



Hudson-Litchfield Youth Football & Cheer, Inc.

P. O. Box 205, Hudson, NH 03051

BY-LAWS

Incorporated 1981

Revised: February 1, 2024

Articles of Incorporation

Article I. Definition of Organization

1. Name: The name of the organization shall be Hudson-Litchfield Youth Football & Cheer, Inc., as registered with the Federal Department of Treasury, Internal Revenue Service, an

d listed as a
volunteer, non-profit
organization.

2. Teams and Team Logo: Football Teams shall be divided by age; Spirit teams shall be divided by both age and level of experience, or as determined by State and National American Youth Football constitutions and rules. The teams shall be known as the Hudson-Litchfield Bears. The association representing logo will be bear's head in the middle of cross lines representing a football arc. Below the head will be Hudson-Litchfield, below that in large gradient filled letters will BEARS, with Youth Football and Cheer as the bottom line (See logo above.) The colors of the new logo will be grey, blue and white. The logo is to be used on all official association documentation including the official web site. HLYFC reserves the right to the logo uses on apparel, print, etc. Use of the logo by any entity will require approval from the HLYFC Board of Directors. Any reprinting, sublicensing, modifying, publishing, assignment, transfer, sales, or other distribution of the HLYFC Logo, in parts or as a whole, is strictly prohibited without the prior written consent of The HYLFC Board of Directors.
3. Definition: The organization consists of a group of adults, known as the Board of Directors, banded together to administer a youth football and cheerleading league. It is the first level of administration charged with the responsibility of overseeing Board member selection/voting, fundraising, selection of equipment, coaching staffs, and managers and general overall operations. It is responsible for selecting players within the prescribed boundaries established by the highest local authorities, an affiliate of American Youth Football. A "year" denotes one full season as outlined in the State Rules and Regulations. (Normally, but not limited to, January 1st-Dec.31st)

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4. Team Website Name: The website shall be listed as Sports Engine, unless otherwise specified by the Board of Directors.
5. Dissolution: General In the event of dissolution of HLYFC any and all property shall be distributed equally to one or more local non-profit charities within the State of New Hampshire within the meaning of section 501(C)(3) of the Internal Revenue Code.

Article II.Objectives

1. The specific objective of the program is to provide an opportunity for the youth of our community to participate in an athletic program that focuses on teamwork, sportsmanship, discipline, commitment, and leadership in both the classroom and on the playing field and to familiarize all youth, ages 5-14, with the fundamentals of football and cheerleading. The objectives are also to provide an opportunity to play the game and compete in a supervised, organized, and safety-oriented manner, and to keep the welfare of the participants free of adverse moral or social impact.
2. To firmly implant in the minds of youths the ideals of good sportsmanship, scholarship, and personal integrity so that they may become valuable, contributing members of society. The objectives will be achieved by providing supervised and competitive youth football teams and cheerleading (spirit) squads. Supervisors will bear in mind that the molding of future adults is of prime importance. The Attainment of exceptional athletic skill and winning of a game is secondary. Membership will have no bearing on the composition of any team.
3. The Board of Directors will ensure that all actions of the organization and its members adhere to the Articles of Incorporation and do not conflict with New Hampshire Youth Football & Spirit Conference rules and/or regulations

Article III. Membership

- 1. Membership in Hudson-Litchfield Youth Football & Cheer, Inc. will have no racial, religious, or political affiliation or bias. Membership in Hudson-Litchfield Youth Football & Cheer, Inc. is volunteer-only and open to any adult who has a direct, moral, unselfish interest in working for the benefit of the organization. This offer for membership (known as the general membership) will include coaches and adult volunteers.
- 2. Privileges of Membership (for volunteer positions, not inclusive of BODs): Members, other than those that are appointed to the Board of Director positions, will be approved for membership at any regular or special meetings of the Board of Directors, at which a quorum (50% + 1) is present, by a majority vote thereof. Membership shall be for a period of one year. Membership Affords that person all the rights, privileges, and responsibilities associated with it.
- 3. Membership Restrictions and Draw Area: Membership for volunteer positions shall be offered to Hudson and Litchfield residents and/or parents of participants of Hudson-Litchfield Youth Football & Cheer, Inc.,

first or unless otherwise specified by the Board of Directors as a whole. The drawarea for participants shall be Hudson and Litchfield, as written in the State Constitution. Participant acceptance from any other association territory outside Hudson and Litchfield shall be given consideration for approval ONLY with the required, written, signed waiver from that association's president for the date(s) listed on waiver. Waiver must be on file in the team book and with the President. Waiver Requesting to leave the Bears will only be granted if the Bears declare a waiting list or don't have enough kids to field a team. Waivers will only be granted if the member is registered for the current season.

4. Denial of Right, Title of Interest in Properties: Membership in this organization shall not vest in or give to any individual or member whatsoever, any asset or property of the organization, whether real or personal and such property shall vest solely and entirely in this organization.
5. Voting: Officers, coaches, and parents and/or legal guardians of the children will have voting rights in this organization when a vote is required by the general membership.
6. Parental Obligation (medical): In the case of a medical condition above and beyond the state required preparedness , the Board of Directors reserves the right to require a parent of said child (ren) to be present when the participant is present at any Hudson Bears function. Parent of said participant may provide a designated agent only if the parent provides a written, signed note to include the following: Name of attending designee/guardian, phone numbers in which parent can be reached at, reason for request, signature with date of Hudson Litchfield Bears function to the head coach, coordinator, or President PRIOR to said function.
7. Rights reserved (behavior): The Board of Directors Reserves the right to drop, from the program, a participant and/or their parent/legal guardian(s) if the participant or their parent/legal guardian(s) engages in conduct that the Board of Directors finds to be inappropriate, threatening, or disruptive in any manner via action or words.

