



## **Nashua P.A.L. Force Football & Spirit Program**

P. O. Box 965, Nashua, NH 03061

### **BYLAWS**

Updated 02/17/2023

#### **Articles of Incorporation**

##### **Article I. Definition of Organization**

1. **Name:** The name of this organization shall be the Nashua P.A.L. Force Football and Spirit Program (abbreviated as Nashua P.A.L. Force, NPF or NPFSP).
2. **Relation to Nashua P.A.L.:** Nashua P.A.L. Force is an organization, which operates as a standing committee of the Nashua Police Athletic League (Nashua P.A.L.), under its charter granted by the State of New Hampshire. Nashua P.A.L. 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 of Nashua P.A.L. or Nashua P.A.L. Force shall be for the benefit of any private shareholder or individual.
3. **Definition:** The organization consists of a group of adults, known as the Board of Directors, under the umbrella of the Nashua Police Athletic League, banded together to administer a youth football and spirit program consisting of one or more football and spirit teams located in Nashua, New Hampshire. It is the first level of administration charged with the responsibility of overseeing Board member selection/voting, fundraising, selection of equipment, coaching staff, managers, and general overall operations. It is responsible for selecting players within the prescribed boundaries established by the highest local authorities, an affiliate of American Youth Football. A "year" denotes one full season as outlined in the State Rules and Regulations. (Normally, but not limited to, August 1st-Dec.31st)
4. **Teams and Team Logo:** Football Teams shall be divided by age; Spirit teams shall be divided by both age and level of experience, or as determined by State and National American Youth Football/American Youth Cheer constitutions and rules. Teams shall be known as Nashua P.A.L. Force. "All branding (including but not limited to the association logo) will contain the text NASHUA P.A.L. FORCE FOOTBALL & SPIRIT (NPFSP) using the currently approved font sizes, colors, and visual style." The logo is to be used on all official association documentation including the official web site. NPFSP reserves the exclusive right on the use of the logo or the NPFSP name and variations thereof on apparel, printed materials, etc. Use of the logo or organization name by any entity will require approval from the NPFSP Board of Directors. Any reprinting, sublicensing, modifying, publishing, assignment, transfer, sales, or other distribution of the NPFSP Logo or organization name, in parts, or as a whole, is strictly prohibited without the prior written consent of The NPFSP Board of Directors.
5. **Team Website URL:** The website shall be listed as [www.nashuaP.A.L.force.com](http://www.nashuaP.A.L.force.com), unless otherwise specified by the Board of Directors.

6. **Social Media Pages:** All NPF social media pages are the sole property of NPF/Nashua P.A.L.. A Nashua P.A.L. Staff or Board Member must be listed as an administrator on all team pages and may be required to create the team pages. No NPF member will attempt to remove other members, terminate the team page, or block members in good standing from the pages
  - a. Board members, coaches, parents, or athletes who have been removed from the program either by vote or code of conduct violation, may be removed from the social media pages

## Article II. Objectives

1. **Purpose:** The primary purpose of the program is to provide and promote the opportunity for the greatest number of youths in our community to participate in a football and spirit program that focuses on teamwork, sportsmanship, discipline, commitment, and leadership in both the classroom and on the playing field, and to familiarize all youth, ages 5-14, with the fundamentals of football and cheerleading. We strive to create an environment in which participants may prepare and compete in a supervised, organized and safety-oriented manner, and to keep the welfare of the participants free of adverse moral or social impact.
2. **Objective:** The program aims to firmly implant in the minds of youth the ideals of good sportsmanship, scholarship, and personal integrity so that they may become valuable, contributing members of society. The objectives will be achieved by providing supervised and competitive youth football teams and spirit squads. Supervisors will bear in mind that the molding of future adults is of prime importance. The attainment of exceptional athletic skill and winning of a game is secondary. Membership will have no bearing in the composition of any team.
3. **Board Oversight:** The Board of Directors will ensure that all actions of the organization and its members adhere to the Articles of Incorporation, published codes of conduct, and do not conflict with Nashua P.A.L. Force (NPF), Nashua Police Athletic League, New Hampshire Youth Football & Spirit Conference (NHYFSC) or AYF/AYC (American Youth Football/American Youth Cheer) rules and/or regulations.

