

MANCHESTER EAST COBRAS YOUTH FOOTBALL AND SPIRIT ASSOCIATION



CONSTITUTION AND BY-LAWS 2023

ARTICLE I TITLE

1. The organization governed by this Constitution and By-laws shall be known as the **MANCHESTER EAST COBRAS YOUTH FOOTBALL AND SPIRIT ASSOCIATION.**
 - a. Hereinafter, referred to as MEC, or the COBRAS.
2. The organization will be self-supporting, self-administering non-profit organization incorporated in the State of New Hampshire.

ARTICLE II PURPOSE

The purpose of the organization is to:

1. Familiarize the participants with the fundamentals of football and cheerleading.
 - a. Football and cheerleading are general terms used in this document and refer to any football program (including but not limited to tackle, flag, and touch football) or cheerleading (including but not limited to cheerleading, spirit, and dance).
2. Provide the opportunity to play and cheer in an organized and supervised environment where emphasis is placed on total participation and safety, while keeping the game free from unnecessary adult and parental pressure.
3. Inspire the youth to practice the ideals of sportsmanship, scholarship and physical fitness.
4. Exist exclusively for charitable, and educational purposes within the meaning of section 501(C)(3) of the Internal Revenue Code of 1954.
5. Insure through the Board of Directors (Board) of the league that all actions of the organization and its members adhere to the articles herein and do not conflict with any rules or regulations of the AYF or NHYFSC.

ARTICLE III DESCRIPTION

1. The organization will consist of one (1) or more football and/or cheerleading teams/dance teams and each squad will be known as the **MANCHESTER EAST COBRAS.**
2. The Board of Directors will have final approval for all team/program names, colors and/or logos, media (ie: flyers, websites) and shall have final approval for its usage.
 - a. The organization's logo will be that of a cobra snake and the organization's colors will be predominantly blue, green, white, and silver/gray.
 - b. The Board of Directors (by 2/3 majority vote) is free to set or change the name(s) and/or color(s) of any affiliated program or team(s) within the MEC organization.
 - c. No individual or group has the authority to use the MEC logo or name, including likeness, for any intended or unintended purpose without prior Board approval. This includes but is not limited to merchandise, and media (ie: flyers, websites).
3. The Board of Directors (by 2/3 majority) vote is free to affiliate with any recognized national (or regional) football or cheerleading program for the good of the membership or any one MEC affiliated program.
4. The Board of Directors (by 2/3 majority vote) can at any time move to accept for membership any other program or team that provides a football and/or cheerleading program.
 - a. All programs or teams accepted for membership in MEC shall abide with the MEC by-laws and all terms of membership.

ARTICLE IV MEMBERSHIP

1. Eligibility

- a. Anyone 18 years of age or older, displaying an interest in the activities of the organization, as well as a willingness to actively participate in the program, is eligible to become a member of the organization.
- b. A member is a parent who registered and paid for at least one child to participate in the current year, and/or elected or appointed official, and officer or rostered personnel, who served during the current year.
 - i. Any individual who resigns or is discharged from any of the duties listed in section 1B will lose their membership status.
- c. The Board of Directors may set standards for the acceptance of membership.
 - i. Recommendation from a current Board of Director.

2. Mandatory Fundraising

- a. All members must agree and sign a statement that they understand that there are mandatory fundraisers that they are responsible for participating in these mandatory fundraisers. All mandatory fundraisers and registration fees will be turned in before equipment is handed out.
- b. There will be a buy-out option for those members who do not wish to participate. This fee will be set by the Board of Directors. This fee along with registration fees must be paid before any equipment is handed out.
- c. Sponsorship of registration fees does NOT preclude the mandatory fundraising.
- d. There will be 2 mandatory fundraisers per year. All of these fundraisers will be decided upon by the Board of Directors no later than January 31 of that calendar year. Additional fundraisers may be added if the Board of Directors deems it necessary.

3. Voluntary Fundraising

- a. Any and all fundraising efforts are to benefit MEC.
- b. Some fundraising events will be set up for specific goals. These goals will never be for the benefit for an individual or a select few individuals from a team.
- c. To insure that teams have the opportunity to raise funds before a Regional or National Competition, the Treasurer can keep an accounting of how much each individual team (team is defined by a certain level of play and all its participants) has raised. These funds will in no way benefit one individual or a select few individuals from within a team. Furthermore, any and all disbursements or allocations of those monies have to be voted on by the Board of Directors with a 2/3 majority vote.

4. Elections

- a. The election of the organization's Board Directors will be held at the Annual Business Meeting and that elected individual will assume their position at that time.
- b. Board Directors must be 21 years of age.
- c. All elections of Board Directors shall be by secret ballot, and the current secretary will keep the minutes, as well as count the ballots.

- i. Proxy or absentee votes will not be allowed.
- d. A simple majority of the votes cast will determine the new voting Board of Directors.
- e. The newly elected Board Directors will be nominated and voted on the Executive positions.
 - i. An individual must hold a Board of Director's position for one year before they are eligible for an Executive Director's position.
 - ii. If a suitable candidate is not available, the requirement will be a ratification by the Board of Directors by a 2/3 majority vote.
- f. The Board of Directors is free at any time to fill open board positions by a simple majority vote.

5. Committees

- a. The Board of Directors shall appoint committees as required or needed to perform the functions and goals that they set forth.
 - i. Committees will not be allowed to make purchases or sign contracts/agreements.
 - ii. Any recommendations must be presented to the Board of Directors for consideration.
 - iii. All meetings must have minutes taken and filed with the MEC Secretary.
- b. Any proposal for a committee must be presented to the Board of Directors and must include a purpose and mission statement.
- c. If acceptance is granted, written approval must be signed by the President and the Vice President most closely associated with the team.

