

**By the Executive Board of Nashua Elks Crusaders
Football and Spirit Association
EFFECTIVE: 10/25/2023
*SUPERSEDES: 01/21/2023***

**NASHUA ELKS CRUSADERS FOOTBALL AND SPIRIT ASSOCIATION
ARTICLES OF AGREEMENT**

ARTICLE I - Name of Corporation

- A. In accordance with the Charter granted by the State of New Hampshire, the name of this organization shall be the Nashua Elks Crusaders Football and Spirit Association hereinafter, referred to as the Nashua Elks Crusaders.
- B. The organization is not conceived for pecuniary benefit and shall not make or declare dividends.

ARTICLE II – Purpose

- A. The purpose of the organization is to promote a Football and Spirit Program for the youth of the city of Nashua. The goal of the organization is to support and allow its participants to achieve its highest possible level of competition and goals. National competition will be a separate issue and addressed separately due to fund raising issues. National competition will be addressed separately as requirements differ slightly from regular season.
- B. This corporation is organized exclusively for charitable and educational purposes within the meaning of Section 501 (C) (3) of the Internal Revenue Code of 1954. No part of the net earnings shall be for the benefit of any private shareholder or individual.

ARTICLE III- Description

- A. The Nashua Elks Crusaders shall consist of one or more football and spirit teams located in Nashua.
 - 1. The teams shall be known as the Nashua Elks Crusaders.

ARTICLE IV - Membership Section 1: Eligibility

- A. Any individual 18 years of age or older displaying an interest in the activities of the organization as well as a willingness to actively participate in its programs, is eligible to become a member of the association. A membership fee of \$2.00/year per member will be charged. Dues must be paid before September 1st of the current season. Parents and step- parents of registered children are automatically registered members. B. All rostered personnel and board members are automatically registered members
- C. This organization shall be non-racial, non-partisan, and non-sectarian.

- D. Any member may obtain a copy of board meeting minutes and a copy of the Nashua Elks Crusaders bylaws upon request.

Section 2: Voting

- A. All members in good standing of the Nashua Elks Crusaders association shall have voting rights in that current membership year which shall run from April 1st to March 31st.
- B. Any voted Board decision affecting the organization as a whole and not a particular team can be overturned by the majority (51%) of the membership. Personnel issues are non-inclusive, as they are covered under the Right to Know laws under executive sessions. Members must submit in writing to the Board a request for a special meeting to be granted within 2 weeks.
- C. On all voting issues a two-thirds vote of the Board of Directors is required.
- D. Each Board member's vote, on all votes undertaken during Open Board Meetings, will be recorded and made part of the meeting minutes.

Section 3: Eligible Board Members

- A. Before becoming an elected Board member, an individual must be a member of the association for a minimum of one (1) year.
- B. Before becoming eligible to become President, he/she must have served on the Board for a least one (1) year or have been an appointed or approved member of the organization for at least three (3) years.

Section 4: Elections

- A. Nominations by the Association's membership for the Board of Directors shall be accepted beginning the month of November and up to and including the day of election (nominations from the floor require a second per Robert's Rules). Elections shall be held on the first available date after the January bylaw meeting but no later than one week prior to the February Board meeting. The membership shall be advised of the date of elections as soon as practicable.
- B. The Board of Directors shall consist of the following:
 - a. Executive Board: President, Vice President, Secretary, Treasurer, Spirit Coordinator, and Football Coordinator.
 - b. At Large Members: Equipment Officer, Fund Raising Coordinator, Football Registrar and Spirit Registrar, Assistant Spirit Coordinator, Assistant Equipment Officer, Merchandise Coordinator, Concessions Coordinator, and Marketing Coordinator.
- C. All Board of Directors shall serve a two (2) year term.
 - a. President, Treasurer, Equipment Officer, Spirit Coordinator, Football Registrar, Merchandise Coordinator, and Concessions Coordinator - Elections Odd Years
 - b. Vice President, Secretary, Football Coordinator, Assistant Spirit Coordinator, Spirit

Registrar, Assistant Equipment Officer, Fundraising Coordinator, and Marketing Coordinator - Elections Even Years

- D. Newly elected board members will take his/her positions at the conclusion of elections.
- E. No individual may hold more than one office.
- F. All elections of directors shall be by a written one-ballot system. All nominees shall be listed by position, starting with the highest open position (ex. President), allowing for space for write-ins of nominees the day of elections. Proxy votes shall not be allowed.
- G. In case of inclement weather, the Board will take a phone vote to determine whether to postpone elections 24 hours prior to the scheduled start time. Any cancellations will be announced via email blast.
- H. No person can hold an elected Board of Director position or coaching position, if they have perjured any information written about their past football or spirit qualifications.

