

2026 Hudson Litchfield Bears (aka HLYFC or HLB)

Articles of Agreement

Article I. Name, Definition, and Logo of Organization

1. Name: The name of the organization shall be Hudson-Litchfield Youth Football & Spirit, Inc. (HLYFC or HLB), as registered with the Federal Department of Treasury and Internal Revenue Service and listed as a volunteer, non-profit organization.

2. Definition: The organization consists of a group of volunteers, known as the Board of Directors, to provide governance and oversight of the athletes. A "year" denotes one full season as outlined in the State Rules and Regulations. Football and Spirit teams shall be divided by age and experience level, or as determined by state and national association rules.

3. Team Logo: The teams shall be known as the Hudson-Litchfield Bears.



The association's logo will be a 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 be "BEARS", with "Youth Football & Cheer" as the bottom line (see logo above). The colors of the logo will be grey, blue, and white. The logo shall be visible on all official print and digital documents, including mail, emails, social media, and the HLYFC website. HLYFC reserves the right to the logo and what the organization uses on apparel, prints, etc. Any entity's use of the logo 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.

5. Dissolution: 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 - Mission Statement

1. The purpose of the program is to:
 - a. Provide an opportunity for the youth in our community to participate in an athletic program.
 - b. Focus on teamwork, sportsmanship, discipline, commitment, and leadership.
 - c. Familiarize all youth, ages 5-14, with the fundamentals of football and Spirit leading.
 - i. Exceptions made in the case of an Adaptive/Inspirational team, which will allow up to age 21.

2. 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. A member is defined as:

- a. A parent or legal guardian of one or more children registered to participate in HLB
- b. All volunteer coaches, assistant coaches, and incumbent members of the HLB Board of Directors.
- c. Shall be 18 years of age or older.
- d. Shall reside in Hudson or Litchfield, New Hampshire unless granted an exemption by the President.
- e. Membership shall run from April 1 through March 31.
- f. No Registration of members will be accepted if the member is in debt to HLB
- g. Volunteer hours are mandatory and a fee will be assessed if hours are not completed.

2. **Revoking membership:** Any member may be expelled by a unanimous vote of the Board of Directors for conduct unbecoming a member or prejudicial to aims or repute of HLB, after notice and opportunity for a hearing are afforded the member complained against. No refunds or partial refunds for membership dues will be provided.

3. **Background Checks for volunteer roles within HLB** - Background checks shall be conducted for all leadership volunteer positions to include board members, coaches, assistant coaches and team parents. In the event that a background check reveals any concerning information, the findings shall be reviewed by the Board and a determination shall be made on a case-by-case basis through a majority vote. Findings will take into consideration the time frame of the incident and the specific convictions (if applicable). Specific convictions like child abuse, sexual assault, kidnapping, or felonies involving violence are common permanent disqualifications. Misdemeanors involving violence/crimes against children, as well as being on a sex offender registry, will also be disqualifying in volunteering for our program.

Article IV. Board of Directors

1. **Governing Body:** 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 & Spirit, Inc. and the New Hampshire Youth Football & Spirit Conference.