6. Alcohol Policy

- a. Alcohol is not allowed at any of the organization's games or practices involving parents, coaches, players, and cheerleaders. If any individual comes to any organization activity or event in an intoxicated state, the organization's director of the event may ask that individual to leave. If necessary, the director may call on legal authorities to have that individual removed.
- b. Anyone found in violation of this policy will lose their rights as a member of the organization. This person may be able to appeal their discharge from MEC after being discharged for up to one year. Not until this time, will this appeal process be able to take place, and it will be voted on by the current Board of Directors.

7. Drug Policy

- a. Drugs are not allowed at any of the organization's games or practices involving parents, coaches, players, and cheerleaders. If any individual comes to any organization activity or event with illegal drugs or soliciting illegal drugs, the organization's director of the event may ask that individual to leave. If necessary, the director may call on legal authorities to have that individual removed.
- b. Anyone found in violation of this policy will lose their rights as a member of the organization. This person may be able to appeal their discharge from MEC after being discharged for up to one year. Not until this time, will this appeal process be able to take place, and it will be voted on by the current Board of Directors.

8. Equipment Policy

Parents/Guardians are required to sign a financial responsibility form for football and/or spirit equipment.

9. Attendance Policy

MEC's Attendance Policy, voted and approved by the Board of Directors, shall be include in registration packets.

10. Scholarship Assistance

The goal of the COBRAS is to extend the football and cheer experience to as many children as possible. A family may request scholarship assistance for registrations by contacting the President and submitting required paperwork. The Board recognizes the sensitivity of this information, and it shall be shared only on a need-to-know basis. The Board of Directors shall determine the criteria to be used in establishing and documenting all assistance on an annual basis. Scholarships will be approved on an annual basis. The established criteria will be used by the above-named Board members in awarding a scholarship. In return, for this assistance, the organization will require that the family donate ten (10) hours of service back to the COBRAS. Duties such as Field Maintenance, Fundraising and Concession are examples of how service hours may be returned to the organization.

ARTICLE V MEETINGS

The following schedule of meetings will be adhered to in order to ensure the organization perpetuates and that its purposes are met:

1. Rules

- a. All meetings/elections will be conducted in accordance with Roberts Rules of Order at the discretion of the presiding officer (unless specified otherwise in this document).
- b. Voice, hand, or standing vote is acceptable. A secret ballot will be taken if a majority of the voting members present so vote.
- c. Proxy voting at any meeting will not be permitted.
- d. All voting will be done in a closed session of the Board of Directors.

2. Regular Meetings

- a. Will be held monthly and immediately prior to the Annual Business Meeting. The time and place of the meetings will be established by the President and notifications will be sent by the Secretary.
- b. During regular monthly scheduled meetings, voting on issues will be conducted by the Board of Directors present.
- c. The monthly meetings for July, August, September, and October will be held twice a month.

3. Special Meetings

- a. May be called by the President or may be called by the Secretary upon a written request signed by at least three (3) members of the Board of Directors.
- b. Any such request must state the purpose of the meeting and no other business may be transacted at such meeting.
- c. A 2/3 attendance of all voting members is required to conduct a special meeting.

4. Annual Business Meeting
 - a. Consisting of the meeting of the existing Board of Directors, and the election of the new board, will be held no later than 30 days after the end of the year.
 - b. The secretary shall give public notice at least (15) fifteen days in advance.
 - c. All suggestions for by law changes must be submitted to the Vice President and the Secretary before December 31st of the current calendar year. No suggestions from the floor will be accepted.
 - d. All by-law changes will be decided at the annual business meeting by the outgoing Board only and require a simple majority vote.
 - e. All Board member nominations for the Annual Business meeting must be submitted in writing to the Vice President and the Secretary by December 31st of the current calendar year for consideration. No floor nominations will be accepted.
 - f. The new board will be elected by the membership present.

ARTICLE VI DESCRIPTION OF THE BOARD OF DIRECTORS

1. Shall act as the governing body of the organization, responsible for establishment and enforcement of all policies of the organization, the NHYFSC, and the AYF/AYC.
2. Disclosure Agreement
 - a. The Board of Directors recognizes that many important matters that affect the MEC organization are discussed and voted on in closed meetings of the Board of Directors. The Board also recognizes that many of these matters relate to the reputation of individual members, coaches, children, committee members, donors and Board members and should be treated with the upmost confidentiality.
 - b. All matters of a personal nature, including discipline matters, complaints against one or more members or children, committees or their members, or the Board (whether they result in action on the part of the Board or not), voting records of individual Board members, communication of a personal nature, allegations, accusations, or concerns of a personal nature SHALL REMAIN CONFIDENTIAL and shall not be communicated to any member of the organization or any person outside of the organization, who is not in a critical, need to know position. The Board may communicate that a matter has come before the Board and was considered in closed session without revealing the nature of the matter or names in order to protect confidentiality and minimize legal risk for the Board and the organization.
3. The Executive Board will consist of the President, Vice President, Sprit Director, Football Director, Secretary, and Treasurer to serve a two-year term.
4. Appointed positions are the Fundraising Coordinators (2 Positions), Registration Coordinators (2 Positions), Concession Coordinators (2 Positions), Fundraising Coordinators (2 Positions), Parent Coordinator, Spirit Shop Coordinator, Academic/Scholastic Coordinator, Spirit Equipment Coordinator, Football Equipment Coordinator, Field Maintenance Coordinator, and At Large members to serve a one-year term.
5. Associate Positions are appointed by the Board as needed. In the event a Board position cannot be filled at the Annual Meeting or vacancy occurs, an associate position

can be appointed by the President. This position is one of the listed positions covered under ARTICLE VII of this constitution BUT will not have to attend Board meetings or have voting rights. This position serves a one-year term.