ARTICLE V - Duties of the Board of Directors

- A. All Board members are required to attend monthly Board meetings. Meetings shall be held in the fourth week of every month, on a day to be determined at the first board election/bylaw meeting. All board meetings will be open to the membership for a portion of the meeting.
- B. The Board of Directors must adhere to the Coaches Code of Conduct as written in the current National affiliate Rule Book.
- C. All Board members, with the exception of the President (except to break a tie), will have voting power.
- D. Any Board member with a conflict of interest (blood or marriage) must abstain from voting for any nominated individual award or position for or against a family member.
- E. All Board members will use social media accounts to uplift and support the organization. No social media posts will in any way degrade, ridicule, or humiliate the organization in part or as a whole and will be grounds for dismissal from the Board of Directors.
- F. Board Member Obligations
 - a. Meetings – Attendance is necessary. Must attend monthly meetings. If unable to attend, notice must be provided to the President immediately. If a BOD member does not adhere, this could result in a removal from position by 2/3 of seated board of directors. One excused absence is permitted in the year unless permitted otherwise by the President.
 - b. Practices—a minimum of 1 Board member must be present and visible at the practice fields for both football and spirit. When a board member is not available for both practice locations, the board member for football/spirit coordinator has the authority to appoint a coach rostered designee to be present and visible at all practice locations.

- c. Games – for home games or games hosted at home field, a minimum of 1/3 of the Board are to be present and visible for both football and spirit. The present Board member should include one member of the Executive Board with check writing privileges. Away games shall have at least 2 Board members present and visible.
 - d. Offsite fundraising events – a minimum of 1/3 of the board shall be present and visible at all offsite fundraising, pep rally, and jamboree events and acting as a representative of the Board; with the exception of tagging dates where a parental guardian is sufficient as long as a member of the executive board is readily available in the event of an emergency.
 - e. The President shall determine which events are “all hands-on deck” and will have ultimate authority to assign Board coverage as needed to ensure adequate representation.
- G. All closed board meeting conversations are protected and privileged and shall not be discussed outside of board meetings with non-board members. All board members are expected to maintain the confidentiality of all board business for the protection of the members for the organization.

ARTICLE VI - Board of Directors Expulsion or Removal/Replacement from Office

- A. Any Board member can be removed from office following a hearing and after at least a three-fifths (3/5) vote of other members of the Board.
- B. Should a Board member resign or be expelled from office, every effort to gain nominees shall be made until such time as one has come forward. Then, an appointment by the existing Board to replace that Board member shall take place at the next regular or special meeting of the Board, until the next scheduled election, at which time the office is up for election for the remainder of the term of the position (to stay in the rotation).
- C. Any Board member that is removed due to expulsion may not be allowed to hold any volunteer position that directly affects or impacts athletes or teams (i.e., coach, assistant coach, team parent). If a Board member is deemed unfit to fulfill their obligations to the organization as a whole, should not be allowed to be responsible parties to the wellbeing of the members as a whole. This will protect the confidentiality of the organization and is a protection based on the requirements of the Coach’s Code of Conduct.

ARTICLE VII – Officers

Section 1: Duties of the President

- A. Shall preside at all meetings of the organization.
- B. Shall supervise the activities of the organization as well as fulfilling his/her overall responsibilities to the Nashua Elks Crusaders.
- C. Shall be a non-voting member of the Board, except to break a tie vote by the other Board members.

- D. Shall present a budget at the March meeting and a fundraising schedule by the April meeting for the upcoming season to the NEC Board of Directors.
- E. Shall be the voting representative at the conference level. The President may designate a substitute representative; however, the New Hampshire Youth Football and Spirit Conference commissioner must be notified in writing.
- F. Shall obtain waivers from any organization president for any child who lives outside the boundaries.