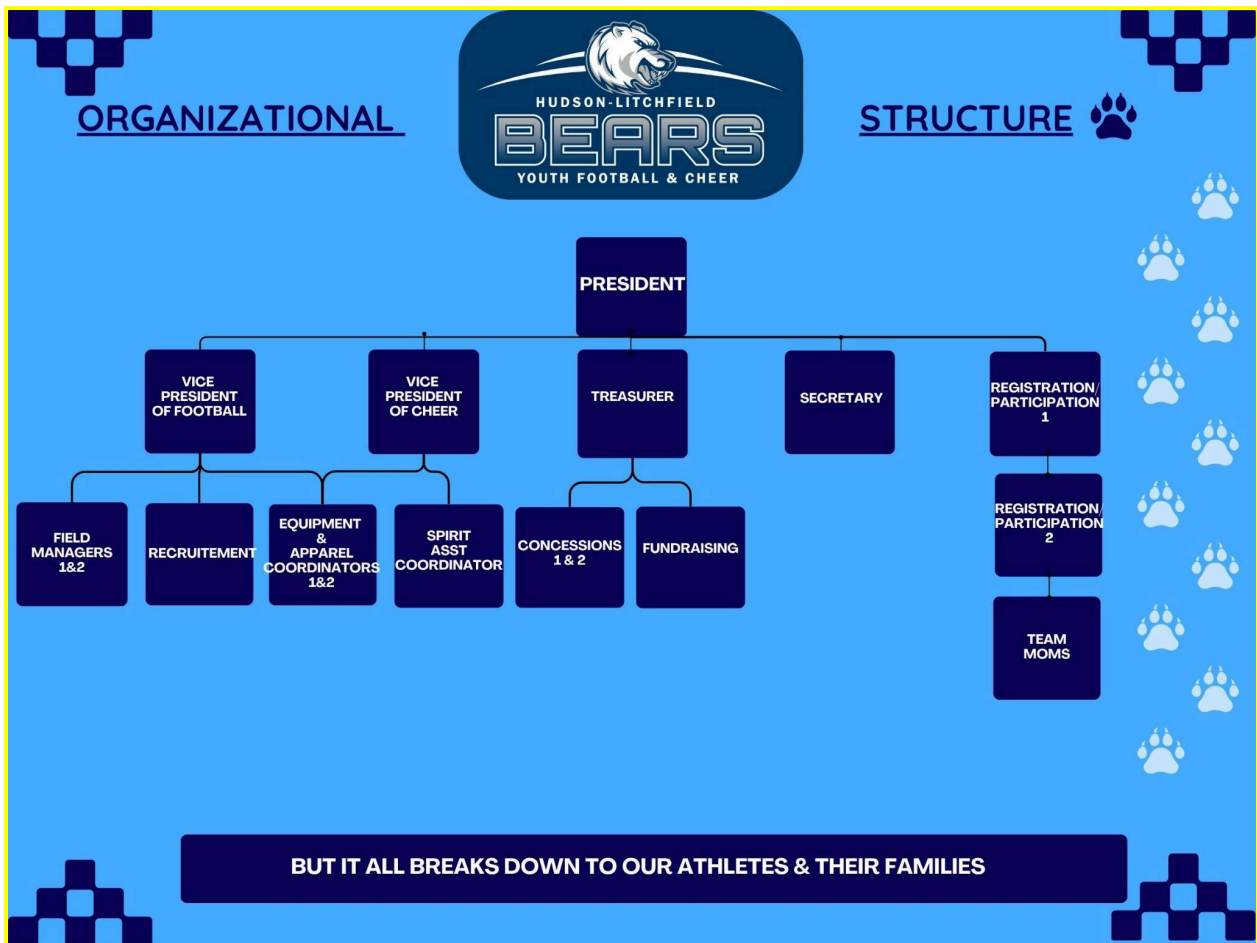
2. **Officers:**

Last revision date: 5/1/26

All of the affairs of HLB will be managed by a slate of officers who are nominated and elected for a two (2) year term. The term of the elected person will be from January 1 through December 31.

The Board of Directors shall consist of no more than sixteen (16) voting officers:

1. President
2. Treasurer
3. Vice President of Football
4. Vice President of Spirit
5. Secretary
6. & 7. Registration & Participation
8. & 9. Football & Spirit Equipment & Apparel Coordinator
10. Spirit Assistant Coordinator
11. Fundraising Coordinator
12. & 13. Field Managers
14. & 15. Concession Managers
16. Recruitment/PR



Section 1: Duties of the Board of Directors

Duties of the President:

The President of HLB shall be responsible for presiding at all HLB business, special, or election meetings. The President shall personally supervise all HLB activities and shall attend all league meetings posing as HLB's vote at such meetings. The President shall have the power to appoint committees as the need arises and facilitate the posting and interviewing process for vacant positions. The President shall arbitrate all conflicts that may arise between members of the organization. He or she shall be responsible for imposing and enforcing any league disciplinary action voted on by the Board. The president shall adhere to Robert's Rules of Order for conducting meetings.

Duties of the Treasurer:

The Treasurer of HLB shall assume all duties of the President in the case of the President's absence. The Treasurer shall receive and disburse all funds; maintain insurance and all books of accounts, which shall be open to inspection by the Board. The Treasurer shall submit, in writing, financial reports to the Board of Officers monthly. Any checks written for one thousand dollars (\$1,000.00) or more will require the signature of two (2) officers (President or Secretary).