Article IV. Board of Directors

1. Government: The government of the organization shall be vested in a Board of Directors. This Board is responsible for the establishment and enforcement of all policies and objectives of Hudson-Litchfield Youth Football & Cheer, Inc. and New Hampshire Youth Football & Spirit Conference.

2. Membership of Voting Directors: The Board of Directors Shall consist of, but not be limited to, fifteen (15) voting officers: 1. President, 2. Treasurer, 3. Executive Administrator, 4. Registration Administrator-Football & Spirit, 5. Vice President Football, 6. Vice President Spirit, 7. Participation Coordinator, 8 & 9. Football Equipment Coordinators, 10. Spirit Assistant Coordinator, 11. Fundraising Coordinator 12 & 13. Field Managers, 14 & 15. Concession Managers. 16. Recruitment/PR. The Executive Board of Directors will consist of the President, Treasurer, Executive Administrator, Vice Presidents & Registration Administrator. The Executive Board has the authority to make decisions for the association that are in the best interest of the program. The Executive Board will only invoke this authority when it is not feasible to convene a meeting of the board of directors such as crises during practices or games, and other occasions that require an immediate decision. The President will preside over the Board and is fully responsible to ensure that the Board members act in accordance with HLYFC By-laws, State of NH and AYF regulations. Board of Directors' Officers as listed with the organization's bank shall be President and Treasurer.; Executive Administrator may be added if deemed necessary by the President and Treasurer.
3. Term of Office: All Board of Directors positions will last two years without limit to consecutive terms in one position provided it is in the best interest of the organization as a whole.
4. Voting: The Board of Directors will accept nominations from the general membership for any open Board of Directors positions no later than September 30 of the current election year. Because many of the BOD positions require knowledge, skills, abilities and/or expertise in particular areas (i.e. Treasurer), all nominations must be seconded by a currently seated Board member and then approved by a majority vote there of, at which a quorum (50% + 1) is present. In order to assist the current BOD with the nomination process an interview process will be conducted of those nominated for the ballot process. All approved nominations by the current Board will then be placed on a ballot to be voted upon by the BOD. A member of the organization may also get their name on the ballot by providing a petition of 50 names of current HLYFC members (limit one per family). The petition will be in support of adding the members name to the ballot. The voting process will take place before December 31st of the voting year and will be conducted by any means that makes the most sense for the organization.
5. Vice President Positions - These positions require knowledge and expertise in order to execute the responsibilities of the position and

therefore will be appointed by Board of Directors. Appointments will require a quorum (50% + 1) to be present, by a majority vote thereof. The responsibilities for these positions are as defined in Article V - Section E and F respectively.

6. End of Year Review: The Board of Directors will have an end of year meeting to review the Board's accomplishments.

7. Method of filling vacancies on the Board of Directors: In the event of a vacancy or vacancies of an officer of the Board of Directors by resignation, removal, death, etc., the members of the Board of Directors shall be empowered to fill said vacancy or vacancies by selection of a member or members of the general membership who is of good standing.

8. Removal from office: An officer may resign from the Board by written resignation submitted to the Board of Directors. For reasons not conducive to the objectives of the organization , removal of an officer shall require the affirmative vote of a Board quorum of the Board of Directors (excluding said officer in question) and/or the President under the direction of a State Executive Board representative. An officer of the Board of Directors may be removed from office by unexcused absences from three (3) consecutive board meetings, whether regular or special. Said officer so removed may be reinstated by majority vote of the Board of Directors. An officer of the Board of Directors will not be considered absent if the President or designated presiding officer excuses said officer prior to the meeting. The President and Treasurer will have the right to submit a board member for removal from office, for outstanding unpaid fees over 30 days of the payment due date. The recommendation for removal is submitted to the BOD with an explanation of just cause at the next scheduled meeting. This can include documentation that the President/Treasurer wishes to share. The board member in risk of removal is not permitted to attend said meeting.

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In addition to said reasons above, if the President feels that a member has hurt the organization's image and credibility by intentionally violating bylaws the member can be terminated from the BOD's by a majority vote of all board members.

9. Board Quorum Requirement: At any regular or special meeting called by the Board of Directors, there must be fifty percent plus one (50% +

1) of the voting officers present to constitute a quorum for the transaction of official business of the organization.

10. Deadlock Vote: If at any regular meeting, the BODs found to be divided and cannot meet a Quorum, communication will be made to those BOD not in attendance for the meeting, to provide a summary of the subject matter, to retrieve their vote and obtain a quorum.

11. Authority to Act: Every act or decision by majority of the Board at meeting duly held which a quorum as defined herein shall be regarded as an official act or decision of the Board of Directors. The decision reached will be binding on the organization, unless such act or decision shall be specifically prohibited by these by-laws and/or the New Hampshire Youth Football & Spirit Conference Administration Manual or shall be in violation of procedures and/or conditions set forth herein. No board member may commit by verbal or written means any funds of this organization without the approval of the Board.

12. Conflict of Interest- Any HLYFC Board Member, elected or appointed, shall disclose to the full HLYFC Executive Board in writing any possible conflict of interest on an annual basis. Conflicts can be either financially based or based on personal matters. A.) In matters concerning financial conflict, if the dollar amount exceeds five hundred dollars (\$500) but is less than five thousand (\$5,000) in a fiscal year, a two-thirds of votes cast of the disinterested board members of the HLYFC is required to approve the transaction. If the amount exceeds five thousand dollars (\$5,000) in a fiscal year, then a two-thirds of votes cast of the disinterested board members of HLYFC and public notification, i.e., newspaper, is required to engage in the transaction. B.) At any time a matter comes before the HLYFC Board in such a way as to create a conflict of interest the affected board member shall withdraw from any discussion, meetings, or votes on the topic. The HLYFC Board will comply with applicable New Hampshire Laws regarding conflicts of interest.