6. Elections of Directors

- a. All of the affairs and assets of MEC will be managed by a Board of Directors that is nominated and elected for a one (1) year term with the exception of the Executive Board.
- b. All Executive Board positions shall be elected for a two (2) year term.
 - i. The terms of the President, Secretary, Vice President Football, and Spirit Director will be voted on in the even years.
 - ii. The terms of the Vice President Spirit, Treasurer, and Football Director will be voted on in the odd years.
- c. Spouses (or significant others) of President, Vice President(s), and/or Treasurer may not hold the position of President, Vice President, and/or Treasurer if their spouse (or significant other) currently holds the position of President, Vice President, and/or Treasurer.
- d. After 1 year of successful service, newly elected Board of Directors will receive the benefit of reduced registration for their athlete(s) and reduced pricing and tab for concession purchased at the Cobras field.
- e. Current Board of Directors will receive the benefit of reduced registration for their athlete(s) and reduced pricing and tab for concession purchased at the Cobras field.

7. Removal From Office

- a. Any member of the Board of Directors may be removed from office by a simple 2/3 majority vote of Directors.
- b. Failure to abide by the guidelines as aforementioned in Article II of this Constitution, failure to conduct oneself in a manner that would not jeopardize the integrity of the organization and breach of a duty of loyalty to the association are grounds for removal from office.
- c. Failure to attend three (3) consecutive regularly scheduled meetings (not to include special meetings) may result in immediate dismissal.

8. Vacancy of Office

- a. Should any officer resign or be removed from office for any reason, under the guidelines set forth in Article VI of this Constitution, or should a vacancy exist, a new director can be voted in at the next regularly scheduled meeting, via a majority vote of the Board membership present.
- b. The elected director will complete the term of the vacated position.

9. Conflict of Interest

- a. The Board has the responsibility of administering the affairs of MEC, honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of MEC and all the children who participate. The Board, committee members, and coaches shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with MEC for their personal benefit. The interests of the organization must be the first priority in all decisions and

- actions. This statement is directed not only to the directors, but to any appointed committee members and coaching staff.
- b. Conflict of interest may arise in the relations of directors, committee members or coaching staff with any of the following:
 - i. Persons or firms supplying goods and services to MEC.
 - ii. Persons and firms from whom MEC lease property or equipment.
 - iii. Persons and firms with whom MEC are dealing or planning to deal with in the connection with gifts, the purchase or sale of property of any kind.
 - iv. Competing or affinity organizations.
 - v. Donors or others support MEC.
 - vi. Agencies, organizations and associations which affect the operations of MEC.
 - vii. Family members, friends, and other persons who have an interest in appointed positions including board, committee or coaching.
 - c. The examples listed here of areas of conflict of interest and the relations that may give rise to conflict of interest are not exhaustive. Conflicts may arise in other areas or through other relations. It is assumed that directors, committee members, and coaches will recognize and respect other areas. If there is confusion or question, a director, committee member or coach should first consult the President of the League, who shall then consult the Board in a confidential session. If question further exists, the Board shall seek independent legal counsel on the matter.

ARTICLE VII DUTIES OF OFFICERS AND APPOINTED POSITIONS

1. **PRESIDENT**: Is the Chief Executive Officer of the organization. All other Executive Directors report to him/her. To be considered a candidate for President, an individual must have served a minimum of two years on the Board of Directors. If a suitable candidate is not available, the requirement will be a minimum of one year on the Board of Directors. He/She shall:
 - a. Ascertain that the organizational business remains within the articles of the constitution.
 - b. Will be responsible for organizing team pictures, including obtaining bids, scheduling and organizing the event, and submitting all contracts and recommendations to the Vice President Spirit and Vice President Football for review and final approval from the Board of Directors.
 - c. Is responsible for obtaining permission from school districts within the league's boundaries so flyers and/or registration forms can be distributed.
 - d. Preside at all meetings as well as decide the time and place.
 - e. Maintain and keep an updated membership list, complete with telephone numbers and addresses.
 - f. Give notice of all meetings of the Board and other meetings provided under the by-laws, as well as preparing the agenda.
 - g. Perform background checks on all Board members and coaches.
 - h. Represent the organization at all affairs, or to appoint a representative to do so.
 - i. Sign all checks **only** in the absence of the Treasurer.
 - j. Arbitrate all conflicts that may arise between any groups within the organization.
 - k. Attend all New Hampshire Youth Football and Spirit Conference (NHYFSC) meetings and possess the organization's vote at such Meetings or issue a proxy vote letter to the appointed representative during their absence.