## Article III. Membership

1. **Eligibility:** Membership in Nashua P.A.L. Force Football and Spirit Program will have no racial, religious, or political affiliation or bias. Membership in Nashua P.A.L. Force Football and Spirit Program is volunteer-only and open to any adult who has direct, moral, unselfish interest in working for the benefit of the organization. This offer for membership (known as the general membership) will include board members, coaches, parents, legal guardians, and adult volunteers.
2. **Approval of Membership:** All elected and appointed board members, coaches, and volunteers, as well as parents, legal guardians and representatives of Nashua P.A.L. Force Football and Spirit Program participants, are automatically granted NPF membership. Membership shall be for a period of one year. Membership affords that person all the rights, privileges, and responsibilities associated with it. The membership year shall run from April 1-March 31.
3. **Membership Restrictions and Draw Area:** Membership for volunteer positions shall be offered to Nashua residents in the NPF draw area and/or parents of participants in the Nashua P.A.L. Force Football and Spirit Program first, unless otherwise specified by the Board of Directors as a whole.
  - a. **Nashua P.A.L. Force Draw Area:** The draw area for participants shall be areas of Nashua in the Nashua North High School district, as written in the NHYFSC State Constitution.

- b. **Incoming Waivers:** Participant acceptance from any other American Youth Football association territory outside of the Nashua North High School district shall be given consideration for approval ONLY with the required, written, signed waiver from that association's president for the date(s) listed on waiver. Waivers must be on file in the team book and with the NPF President.
  - c. **Outgoing Waivers:** Waivers requesting to leave Nashua P.A.L. Force should only be granted if NPF declares a waiting list or doesn't have enough athletes to field a team. The athlete must first register for NPF for the current season before requesting a waiver.
    - i. Waivers, including the organization to which a waiver is provided, are at the sole discretion of the NPF President and the NPF Spirit or Football Director, depending on the athlete(s)
  - d. **Non-AYF Programs:** A waiver is not required for a player from a bordering community that is not in the draw area for another AYF affiliated team. However, in the event of a waiting list for a team, applicants from the NPF draw area and those grandfathered will be given priority.
4. **Denial of Right, Title of Interest in Properties:** Membership in this organization shall not vest in or give to any individual or member whatsoever, any asset or property of the organization, whether real or personal and such property shall vest solely and entirely in this organization.
  5. **Voting:** All NPF Members in good standing will have voting rights in this organization for the election of general board members and when a vote of the general membership is called for by the board.
    - a. **Multiple Votes Prohibited:** Any member of the Nashua P.A.L. Force Football and Spirit Program association defined under eligibility will only receive a single vote, regardless of multiple eligibility status in attendance at the time of the voting.
    - b. **Proxies: No proxies will be permitted.**
  6. **Conduct of Members and Participants:** NPF members and participants must adhere to all applicable NPF/NHYFSC/AYF/AYC codes of conduct. The NPF Board of Directors reserves the right to drop from the program, a participant and/or their parent/legal guardian(s) if the participant or their parent/legal guardian(s) engages in conduct that violates the codes of conduct, or that the Board of Directors finds to be inappropriate, threatening, or disruptive in any manner via action or words.

#### **Article IV. Board of Directors - Structure**

1. **Government:** The government of the organization shall be vested in a Board of Directors. This Board is responsible for the establishment and enforcement of all policies and objectives of Nashua P.A.L. Force Football and Spirit Program and New Hampshire Youth Football & Spirit Conference.
2. **Composition of Board:** The Board of Directors shall consist of, but not be limited to, eighteen (18) voting officers:

**Nashua P.A.L. Force Board of Directors**

President	Vice President	Secretary	Football Director	Spirit Director	Treasurer
Fundraising Coordinator	Public Community Relations Coordinator	Volunteer Coordinator	Football Assistant Coordinator	Spirit Assistant Coordinator	Football Registrar
Merchandise Coordinator	Concessions Coordinator	Webmaster	Football Equipment Coordinator	Spirit Registrar	Spirit Equipment Coordinator

3. **Executive Board:** The Executive Board of Directors will consist of the President, Vice President, Secretary, Treasurer, Spirit Director, and Football Director. The Executive Board has the authority to make decisions for the association that are in the best interest of the program. The Executive Board may invoke this authority when it is not feasible to convene a meeting of the board of directors such as crises during practices or games, confidential and personal events with association members, and on other occasions that require an immediate decision. The President will preside over the Executive Board and is fully responsible to ensure that the Executive Board members act in accordance with NPF Bylaws, NHYFSC Constitution, AYF/AYC regulations, and the laws of the State of NH