Section 2: Duties of the Vice President

- A. Shall assume all duties of the President in case of the President's absence.
- B. Shall assign association membership and collect membership dues.
- C. Shall organize, plan, set-up, break down and support all events and notifications to membership and EMT's for all home games. In the event tickets are required, he/she shall be responsible for all ticket sales. All monies collected shall be turned over to the Treasurer.
- D. Shall provide a designee from every team with a template to draft a write up for the local newspaper following every game.
- E. Shall contact the appropriate media for coverage of events.
- F. Shall assist the Secretary in the completion of any and all New Hampshire Youth Football and Spirit Conference paperwork.
- G. Shall coordinate and manage all Team Managers/Parents, supply them with medical equipment bags, schedules of all games, and required volunteers for each game.
- H. Shall attend meetings at the conference level in the event the President is unavailable.

Section 3: Duties of the Secretary

- A. Shall record minutes and attendance at all meetings and maintain all official records of the Nashua Elks Crusaders. Shall email a copy of meeting minutes to all directors one week before the next meeting. Notification shall be supplied to membership one week prior to the meeting if the regularly scheduled meeting has changed.
- B. Shall produce handouts and email blasts notifying parents of upcoming special events, placing any ads in the newspaper for upcoming events and communicating with all committee members on mailings.
- C. Shall maintain a copy of all correspondence to be kept on file.
- D. Shall verify and timestamp all registration paperwork received.
- E. Shall obtain and maintain non-profit mailing status.
- F. Shall coordinate updates to the end-of-the-year survey with all board members, make updates as necessary and distribute to NEC members beginning with the last game of the season. Collection of the surveys will occur no later than the second award banquet.
- G. Shall update and save as Adobe portable document format (pdf), all necessary documents and submit them to the Web Administrator for posting on the Nashua Crusaders website.

- H. Shall send letters of intent to all head and assistant coaches in February of the following season to gauge interest in their return to the organization and streamline the selection process. Shall forward coach's applications to all coaches and assistant coaches the month prior to the designated coach's selection meeting.

Section 4: Duties of the Treasurer

- A. Shall receive and disburse all funds of Nashua Elks Crusaders.
- B. Shall maintain and preserve any and all vouchers, and bookkeeping using quick books which is installed on the NEC supplied computer. All in which shall be open to inspection by the Board of Directors. The treasurer will turn over the computer to the next elected treasurer once their term comes to an end. In the event there is no treasurer elected, the computer shall be returned to the President.
- C. Shall submit a written financial report to the Board of Directors quarterly. A monthly cash balances on hand will be provided at each board meeting. A year -end report shall be made available to the membership of the organization at the January open board meeting.
- D. Shall submit a written report to the Board of Directors and members of the organization on a monthly basis of purchases over \$500.
- E. Shall require prior approval of the Board for any check written for five hundred dollars or more. Two (2) officers shall have authorization to sign checks. F. Shall insure all bills are paid in a timely manner.
- F. Shall file all documents required by the Internal Revenue Service and provide a copy of these filings to the NEC Board of Directors. G. Shall chair the Finance Committee.
- H. Shall request the tax preparer provide an annual letter of the current National affiliate Football accounting compliance before April 15 of each year to be read and placed on file at the next regularly scheduled meeting.

Section 5: Duties of the Equipment Officer

- A. Shall coordinate the distribution of all football equipment with the Football Coordinator or their designees.
- B. Shall track all football equipment ensuring it meets all AYP & NHYFSC safety regulations and ensure all teams have proper equipment to be allocated to the team.
- C. Shall advise the Board of Directors when football equipment is needed or shall be needed for budget purposes. All football equipment purchases must be within the scope of the submitted written approved budget. Purchases necessary that are not within the scope of the submitted budget can be approved by a two-thirds majority vote of the Board. D. Shall manage and control all football property belonging to the organization.
- E. Shall submit a timely inventory report of property to the Board - no later than the March meeting.
- F. Shall submit an itemized budget showing football equipment needs for the upcoming season to the Board prior to the March meeting.