Duties of the Vice President of Football:

The VP of football shall administer all football rules and regulations of HLB, New Hampshire Youth Football & Spirit Conference, and Northeast Junior High Football League. Shall be responsible for all football activities the league may engage in. Shall oversee (with Equipment Manager) the issuing and collection of all HLB equipment, arrange practice times and fields for all football teams, and facilitate the process for head coach positions. Shall act as a liaison between the Board of Directors and the head coaches.

Duties of the Vice President of Cheer/Spirit:

The VP of Cheer shall administer all spirit rules and regulations of HLB and New Hampshire Youth Football & Spirit Conference. Shall be responsible for all spirit activities the league may engage in. Shall oversee (with Equipment Manager) the issuing and collection of all HLB equipment, arrange practice times and fields for cheerleading teams, and facilitate the process for head coach positions. Shall act as a liaison between the Board of Directors and the head coaches.

Duties of the Secretary:

The Secretary of HLB shall take minutes and record attendance at all HLB meetings. Shall maintain all records, including those turned in by the Coordinators, however, the Treasurer shall maintain the financial records. Shall oversee annual BOD elections and by-law change processes (to occur 1 time a year in September). Shall be responsible for securing all non-game/practice facilities such as team and BOD meeting space. He or she shall also update the Constitution by annotating additions, deletions, and changes made by the membership throughout the year so that in September, the BOD can review and adopt suggested updates. Shall keep the HLB website up to date at all times.

Duties of the Registration/Participation 1:

Registration/Participation 1 of HLB is responsible for coordinating all functions associated with the registration process of all of the football and Spirit athletes. This includes working with all other applicable board members directly linked to registration, such as the VP of Football, VP of Spirit, Secretary, Treasurer, and Recruitment/PR. The registration process will remain the collective responsibility of the full BOD. Shall also be responsible for maintaining records for volunteer/equipment information (not including checks) and shall handle all roster books, changes to rosters, and maintain all files of the HLB voting members and children who participate in the HLB.

Duties of Registration/Participation 2, Equipment & Apparel 1&2, Spirit Assistant, Fundraising, Field 1&2, Concessions 1&2, and Recruitment/PR Coordinators:

The above coordinators shall be responsible for coordinating all plans and activities associated with their respective duties, but it is noted that the execution of these duties is NOT the sole responsibility of the individuals voted and remains the collective duty of the Board, coaches, team parent(s) and general volunteers of the organization.

Member-at-Large

The Member-at-Large is an appointed, non-voting position serving a term of up to one calendar year which shall expire December 31st each year. This position serves at the pleasure of the Board and may, or may not, be filled in any given year.

This role provides broad support with a focus on fostering a positive, well-coordinated experience for players, coaches, and families. An individual in this position shall have extensive knowledge in the subject area and the ability to communicate and work effectively with coaches, athletes, parents, and Board members.

Section 2:

1. Attendance: All officers shall attend all HLB board meetings with full voting rights as an elected officers, except where a conflict of interest might occur, i.e. purchasing services or goods from themselves or a relative, in instances where a board member might benefit financially or selecting a relative for an appointed position in the organization.

A member of the board of directors who shall be absent from 3 regularly scheduled meetings within the year of the board of directors shall automatically be dropped from membership on the board unless confined by illness or other absence approved by a majority vote of those voting at any meeting thereof.

2. Conflict of Interest: Any conflict of interest on the part of any member of the Board, an officer or member of the Organization, shall be disclosed in writing to the Board and made a matter of record through an annual procedure and also when the interest involves a specific issue before the Board. Where the transaction involving a board member, trustee, or officer exceeds five hundred dollars (\$500.00) but less than five thousand dollars (\$5,000.00) in a fiscal

year, then a two-thirds vote of the disinterested directors and publication in the required newspaper is required. The meeting minutes shall reflect that a disclosure was made, the abstention from voting, and the actual voting itself. Every new member of the Board will be advised of this policy upon entering the duties of his or her office and shall sign a statement of acknowledgment, understanding of, and agreeing to this policy. The Board will comply with all requirements of New Hampshire law in this area and the New Hampshire requirements are incorporated into and made a part of this policy statement.

