

ARTICLE I
NAME AND COMPOSITION

- A. This organization shall be known as “GREATER CONCORD YOUTH ATHLETICS ASSOCIATION INC.” It shall be on an amateur standing and is incorporated under the laws of the State of New Hampshire within the geographical boundaries, as established and approved.

- B. In accordance with Section 501-(c)-(3) of the Federal Internal Revenue Code, GREATER CONCORD YOUTH ATHLETIC ASSOCIATION, INC. shall operate exclusively as a non-profit educational organization providing a supervised program of competitive AMERICAN FOOTBALL and other various sports games. Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under 501(c)(3) of the Internal Revenue Code, or corresponding section of future federal tax code.

ARTICLE II
MISSION STATEMENT

The Mission of GREATER CONCORD ATHLETIC ASSOCIATION, INC. is to provide local youths with the maximum opportunities to experience, and enjoy the benefits of American football and other youth sports. This is achieved through healthy competition while learning skills, sportsmanship, fair play, teamwork, and a respect for others and the rules of the games. GREATER CONCORD YOUTH ATHLETIC ASSOCIATION, INC. is committed to providing its youth a safe environment and the best educational and fun sports experience possible through quality adult guidance, equipment and facilities.

ARTICLE III
MEMBERSHIP IN GREATER CONCORD YOUTH ATHLETIC ASSOCIATON, INC.

- A. Any individual interested in active participation to effect and to further the objectives of the GREATER CONCORD YOUTH ATHLETIC ASSOCIATION INC. may become a member provided it does not put undue financial strain on GREATER CONCORD YOUTH ATHLETIC ASSOCIATION, INC.

- B. There shall be the following classifications of membership in GREATER CONCORD YOUTH ATHLETIC ASSOCIATION, INC.

1. **PLAYER Members:** Any youth that falls into the required age classification by the predetermined date of the GREATER CONCORD YOUTH ATHLETIC ASSOCIATION'S league affiliation may be eligible to participate in the programs of GREATER CONCORD YOUTH ATHLETIC ASSOCIATION, INC. but shall have no rights, duties, or obligation in the management or in the property of GREATER CONCORD YOUTH ATHLETIC ASSOCIATION, INC.
 2. **REGULAR MEMBERS:** Regular members shall be made up of the Board of Directors, and the designated Coach for each team, plus any other person who is making a contribution to GREATER CONCORD ATHLETIC ASSOCIATION, INC. Regular members, including elected and appointed officials, should be active and in good standing. Regular members are invited and urged to attend all the regular and special meetings of GREATER CONCORD YOUTH ATHLETIC ASSOCIATION, INC. and to express their views pertaining to the affairs of the Association for subsequent consideration and action by their representatives on the Board of Directors.
 3. **HONORARY MEMBER (optional):** Any person may be elected as Honorary Members by the unanimous vote of all Directors present at any duly held meeting of the Board of Directors but shall not have rights, duties, or obligation in the management or in the property of GREATER CONCORD YOUTH ATHLETIC ASSOCIATION, INC.
 4. **SUSTAINING MEMBERS (optional):** Any person, not a regular member, who makes financial or other contributions GREATER CONCORD YOUTH ATHLETIC ASSOCIATION, INC., may, by a majority vote of the Board of Directors become a Sustaining Member, but such person shall have no rights, duties, or obligations in the management or in the property of GREATER CONCORD YOUTH ATHLETIC ASSOCIATION, INC.
- C. As used hereinafter, the word "member" shall mean a Regular Member unless otherwise stated.
- D. Membership may be terminated by resignation or actions of the Board of Directors.
- E. The Board of Directors, by a two-thirds vote of those present at any duly constituted meeting, shall have the authority to suspend or terminate the membership of any Member of any class when the conduct of such person is considered detrimental to the best interests of GREATER CONCORD YOUTH ATHLETIC ASSOCIATION, INC. and/or its affiliation with local, Regional or national YOUTH SPORTS ORGANIZATIONS. The Member involved shall be notified of such meeting, informed of the general nature of the charges, and given an opportunity to appear at the meeting to answer such charges.

- F. The Board of Directors shall, in the case of a Player Member, give notice to the HEAD COACH of the team of which the player is a member. The head coach may appear, in the capacity of an advisor, with the player before a duly appointed committee of the Board of Directors, which shall have full power to suspend or revoke such player's rights to future participation.