- l. Together with the Board of Directors, fill the appointments of committee coordinators.
 - m. Be responsible for imposing and enforcing any league disciplinary action as required by the National and State guidelines.
 - n. Be responsible for securing park permits and required practice facilities and equipment, to include lights and goal posts.
 - o. Be responsible for updates of the organization's official website.
 - p. Present a year-end summary at the Annual Business Meeting.
 - q. Vote at the Board of Directors meetings only to break a tie.
 - r. Act as an ex-officio member of all meetings.
2. **VICE PRESIDENT:** Is the principal liaison between the Spirit & Football Directors and the Board, football & cheer coaches, volunteers, and participants. To be considered a candidate for Vice President, an individual must have a minimum of two years on the Board of Directors. If a suitable candidate is not available, the requirement will be a minimum of one year on the Board of Directors. He/She shall:
- a. Ascertain that the organizational business remains within the articles of the constitution.
 - b. In the absence of the Secretary, perform the functions of the Secretary as outlined in Article VII, Section 4.
 - c. Act as ex-officio member of appointed committees when designated as such by the President.
3. **SECRETARY:**
- a. Prepare a permanent set of minutes and record attendance for the proceedings of each meeting to be presented to the Board of Directors.
 - b. Maintain all records, including copy of financial, of the organization and be prepared to turn them over to his/her successor at the completion of his/her term.
 - c. Responsible for producing handouts notifying parents of upcoming special events and communicating with all committee members on mailings.
 - d. A copy of all correspondence must be given to the Secretary to keep on file.
 - e. Keep all meeting minutes on file.
 - f. Count ballots and notify the members of the election results at the annual meeting.
4. **TREASURER:**
- a. Keep accurate records of all financial transactions of the organization.
 - b. Receive all monies due the organization and deposit in a timely manner, in an account designated by the Board of Directors in the name of the club, and open books for inspection by the Board of Directors upon request.
 - c. Oversee the Concession Coordinators, Fundraising Coordinator, and Spirit Shop Coordinator.
 - d. Ascertain that all financial obligations are paid promptly, or as directed by the Board of Directors. All money transactions no matter how big or small will not be paid without a receipt and will only be paid by check.
 - e. Ensure that all purchases over \$150.00 are not placed or paid without a written requisition (purchase order/receipt), which must be approved two active Board of Director members, other than the purchaser.
 - f. Present a cash flow analysis at scheduled January, April, July, October, December

- Board of Directors meetings.
- g. Be responsible for maintaining a travel fund where no less than \$150.00 per week is taken from the concession stand profits.
 - h. Monitor fundraising activities and responsible for securing funds for the organization.
 - i. Render an annual financial report at the Annual Business Meeting to include a balance sheet and statement of income and expenditures.
 - j. Upon receiving updated estimate of value of organization properties at the Annual Business Meeting adjust insurance coverage.
 - k. Coordinate and/or prepare the tax return form IRS 990, State of New Hampshire NHCTA2A and the State of New Hampshire NP2 annual report, annually.
 - l. Act as ex-officio member of appointed committees when designated as such by the President.
5. **SPIRIT DIRECTOR:** Is the principal liaison between the Board of Directors and the cheerleading coaches, volunteers, and participants. To be considered a candidate for Spirit Director, an individual must have a minimum of two years Head Coach experience coaching cheerleading. If a suitable candidate is not available, the requirement will be a minimum of one year Head Coach experience coaching cheerleading. He/She shall:
- a. Place registrants on respective squads pursuant to the organization, State, and National guidelines.
 - b. Have the responsibility for assisting with the registration process.
 - c. Oversee all cheerleading Coaches.
 - d. In conjunction with the President, appoint one (1) head coach for each cheerleading squad and approve or disapprove all assistant coaching positions submitted by Head Coaches.
 - e. Conduct a rules interpretation meeting prior to the beginning of the season to ensure that all Coaches are aware of the organization, State, and National rules and regulations. This is to ensure that all Coaches have the opportunity to review the National Federation Rules for the current season.
 - f. In conjunction with the President, review the final rosters and paperwork for each squad seven (7) days prior to the State's book certification.
 - g. Ensure that all National, State, and organization rules and regulations are adhered to by the Coaches and cheerleaders.
 - h. In conjunction with the President, arrange practice times, fields, and gym usage for all cheerleading squads.
 - i. Act as ex-officio member of appointed committees when designated as such by the President.
 - j. Ascertain that the organizational business remains within the articles of the constitution.
 - k. Ensure that all National, State, and organization rules and regulations are adhered to by the coaches and cheerleaders.
 - l. Have the responsibility for assisting with the registration process.
 - m. Oversee the Spirit Equipment Manager.
 - n. Represent the cheerleading functions of the organization at NHYFSC meetings and primary contact to State Coordinator.

- o. Assist Spirit Equipment Manager and coaches to ensure all issued equipment and uniforms are returned at the end of the season or when a player is no longer with the organization.
 - p. In the absence of the Secretary, perform the functions of the Secretary as outlined in Article VII, Section 4.
 - q. Act as ex-officio member of appointed committees when designated as such by the President.
6. **FOOTBALL DIRECTOR:** Is the principal liaison between the Board of Directors and the football coaches, volunteers, and participants. To be considered a candidate for Football Director, an individual must have a minimum of two years Head Coach experience coaching football. If a suitable candidate is not available, the requirement will be a minimum of one year Head Coach experience coaching football. He/She shall:
- a. Place registrants on respective teams pursuant to the organization, State, and National guidelines with the assistance of the Football Coordinator.
 - b. Oversee all Football Coaches.
 - c. In conjunction with the President, appoint one (1) head coach for each football team and approve or disapprove all assistant coaching positions submitted by head coaches.
 - d. In conjunction with the President, conduct a rules interpretation meeting prior to the beginning of the season to ensure that all coaches are aware of the organization, State, and National rules and regulations. This is to ensure that all coaches have the opportunity to review the National Federation Rules for the current season.
 - e. In conjunction with the President, review the final rosters and paperwork for each squad seven (7) days prior to the State's book certification.
 - f. Represent the football functions of the organization.
 - g. In conjunction with the Vice President-Football, ensure that all equipment meets National, State and organization safety standards. Ensure that all helmets are NOCSAE approved certified and meet National Federation safety standards.
 - h. Submit any and all requests for new/additional equipment, uniforms, and miscellaneous items for the upcoming fiscal year for Board of Directors approval.
 - i. Set up and maintain a repair and purchase cycle to help balance year-to-year budget and keep equipment and uniforms in good condition.
 - j. Responsible for scheduling:
 - i. Distribution and collection of equipment and uniforms.
 - ii. Arranging practice times, fields, and gym usage for all teams.
 - k. Assist Football Equipment Manager and Coaches to ensure all issued equipment and uniforms are returned at the end of the season, or when a player is no longer with the organization.
 - l. Act as ex-officio member of appointed committees when designated as such by the President.
7. **SPIRIT EQUIPMENT COORDINATOR:**
- a. Submit to the Vice President-Spirit any and all requests for new and/or additional equipment, uniforms and miscellaneous items for the upcoming fiscal year for Board of Directors approval.
 - b. Set up and maintain a repair and purchase cycle to balance year-to-year budget.