3. The Executive Board of Directors will consist of the President, Treasurer, Secretary, Vice Presidents, and Registration. The Executive Board will convene on the following matters: 1) Code of Conduct violations, 2) Member Scholarships, and 3) Refunds. The President will preside over the Board, and the Executive Board is fully responsible for ensuring that the Board members act in accordance with HLYFC By-laws, State of NH, and AYF regulations.

4. Voting: The Board of Directors shall accept applications from the general membership for any open Board positions no later than September 1 of the previous election year. The process is as follows:

1. Application shall be filled out and completed (applications can be found - <https://hudsonlitchfielDYOUTHFOOTBALLANDSPIRIT.sportngin.com/register/form/230266147>)
2. Nomination shall be seconded by a currently seated Board member.
3. An interview will take place at the September Board Meeting.
4. Vote - by a majority vote there of, at which a quorum (50% + 1) is present.
5. All approved nominations by the current Board will then be placed on a secret ballot to be voted on.
6. A tied vote shall not pass.

5. Vacancies on the Board of Directors: In the event of a vacancy or vacancies of an officer on the Board of Directors by resignation, removal, death, etc., the members of the Board of Directors is able to fill vacancy by selection of a member or members of the general membership who is of good standing through an interview process.

6. Meetings shall consist of:

1. **Regular monthly Meetings:** The President will establish the time and place of the meetings and notification to each member will be made by the Secretary 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.
 - a. Voting process that will be observed - motion, second, discussion, and vote.
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 the 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 the 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.

3. **Annual Meetings:** The annual business and election meeting shall be held in October.
4. **Strategic Planning:** The Board of Directors will have an end-of-year retreat (to take place in November):
 1. Review the Board's accomplishments from the previous year.
 2. Review HLB's financial status.
 3. Plan priority areas for the next year.

7. Meeting logistics shall include:

Meeting minutes shall be made public, upon request, with the exception of the proceedings of the executive session. All meeting minutes to be sealed when dealing with minors, sponsorships or code of conduct infractions.

8. High level summary of yearly events:

January- Elected officers begin their 2 year term

March- Interviews for Head Coach positions to be completed before the end of Quarter 1.

April- Budgets submitted to the Board of Directors

August- Nominations for Board positions open in election years

September- Board of Director interviews and nominations approval; Annual Bylaw changes

October- Annual business meeting and elections

November- Board of Directors end of year retreat and Strategic Planning; All reimbursement requests due to the Treasurer no later than Nov 30th, budget adoption.

9. Communication platforms (such as GroupMe) will be used for informational, logistical and votes that are time sensitive purposes only. All actions, discussions intended to influence decisions, and votes must take place during properly noticed meetings or through approved official processes.

Article V. Budgets/Expenditures-

1. Budgets will be created and submitted to the board by April to be voted on in May.
 - a. In addition to the general HLB Budget specific categories for board approval will include:
 - i. Football - examples: field maintenance, lights, porta potties, referee fees, coach training & supplies, equipment, uniforms (if applicable), EMT, game day supplies.*
 - ii. Cheer - examples: coach training & supplies, cheer comp registration fees, equipment, uniforms (if applicable), music, choreography, practice space, comp day supplies.*
 - iii. Apparel - All expenses to run the apparel tent.*
 - iv. Concessions - All expenses to run concessions.*

*or other items deemed necessary to be identified by the person in position.

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 in which the expense was incurred.

Article VI. Change of By-laws

1. Any member of the general membership or Board of Directors may submit amendments to by-laws in writing, which will be presented at one meeting but can't be voted on until the next meeting.
2. A $\frac{2}{3}$ vote of the Board of Directors is required to ratify the amendment. The updated by-law will become effective following the annual By-Law review and will take effect the following year.

Article VII Head Coach Interview Process

1. The Board of Directors, by a majority vote quorum, shall select Head Coaches for the association's teams.
 - a. In the event that a coach resigns or an additional team is added after the coaches interviews are closed (determined by the Board of Directors) on a year to year basis). A member in good standing may be nominated by a board member, seconded by another and voted in with a majority vote by all board members.
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.
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 Vice Presidents.
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.
7. Interviews for the Head Coach position will be coordinated by the respective Football and Spirit Vice Presidents and shall be conducted in the 1st quarter of the following year.

Article VIII. Retirement of a number

1. Requires the unanimous approval of the board members.
2. Records of retired numbers shall be kept and followed by the Secretary.