Article V. Descriptions of Directors

A. President:

1. Shall uphold and enforce all local, State, and National rules and regulations as described in the by-laws and constitutions of such authorities. Shall submit all required information to the New Hampshire Youth Football & Spirit Conference authorities as required.
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 2. Any vacant positions, for any reason, will be nominated by a board member of the BOD's, then seconded by another BOD and the needs a majority vote by ALL board members residing on the current board.
 3. Arbitrate all conflicts that may arise between members of the organization.
 4. Shall preside at all meetings. Designate all meetings, their time and place.
 5. Call a special meeting, if deemed necessary, and notify all members at least twenty-four hours in advance.
 6. Shall organize and oversee the newspaper registration ads/announcements, association's handbook, Picture Day, acquire participant trophies and awards, certify team roster books per New Hampshire Youth Football & Spirit Conference regulations and rules, coordinate and certify that all required members have successfully passed minimum background checks and coordinate all required information for the on-line database unless otherwise designated to the Executive Administrators (football and cheer registrants).
 7. Ensure that the association has submitted insurance application and payment fees for standard liability insurance, Board of Director's liability insurance, and any additional insurance as deemed necessary to protect the financial stability of the association.
 8. Shall maintain all background check material for board members, coaching staff, and required volunteers. This information is to be kept confidential and will only be made available on a need-to-know basis as determined by the President and State Directors. The NHYFSC has required all member associations use one uniform background check company. This company will give their recommendations as to who is or is not eligible to volunteer in the league. This recommendation shall be final. The HLYFC Board of Director's does not have the authority to override the third-party background check company's recommendation.
 9. Shall be reimbursed for all actual and reasonable expenses incurred in the performance of official duties. Itemized receipts and completed reimbursement form are required and must be submitted to the

Treasurer for reimbursement no later than the final day of November of the current year.

10. Shall be responsible for imposing and enforcing any league disciplinary action voted on by the Board of Directors or designated by the higher local authorities.
 11. Assist the Executive Administrator in the formulations of the organizational/informational newsletters, which are distributed to the general membership, and the local minutes, which are distributed to the Board of Directors.
 12. Shall attend an appropriate number of games and practices so as to be visible and available to coaching staff and the general membership.
 13. Shall present financial hardship cases before the Board to be approved by the Board.
 14. Shall have the Vice President Football, Vice President of Spirit, Treasurer, Executive Administrator & Registration Administrator report directly to the President.
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 15. Shall remain part of the BOD's (after 2 year term is complete) the following year to help with transition of new president as a consultant. This is a non voting role.

The Equipment Coordinators, Participation Coordinator, Fundraising Coordinator(s), Field Manager(s), and Concession Manager(s) report directly to one of the Executive Board Members for organizational purposes only . The Executive Board shall keep the President informed and up to date on those Board Positions that fall under their direction.

B. Treasurer

1. Shall keep and maintain correct amounts of the properties and business transactions of the organization including, but not limited to, accounts of its financial assets, liabilities, receipts, gains, losses, capital, and income of any manner derived by the organization from its activities.
2. Shall report directly to the President on all official duties.
3. Perform in the absence of the President the duties of the President.
4. Upon demand by the Board of Directors or the President, shall permit inspection of any or all of the books or accounts within 48 hours from such demand by appointment established by the parties. Whenever requested by the Board or President, shall provide record of all transactions, as Treasurer of the financial condition of the organization, within five days from such demand by appointment. ; -

5. Shall have itemized receipts, to include any completed forms, for all money transactions. At the end of the calendar year these receipts, as well as financial reports, shall be collected and placed into storage provided by Hudson-Litchfield Youth Football & Cheer, Inc. for future reference. All financial records shall be kept for a period of at least 5 years or as directed by the appointed tax accountant.
6. Shall inform the President upon completing the yearly tax filing preparation prior to meeting with the organization's CPA after the year has ended. Initial meeting to be held prior to March 1st of the following year. Shall then provide information to the CPA for the purpose for filing the organization's tax return. Shall notify the President when taxes have been filed.
7. Shall maintain insurance on any buildings and/or properties the organization owns.
8. Shall prepare monthly and the year-end financial reports showing all cash flows of the organization. Copies of these reports are to be given to the Board, preferably at the monthly meetings. Shall also have reports available for "viewing *only*" of any member of the general membership upon appointment with the President's notification.
9. Shall organize and coordinate with the Football and Spirit Coordinators any bussing or travel dates for the team(s) as necessary and secure payment for such travel.
10. Shall work with and coordinate with the Field Manager any field service and secure payment to such service(s), i.e. Portable toilets.
11. Shall be reimbursed for all actual and reasonable expenses incurred in the performance of official duties. Itemized receipts and completed reimbursement form are required and must be submitted to the Treasurer for reimbursement no later than the final day of November of the current year.
12. Shall reimburse any Board member for actual and reasonable expenses incurred in the performance of their official duties only with receipt of itemized receipts and completed reimbursement forms from the Board member. Any additional expense that places a Board Member's pre-approved budget for that year up over 10% needs to be approved by a majority vote of the Board of Directors.

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13. Shall support, but not attend, all fundraising activities of the organization by being available for these events. Shall be responsible for collecting funds for these events if required, and keep individual, detailed records of inflows/gains and outflows/losses for each fundraising event.
14. Shall attend an appropriate number games and practices so as to be available to the Board and coaching staffs to collect monies for deposit.
15. Shall coordinate with the Concession Manager a time to collect all concession monies for deposit. Shall also manage the concession

bank account balance and transfer of excess monies into the general account on a weekly basis.