- c. Be responsible for the management of all cheer property belonging to the organization.
 - d. Responsible for the distribution and collection of cheer uniforms and associated equipment.
 - e. Ensure all equipment and uniforms have been signed out by parent or guardian.
 - f. Make sure all equipment and uniforms are in good condition and meets safety regulations.
 - g. Report directly to the Spirit Coordinator.
8. **FOOTBALL EQUIPMENT COORDINATOR:**
- a. Take inventory of equipment before Annual Meeting so Football Director can make proposals for new equipment if needed.
 - b. Be responsible for the management of all football property belonging to the organization.
 - c. Work with Football Director to disburse and collect all MEC equipment and uniforms.
 - d. Ensure all equipment and uniforms have been signed out by parent or guardian.
 - e. Make sure all equipment meets safety regulations.
 - f. Report directly to the Football Director.
9. **FIELD MAINTENANCE COORDINATOR:**
- a. Be responsible for the maintenance of the playing field including set up and break down.
 - b. Ensure that all fields are made ready for play prior to each home game. (ie: field lined, yard markers in place, goal post pads in place, bench areas secure).
 - c. Perform clean-up of the field on practice days and game days.
 - d. On game day, communicate with the referee staff to organize referee roster to be given to Treasurer.
 - e. Identify to the Board of Directors all field equipment in need of repair.
 - f. Report directly to Football Director.
10. **CONCESSION COORDINATORS (2 POSITIONS):**
- a. Oversee the operation of the concession stand.
 - b. The Concession Coordinator shall be responsible for developing a menu and budget for the concession stand which will be submitted to the Board of Directors for approval.
 - c. Present a summary of activity to the Board of Directors at regularly scheduled meetings.
 - d. Give Treasurer all monies received, minus those funds necessary to maintain operating funds as deemed by the Board of Directors. (i.e. \$50.00 for cash drawer).
 - e. Create a schedule to allot time for the Board of Directors to volunteer in the concession stand.
 - f. Work with Parent Coordinator to solicit volunteers to assist in the operation of the concession, to ensure it is open for all home games/practices.
 - g. Submit requests for new equipment, or repair of old, to the Board of Directors.
 - h. Report directly the Treasurer.

11. FUNDRAISING COORDINATORS (2 POSITIONS):

- a. Determine the best methods by which to raise the necessary funding of the organization, subject to approval by the Board of Directors.
- b. Coordinate the raising of funds using the methods they have devised, making sure to inform the newspapers of all fundraisers and special events sponsored by the organization.
- c. Work in conjunction with the Board of Directors, parents and businesses to secure sponsorships.
- d. Ensure that all participants are aware of all mandatory fundraisers and dates due. Also, to ensure that participants are aware of any voluntary fundraisers.
- e. Collect all monies due the organization from these fundraisers. In the event that these funds cannot be collected in the time period allotted, it must be brought to the attention of the Treasurer. A list of participants and money owed will be supplied to the Treasurer who will then attempt to collect these monies. If that attempt fails, it is the responsibility of the Treasurer to get approval for disciplinary action from the Executive Board of Directors.
- f. Submit all contracts to the Treasurer for approval and signature.
- g. Submit all monies and records of the fundraising events to the Treasurer.
- h. Work with Parent Coordinator to solicit volunteers for the 50/50 raffles.
- i. Ensure that all mandatory fundraisers are in place and available by March 15.
- j. Maintain a receipt book of all monies received, giving a copy to the Treasurer for record keeping.
- k. Report directly to the Treasurer, with payment/balance sheets on a weekly basis.

12. PARENT COORDINATOR (2 POSITIONS):

- a. Ensure all teams have a team parent.
- b. Ensure there is an interview process for the team parents, approved by the Executive Board of Directors.
- c. Relay all pertinent information from the Board of Directors to the team parents.
- d. Will provide team parents with rosters and instructions of their responsibilities as a team parent.
- e. Provide feedback, to include pertinent information, deadlines, timelines via Facebook and/or email, at a minimum of bi-weekly throughout the season.
- f. Will be the liaison between the concession stand coordinator and the team parents.
- g. Ensure that any issues with parents are dealt with promptly and accurately. If there is a particularly unruly parent, or all attempts have failed, the Head Coach must be informed immediately. If the Head Coach cannot come to an adequate solution, it is referred to the Spirit Coordinator/Football Director for action. If the Spirit Coordinator/Football Director cannot come to an adequate solution, it is referred to the Vice President for action. If the Vice President cannot come to an adequate solution, it is referred to the President for action.
- h. Will be informed on policies, fundraisers and appropriate Board member(s) to send parents to for payments, paperwork, etc.
- i. Report directly to the President, giving updates and any potential problems and resolutions on a weekly basis.