ARTICLE IV GOVERNMENT

- A. "LOCAL LEAGUE" operation, business, and administration, shall be carried out by GREATER CONCORD YOUTH ATHLETIC ASSOCIATION, INC. under the system of government established herein.
- B. Governmental structure and the activities of GREATER CONCORD YOUTH ATHLETIC ASSOCIATION, INC. must comply with the purposes, objectives, standards, and regulations of affiliations with local, regional or national youth sports organizations.
- C. The annual meeting of GREATER CONCORD YOUTH ATHLETIC ASSOCIATION, INC. shall be held, with public notice, in January, or within fourteen (14) days thereof. The Board of Directors may set the exact date. The annual meeting shall be held for the purpose of electing a Board of Directors, receiving reports, and for the transaction of such business as may properly come before the meeting. All members of the Board of Directors shall be elected by secret ballot. The appointed Nominating Committee shall present nominations for the Board of Directors at the annual meeting and further nominations shall be allowed from the floor.
- D. Notice of the Annual Meeting of the Membership shall be mailed, or otherwise delivered to each Member at the last recorded address at least ten (10) days in advance of the Annual Meeting.
- E. Special Meetings of the Members may be called by the Board of Directors or by the Secretary or the President at their discretion. Upon written request of twenty (20) Members or 40% of membership which ever is less, the President shall call a special meeting to consider a specific subject. No business other than that specified in the motile of the meeting shall be transacted at any special meeting of the Membership.
- G. A majority of the Regular Members present at the Annual Meeting or a Special Meeting will rule and be considered a quorum if at least eleven (11) Members appear. Only Regular Members shall be entitled to vote at any Annual or Special Meeting.

- H. The President or Secretary may call a special meeting of the Board of Directors for the sole purpose of addressing a disciplinary action to be taken against a player member or regular member for inappropriate behavior, provided a majority of the Board of Directors is present at the said meeting. No other business other than the specific purpose of the meeting may be addressed.
- I. Robert's Rules of Order shall govern the conduct of all meetings. The order of business shall include:
 - 1. CALL TO ORDER AND ROLL CALL OF DIRECTORS
 - 2. READING AND APPROVAL OF THE SECRETARY'S REPORT
 - 3. READING AND APPROVAL OF THE TREASURER'S REPORT
 - 4. REPORTS OF THE BOARD AND STANDING COMMITTEES
 - 5. REPORTS OF SPECIAL COMMITTEES
 - 6. SPECIAL ORDERS
 - 7. UNFINISHED OR OLD BUSINESS
 - 8. GENERAL ORDERS
 - 9. NEW BUSINESS
 - 10. COMMENTS FOR THE GOOD OF THE ORDER
 - 11. ADJOURNMENT

ARTICLE V MANAGEMENT

- A. The management GREATER CONCORD YOUTH ATHLETIC ASSOCIATION, INC. shall be vested in a Board of Directors. Election of Officers for GREATER CONCORD YOUTH ATHLETIC ASSOCIATION, INC. shall take place at the first meeting of the Board of Directors following the Annual Meeting of the Membership.
 - 1. Officers of GREATER CONCORD YOUTH ATHLETIC ASSOCIATION, INC. May include the President, Executive Vice President(s), Vice President of Personnel, Treasurer, and Secretary.
 - 2. Members of the Board of Directors may be appointed to the positions Equipment Manager/Uniform Manager, League Registrar, Field Maintenance Supervisor, League Information Officer, Sponsorship/Fundraising Manager, and Concessions Stand Manager.
 - 3. There shall be at least one team coach on the Board of Directors.
 - 4. There may be multiple At-Large members of The Board of Directors.