16. Shall deposit all monies in the name of and to the credit of Hudson-Litchfield Youth Football & Cheer, Inc., within five business days of receipt of said monies. Shall contact the President in the event a deposit cannot be made so that arrangements may be made to ensure the deposit is made by one of the Board officers listed with the bank.
17. Shall be responsible for maintaining the highest ethical business standards to ensure all costs are captured and accounted for properly. Shall directly report to the President on official duties. Shall seek the advice of the President on any questionable financial matters before acting upon if uncertain.
18. Shall coordinate and process all Contributions/Corporate Sponsorships and fundraising coordinator for proper record keeping.
19. Shall have Fundraising Coordinators report to them for organizational purposes. Responsible to update the President with necessary information
20. Shall attend an appropriate number of games as agreed upon by the board.
21. And other duties as assigned by the President.

C. Executive Administrator

1. Shall keep a three-ring binder of the minutes of the meetings with the time and place of holdings, whether regular or special, the names of those present, absent, late (excused or unexcused), and the proceeding thereof, to include all motions and votes.
2. Shall have the most current and approved by-laws and constitutions at all meetings where organization or business is held.
3. Shall give notice of all meetings of the Board and all other meetings provided for under these by-laws no later than one(1) week prior to regular meeting date, at least 24 hr. notice before a special meeting.
4. Shall record the minutes of any meetings and distribute minutes to the Board of Directors within one (1) week via email or postal mail.
5. Shall accomplish those administrative assignments given by the President and report directly to the President on official duties.
6. Maintain all official records or copies of Hudson-Litchfield Youth Football & Cheer, Inc., its events, meetings, announcements and secure information appropriately pertaining to the organization for future reference.

7. Shall assist Participation Coordinator with Team Parent and assist coaches in making and distributing copies of approved correspondence for parents. Any correspondence that is to be distributed to the general membership shall have the approval of the President, so that all rules and regulations are met through local and higher authoritative by-laws.
8. Shall be responsible for coordinating with Registration Administrator the football/spirit registration day(s) of all football/spirit participants, along with the President or with who is designated by the President.
9. Shall Assist the Registration Administrator as needed, with Scholastic/Academic Achievement Awards, in preliminary scholastic reviews for eligible children as pertains to registration requirements.
10. Shall Assist the President and Registration Administrators needed to certify team (football and spirit) roster books per New Hampshire Youth Football & Spirit Conference Regulations and rules, coordinate and certify that all required members have successfully passed minimum background checks and coordinate all required information for the on-line database.
11. Shall be reimbursed for all actual and reasonable expenses incurred in the performance of official duties. Itemized Receipts and completed reimbursement form are required and must be submitted to the Treasurer for reimbursement no later than the final day of November of the current year.
12. Shall attend an appropriate number of games and practices so as to be visible and available to coaching staffs and the general membership.
13. Shall coordinate with President to organize and oversee the newspaper registration ads/announcements, association's handbook, Picture Day, and acquire participant trophies and awards.
14. Shall Share in the maintaining of Official Website(s) with President and Registration Administrator.
15. Shall assist President/ Registration Administrator in the collection of Staff Coaching applications, Staff Shirts, Staff photographs and background checks.
16. Shall have Concession Managers report to them for organizational Purposes. Responsible for updating the President with necessary information.
17. Any other duties as assigned by the President.

D. Registration Administrator/Participation Coordinator (football & spirit)

1. Maintain all official records or copies of Hudson-Litchfield Youth Football & Cheer. Inc., announcements, participant information (such

as previous and current year's rosters, birth certificates, back-up records, etc.) and secure information appropriately pertaining to the organization for future reference for current year and 1 year previous information is to be shredded.

2. Shall assist coaches in making and distributing copies of approved correspondence for parents. Any correspondence that is to be distributed to the general membership shall have the approval of the President, so that all rules and regulations are met through local and higher authoritative by-laws.
3. Shall maintain a complete, appropriate, and current roster of all Football & Spirit participants.
4. Shall be responsible for overseeing and coordinating the football/spirit registration day(s) of all football/spirit participants with the President or with who is designated by the President.
5. Shall act as the Scholastic Coordinator/Academic Achievement Awards Organizer, in preliminary scholastic reviews for eligible children as pertains to registration requirements. Shall work directly with NHYFSC State Board Official to submit all eligible records for AAA in a timely manner to ensure all those who are eligible receive award for the current season.
6. Shall accomplish those administrative assignments given by the President and report directly to the President on official duties.
7. Shall certify with President, the team (football and spirit) roster books per New Hampshire Youth Football & Spirit Conference (NHYFSC) regulations and rules, coordinate and certify that all required members have successfully passed minimum background checks and coordinate all required information for the on-line database.
8. Shall be reimbursed for all actual and reasonable expenses incurred in the performance of official duties. Itemized Receipts and completed reimbursement form are required and must be submitted to the Treasurer for reimbursement no later than the final day of November of the current year.
9. Shall assist President/ Executive Administrator in the collection of Staff Coaching applications, Staff Shirts, Staff photographs and background checks.

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10. Shall work in coordination with the President, Football and Spirit Vice Presidents, Treasurer, Field and Concession Manager on an as needed basis.

11. Responsible for the coordination and record keeping of all parent participation in Hudson Litchfield Bears events. Provide summary level participation information to the Board Of Directors for the purpose of evaluating parental involvement . This data shall be used by the Board of Directors to determine if participation fees should be assessed. Any financial records (as required) will be supplied to the Treasurer. Coordination of information between Spirit and Football may be needed for families that have children in both groups.
12. Organize and prepare information for Pre-Season ParentsNight Meeting - make sure all information is accessible to all new parents regarding expectations.
13. Establish the parent positions and hours needed to initiate and maintain each of the various activities needed to run the football and spirit program and provide such information to the Board.
14. Serve as liaison between the parents and the Board.
15. Work in coordination with the coaching staff, Team Parents and ensure the parent participants fulfill their minimum participation during games and events. Shall find alternate volunteers to fill any vacant volunteer position due to parent absence.
16. Shall coordinate game day documents for both Spirit and Football volunteers are to easily track which volunteer, which team, etc.
17. Shall be reimbursed for all actual and reasonable expenses incurred in the performance of official duties. Itemized receipts and completed reimbursement form are required and must be submitted to the Treasurer for reimbursement no later than the final day of November of the current year.
18. Shall attend an appropriate number of games and practices to be visible and available to coaching *staffs* and the general membership.
19. Assist Board in planning, communicating, etc. social events (Year-end party, cheer/football Pep Rally, etc.).
20. Shall attend an appropriate number of games as agreed upon by the board
21. Any other duties assigned by the President