13. REGISTRATION COORDINATORS (2 POSITIONS):

- a. Ensure the timely registration of all participants in the program.
- b. Ensure that the media is informed of the organization's registration dates.

- c. Maintain the organization's rosters and database.
- d. Complete team books for the Head Coaches.
- e. Annually review the registration of all participants in the program.
- f. Ensure that all paperwork has been completed, to include, but is not limited to participant registration forms, birth certificate, report card, code of conduct and agreement to terms of membership.
- g. Keep and maintain a receipt book of all registration monies collected. All monies and a copy of receipts to be turned in daily to the Treasurer.
- h. Provide a list of uncompleted registrations (ie: missing paperwork and payments) to the Treasurer and President on a weekly basis during the season.
- i. Responsible for collecting all registration monies due the organization. If all attempts for collection fail, then the Treasurer must be informed immediately.
- j. Provide the Board of Directors with a complete list of all participants, updating as additions and deletions occur.
- k. Must get approval from the President before any rosters are sent to the State.
- l. Report directly to the President.

14. **SPIRIT SHOP COORDINATOR (2 POSITIONS):**

- a. Perform annual inventory of all Spirit Shop items.
- b. Perform or obtain from the Treasurer an annual inventory of all Spirit Shop items.
- c. Research and identify items to rejuvenate the organization products for the promotion of sales, subject to the Executive Board approval and then the Board of Directors approval.
- d. Ensure that all items are available for sale on opening day.
- e. Responsible for set up and break down of the Spirit Shop for all practices and games.
- f. Keep a receipt book of all transactions and submit to the Treasurer on a daily basis for record keeping.
- g. Report directly to the Treasurer.

15. **SCHOLASTIC COORDINATOR:**

- a. Ensures participants have passing grades in order to participate.
- b. Coordinates paperwork for participants that qualify for the NH State Academic award and communicates those to the State Board.
- c. Annually celebrate/recognize top scholar athletes at the end of year banquet.
- d. Report directly to the President.

16. **AT LARGE MEMBER(S):**

- a. Be under the direction of the President, Spirit /Football Directors, or Vice President.
- b. Duties to be assigned as needed by the President, Spirit/Football Directors, or Vice President
- c. Must volunteer a minimum of 10 hours during the season (coaching, concession, home game volunteering, State Cheer and Football Championships)

ARTICLE VIII COACHES

1. Selection

- a. All Head Coaches will be interviewed by the President (or appointee) and Football and Spirit Directors.
 - i. At the discretion of the President and Directors, the interview process may be waived for prior year coaches in good standing.
 - ii. If at any time the Spirit/Football Directors are unavailable to conduct an interview the President may stand in as the interviewer then submit selections to the Spirit/Football Directors.
- b. All assistant coach candidates will be made known to the MEC Board of Directors by names submitted to the Spirit/Football Director and Vice President either by letters of interest sent directly to MEC or a listing submitted by head coaches no later than the second week of July of the current season.
 - i. The President and Spirit/Football Directors can elect to waive the assistant coach interview.
- c. Each coach shall serve a one (1) year term.

2. Duties of the Head Coach

- a. Familiarize themselves with the National, State and organization policies. Ensure all Team Coaches must attend the Annual State Coaches Certification Clinic.
- b. Complete an application and be qualified in all regards to National, State and organization requirements.
- c. Submit a preliminary list of Assistant Coaches to the Spirit/Football Director no later than second week of July of the current season.
- d. Be responsible for the team roster and submit all changes to the appropriate coordinator immediately after the changes takes place.
- e. Direct all equipment, uniforms and miscellaneous requests to the appropriate coordinator.
- f. Select a Team Parent for his/her team by the second week of practice.
- g. Have final responsibility for his/her actions, those of his/her assistants and squad members.
- h. Ensure that all Assistant Coaches have read and signed the Code of Conduct.
- i. Assist in the implementation of fundraising events approved by the Board of Directors and inform all team members of their requirements for such.
- j. Responsible for the post-season representation to each other. Ex: football players are to attend state or regional competitions, and spirit squads attend play-off games.
- k. All applications are terminated as of 12/31 of that year. A new coaching application and background check must be submitted each year.
- l. Carry out all National, State and organization policies.

3. Dismissal of Coaches

- a. The Executive Directors may dismiss any Coach by a simple majority vote. The Coach, at a hearing before the Board, has the right to defend himself/herself prior to the vote regarding dismissal.

