shall create/update a travel fund policy and publish to members prior to August 1<sup>st</sup>.
- C. All post-season play must be in accordance with the rules and regulations of the member affiliated program (for example; AYF rules for AYF programs – as in the current American Youth Football Rule Book).

#### **Section 2: Eligibility for Post Season Play**

- A. All of the teams and participants in LYFS are eligible for post-season – or extra season play as applicable

- B. LYFS shall not accept a "Wildcard" designation for any football/cheer team for post season play

### **Section 3: Implementation of Post Season Play**

- A. Any request for post-season play must be submitted to the Board of Officers for approval.
- B. A team meeting will be held, all member parents of the team involved will vote whether to participate or not.
  - 1. Every child on a team's roster must be included in the travel plans regardless of his/her financial ability and/or their parent's involvement.

### **Section 4: Award Recognition**

- A. All awards (trophies, placards, etc.) awarded to a LYFS football or cheerleading/dance team, or LYFS in general, are the property of LYFS.
- B. All awards will be available for suitable public display, as directed by the Board of Officers, for a period of time not to exceed one year from award date.
- C. After suitable public display all awards can be distributed to the winning football or cheerleading coach at the discretion of the Board of Officers.

### **Section 5: Special Recognition**

- A. The Wildcat's in recognition of our teammates and community have retired the following numbers from use as football jersey's for all programs/teams.
  - a. In the name of Alex Lyskawa the #50 shall permanently be retired from use.

## **ARTICLE XIII - Awards Ceremony**

### **Section 1: The Ceremony**

- A. The Board of Officers shall at its discretion conduct an annual awards/banquet ceremony.
- B. Awards will be issued to those eligible members at the awards/banquet ceremony.
- C. The board of officers shall create, at their sole discretion, and establish the guidelines for awarding any awards, trophies, plaques, etc.

## **ARTICLE XIV - Procedures for Amending By-Laws**

### **Section 1: Amendments**

- A. Proposed amendments to these bylaws must be submitted in writing to the Secretary of the Board of Officers, by any member of the organization, at least five (5) days prior to the December (on or about the 15<sup>th</sup>) by-law meeting, to be considered for inclusion.
- B. A 2/3 majority of voting members present is required to amend the LYFS By-Laws.

## **ARTICLE XV - Annual Scholarship Awards**

### **Section 1: Scholarships**

- A. LYFS will annually award, at a minimum, 10 scholarships to be funded at \$500 each for a total of \$5,000.

- B. Eligibility will be based on a one (1) year completion of the LYFS Program as either a football player, cheerleader, coach trainee, student demonstrator, or other LYFS student volunteer and verification of acceptance at a school of post-secondary education.
- C. Scholarships will rewarded at a minimum to five (5) football players and five (5) cheerleaders. Recipients can receive one and only one annual scholarship.
  - 1. Exceptions can be made to the number of scholarships awarded to 5 cheerleaders and 5 football players based on the number of total applicants; not to exceed 10 in total.
- D. The administration of the scholarship will be under the jurisdiction of the Board of Officers.
  - 1. The Secretary or designate of the Board of Officers will verify eligibility of all candidates.
  - 2. The Secretary of the Board of Officers shall make the availability of this scholarship known, to high school guidance departments, annually.
- E. The LYFS Board of Officers reserves the right to limit the number of scholarships awarded in any one calendar year.
- F. The Scholarships will be called, "The Londonderry Youth Football & Spirit Scholarships in the Names of Warner Hale, Chris Fitzpatrick & Alex Lyskawa"
  - Mr. Hale was an original founder of the Londonderry Panthers
  - Mr. Fitzpatrick was supporter of Football in Londonderry having volunteered with the Panthers, Jr. Lancers and LHS football
  - Alex Lyskawa was a long time student athlete and LYFS Wildcat. The LYFS golf tournament when conducted is used to fund this scholarship.

## **Section 2: Awarding Scholarships**

- A. The Board of Officers will rely on the academic recommendations of the school guidance departments as one parameter for eligibility. The Board of Officers will use this parameters along with other considerations to determine the final scholarship candidates.
- B. The ultimate recipients of the LYFS Scholarship must be approved by a majority vote of the Board of Officers present.
- C. Scholarship recipients will be announced at high school graduation ceremonies, in accordance with high school policy on such awards.

## **ARTICLE XVI - Registration**

### **Section 1: Eligibility**

- A. So that maximum participation may be encouraged, and in the spirit of fairness to all, registration of all players and cheerleaders will be on a first come/first served basis. No special consideration will be given to returning veterans for roster spots, and registration shall be open to all those boys and girls who are interested in participating.
  - 1. This rule is applicable as to the organizational structure of the teams involved (for example; AYF program squad size limits).
- B. The Board of Officers, as applicable, shall post and make available to all program participants the rules and specific requirements (if any) for all LYFS programs/teams.
- C. No player or cheerleader may take the practice field unless satisfactory financial arrangements have been made with the LYFS Treasurer. Every child's

registration must be paid in full, or a written and signed agreement between the parent and the LYFS Treasurer must be executed. This written agreement could include specific fundraising commitments in lieu of payment in the case of scholarship (financial hardship) candidates. Failure to complete the written agreement will make the family ineligible for any future scholarships.

- D. No player or cheerleader may take the practice field unless the LYFS Registrar has received ALL required paperwork, as applicable.
- E. All participants and their fans are expected to abide by the rules and guidelines as outlined in the Football Handbook and Cheerleading Handbook (as applicable).
  - 1. The LYFS Board of Officers reserves the right to remove participants from the team/squad roster as outlined in these handbooks.

## **Section 2: Process & Formation of Teams/Squads**

- A. Registration dates will be announced by newspaper, newsletter, web-site, cable public access channel, posters, and/or school notices.
- B. Registration forms will be numbered in the order that they are received. Once all openings have been filled (as applicable), a waiting list will be developed, and applicants who are placed on this waiting list shall be advised of their status.
  - 1. Waiting list applicants will fill open positions when and if they become available. No money can be accepted from a waiting list candidate.
- C. The Board of Officers, out-side of any national or regional program sanctioning requirements, reserves the right to set limits on participation and registration requirements at their sole discretion.
- D. Football players will be assigned to age-based football teams solely on the basis of their age as outlined by the NHYFSC or National AYF policy with the following exceptions:
  - 1. LYFS has not formed a team at a specific level
  - 2. A player on a waiting list can be moved to a higher/lower age-based team if openings exist
  - 3. With the majority vote of the LYFS Board of Officers, and in consultation with the coaching staffs and the student athlete.

## **ARTICLE XVII - Dissolution**

### **Section 1: LYFS**

- A. In the event of the dissolution of LYFS or its successors, any and all property of that organization shall be distributed to the Town of Londonderry.
- B. In the event the Town of Londonderry is unable, or unwilling to receive the assets, they will be distributed for one (1) or more exempt purposes within the meaning of Section 501(C)(3) of the Internal Revenue Code, or corresponding section of any future tax code, or shall be distributed to the federal government, or state government for public purposes.

## **ARTICLE XVIII – Limitations on Personal Liability of a Director or Officer**

### **Section 1: Liability Limitations**

- A. No director or officer or committee chair or appointed subordinate shall be liable to the assembly for monetary claims for breach of fiduciary duty except any breach of a duty of loyalty to the association, acts or omissions which are not in

good faith or which involve intentional misconduct or a knowing violation of law in any transaction from which the individual derived improper personal benefit.