E. Vice President Football

1. Administer all football rules and regulations Of Hudson-Litchfield Youth Football & Cheer, Inc., higher local authorities, and New Hampshire Youth Football & Spirit Conference.
2. Shall report directly to the President on all official duties, keep the President and Executive Administrator updated on all information, and seek the advice of the President when uncertain before any action is taken. Shall act as a liaison between team coaches, parents, participants, and Board of Directors.

3. Shall, with the help of the football Equipment Manager, develop and solicit proposals/bids on all equipment pertaining to the football program. In the event there is a considerable increase in proposed costs from the previous years, two competitive proposals must be presented to the Board of Directors in writing for consideration in determining the budget prior to purchase.
4. Shall coordinate with the Equipment Manager the uniform handout and return dates.
5. Shall not be allowed to hold a head coaching position while assuming and executing the role of Football Coordinator without approval from the Executive Board.
6. Shall be responsible for arranging the selection process of the football coaching staffs. The Board of Directors based on potential candidates completing a standardized interview process will assign head coaching positions. The Football Coordinator is responsible for assisting the president in organizing and conducting the interview process. The Interview process requires that a quorum (50% +1) of the executive board officers be present and qualified-candidates will be assigned by a majority vote, thereof. Head coaches may choose assistant coaches and supporting staff, with the approval of the Board of Directors.
7. Shall hold at least a minimum of three (3) meetings with head coaches or coaching staffs to develop a program for each level. Shall Assist the Executive Administrators in gathering volunteer applications, background checks, and digital photos and shall review code of conduct and expectations of the program with the entire coaching staff.
8. Shall be reimbursed for all actual and reasonable expenses incurred in the performance of official duties. Itemized Receipts and completed reimbursement form are required and must be submitted to the Treasurer for reimbursement no later than the final day of November of the current year.
9. Shall work in coordination with the Field Manager and be responsible for inspecting football training equipment and field storage units where football training equipment is stored. Purchase of equipment will be recommended to and approved by the Board of Directors as necessary. In the event there is a considerable increase in cost from the previous year, two written proposals/bids are required.
10. Shall work in coordination with the Fundraising and Participation Coordinators among the parents and participant
11. Shall attend an appropriate number of games and practices so as to be visible and available to coaching staffs and the general membership.
12. Shall have Field Positions 1 & 2 as well as, Football Equipment Manager report to them for Organizational Purposes. Responsible to update the President with necessary information.
13. And other duties as assigned by the President.

14. Shall be shadowed in their last year in the term to allow for training and transition of the organizational duties to the upcoming Vice-President.

F. Vice President Spirit

1. Administer all spirit rules and regulations of Hudson-Litchfield Youth Football & Cheer, Inc., higher local authorities, and New Hampshire Youth Football & Spirit Conference. Recommend that Spirit Coordinator attend State meetings if available . Shall be responsible for all spirit activities the league may engage in.
 2. Shall report directly to the President on all official duties, keep the President updated on all information, and seek the advice of the President when uncertain before any action is taken.
 3. Shall attend an appropriate number of games and practices so as to be visible and available to coaching staffs and the general membership.
 4. Shall act as a liaison between team coaches, parents, participants, and the Board of Directors.
 5. Shall not be allowed to hold a head coaching position while assuming and executing the role of Spirit Coordinator without Executive Board Approval.
 6. Shall be responsible for arranging the selection process of the Spirit coaching staffs. The Board of Directors based on potential candidates completing a standardized interview process will assign head coaching positions. The Spirit Coordinator is responsible for organizing and conducting the interview process. The Interview process requires that a quorum (50% +1) of the Executive Board voting officers be present and qualified candidates will be assigned by a majority vote, thereof. Head coaches may choose assistant coaches and supporting staff, with the approval of the Board Of Directors. Spirit Coordinator shall inform Board of Directors of such staffs.
 7. Shall hold at least a minimum of three (3) meetings with head coaches or coaching staffs to develop a program for each level, gather volunteer applications, background checks, digital photos and review code of conduct and expectations of the program with the entire coaching staff.
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 8. Shall be reimbursed for all actual and reasonable expenses incurred in the performance of regional/national duties. Itemized receipts and completed reimbursement form are required and must be submitted to the Treasurer for reimbursement no later than the final day of December of the current year.

9. Shall work in coordination with the Spirit Assistant Coordinator (for outdoor practices) and local facility authorities (for indoor practices). Will work with the Spirit Assistant Coordinator in regard to responsibility in inspecting these facilities, spirit training equipment and field storage units where spirit training equipment is stored. Purchase of equipment will be recommended to and approved by the Board of Directors as necessary. In the event there is a considerable increase in cost from the previous year, two written proposals/bids are required.
10. Shall work in coordination with the Fundraising and participation Coordinators among parents and participants.
11. Shall have Spirit Assistant Position report to them for Organizational Purposes. Responsible to update the President with necessary information.
12. Shall enforce cheer policies are required, to include post season competition advancement.
13. Shall attend an appropriate number of games as agreed upon by the board
14. Other duties as assigned by the President.
15. Shall be shadowed in their last year in the term to allow for training and transition of the organizational duties to the upcoming Vice-President.

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- 16. Shall develop and solicit proposals/bids on all equipment pertaining to the spirit program. In the event there is a considerable increase in proposed costs from the previous years, two competitive proposals must be presented to the Board of Directors in writing for consideration in determining budget prior to purchase.

