



BYLAWS OF LOUDON YOUTH ATHLETIC ASSOCIATION, LOUDON N.H.

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## ARTICLE I - NAME

The name of the organization shall be the Loudon Youth Athletic Association (LYAA) and has been duly registered and incorporated with the State of New Hampshire as a nonprofit organization., hereinafter referred to as "Association."

## ARTICLE II - OBJECTIVE

The objective of the Association shall be to implant firmly in the children of the community the ideals of good sportsmanship, honesty, loyalty, courage and respect for authority, so that they may be well adjusted, stronger and happier children and will grow to be good, decent, healthy and trustworthy citizens.

- 1) To achieve this objective, the Association will provide supervised athletic programs. All Directors, Officers and Members shall bear in mind that the attainment of exceptional athletic skill or the winning of games is secondary, and the molding of future citizens is of prime importance.
- 2) In accordance with Section 501-(c)-(3) of the Federal Internal Revenue Code, the Association shall operate exclusively as a non-profit educational organization providing supervised athletic programs. No part of the net earnings shall inure to the benefit of any private shareholder or individual; no substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation, and which does not participate in or intervene in any political campaign on behalf of any candidate for public office.

## ARTICLE III - MEMBERSHIP

### SECTION 1 - ELIGIBILITY.

- 1) Any person sincerely interested in active participation to further the objective of this Association may apply to become a Member.
- 2) Anyone wishing to become a Member of the Association may do so upon notification to the Secretary prior or during any General Membership Meeting. Approval of each candidate as Member will be subject to the majority vote of present Members during any Membership Meeting.
- 3) Any person reaching the age sixteen (16) may upon fulfilling Section 2 become a member.

### SECTION 2 - REQUIREMENTS.

- 1) All Members will be required to submit a State of New Hampshire Criminal Background Check form ("CBC") to the Secretary at the time of membership application and for each year of membership within 45 days of the Annual Membership Meeting.





- 2) Members will have up to forty five (45) days past each Annual Membership Meeting to resubmit their CBC form before their membership lapses. Lapsed Members can resubmit at any future Membership Meeting for membership reconsideration, subject to the provisions outlined in this section.
- 3) The Board will pay the application fee for the CBC, not to exceed \$15.00.
- 4) The Board reserves the right to dismiss applicants based on the results of their CBC.

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### SECTION 3 - SUSPENSION OR TERMINATION.

Membership may be terminated by resignation or action of the Board of Directors, by a three-fifths vote of those present at any duly constituted Board meeting, shall have the authority to discipline or suspend or terminate the membership of any Member, including managers and coaches, when the conduct of such person is considered detrimental to the best interests of the Association. 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.

## ARTICLE IV - GENERAL MEMBERSHIP MEETINGS

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### SECTION 1 - DEFINITION.

A General Membership Meeting is any meeting of the membership of the Association (including Annual and/or Special General Membership Meetings). A minimum of ten (10) General Membership Meetings per year ( including Annual Meeting, see Section 6) is required.

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### SECTION 2 - OCCURANCE

General Membership Meetings shall be attended and facilitated by the Executive Committee and held the fourth Tuesday of each meeting month, by default. All Membership meeting times and places shall be designated by the Board of Directors.

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### SECTION 3 - NOTICE OF MEETING.

Notices of the time and place of all General Membership Meetings shall be communicated electronically and/or prepared and posted conspicuously throughout the Town of Loudon by the Secretary at least (7) days prior to the meeting. In lieu of the above methods, notice may be given in such form as may be authorized by the Members, from time to time, at a regularly convened General Membership Meeting.