5. The Board of Directors shall, therefore number at least five (5), and not more than nineteen (19).
6. Officers of GREATER CONCORD YOUTH ATHLETIC ASSOCIATION, INC. and the manager of the concession stand shall, upon resignation of their positions within GREATER CONCORD YOUTH ATHLETIC ASSOCIATION, INC. be removed from the Board of Directors. They may be appointed to Directors-at-Large positions on the Board of Directors, but initially must make room for other interested members to serve GREATER CONCORD YOUTH ATHLETIC ASSOCIATION, INC.
7. If any vacancy occurs on the Board of Directors by death, resignation, or otherwise, the remaining term may be filled by a majority vote of the remaining Directors at any regular meeting of the Board of Directors or at any Special Meeting called for that purpose.
8. Regular meeting of the Board of Directors shall be held immediately following the Annual Meeting and on such days thereafter as shall be determined by the Board. The President or the Secretary may, whenever either of them deems it advisable, and the Secretary shall at the request of 40% of the members of the Board of Directors, issue a call for a Special Meeting of the Board of Directors. Notice of each meeting shall be given by the Secretary following the criteria contained in the BY-LAWS of GREATER CONCORD YOUTH ATHLETIC ASSOCIATION, INC. or in the case of the a Special Meeting, by telephone or personal notice twenty-four (24) hours preceding the meeting. A majority of the Board of Directors shall constitute a quorum for the transaction of business. All meetings of the Board of Directors shall be open to the membership of GREATER CONCORD YOUTH ATHLETIC ASSOCIATION, INC.
9. The Board of Directors shall have the power to appoint such standing committees as it shall determine and to delegate such powers to the as the Board shall deem advisable and which it may properly delegate. The Board may adopt such rules and regulations for the conduct of its meetings and the management of GREATER CONCORD YOUTH ATHLETIC ASSOCIATION, INC.
10. The Board of Directors shall have the power, by a two-thirds vote of those present at any regular or special meeting to discipline, suspend, or remove any Director, Officer or Committee member of GREATER CONCORD YOUTH ATHLETIC ASSOCIATION, INC. in accordance with the procedure set forth in ARTICLE III, Section D.
 - A. Terms of office for all elected members of the Board of Directors shall be one year.
 - B. Office holders may succeed themselves if duly re-elected by the membership of

GREATER CONCORD YOUTH ATHLETIC ASSOCIATION, INC.

- D. There shall be no limit to the number of terms an interested individual may serve.
- E. The Conduct of the affairs of GREATER CONCORD YOUTH ATHLETIC ASSOCIATION, INC. shall be governed by the CONSTITUTION and the BY-LAWS, the provisions of which may be changed and/or adopted by the Board of Directors as set forth in ARTICLE IX –AMENDMENTS.

**ARTICLE VI
OFFICERS AND BOARD APPOINTEES - DUTIES, AND POWERS**

- A. The officers of GREATER CONCORD YOUTH ATHLETIC ASSOCIATION, INC. shall consist of a President, Executive Vice President, Vice President of Personnel, Treasurer, Secretary, all of whom shall hold office for the ensuing year or until their successors are duly elected.
- B. The President shall:
 - 1. Conduct the affairs of GREATER CONCORD YOUTH ATHLETIC ASSOCIATION, INC. and execute the policies established by the Board of Directors.
 - 2. Present a report of the condition of the GREATER CONCORD YOUTH ATHLETIC ASSOCIATION, INC. at the Annual Meeting.
 - 3. Communicate to the Board of Directors, such matters as deemed appropriate, and make suggestions as may tend to promote the welfare of GREATER CONCORD YOUTH ATHLETIC ASSOCIATION, INC.
 - 4. Be responsible for the conduct of GREATER CONCORD YOUTH ATHLETIC ASSOCIATION, INC., as agreed to under the conditions of charter issued to GREATER CONCORD YOUTH ATHLETIC ASSOCIATION, INC. by local or nationally affiliated organizations.
 - 5. Designate, in writing, other officers if necessary, to have power to make and execute for/and in the name of GREATER CONCORD YOUTH ATHLETIC ASSOCIATION, INC. such contracts and leases as may have received prior approval of the Board of Directors.
 - 6. Investigate complaints, irregularities and conditions detrimental to GREATER CONCORD YOUTH ATHLETIC ASSOCIATION, INC. and report thereon to the Board of Directors as circumstances warrant.

7. Prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof.
8. With the assistance of the REGISTRAR, examine the application and supporting proof-of-age documents of every player candidate to certify as to residence and age eligibility before the player may be accepted for PARTICIPATION.

C. The Executive Vice President(s) shall:

1. In the case of the absence or disability of the President, and provided he/she is authorized by the President or Board of Directors so to act, perform the duties of the President, and when so acting, shall have all the duties and powers of that office.
2. Have such other duties as from time to time may be assigned by the Board of Directors or by the President.

D. The Secretary shall:

1. Be responsible for recording the activities of GREATER CONCORD YOUTH ATHLETIC ASSOCIATION, INC., and maintain appropriate files, mailing lists, and necessary records.
2. Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the office of Secretary or as may be assigned by the Board of Directors.
3. Maintain a list of all Regular, Sustaining, and Honorary Members, Directors, and committee members and give notice of all meetings of GREATER CONCORD YOUTH ATHLETIC ASSOCIATION, INC., the Board of Directors, and Committees.
4. Conduct all correspondence as directed at meetings of GREATER CONCORD YOUTH ATHLETIC ASSOCIATION, INC.
5. Conduct all correspondence not otherwise specifically delegated in connection with said meetings and shall be responsible for carrying out all orders, votes, and resolutions not otherwise committed.