G. Football Equipment Manager

1. Shall report directly to the Vice President -Football, on all official duties and work in coordination pertaining to football equipment, such as proposals/bids, purchasing new equipment, reconditioning helmets, etc.
2. Shall inventory all football equipment at the beginning of the season.
3. Shall maintain adequate supplies of misc. items such as pumps, tape, mouthpieces, hardware, etc.
4. Shall organize storage facility.
5. Shall maintain, order supplies as required and sign out medical kits to each team. The Vice President of Football and Vice President of Spirit are responsible to work with the Football Equipment manager to assist Head Coaches of their respective teams to restock medical supplies for their team kits.

6. Shall maintain a Uniform Sign Out/Return Book. The uniform book shall be complete with appropriate information and signatures.
7. Shall coordinate with the Vice President-Football, uniform handout and return dates. Distribute equipment at the beginning of the season and collect and inventory equipment at the end of the season. Shall contact all participants who have equipment outstanding and arrange a time to have equipment returned. Shall notify Vice President of Football and Treasurer of those who have uniforms or equipment outstanding.
8. Shall attend an appropriate number of games and practices so as to be visible and available to the coaching staff and general membership. Shall routinely check with each team to ensure safety inspection of helmets, equipment, and supply each team with needed equipment.
9. Shall maintain all equipment and uniforms to the required safety standards. Shall be responsible for pickup of equipment from local suppliers.
10. Shall store clean equipment appropriately after each season.
11. Shall be reimbursed for all actual and reasonable expenses incurred in the performance of official duties. Itemized receipts and completed reimbursement form are required.
12. Shall attend an appropriate number of games as agreed upon by the board
13. Other duties as assigned by the President.

H. Spirit Assistant Manager

1. Shall report directly to Spirit Vice President for organizational purposes on all official duties and work in coordination pertaining to spirit equipment, such as proposals/bids, purchasing new equipment, uniform swaps, and uniform deposits, etc.
2. Shall organize a uniform swap day prior to or in conjunction to uniform sizing day.
3. Shall coordinate with the President and Vice President-Spirit, the uniform handout and return dates. Shall be responsible for distributing uniforms and equipment at the beginning of the season and collect and inventory uniforms and equipment at the end of the season. Shall contact all participants who have uniforms or equipment outstanding and arrange a time to have it returned. Shall notify the President and Treasurer of those participants who have uniforms and equipment outstanding.
4. Shall be responsible for pickup of uniforms and equipment from local suppliers.
5. Shall work in coordination with the Vice President Spirit & Field Manager(s) (for outdoor practices) and local facility authorities (for indoor practices) and be responsible for inspecting these facilities, spirit training equipment and field storage units where spirit training equipment is stored. Purchase of equipment will be recommended to and approved by

the Board of Directors as necessary. In the event there is a considerable increase in cost from the previous year, two written proposals/bids are required.

6. Shall store clean uniforms and equipment properly. Shall organize storage facility.
7. Shall be reimbursed for all actual and reasonable expenses incurred in the performance of official duties. Itemized Receipts and completed reimbursement form are required.
8. Shall attend an appropriate number of games and practices so as to be visible and available to the coaching staff and general membership. Shall routinely check with each team to ensure safety and AYC standards inspection of uniforms and supply each team with any necessary changes/alterations.
9. Shall attend an appropriate number of games as agreed upon by the board
10. Other duties as assigned by the President.

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- 11. Shall attend regionals and nationals with VP of spirit.

- **I. Fundraising and Apparel Coordinator - General Role**

1. Shall report directly to the Treasurer for organizational purposes on all official duties. Keep the Board updated on all information and seek the advice of the President/Executive Administrator when uncertain before any action is taken.
2. Organize and plan fundraising event(s), secure and distribute prizes/awards, collect monies, and ticket stubs/receipts.
3. Responsible for soliciting local businesses, communities, parents and participants the monies to fund the program. Shall also be responsible for keeping detailed records of all monies and handing over all monies to the Treasurer no later than 2 days for deposit.
4. Shall work in attaining corporate sponsorships. Shall carry out the duties described in fulfilling corporate sponsorships. Review website periodically to ensure Corporate Sponsors are represented correctly (for the level they have paid).
5. Responsible for raising funds as approved by the Board for upcoming season. Creatively update fundraising events.
6. Shall present the Board of Directors with a fundraising agenda and inform parents and participants of fundraising events. Shall provide the Board of Directors with current updates at each meeting.
7. Work in coordination with the Participation Coordinator-in fundraising events among the teams or squads. Shall work with coaching staff and Team Moms/Managers/Dads to distribute information and the

collection of monies. Shall collect monies from parents daily as necessary.

8. Shall support ensure Apparel Trailer is open, stocked and available during home games & practices.
9. Shall attend an appropriate number of games and practices to be visible and available to coaching staffs and the general membership.
10. Shall organize, plan, order, and sell all Bear Wear in a manner most effective to the organization. Such items shall be made available, in whole or in part, to the general membership at practices, games, and events in the most effective manner to raise "funds as approved by the Board.
11. Manage Inventory of apparel, design new apparel, decals for cars, and any other fundraising items to be sold.
12. Shall be reimbursed for all actual and reasonable expenses incurred in the performance of official duties. Itemized receipts and completed reimbursement form are required and must be submitted to the Treasurer for reimbursement no later than the final day of November of the current year.
13. Shall assist Exec Admin in the collection and ordering of Staff Shirts (Board and Coaches).
14. Other Duties as assigned by the President.