ARTICLE IX FUNDRAISING

1. All fundraising efforts for the fiscal year (January 1 through December 31st) must be approved by the Board of Directors.
2. The organization shall never pay or become responsible for unproved debts or of any individual in the organization.
3. The Board of Directors reserves the right to appoint who can raise funds, and it is the responsibility of the Fundraising Director to coordinate the solicitation of donors and, therefore, oversee all fundraising appeals to any members, friends, local businesses and corporations.
 - a. A Board Member is required to be present at any and all fundraising events. All Board member(s) shall participate in a minimum of two (2), 4-hour fundraising events to ensure adequate coverage for all fundraising events.
 - b. All coaches are encouraged to participate in at least one (1) fundraising event.
4. The purpose of this policy is to coordinate all MEC fundraising efforts and to ensure that communications from the MEC with donors are consistent with the overall needs and priorities. All fundraising efforts must support, and not compete with, the organization's overall efforts to secure from these donors' support for the annual operating needs.
5. Two main principles guide the fundraising efforts:
 - a. That the organization's overall interests take precedence over the special interests of individual groups and/or teams.
 - b. That all fundraising on behalf of the MEC must be in compliance with Sec. 501(c)(3) of the Internal Revenue Code, which governs non-profit tax-exempt organizations.
6. It is the duty of the Fundraising Coordinators to closely monitor any individual or organization that solicits funds on the behalf of MEC to ensure adherence to donor intent as well as accountable fundraising practices.
7. If the decision is made to fundraise prior to competition or games due to special circumstances (i.e.: time restrictions between a Regional and National Competition) and the team does not qualify to advance according to Article 10, then all funds will be placed in the MEC general bank account and used for operational purposes.
8. MEC recognizes that individual groups/teams may have a need for occasional fundraising activities for the group's benefit; however, multiple and overlapping solicitations to the same sponsors may have unintended negative consequences. All such efforts shall be approved by and coordinated through the Fundraising Coordinator prior to collecting any money or goods. The purpose of this policy is to enable fundraising to proceed productively, with all appeals complementing the organization's fundraising priorities.
 - a. The fundraising activity must not violate legal, tax or corporate restraints upon MEC.

- b. An accounting of any funds raised must be provided to the Fundraising Coordinator within two days after the event.
- c. At least one currently appointed Board member must be present during the entire time of the event.
 - i. Tagging
 - ii. Car Wash
- d. The Board of Directors reserves the right to approve any proposed sponsor and the content of sponsorship materials associated with a fundraising activity.
- e. Alcohol must not be present at any fundraising event at which children are present, unless approved by the Board.

9. Proposals

- a. Any group or team that plans to separately fundraise must submit the following to the Board of Directors no later than 2 days before the solicitation is planned to arrange a meeting. At that meeting, a representative of the group should be prepared to present the group's plans, including:
 - i. The purpose of the fundraising event.
 - ii. The identity (either by name or group affiliation) of those whom the group would like to solicit.
 - iii. The proposed timing for the solicitation.
 - iv. The dollar goal for the solicitation.
- b. The Board will approve the solicitation proposal as submitted, make recommendations, or may deny permission to proceed at that time. A denial will include explanation of why the request was turned down. Every effort will be made to respond promptly to inquiries. Upon approval, the Fundraising Coordinator will draft and provide correspondence to the group or team, which is to be issued to all potential sponsors.

10. Fundraising Donations

- a. All checks are to be made payable to the Manchester East Cobras. Blank checks or checks written directly to suppliers, vendors, MEC members, coaches or Board members will not be accepted - no exceptions!
- b. No cash donations over \$50 are to be accepted by the organization. If cash is collected, an official Board-approved receipt, signed and co-signed by any two current Board members, shall be provided to the donor; duplicate copies of each receipt must be retained for tax purposes. NOTE: When necessary, the Fundraising Coordinator, with approval from a majority of the Board of Directors, may adjust the limit on cash donations to accommodate certain fundraisers.
- c. Any donation exceeding \$100 shall be accompanied by a signed letter or other proof regarding the intention of said donation (i.e: "I, Pete's Landscaping, donate \$200 for cheerleading uniforms" or "We, Family Pizza, donate \$500 towards the Manchester East Cobras General Fund).
- d. The MEC Board of Directors has an obligation to decline funds or in-kind donations that would bring about adverse conditions for the Board of Directors, MEC or its membership and gifts given for purposes outside the scope of its mission. While it is not the intention of the Board to turn away donations, the Board shall retain the right to do so if the majority votes it is in the best interest of the organization.

- e. Donations for Outside Efforts - Organizations, groups or teams attempting to collect from our membership to benefit an outside agency or relief effort must submit a letter to the MEC Board of Directors for their approval prior to collecting any money or goods.
- f. MEC prohibits the use of MEC trademarks and/or MEC provided or MEC originated contact lists (mailing lists, phone lists, email lists, directories, and the like) for the solicitation of funds to benefit specific individuals, as individuals do not have designated non-profit status.
- g. Black-out Periods will be determined by the Fundraising Coordinator. The Fundraising Coordinator shall determine when, if any, Black-out Periods may occur in order to protect any organization-wide fundraising efforts. A Black-out Period shall be defined as a time when no solicitation of funds is allowed for any specific team or specific purpose. Black-out Periods will be from the start of the season until mid-October.
- h. Failure to obtain permission to engage in fundraising, or failure to adhere to MEC's policy regarding activities for which permission has been granted, will result in restriction and/or cancellation of the event by the Board of Directors. In addition, the Board reserves the right to discipline any individual or team/group alleged to have violated this policy.
- i. Sanctions for violation of this policy by individual teams or groups include, but are not limited to, fines and/or restitution, denial of any future fundraising activities for the particular group or team, as well as other disciplinary actions deemed by the Board of Directors which are appropriate to the circumstances.
- j. The MEC Board of Directors acknowledges that a policy of this nature may not anticipate every possible issue that may arise with respect to fundraising activities. As a result, the Board reserves the right to impose reasonable restrictions and/or requirements with respect to the time, place, and manner of fundraising activities. These restrictions may be in addition to, or in lieu of, those set forth in the policy.

ARTICLE X POST-SEASON PLAY

1. Post-season play must be partially funded by fundraisers specifically designated to pay for its costs, at the Board of Directors discretion. At the National Level, if an MEC team is issued a "Wild Card" or "Automatic Bid", it will be up to the team to raise funds on their own.
2. The President, Spirit Coordinator and Football Director can and will nominate individuals for NH Elite and All-Star Cheer, as long as they have exhibited the qualities that the organization strives for, but not necessarily fund.
3. All Post-Season Play must be authorized by the President, Spirit Coordinator and Football Director. It is at the President, Treasurer, Spirit Coordinator and Football Director discretion if any funds will be used for Post-Season Play.
4. All Post-Season Play must be in accordance with the rules and regulations of the American Youth Football and Spirit Rule Books.