E. The Treasurer shall:

1. Perform such duties as are herein specifically set forth and such other duties as are customarily incident to the Office of Treasurer or may be assigned by the Board of Directors.
2. Receive all monies and securities, and deposit them in a depository approved by the Board of Directors.
3. Keep records for the receipt and disbursement of all monies and securities of GREATER CONCORD YOUTH ATHLETIC ASSOCIATION, INC., including the Concession Stand,

approve all payments from allocated funds and draw checks therefore.

4. Prepare an annual budget, under the direction of the President, for submission to the Board of Directors at the Annual Meeting.
5. Prepare an annual financial report under the directions of the President, for submission to the Board of Directors at the Annual Meeting.

F. The Vice President of PERSONNEL

1. Serve as supervisor of COACHES.
2. Resolve all disputes pertaining to coaches and players.
3. Appoint personnel to handle publicity, schedules, and other assignments required to make the association run smoothly.
4. Recommend, to the Board of Directors, those persons to serve as Coaches

Appointees of the Board of Directors will have the following duties and powers:

A. The Equipment/Uniform Manager(s) shall:

1. Conduct, maintain and manage equipment asset inventory accurate inventory management.
2. Supervise the distribution and return of equipment to coaches and other officials.
3. Establish proper controls with primary suppliers to ensure that orders are not inappropriately placed.
4. Create and maintain an inventory database.
5. Place orders for equipment and supplies, and uniforms.

D The Registrar shall:

1. Conduct the registration.
2. Assemble player list.
3. Prepare rosters.
4. Develop and maintains database.
5. Communicate lists to the Local/ National organization.

E. The Information Officer shall:

1. Develop, maintain and update the league website.
1. Post notices on the league website.

F. The Concessions Stand Manager shall:

1. Develop the menu and pricing.
2. Directly procure or order supplies and food items.

3. Create and communicate schedule for volunteer workers.
 4. Be responsible for food preparation and inventory control.
 5. Provide training of directors and volunteers on proper operation.
 6. Be responsible for proper handling of daily income.
 7. Clean the concession stand.
 8. Maintain separate checking account into which daily deposits are made and from which supplies are paid, and report account status at board meetings.
 9. Transfer the account balance, less start-up amount, to league treasurer at the end of the season.
- G. The Sponsorships/Fundraising Manager shall:
1. Solicit new sign and team sponsors and follows up with letters, visits, phone calls as necessary.
 2. Solicit renewals of signs and various sponsorships.
 3. Coordinate with sign maker.
 4. Collect money from sign sponsors and forwards to the treasurer.
 5. Provide periodic updates to board.
 6. Follow-up to insure that signs are paid for and installed properly.
 7. Consider other fundraising projects.

ARTICLE VII

Coaches

- A. Coaches shall be nominated by the Vice President Personnel and be approved by the Board of Directors. Coaches shall be responsible for the managing of their teams and for their actions on the field.
- B. All coaches shall be carefully screened to assure they possess the understanding, patience, stability, and sensitivity to work with youngsters; an essential knowledge of the games superior qualities of leadership, integrity, character and communicative skills worthy of respect and of the trust placed in them.

ARTICLE VIII

Affiliation and Rules

- A. GREATER CONCORD YOUTH ATHLETIC ASSOCIATION, INC. may annually apply for a charter from local, regional or national youth sports organizations and shall do all things necessary to obtain and maintain such charter.
- B. The official playing rules and regulations as published by the affiliated local, regional or national youth sports organizations shall be binding on this league.

- C. The Board of Directors may adopt local rules.
- D. The Board of Directors may not accept the application/ registration of a prospective member if the majority feels that the person in question or his/her family will detract from the greater good of the members of GREATER CONCORD YOUTH ATHLETIC ASSOCIATION, INC.