Section 6: Duties of the Assistant Equipment Officer

A. Shall assist the Equipment Officer in any and all duties.

Section 7: Duties of the Football Coordinator

A. Shall act as a liaison between the Board and Head Coaches.

B. Shall attend New Hampshire Youth Football and Spirit Conference clinics, coaches meetings and certifications. C. Shall schedule:

a. Issuance and collection of equipment and uniforms;

b. Program start date (NO child shall be allowed on the practice field without a physical form signed by a Physician)

c. Physical contact start date

d. Practice times, fields, and medical coverage for all divisions. D. Shall chair the coaching search committee.

E. Shall hold a minimum of two coaches' meetings a year.

F. Shall have one-year prior youth football coaching experience and can't be a head coach simultaneously.

G. Shall forward a list of registered participants to each division Head Coach indicating those that have not yet submitted required paperwork after July 7th but no later than July 14th. Head Coaches will be asked to contact those participants and urge them to forward the appropriate paperwork to the Football Registrar. Shall forward updates from the Football Registrar, at least weekly, to all Head Coaches until all required paperwork is in or the first practice, whichever comes first.

H. Shall supply each coach with a copy of the current National Affiliate Rule book, copy of the State Constitution and a copy of the Nashua Elks Crusaders By-Laws, supplied by the President, as soon as available.

Section 8: Duties of the Spirit Coordinator

A. Shall act as a liaison between the Board and Head Coaches.

B. Shall attend New Hampshire Youth Football and Spirit Conference clinics, coaches' meetings, and certifications. C. Shall schedule:

a. Program start date (NO child shall be allowed on the practice field without a physical form signed by a Physician)

b. Practice times, fields, gym location and medical coverage for all squads. D. Shall chair the coaching search committee.

E. Shall hold a minimum of two coaches' meetings a year

F. Shall advise the Board of Directors when Spirit equipment is needed or shall be needed for budget purposes.

All Spirit equipment purchases must be within the scope for the submitted written approved budget. Purchases necessary that are not within the scope for the submitted budget can be approved by two-thirds majority vote of the Board.

G. Shall receive an updated roster from the Spirit Registrar within a week of add-ons.

- H. Shall take charge of dividing the girls/boys into squads with the assistance of the Spirit Uniform Manager and the Spirit Registrar. (Due to the fact that the New Hampshire Youth Football and Spirit Conference only recognize the Spirit Coordinator.) She will also have the rosters to give to the Head Coaches on the 1st day of practice.
- I. Shall have one-year prior spirit coaching experience and can't be a head coach simultaneously.
- J. Shall supply each coach with a copy of the current National Affiliate Rule Book, copy of the State Constitution and a copy of the NEC By-Laws, supplied by the President, as soon as available.

Section 9: Assistant Spirit Coordinator

- A. Shall support the Spirit Coordinator as necessary throughout the entire season. They will assume the responsibilities in the absence of the Spirit Coordinator.
- B. Shall work with the Spirit Coordinator in communicating information/procedures to the cheer coaches for, or in the absence of the Spirit Coordinator throughout the season.
- C. Shall assist or oversee the Spirit Registrar in ensuring all required paperwork is submitted on time.

Section 10: Merchandise Coordinator

- A. Shall order merchandise (t-shirts, hats, sweatshirts, etc.) and keep a record of on hand sizes and receipts.
- B. Create an online store for members to buy merchandise during the regular season.
- C. Provide updates on profit at Board meetings.
- D. Shall turn over all funds to the treasurer every week or when cash is received with record of what was sold.
- E. Responsible for set up and breakdown of merchandise table at all home games. Merchandise must be transported and out on display (exception is rain or high wind days). All sales must be recorded and monies given to the Treasurer for deposit at the end of the day.
- F. Oversee volunteers that work at the merchandise table.
- G. Attend and provide merchandise at the Pep Rally and other NEC events.

Section 11: Duties of the Football and Spirit Registrars

- A. Shall chair the Registration Committee.
- B. Shall take charge of all registration information, material, and procedures for registration.
- C. Shall establish the team books for the Head Coaches.