- c) The whole amount of real and personal property owned by the Association, where located, and where and how invested;
  - d) For the year immediately preceding, the amount and nature of the property acquired, with the date of the report and the manner of the acquisition, the amount applied, appropriated or expended, and the purposes, objects or persons to or for which such applications, appropriations or expenditures have been made;
  - e) The names of the persons who have been admitted to regular membership in the Association during such year. This report shall be filed with the records of the Association and entered in the minutes of the proceedings of the Annual Meeting. A copy of such report shall be retained in the association files for five years.
- 2) The Membership shall appoint an Election Chairperson to oversee the Association's election process. The Election Chairperson will be responsible for receiving , recording and announcing accepted nominations, collecting votes from eligible members via write in ballots , tallying the votes with not less than two (2) Members in good standing and announcing the election results to the Membership.
  - 3) The Members shall determine the number of Directors to be elected for the ensuing year and shall elect such number of Directors. The number of Directors elected shall be not less than five (5).
  - 4) After the Board of Directors is elected, the Board shall meet within thirty (30) days to nominate and appoint the Officers. The Board of Directors shall assume the performance of its duties on February 1st of each election year. The Board's term of office shall continue until its successors are elected and qualified under this section.
  - 5) The Officers of the Board of Directors shall include, at a minimum, the President, one or more Vice Presidents, Treasurer, and Secretary.

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#### SECTION 8 - SPECIAL GENERAL MEMBERSHIP MEETINGS.

Special General Membership Meetings of the Members may be called by the Board of Directors or by the Secretary or President at their discretion. Upon the written request of ten (10) Members, the President or Secretary shall call a Special General Membership Meeting to consider the subject specified in the request. No business other than that specified in the notice of the meeting shall be transacted at any Special General Membership Meeting. Such Special General Membership Meeting shall be scheduled to take place not less than ten (10) days after the request is received by the President or Secretary.

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#### SECTION 9 - RULES OF ORDER FOR GENERAL MEMBERSHIP MEETINGS.

Robert's Rules of Order shall govern the proceedings of all General Membership Meetings, except where same conflicts with this Constitution of the Association.





## ARTICLE V - BOARD OF DIRECTORS

### SECTION 1 - AUTHORITY.

The management of the property and affairs of the Association shall be vested in the Board of Directors.

### SECTION 2 - INCREASE IN NUMBER.

The number of Board of Directors so fixed at the Annual Meeting may be increased at any General Membership Meeting or Special Meeting of the Members. If the number is increased, the additional Directors may be elected at the meeting at which the increase is voted, or at any subsequent General Membership Meeting. All elections of additional Directors shall be by majority vote of all Members present or represented by a properly executed and signed absentee ballot filed with the Secretary prior to the election meeting.

### SECTION 3 - VACANCIES.

If any vacancy occurs in the Board of Directors, by death, resignation or otherwise, it may be filled by a majority vote of the remaining Directors at any regular Board meeting or at any Special Board Meeting called for that purpose.

### SECTION 4 - BOARD MEETINGS, NOTICE AND QUORUM.

Regular meetings of the Board of Directors shall be held within thirty (30) days following the Annual Meeting to nominate and appoint the Officers and at the Board's discretion any other time.

- 1) The President or the Secretary may, whenever they deem it advisable, or the Secretary shall, at the request in writing of two Directors, issue a call for a Special Board Meeting. In the case of Special Board Meetings, such notice shall include the purpose of the meeting and no matters not so stated may be acted upon at the meeting.
- 2) Notice of each Board meeting shall be given by the Secretary personally, electronically or by mail to each Director at least seven (7) days before the time appointed for the meeting to the last recorded address of each Director.
- 3) During Board meetings, Three (3) members of the Board of Directors shall constitute a quorum for the transaction of business. If a quorum is not present, no business shall be conducted.
- 4) Only members of the Board of Directors may make motions and vote at meetings of the Board of Directors. However, the Board of Directors may invite, admit and recognize guests for presentations or comments during Board meetings.