5. Eligibility for Post-Season Play/Competition
 - a. Football teams 9U and Cheer teams Division 10 or higher first and second place cheer teams that are required by American Youth Football (AYF) and American Youth Cheer (AYC) will attend. Division 8 spirit teams are not eligible for Post-Season Competition past States. All other teams are at the decision of the Board of Directors.
 - b. Sending a team to a National Championship is an expensive undertaking. After a cheer team, D10 or higher, has placed 1st or 2nd at the New England Regional AYC Championship, or a football team, 10U or higher, has won the NH State AYF Championship, and won the New England Regional AYF Championship, the President, Treasurer, Spirit Coordinator and Football Director can authorize additional fundraising to offset the costs of going to the National Championship. Any deficit of funds raised is the sole responsibility of the participants' parent or legal guardian. Any and all fundraising in this event is to be only used to secure airline tickets, hotel accommodations and transportation services, while at the National Championship, to be set up by the Treasurer. Any monies that are raised above and beyond these expenses must be voted on by the Board of Directors. At their discretion, they can choose to allocate more of the monies or none at all.

6. Implementation of Post Season Play
 - a. Any request for Post-Season Play must be submitted to the Board of Directors for approval.
 - b. A committee will be formed to explore and recommend the ways and means of funding and implementing the proposed Post-Season Play. The head of the committee will be the MEC Treasurer.
 - c. A team meeting will be held, all member parents of the team involved will vote whether to participate or not.
 - i. If the decision reached is to travel, the member parents will create a committee to raise the necessary funds to be handled by the MEC Treasurer.
 - ii. Every child on a team's roster must be included in the travel plans regardless of his/her financial ability and/or their parent's involvement.
 - iii. All monies raised are to be used as a group, and not for individuals. Any monies not expended for the purpose intended, remain the property of MEC and can be voted on by the Board of Directors.

7. Grievances and Violations of Code of Conduct
 - a. Complaints by Eligible Members of the organization against other Eligible Members or Rostered Personnel should normally be handled informally, through a discussion with the Head Coach of the team involved, and, if necessary, with the appropriate Vice President Spirit, Vice President Football, Spirit Director or Football Director.
 - b. Formal Complaint
 - i. In instances where the complainant desires official action by the organization in response to a complaint, such a request must be made in writing to the Spirit or Football Vice President and/or President. The Executive Board shall consider the complaint and provide a response to the complainant, orally or in writing, within 7 days of the President's or Spirit or Football Vice President's receipt of the written complaint. A copy of the written complaint shall be provided by the Executive Board to the party or parties complained against, unless the Executive Board decides, considering the best interests of the

organization or the parties involved, that there is a compelling reason not to do so.

- ii. Nothing in this Article shall be construed to limit the Executive Board's or Board of Directors' authority to consider, investigate, address, or resolve any complaint in any manner it deems advisable. Further, the Executive Board may, in its discretion as reflected by a majority vote, convene the full Board in its consideration, investigation, or resolution of any complaint.

ARTICLE XI RECOGNITION AND AWARDS

Awards, trophies or gifts may be given, either wholly or in part, by the organization under National, State and organization guidelines and as follows:

1. To any participant who has been chosen as National or Regional Scholar, including Student Demos.
2. To any team that has won a NHYFSC Championship. No team or individual may be so honored by any team or individual, within or outside the organization, without the written consent of the Board of Directors.
3. To any adult volunteer who, deemed by the Board of Directors, has displayed outstanding character and leadership.
4. All participants will receive some form of recognition.

ARTICLE XII AMENDMENTS

1. Proposed amendments to this Constitution and Bylaws must be presented at the Annual Business Meeting and passed by a majority of the membership of the Board of Directors present. Newly elected Directors will not have the right to vote on constitutional changes. Any amendments will become effective immediately upon acceptance.
2. In an emergency situation only, a special bylaws meeting may be held. The Board of Directors will be advised of the meeting by the Secretary and may amend the bylaws by a majority vote of the Board members present.

ARTICLE XIII BUSINESS OFFICE

The principal business office shall be the Post Office box for the organization. The current President's address shall be the subsidiary address.

ARTICLE XIV INSURANCE

1. The Treasurer, with Board of Directors approval, shall purchase adequate insurance coverage for all players, coaches, cheerleaders, Board members, officers and volunteers.
2. He/She shall also purchase adequate insurance to cover the organization equipment.
3. The organization will bond all Board of Directors.

ARTICLE XV DISSOLUTION

1. In the event of the dissolution of the organization, as is now chartered, any and all property owned by the organization shall be distributed at the discretion of the Executive Directors.
2. All of the proceeds from such distribution **must** be donated to another NHAYF association or a local charitable organization sanctioned by the New Hampshire, Attorney General, and Charitable Trusts.

ARTICLE XVI ROBERT'S RULE

Any procedure not covered in this Constitution, is covered by Robert's Rule.

ARTICLE XVII SEPARABILITY STATEMENT

If any article, sub-article or sub-section of this Constitution and Bylaws are found to be in violation of any law or ordinance, it will not nullify the entire document. Only that article, sub-article or sub-section, shall be voided. The remainder of the Constitution and Bylaws shall be kept intact and in force.