- D. Shall type and complete team rosters and coaches forms for certification at the appropriate time for the New Hampshire Youth Football and Spirit Conference.
- E. Shall take charge for the completion of the scholastic forms.
- F. Shall have all Medical release forms in Team Folders to be provided to the Head Coach on the first day of practice before the kids take the field.
- G. Shall present a report detailing receipt of paperwork necessary for certification, summarized by participant at each monthly Board meeting following Registration. The required format would be a spreadsheet or similar document, segregated by team, with a line for each participant and a corresponding column for each item of required paperwork. Receipt of each item would be indicated by an X in the appropriate column. By July 7th, shall provide Football and Spirit Coordinators with a “current” copy of the report. Time permitting, shall provide updates as requested by Football/Spirit Coordinator, but at a minimum at least weekly until the first practice or until all paperwork received. Football/Spirit Coordinator may suspend weekly updates at his/her option.

Section 12: Duties of the Fundraising Coordinator

- A. Shall chair the Fundraising Committee.
- B. Shall take charge of organizing all fundraisers.
- C. Shall ensure committee members complete a check request and receipt form to the Treasurer.
- D. Shall turn over all funds to the Treasurer every two weeks with an itemized expenditure form.
- E. Shall raise funds in any manner approved by the Board.
- F. Shall propose a fundraising schedule to the Board, prior to the March meeting.

Section 13: Duties of the Concessions Coordinator

- A. Shall work with the Board of directors or Team managers/parents to fill all volunteer positions. If no volunteer is signed up or available to work at the concessions table, the Concessions Coordinator is responsible for selling food and drinks.
- B. Shall stock each practice with drinks/snacks (exception to not selling concessions is during rainy days-A communication will go out to inform members if this happens).
- C. Shall set up and break down a table to display snacks/food at each practice. Have a sign with pricing of drink/snacks/food visible to see. Advertise on social media how much products will be so people will know ahead of practice times and where concession set up will be located.
- D. Shall have a cooler filled with ice stocked with drinks.
- E. Shall keep record of all receipts in an enclosed folder to purchase products in and turn into treasurer each week. Shall be responsible for a cash box with a set amount to start, and will need to keep track of profits to turn in at the end of each week.

Section 14: Duties of the Marketing Coordinator

- A. Shall advertise and promote Nashua Elks Crusader's various programs – i.e., Football, Spirit, and NEC as an organization.
- B. Shall take charge of organizing a process of obtaining sponsorship for Nashua Elks Crusaders.
- C. Shall be responsible for communications to the sponsors with upcoming events to participate if desired.
- D. Shall assist Fundraising Coordinator with setting up fundraisers at local stores, restaurants, and other organizations.
- E. Shall coordinate the production and printing of marketing materials.
- F. Shall hand over any money collected from sponsors to Treasurer and communicate the sponsor gets added to the website.
- G. Shall follow up each season with previous sponsors for their recommitment.
- H. Shall oversee and approve content of NEC website.

ARTICLE VIII - Committees

- A. The Executive Board shall appoint committees as required to perform the functions and goals that they set forth. Standing Committees shall be established each year following Registration. Every Committee shall strive to have one parent from each team level. Committees should not be empowered to make purchases. Committees charged with the responsibility of collecting or coordinating funds must relinquish them to the Treasurer with appropriate documentation so the Treasurer can properly identify. Said Committees must include the Fundraising Coordinator, in any and all fundraisers. A Board Member must be present, when monies/funds are to be counted.
- B. Standing committees shall include, but not limited to:
 - a. Fundraising Committee: Chairperson - Fundraising Coordinator
 - b. Special Events Committee: Chairperson - Vice President
 - c. Communications Committee: Chairperson - Vice President
 - d. Finance Committee: Chairperson - Treasurer

ARTICLE IX - Coaches (Football/Spirit) Section 1: Selection

- A. All interested individuals must complete an application. All applicants must be in accordance with the current National Affiliate Official Rule book. All applications must be sent to the respective Football/Spirit Coordinator. The Board shall review and approve or reject applicants.
 - a. Head Coaches shall be reviewed and selected by the Board of Directors on or about March 15th. Any Board member with a conflict of interest (blood or marriage) must abstain from voting for the coach in conflict.
 - b. After approval, the head coaches shall submit a preliminary list of Assistant Coaches to the Board of Directors for approval no later than May 1st.

- c. A copy of all Coaching Applications must be submitted to the appropriate Head Coach, as soon as available, by the respective Football/Spirit Coordinator.
- d. Each Coach shall serve for one (1) season from point of selection. B. Criteria for consideration by the Board of Directors:
 - a. Past experience of working with children, including coaching, and at what age level best suited, if applicable.
 - b. Knowledge of the sport and ability to teach it, as well as adherence to the Coaches Code of Conduct.
 - c. Organizational skills, problem solving abilities (i.e., handling of parental concerns), and a willingness to work with parents of and children with learning challenges.
 - d. Any probation, suspensions, or substantiated complaints to be taken into consideration.