- 7) Designate in writing other officers, if necessary, to have power to make and execute for/and in the name of the Association such contracts and leases they may receive and which have had prior approval of the Board.
- 8) Investigate complaints, irregularities and conditions detrimental to the Association and report thereon to the Board or Executive Committee as circumstances warrant.
- 9) Prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof.
- 10) With the assistance of the Vice President and Secretary, ensure that annual CBC are completed and acted upon annually as specified in Article III, Section 2.
- 11) With the assistance of the Vice President and Secretary, examine the application and support proof-of age documents of every player candidate and certify to residence and age eligibility before the player may be accepted for tryouts and selection.

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#### SECTION 3 - VICE PRESIDENT.

The Vice President shall:

- 1) Perform the duties of the President in the absence or disability of the President, provided he or she is authorized by the President or Board so to act. When so acting, the Vice President shall have all the powers of that office.
- 2) Perform such duties as from time to time may be assigned by the Board of Directors or by the President.

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#### SECTION 4 - SECRETARY.

The Secretary shall:

- 1) Be responsible for recording the activities of the Association 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 Members, Directors and committee members and give notice of all meetings of the Association, the Board of Directors and Committees.
- 4) Keep the minutes of the meetings of the Members, the Board of Directors and the Executive Committee, and cause them to be recorded in a book kept for that purpose.
- 5) Conduct all correspondence not otherwise specifically delegated in connection with said meeting and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed.





- 6) Notify Members, Directors, Officers and committee members of their election or appointment.

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#### SECTION 5 - TREASURER.

The Treasurer shall:

- 1) Perform such duties as are herein 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) Serve as an ex-officio member of the Finance Committee;
- 3) Receive all monies and securities, and deposit same in a depository approved by the Board of Directors;
- 4) Disburse the funds of the Association under the direction of the Association, ensuring that all funds are subject to withdrawal only by checks signed by the Treasurer or President or Vice President. All Association funds will be dispersed in accordance to this section and Article IX - Section 4.
- 5) Prepare monthly financial reports, under the direction of the President, for submission to the Membership and Board of Directors at the General Membership Meetings.

#### ARTICLE VII - EXECUTIVE COMMITTEE

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##### SECTION 1 - EXECUTIVE COMMITTEE MEMBERS.

The Board of Directors may appoint an Executive Committee which shall consist of not less than three (3) nor more than five (5) Directors. The President shall be an ex-officio member of the Committee.

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##### SECTION 2 - EXECUTIVE COMMITTEE PURPOSE.

The Executive Committee shall tend to the day-to-day operations of the Association and facilitate all Regular and Special General Membership Meetings. The Executive Committee shall advise with and assist the Officers of the Association in all matters concerning its interests and the management of its affairs, and shall have such other powers as may be delegated to it by the Board, but in no event will the Executive Committee have authority over the Board of Directors.

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##### SECTION 3 - EXECUTIVE COMMITTEE MEETINGS, NOTICE AND QUORUM.

- 1) The Executive Committee members shall attend not less than eighty percent (80%) of all Regular and Special General Membership Meetings. The Executive Committee can meet at its discretion any other time.





- 2) Notice of each supplementary meeting of the Executive Committee shall be given by the Secretary personally, electronically or by mail to each Executive Committee Member at least seven(7) days before the time appointed for the meeting to the last recorded address of each committee member.
- 3) At any supplemental meeting of the Executive Committee, a majority of the total number of Executive Committee members then in office shall constitute a quorum for the transaction of business, and the act of a majority present at any meeting at which there is a quorum shall be the act of the Committee.

## ARTICLE VIII - OTHER COMMITTEES

### SECTION 1 - NOMINATING COMMITTEE.

The Board of Directors may appoint a Nominating Committee consisting of three (3) Directors and other appointed Members. The Committee shall investigate and consider eligible candidates and submit at the Annual Meeting a slate of candidates for the Board of Directors. The Committee shall also submit for consideration by the Board of Directors a slate of Officers and Committee Members.