ARTICLE IX
Financial and Accounting

- A. The Board of Directors shall decide all matters pertaining to the finances of GREATER CONCORD YOUTH ATHLETIC ASSOCIATION, INC. and it shall place all income, including concessions stand funds, in common league treasury, directing the expenditure of same in such a manner as will give no individual team an advantage over those in competition with such individual team.
- B. The Board of Directors shall not permit the contribution of funds or property to individual teams but shall solicit same for the common treasurer of GREATER CONCORD YOUTH ATHLETIC ASSOCIATION, INC. thereby to discourage the favoritism among teams and to endeavor to equalize the benefits of GREATER CONCORD YOUTH ATHLETIC ASSOCIATION, INC.
- C. The Board of Directors shall not permit the solicitation of funds in the name of affiliated youth associations, unless all of the funds so raised are placed in the GREATER CONCORD YOUTH ATHLETIC ASSOCIATION, INC. treasury.
- D. No Directors, Officer, or Member of GREATER CONCORD YOUTH ATHLETIC ASSOCIATION, INC. shall receive, directly or indirectly any salary, compensation or emolument from GREATER CONCORD YOUTH ATHLETIC ASSOCIATION, INC. for services rendered as Director, Officer, or Member.
- E. All monies received, including funds from the Concession Stand, shall be deposited to the credit of GREATER CONCORD YOUTH ATHLETIC ASSOCIATION, INC. in the account(s) approved by the Board of Directors of GREATER CONCORD YOUTH ATHLETIC ASSOCIATION, INC. and all disbursements shall be made by check. The GREATER CONCORD YOUTH ATHLETIC ASSOCIATION, INC. Treasurer shall sign all checks and such other officer, officers, person or persons as the Board of Directors shall determine.
- F. The fiscal year of GRATER CONCORD YOUTH ATHLETIC ASSOCIATION, INC. shall begin on the first day of January and shall end on the last day of December.
- G. Upon dissolution of GREATER CONCORD YOUTH ATHLETIC ASSOCIATION, INC. and after all outstanding debts and claims have been satisfied, the Members shall distribute the property of GREATER CONCORD

YOUTH ATHLETIC ASSOCIATION, INC. to such other organization or organizations maintaining an objective similar to that set forth herein, which are or may be entitled to exemption under Section 501(c)(3) of the Internal Revenue Code or any future corresponding provision.

ARTICLE X Amendments

- A. The Constitution and By-Laws Greater Concord Youth Athletic Association may be amended in whole or in part by a majority vote plus one at any duly organized meeting of the Board of Directors provided that notice of the proposed change or changes is included in the notice of such meeting. The said meeting is to be open to all members and all opinions are to be considered before final vote is made.

- B. Each elected board member is expected to attend all board meetings. If a member has missed 3 meetings within six months, the remaining board members will meet to discuss and vote on a course of action. This action may include removal from the board for the remainder of the year.

ARTICLE XI Meetings

- A. Notice of the times and placed of the meeting of GREATER CONCORD YOUTH ATHLETIC ASSOCIATION, INC. Board of Directors and membership shall be posted on the association Web site and shall be listed in the Sports section of the CONCORD MONITOR or local periodical publication.

- B. Meeting notices shall, in as much as possible, be posted and listed seven (7) days prior to each meeting, but in no case shall less than ONE (1) days notice be posted or listed.

- C. Meetings of GREATER CONCORD YOUTH ATHLETIC ASSOCIATION, INC. shall be presided over by the President of GREATER CONCORD YOUTH ATHLETIC ASSOCIATION, INC. or in his/her absence, the following officers in order of succession: Executive Vice President, Vice President of Personnel, Treasurer, and Secretary.

- D. The meetings of GREATER CONCORD YOUTH ATHLETIC ASSOCIATION INC. shall be conducted according to Robert's Rules of Order. A Parliamentarian, appointed by the President, shall rule on all points of order, and provide interpretation of the Constitution and By-laws when necessary.

- E. A quorum must be present in order for a meeting to begin, but is not required after the start of the meeting. A quorum shall be defined as the number of Board of Directors present at a meeting provided that the total number present is equal to at least one-half of the total membership of the Board of Directors, plus one.
- F. Votes taken at meetings of GREATER CONCORD YOUTH ATHLETIC ASSOCIATION, INC. shall be determined as either Affirmative or Negative by a Majority of those voting.

ARTICLE XII

Committees

- A. The following standing committees may exist within GREATER CONCORD YOUTH ATHLETIC ASSOCIATION, INC.:
 - 1. Sponsorship
 - 2. Equipment
 - 3. Budget
 - 4. Fundraising
 - 5. Coach Selection
 - 6. Photography
 - 7. Field Maintenance
 - 8. Scheduling
 - 9. Registration
 - 10. Nominating

ARTICLE XIII

LIMITING LIABILITY

- A. All Directors or Officers are indemnified against personal liability for monetary damages for breach of fiduciary duty as a director, an officer or both in the operation of Greater Concord Youth Athletic Association.

ARTICLE XIV
PRINCIPAL PLACE OF OPERATION

A. GREATER CONCORD YOUTH ATHLETIC ORGANIZATION, INC. will operate primarily in Concord NH at a physical address of 168 Hoit Rd. Concord NH.