J. Field Manager(s)

1. Shall report directly to Football Vice President for organizational purposes.
2. Work in coordination with the Football, Spirit, Participation Coordinator, Concession Manager and Fundraising Apparel Coordinator to ensure field requirements are appropriate and assist if needed with home game responsibilities in those positions.
3. Work in coordination with the Treasurer in obtaining portable toilet facilities, and field storage unit. Shall be available when such items are delivered to the field.
4. Shall work hand-in-hand with the school authorities in field matters.
5. Work in coordination with the Football and Spirit Coordinators to ensure that required training equipment is accounted for and stored in the storage unit properly at the conclusion of a practice or game.
6. Shall be responsible for field cleaning, striping, special markings, and trash liners and removal for practices and games.
7. Shall attend all home games and be responsible for the set-up of all required game day equipment including ropes (if required), end zone markers, yard markers, MPR vests, trash receptacles, tents, trash removal and trash liners.

8. Shall ensure a safe field condition is of utmost priority.
9. Shall participate with other game day operations as needed including working with participation coordinator and team moms to ensure volunteers are at their assigned locations.
10. Shall be responsible to train and educate game clock volunteer to ensure full compliance with game day officials.
11. Shall coordinate use of PA system and oversee public announcements during games.
12. Shall be reimbursed for all actual and reasonable expenses incurred in the performance of official duties. Itemized receipts and completed reimbursement form are required.
13. Shall attend an appropriate number of games as agreed upon by the board
14. And other duties as assigned by the President

K. Concession Manager(s)

1. Shall report directly to the Treasurer for organizational purposes and work in coordination with the President, Executive Admin and Participation Coordinator.
2. Clean and set up trailer and coordinate assigned volunteers with the Participation Coordinator. Shall be present at all home games. Strongly Recommended to open concession during practice at least with a limited menu.
3. Clean and maintain storage trailer.
4. Ensure that all necessary equipment is sanitized appropriately. Ensure that the equipment and the placement of equipment are secure for the safety of volunteers.
5. Maintain and secure storage for the US flag.
6. Oversee trailer(s) registration, security, etc.
7. Maintain concession account checkbook register in detail and accuracy.
8. Purchase food, beverages, and supplies in an appropriate, cost-effective manner.
9. Move or get trailer moved to and from games or practices.
10. Shall collect, count, and accurately record money and deposit slips from sales, and turn over money from sales to Treasurer for deposit daily.
11. Shall collect receipts for all purchases, itemize receipts, attach to appropriate form, and turn in to Treasurer for proper filing.
12. Ensure storage areas are maintained properly and keep food and supplies safe and well stocked.
13. Set up vendors as needed. (i.e. Pizza, ice)
14. Trash control around trailer and general health and sanitation matters.
15. Concession assistant, if any, shall follow all rules set forth herein.
16. Shall be reimbursed for all actual and reasonable expenses incurred in the performance of official duties. Itemized receipts and completed reimbursement form are required and must be submitted to the

Treasurer for reimbursement no later than the final day of November of the current year.

17. Shall attend an appropriate number of games as agreed upon by the board.
18. Any other duties as assigned by the President.

L. Recruitment/ Public Relations

1. As the Public Relations/Recruiting board member you will be responsible for the recruitment of current and future athletes for the Hudson/Litchfield Bears.
2. As the PR/R board member you will be responsible for establishing relationships with local businesses and the Litchfield school district to distribute HLB fliers and advertisements.
3. As the PR/R you will be responsible for coordinating sign distribution and advertising throughout Hudson, NH and Litchfield, NH starting the month of January until season completion.
4. Shall be responsible for social media promotion for registration and events taking place during and after season completion.
5. As the PR/R board member you shall be responsible for ordering and maintaining Business/Recruiting cards for the President, VP of Cheer, VP of Football and Public Relations/Recruiting. This will come with a budget set forth by the HLB Board each season.
6. Shall report directly to the President on all official duties, keep the President updated on all information, and seek the advice of the President when uncertain before any action is taken.
7. Shall attend an appropriate number of games and practices so as to be visible and available to coaching staffs and the general membership.
8. Shall act as a liaison between team coaches, parents, participants, and the Board of Directors.
9. Shall not be allowed to hold a head coaching position while assuming and executing the roles of your duty without Board Approval
10. Any other duties as assigned by the President.

Article VI. Board of Directors Budgets/Expenditures

1. Absolutely NO blank Hudson-Litchfield Youth Football & Cheer, Inc. or Concession account checks, whether signed or unsigned, shall be handed to any member, Board or general, for any reason.

2. Reimbursements will not be given unless all itemized original receipts and any required forms are completed in full and turned over to the Treasurer by the final day of November for that season with which the expense was incurred.
3. Budgets will be set no later than December 15th by a majority vote of a quorum of the Board after discussion on projected budgets is heard. All required Board members must take inventory and prepare a projected budget to present to the Board of Directors for approval before purchases can be made. In the event there is a considerable increase in cost from the previous year, Board member must obtain at least two written bids/proposals on equipment, uniforms, services, etc., and submit to the Board for approval. Any additional expense that puts a Board member's pre-approved budget for that year up over 10% needs to be approved through a Board vote.
4. The Treasurer and President shall review all expenditures frequently. It is strongly recommended that each Board member retain a copy of all receipts in their files.
5. VP's will be added as authorized user (max \$500) to the HLYFC bank account.

Article VII. Committees

1. Committees: The Fundraising Coordinator, under the supervision of the President shall oversee the formation of special committees as may be required for fundraising, appoint the chairman, and shall prescribe the maximum number of committee persons permitted to serve there on. Committees for the purpose of fundraising shall be agreed upon by the Board of Directors prior to any formation or action taken by said committee.
2. Operation: Committees shall uphold all rules and regulations set forth herein accordance with these by-laws and State and National rules as described.

Article VIII. Meetings

1. Regular meetings: The President will establish the time and place of the meetings and notification to each member will be made by the Executive Administrator at least seven days in advance. All meetings will be conducted in accordance with Roberts Rule of Order at the discretion of the presiding officer. Voice, hand, or standing vote is acceptable. A secret ballot will be taken if a majority of the voting members' present

wish to vote anonymously. The first thirty minutes of each regularly scheduled meeting shall be open to all members to attend.