### SECTION 2 - FINANCE COMMITTEE.

The Board of Directors may appoint a Finance Committee consisting of not less than three (3) nor more than five (5) Directors. The Treasurer shall be an ex-officio member of the Committee. The Committee shall investigate ways and means of financing the Association including team sponsorships management and submit fund-raising recommendations. It shall be responsible for taking up collections at events, if such collections are authorized by the Association, and shall turnover said collections to the Treasurer immediately after each fund-raising event.

### SECTION 3 - BUILDING AND PROPERTY COMMITTEE.

The Board of Directors may appoint a Building and Property Committee consisting of two (2) Directors and other appointed Members. The Committee shall investigate and recommend available, suitable sites and plans for development, including ways and means, the latter in cooperation with the Finance Committee. It shall be responsible for repair and improvement recommendations, other than normal maintenance, and supervise the performance of approved projects. The Committee is also responsible for the care and maintenance of the playing field(s), buildings and grounds. It shall operate within the amount appropriated in the approved budget for that purpose.

### SECTION 4 - SOCCER COMMITTEE.

The Committee shall be responsible for:

- 1) Arranging, coordinating and maintaining team rosters, playing rules and game schedules;





- 2) Interviewing and investigating prospective coaches and volunteers and recommending acceptable candidates to the President, for appointment and subsequent approval by the Executive Committee. It shall, during the playing season, observe the conduct of the coaches and volunteers and report its findings to the President of the Association. It shall, at the request of the President or Board of Directors, investigate complaints concerning coaches and volunteers and make a report thereof to the President or Board of Directors as the case may be;
- 3) Recruiting, interviewing and recommending to the President for appointment a staff of game officials;
- 4) Securing bids on needed supplies and equipment and make recommendations for their purchase to the Board. The Committee shall be responsible for the proper issuance of such supplies and equipment and for the repair, cleaning and storage thereof at the close of the season.

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#### SECTION 5 - BASEBALL / SOFTBALL COMMITTEE.

The Committee shall be responsible for:

- 1) Maintaining the standards of third-party relationships with outside affiliates (i.e. Ripken Baseball).
- 2) Arranging, coordinating and maintaining team rosters, playing rules and game schedules;
- 3) Interviewing and investigating prospective coaches and volunteers and recommending acceptable candidates to the President, for appointment and subsequent approval by the Executive Committee. It shall, during the playing season, observe the conduct of the coaches and volunteers and report its findings to the President of the Association. It shall, at the request of the President or Board of Directors, investigate complaints concerning coaches and volunteers and make a report thereof to the President or Board of Directors as the case may be;
- 4) Recruiting, interviewing and recommending to the President for appointment a staff of game officials;
- 5) Securing bids on needed supplies and equipment and make recommendations for their purchase to the Board. The Committee shall be responsible for the proper issuance of such supplies and equipment and for the repair, cleaning and storage thereof at the close of the season.

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#### SECTION 5 - CONCESSIONS COMMITTEE

This Committee shall be responsible for ordering supplies and maintaining the concession stand. Duties also include coordinating adult volunteers to work at the stand for games throughout each season.

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#### ARTICLE IX - FINANCIAL AND ACCOUNTING





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#### SECTION 1 - AUTHORITY.

The Board of Directors shall decide all matters pertaining to the finances of the Association and it shall place all income including Auxiliary funds, in a common Association treasury, directing the expenditure of funds in such manner as will give no individual or team an advantage over those in competition with such individual or team.

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#### SECTION 2 - CONTRIBUTIONS.

The Board shall not permit the contribution of funds or property to individual teams but shall solicit funds for the common treasury of the Association, thereby to discourage favoritism among teams and to endeavor to equalize the benefits of the Association.

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#### SECTION 3 - SOLICITATIONS.

The Board shall not permit the solicitation of funds in the name of the Association unless all of the funds so raised be placed in the Association treasury.

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#### SECTION 4 - DISPERSMENT OF FUNDS.