Section 2: Duties of the Coaching Staff

A. Coaches (Spirit/Football) are required to familiarize themselves with local, conference and national rules. All Head Coaches (Spirit/Football) and the Football/Spirit Coordinators must attend the Annual State Coaches Certification Clinic. The current National affiliate Rule Book, copy of the State Constitution and a copy of the Nashua Elks Crusaders bylaws shall be supplied to all coaches (Football/Spirit) prior to the season by the Football/Spirit Coordinator. Any violation of the Coaches Code of Conduct may result in suspension.

B. The Head Coach shall select a Team Manager/Parent

C. Shall provide the name of their Team’s Manager/Parent within the first week of practice to the Vice President.

D. Each Coach (Football/Spirit) will read and sign the Coaches Code of Conduct, prior to the season. They will uphold the Code of Conduct. Any violation of the Coaches Code of Conduct may result in suspension of practices, games or for the rest of the current season.

E. Each Coach, Board Member, and Team Parent (Football/Spirit) will have a signed Criminal Record check; to be released and submitted to the New Hampshire State Board. The results must be in before the coaches (Football/Spirit) are to take the field with the children. In addition, all paperwork must be completed by July 15th.

F. Any participant that has 2 or more unexcused absences (as defined in the operating parent handbook) from practice in the same week **shall only be allowed to participate in the MPR’s required by state for the subsequent game for Football and may not participate in the halftime performance and/or competition for Spirit.** If a head coach feels that there are extenuating circumstances, they will need to attain appropriate coordinator (Football or Spirit) approval before allowing the player/cheerleader additional participation. Season tracking policy is defined in the operating parent handbook.

G. The Duties of the Team Manager/Parent:

- a. Shall maintain the team book. (This book must be at every game and practice and any team function);
- b. Shall distribute all correspondence
- c. Shall coordinate these duties through the team's Head Coach
- d. Shall assign team volunteers for the MPR's for each game and for the chain crew for home games for their team's games.

H. Any state, regional or national trophies awarded to a team by the NHYFSC, AYC/AYC, or any of its affiliates or any plaque presented to a team as a whole, will become property of the Nashua Elks Crusaders to be held at the Elks Lodge, or in a prominent location, in the trophy case. Awards are not the property of the coaching staff but are to be on display at the Elks Lodge for any and all past, present, and future athletes to see.

Section 3: Coaching Restrictions

- A. No person can hold an elected Board of Director position and a Head Coaching position at the same time.
- B. If a board member shall hold an assistant coach position, his/her primary role and duties are as a board of director and is required to adhere to all BOD requirements and commitments first.
- C. No executive board member shall hold a head coach position.

Section 4: Dismissal of Coaches

- A. The Board of Directors of the organization may dismiss a coach for just cause after a formal hearing, and by a majority vote.

ARTICLE X - Insurance

- A. The Nashua Elks Crusaders is covered under the nationally purchased current National affiliate policy, effective August 1st, the official start date of the football/spirit program.

ARTICLE XI - Limitations

- A. The organization shall never pay, assume or become responsible for personal or unapproved debts or liabilities of any individual in the organization.

ARTICLE XII - Procedure for Amending Bylaws

- A. Proposed amendments to these Bylaws should be submitted in writing to a member of the Board of Directors by any member in good standing of the organization by January 15th to be given to the Secretary for coordinating and distributing for the annual bylaws meeting at the January open Board meeting.
- B. In an emergency situation only, a special bylaws meeting may be held. The membership will be advised of the meeting and may amend the bylaws by a majority vote of the members present. An emergency situation is an unforeseen circumstance(s) that calls for immediate action such as probable danger or imminent risk to the safety of life or property or

immediate risk to the financial viability or sustainability of the organization. C. All amendments become effective at the conclusion of the Bylaw meeting.