2. Special meetings: The President may call a special meeting in accordance with the by-laws. The President must notify all members at least 24 hours in advance of such meeting indicating the time and place, and agenda. Discussions will be limited to the subject that caused the necessity of the meeting. A special meeting may also be called by a quorum vote of the Board, which must notify the President at least 24 hours prior to meeting. A majority vote of the voting members will be required to carry any motion unless otherwise specified, such as through the advice of a higher local authority. Guests may not attend special meetings unless otherwise specified by the President or higher local authority.

Article IX. Change of Constitution and By-laws

1. General: Any member of the general membership or Board of Directors may submit amendments to these by-laws in writing which will be placed on the agenda within the next two scheduled meetings.
2. A majority vote by quorum of the Board of Directors is required to ratify the amendment, which will become effective immediately after ratification. The Board of Directors must be notified at least 24 hours prior to a meeting of an intention to make a motion for an amendment at a meeting.

Article X. Registration

1. Registration Days: Registration will be open to all boys and girls interested in joining who have met all financial/property obligations to Hudson-Litchfield Youth Football & Cheer, Inc., from previous year(s) and those who can submit the appropriate required information on a timely basis. Those who owe to Hudson-Litchfield Youth Football & Cheer, Inc., in financial or property obligations of any sort, may not join the following year(s) until all obligations are met in full or otherwise determined by the President/Treasurer due to extenuating circumstance.
2. Rosters will be organized and tracked by the Registration Administrator, who will seek support from the VP., Football & VP. Spirit.
3. Team Counts will be submitted to the President by the Registration Administrator on or before the official requested NHYFSC deadline.

4. There will be absolutely no refunds after 12am on the Thursday of the first week of outdoor practice

Revised on February 1, 2024

- 5. Any parent who has not fulfilled their volunteer hours and fundraising requirements for regular season will not be eligible for any post season travel fundraisers or funding allocated by the organization.
- 6. Participation hours penalty fee: per the HLB board, if volunteer hours are not completed by athletes parents, a fee of xxxx.xx will be assessed via a check given in good faith at time of registration. All parents are expected to complete volunteer hours and upon completion of hours their check will either be returned or destroyed at the end of season.

Article XI. Financial, Ethical, and Social Responsibilities

1. All members of the Board of Directors shall exhibit behavior that brings honor to the Hudson- Litchfield Bears.
2. Any member who displays, undermines, misrepresents Hudson-Litchfield Youth Football & Cheer, Inc., aka the Hudson-Litchfield Bears, shall be brought before the Board of Directors
or higher local authorities for review and possible termination of Board membership. parent, to include his/her child(ren)'s participation in the organization's program. (Refer to Articles listed herein involving parents/participant behavior.)
3. Any social media groups, pages, profiles that represent the HLYFC must have a minimum of one board member.

Article XII. Head Coach Interview Process

1. The Board of Directors, by a majority vote quorum, shall select Head Coaches for the association's teams. The Executive board may override a vote if they feel it is in the best interest of the organization.
2. For any matter that involves family, personal business, or a situation that would directly affect or benefit the board member; that board member will be required to recuse themselves from voting due to "conflict of interest". The Vote would then require a majority, plus 1, of the remaining board members to pass. In the case of assistants, if the Board member voted during the Head Coach selection for a particular team, this would eliminate the board member or family member from being eligible as an assistant coach for that team for the current year.

3. Any member in good standing may submit their name for consideration by completing the Head Coaches application form located on the Hudson-Litchfield Bears website or by soliciting a form from a Board member.
4. Applications for Head Coaching positions for the upcoming season must be submitted before the interview process commences as defined by the Executive Board of Directors.
5. All candidates will be required to go through a standard interview process regardless of their previous experience including current head coaches. The Board of Directors has the power to waive the interview process if the interviewee is a returning coach/member and is running unopposed.
6. Head Coach assignments are for one year only.
7. Interviews for the Head Coach position will be coordinated by the respective Football and Spirit coordinators and shall be conducted in the 1st quarter of the following year.
8. The President or Football/Spirit Coordinators will announce the Head Coaching Assignments via phone and then have them posted on the HLYFC, Inc. web site.

Article XIII Zachary Tompkins

1. In September 2010, HLYFC retired #27 in memory of Zachary Tompkins. Starting with 2010 football season and lasting indefinitely, this number shall not be worn by another Bear player
2. Starting 2011 HLYFC voted to start an academic scholarship in memory of Zachary Tompkins.
HLYFC will contribute \$250 toward a \$500 bond each year to fund a scholarship in Zach's name. The scholarship will be awarded by the State, NHYFSC, during their annual scholarship process. This scholarship can be awarded to any child in the NHYFSC organization, not only Hudson or Litchfield.

Article XIV. Nicole Jacques

1. Starting 2014 HLYFC voted to start an academic scholarship in memory of

Nicole Jacques. HLYFC will contribute \$250 toward a \$500 bond each year to fund a scholarship in Nicole's' name. The scholarship will be awarded by the State, NHYFSC, during their annual scholarship process. This scholarship can be awarded to any child in the NHYFSC organization, not only Hudson or Litchfield.

Article XV. Gavin Huntoon

1. On October 24th, 2022 HLYFC voted to retire #4 in memory of Gavin Huntoon. Starting with the 2023 HLYFC season and lasting indefinitely, this number shall not be worn by another Bear player.

Note: These Hudson-Litchfield Youth Football & Cheer, Inc., by-laws are in complete regulation with the New Hampshire Youth Football & Spirit Conference Rules and Regulations; reviewed and approved by the Board of Directors; shall supersede all other previous by-laws; and shall be effective immediately.