- 1) The Board shall not permit the disbursement of Association funds for other than the conduct of Association activities in accordance with these Bylaws. All disbursements shall be made by check. All checks shall be signed by the Association Treasurer and such other officer or officers or person or persons as the Board of Directors shall determine.
- 2) Checks in the amount of one thousand dollars (\$1000.00) or more shall require two signatures of the aforementioned officers. The Board of Directors shall be empowered to disperse association funds not to exceed one thousand dollars (\$1000.00) without a vote of the general membership.
- 3) No disbursement of funds shall occur for any expenditure exceeding five hundred dollars (\$500.00) unless the proposed expenditure appears as a posted agenda line item .

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#### SECTION 5 - COMPENSATION.

No Director, Officer or Member of the Association shall receive, directly or indirectly any salary or compensation from the Association for services rendered as Director, Officer or Member. This does not apply to compensation for Members acting in the capacity of Game Officials and receiving compensation for such services.

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#### SECTION 6 - DEPOSITS.





All monies received, including Auxiliary Funds, shall be deposited to the credit of the Association at TD BANKNORTH.

SECTION 7 - FISCAL YEAR.

The fiscal year of the Association shall commence on January 1st to the 31st day of December.

SECTION 8 - DISTRIBUTION OF PROPERTY.

Upon Dissolution. Upon dissolution of the Association and after all outstanding debts and claims have been satisfied, the Members shall direct the remaining property of the Association to another Federally Incorporated entity which maintains the same objectives as set forth in Article II of these Bylaws, 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

These Bylaws may be amended, repealed or altered in whole or in part by a majority vote at any duly organized meeting of the Members provided notice of the proposed change is included in the notice of such meeting. Draft of all proposed amendments shall be made available to all Members for deliberation and approval at least 30 days before implementation.

These Bylaws were approved by the Loudon Youth Athletic Association Membership on \_\_\_\_\_ .  
(Date)

Chairperson's Name \_\_\_\_\_  
(Print) Date

Chairperson's Signature \_\_\_\_\_

Last edited December 17, 2008. - Keep original on file.

Loudon Youth Athletic Association does not limit participation in its activities on the basis of disability, race, creed, color, national origin, gender, sexual preference or religious preference.





## ATTACHMENT I - LYAA COMMITTEE GUIDELINES

**LYAA committees are the essential, functional units of our organization. In order for them to fulfill this role effectively, each committee, its chair, and its members do the following:**

### **Each committee has:**

- 1) A specific function, clearly defined and understood by all Members.
- 2) An effective chair, who starts and ends meetings on time, keeps to the agenda, sets the tone and pace of meetings, makes sure that all members participate and none dominate, summarizes conclusions and actions to be taken by whom before the next meeting.
- 3) An effective logistics person, who prepares agendas, provides needed data, reports or other material necessary to clarify issues and who prepares minutes or committee actions.
- 4) An agenda specifying what is to be accomplished at each meeting, what decisions are needed and what items need discussion.
- 5) Members who attend all meetings, read advance material provided and participate actively in discussions.

### **Committee chairs are expected to:**

- 1) In advance of meetings decide on an agenda, develop and review background material and ensure both are mailed several days before meeting.
- 2) Start and end meetings on time.
- 3) Keep the group on the subject and control discussion so that all items receive sufficient time.
- 4) Encourage participation and ensure equal access to group time by involving usually silent members and controlling members who tend to dominate.

### **Committee members are expected to:**

- 1) Attend all meetings, arrive on time and plan to spend the time required to stay to the end.
- 2) Do necessary 'homework', read advance material, review agenda and consider items to be discussed in advance of meeting.
- 3) Ask questions if something isn't fully understood: the only 'dumb' question is the one that isn't asked.
- 4) Share responsibility with the chair and other members for getting the work done, accomplishing objectives and ensuring good use of everyone's time.

### **Committee will be expected to:**

- 1) Develop its own work plan to implement its area of responsibility, allocating work equitably among all committee members.
- 2) Produce written summaries on a regular basis to update other members monthly on the activities of the committee.