ARTICLE XIII – Registration Section 1: Defer to State rules

- A. Each parent of a participant must read and sign the Sports/Parents Code of Conduct prior to registering their child. This must be included in the child’s information and any offenses must be kept on file by the Organization.
- B. All paperwork needed for registration purposes, which includes: Completed physical form, (signed, stamped and dated after Jan. 1st of the current year), 4th quarter report card, parental consent, medical release form, Equipment Agreement, Parent Code of Conduct, Rules and Regulations and birth certificate must be received by the spirit/football registrar no later than July 15th of the participating year in order to be put on rosters. Any participant with outstanding paperwork will be placed on the waiting list and added after Aug. 1st if there are any openings. Registration fees will not be refunded due to outstanding paperwork.
- C. Criteria for Scholarships
 - a. An application must be filed.
 - b. The Executive Committee of the Board of Directors shall approve/disapprove any scholarships, partial scholarships or loans on such terms as it shall determine.
- D. Spirit Mascots: Spirit Mascots will be limited to 5 Mascots per season for the entire organization and will be at the discretion of each Head Coach. If the current year Head Coach chooses not to have a Mascot, that level will not have one and this will be known prior to Registration if at all possible. Once the Spirit Squads compete in State Competition, each Mascot will no longer attend practices but can attend games and will be allowed to attend Local and State Cheer Competitions. Mascots will be allowed to attend, but not allowed to participate in Regional or National Competitions if that team advances. Mascots will not be funded by the organization for National Competition.

ARTICLE XIV - Grievances

NEC follows the protocol of NHYFSC, AYF, and AYC State Constitution Bylaws and Rules & Regulations

- A. Procedure is as follows during the season:
 - a. Address the situation verbally or in writing with the Head Coach.
 - b. If unresolved, address the situation verbally or in writing with the appropriate Coordinator.
 - c. If unresolved, address the situation in writing to the Board.
 - d. If unresolved, address the situation in writing to the New Hampshire Youth Football and Spirit Conference State Board.

- e. Anonymous grievances made directly to the New Hampshire Youth Football and Spirit Conference State Board or the NEC Board may or may not be addressed at the discretion of the Board.
- B. Any grievances outside of the season must be directed and submitted in writing to the Board of Directors.
- C. Any Coach, Staff, or Board Member whom the grievance has been lodged, must abstain from discussions and voting concerning said grievance. With the exception of their hearing, they may discuss it at that time.

ARTICLE XV - Board Meetings

- A. Board meetings shall be run by Robert's Rule Book of Order.

ARTICLE XVI – Dissolution

A. In the event of the dissolution of the Nashua Elks Crusaders, any and all property of that organization shall be distributed to the State of New Hampshire Youth Football and Spirit conference or disbursed to local teams or charities as voted by the Board of Directors.

ARTICLE XVII - Conflict of Interest Policy Agreement

- A. Any possible conflict of interest on the part of any member of the Board, officer or employee of the Corporation, shall be disclosed in writing to the Board and made a matter of record through an annual procedure and also when the interest involves a specific issue before the Board. Where the transaction involving a board member, trustee or officer exceeds five hundred dollars (\$500) but is less than five thousand dollars (\$5000) in a fiscal year, two thirds vote of the disinterested directors is required. Where the transaction involved exceeds five thousand dollars (\$5000) in a fiscal year, and then a two-thirds vote of the disinterested directors and publication in the required newspaper is required. The minutes of the meeting shall reflect that a disclosure was made, the abstention from voting, and the actual vote itself. Every new member of the Board will be advised of this policy upon entering the duties of his or her office, and shall sign a statement acknowledging, understanding of an agreement to this policy. The Board will comply with all requirements of New Hampshire law in this area and the New Hampshire requirements are incorporated into and made a part of this policy statement.

ARTICLE XVIII - Participation in Current Affiliation National Championships

- A. As soon as any football team wins their State Championship, or any Spirit Team qualifies for Regional Competition, post-season fundraising will be mandatory. The fundraiser will be approved by the Board of Directors and submitted to the football team(s) that wins States or Spirit team(s) that qualifies for Regional Championships.

100% participation is mandatory. If any NEC rostered participant does not participate in fundraising requirements, he/she does not receive any funds from the organization or sponsor/donor.

- B. Qualifying for National Championships
 - a. In order for a Spirit Squad to advance to the current national affiliation championships, they must compete and place 1st, 2nd or 3rd place at Regional championship.
 - b. In order for a Football Team or All-Star players to advance to the current national affiliation championships, they must compete and win their Regional Championship and/or be selected to a state all-star team. No exceptions.
 - c. The Nashua Elks Crusaders Football and Spirit Association will not be funding any Spirit Squads or Football Teams that receive an Invitational or Wildcard Advancement to the current national affiliation championships – see above for qualifications.
- C. In the event that any team qualifies for National Championship, the Board of Directors shall meet and determine the amount of funds from the Travel Fund that shall be available for that season, not to exceed \$300 per player/coach and the Travel Fund shall not be depleted. Payments made to offset travel and lodging expenses for participation in National Competition shall be made according to the following format. The Board will vote on the amount of money available for this purpose and in doing so consider the current needs as well as the longer-term viability and availability of such funding. The amount will then be dispersed in equal shares to the qualified participants.
- D. The Nashua Elks Crusaders will equally disperse funds for each participant and rostered coaching staff member for any team that has qualified, to send them to the current national affiliate's National Championships – covering flight/travel expenses and hotel accommodation expenses. Those expenses will be reimbursed only when receipts are submitted to the Treasurer for proof of expense. Every attempt will be made to cover 100% of these expenses, but in the event that there are not enough funds available, the funds will be equally dispersed.
- E. Any other expenses for National Championships (other than flight and hotel accommodations) will need prior approval by the Board of Directors.
- F. Members of the Board of Directors whose travel and hotel accommodations will be paid by the Nashua Elks Crusaders are:
 - a. President – in the event the President is unable to attend, the Vice President will go in place of the President – no other exceptions.
 - b. Treasurer – in the event the Treasurer is unable to attend, the 2nd officer authorized to sign checks will go in place of the Treasurer – no other exceptions.
 - c. Equipment Manager (only when a football team advances to a national championship) – in the event the Equipment Manager is unable to attend, the Assistant Equipment Manager will go in place of the Equipment Manager – no other exceptions.

- d. Spirit Coordinator (only when a spirit team advances to a national championship)
 - in the event the Spirit Coordinator is unable to attend, the President or approved replacement for the President will attend in place of the Spirit Coordinator – no other exceptions.
- e. Board members will children rostered on the participating football of spirit team
 - in some instances, these board members can take on responsibility for any above-mentioned board member that may be unable to or choose not to attend.
- G. Anyone who accepts the welfare and responsibility to chaperone participants and becomes aware they need proper and sufficient nutrition during the trip must immediately notify the Head Coach and Representative Board Member accompanying them. Failure to do so could result in dismissal from the organization for just cause after a formal hearing, and by a majority vote of the Board. The term of that dismissal and other restriction to impose shall be at the discretion of the Board and should be appropriate and proportional to the violation and the circumstances.
- H. As soon as any NEC Football Team or Spirit Team qualifies for National Competition, team specific fundraising is permitted, with method approval from the Board. This fundraising is in addition to and does not supersede post-season fundraising.
 - a. Net funds shall directly benefit the team doing the fundraising
 - a. If a team chooses to participate in supplemental fundraising toward the expense incurred by Nationals, all rostered team members are required to participate.
 - b. No funds shall benefit any one member of any team, regardless of source, to protect the organization's 501(c) (3) status according to IRS code of 1954. i.e – an individual or Company "A" wishes to "sponsor" player "X" to travel. This would not be permitted. The individual or Company "A" would be able to sponsor player "X's" entire team with funds that would be equally applied to each traveler.
 - c. Funds raised by a team will be used to supplement any existing share of monies the Board deems usable to fund team travel/accommodations from the general NEC fundraising fund (see Article XVIII-C)
 - d. All net funds will be dispersed evenly among rostered participants, coaches, and travelling board members in an attempt to offset travel and accommodations in that order of priority.
 - e. Expenses for Nationals are prioritized with an attempt to cover 100% of the rostered participants, coaches, and travelling board members. 100% coverage is not guaranteed.
 - i. The order of priority is:
 - 1. Travel Method
 - 2. Accommodations
 - f. Traveler or travel's family, in the case of minors, must cover balance of any travel or accommodations.

- g. Any remainder monies from supplemental fundraising shall be reverted back to the Nashua Elks Crusader's travel fund.