**Article V. Board of Directors – Elections, Appointments, and Removals**

1. **Term of Office:** All members of the Board of Directors shall serve a two (2) year term with elections split between even and odd year terms to maintain board continuity. Elections for board positions will take place as follows (even/odd year indicates the year the term begins):

Odd Year Elections		Even Year Elections	
President	Spirit Director	Vice President	Secretary
Treasurer	Football Registrar	Football Director	Spirit Assistant Coordinator
Volunteer Coordinator	Football Equipment Coordinator	Spirit Registrar	Concessions Coordinator
Merchandise Coordinator	Webmaster	Fundraising Coordinator	Public & Community Relations Coordinator
Football Assistant Coordinator		Spirit Equipment Coordinator	

- a. Any board member voted in outside of the general election, but within three months of the general election, will remain in that role for the remainder of the term (examples: Spirit Director voted in within three months of an odd year general election will remain in the role for the remainder of the two-year term or Football Director voted in within three months of an even year election will remain in the role for the remainder of the two-year term)

2. **President Emeritus:** A past president that has served three or more years on the board may be invited to serve on the current board as a "President Emeritus". This is an advisory, non-voting position. The board may appoint up to two President Emeritus to the board in any given year.
3. **Eligibility:** Any eligible member of the Nashua P.A.L. Force Football and Spirit Program in good standing as defined in Article III.1 may apply or be nominated to apply to serve on the Nashua P.A.L. Force Board of Directors. All Board members must be 18 years of age by January 1 of the current season. Family members should not serve on the Executive Board together, except for President Emeritus.
4. **Applications and Nominations:** The Board of Directors will accept written applications and nominations for any Board of Directors position due for election in the upcoming year through November 15th of the current year. Applications and nominations may be accepted after this deadline if no applications or nominations are received for a board position by the November 15th deadline, however they must be received no later than two weeks before the membership vote or they will be subject to the guidelines under Article V.7
5. **Board Approval of Applications and Nominations:** Because many of the BOD positions require knowledge, skills, abilities and/or expertise in particular areas (e.g., Treasurer), all nominations must be seconded by a currently seated Board member and then approved for the ballot by a majority vote thereof, at which a quorum (50% + 1) is present. The board member currently holding the position that is the subject of the application or nomination must abstain from the vote. The current board may, at their option, interview applicants and nominees prior to the vote.
  - a. **Petitions for Ballot Access:** An NPF member may also get their name on the ballot by providing a petition of 50 signatures of current NPF members (limit one per family). The petition must clearly state that it is in support of adding the member's name to the ballot.
6. **Election of Board Members:**
  - a. **President:** Applications for the position of president will be submitted to both the NPF Board of Directors and the Nashua P.A.L. Board of Directors. Candidates for the position of president will be approved by a representative of Nashua P.A.L. at the NPF General Election meeting after the membership vote. Nashua P.A.L. may choose to interview or review the candidate(s) prior to the General Election meeting. Because the President of NPF serves at the invitation of Nashua P.A.L., their term may be extended without needing to reapply if unopposed and if Nashua P.A.L. so chooses.
  - b. **Board Members (excluding President):** Applications for general board members will be submitted to the NPF Board of Directors and shall be elected by the Membership (as defined in Article III) at the Nashua P.A.L. Force Football and Spirit Program annual election meeting by secret ballot. The candidate that receives a majority of the votes cast for that board position by members in attendance at the annual meeting will be elected. Proxy votes are not allowed.
    - i. **Plurality:** If there are 3 or more candidates and no candidate receives a majority of the votes cast, another vote will be taken between the 2 candidates receiving the most votes.
      - 1) If the top 2 candidates cannot be determined due to a tie, a board vote is the first tiebreaker and Executive Board vote is the second tiebreaker
    - ii. **Failed Vote:** If there are 2 or fewer candidates and no candidate receives a

majority of the votes cast, the position will remain vacant until it is filled by board election or the through election at the next annual election meeting

7. **Filling Vacant Board Positions:** In the event a board position is not filled through election, or becomes vacant between annual meetings for any reason, the NPF Board of Directors may at any time, though a majority vote, accept an application, conduct an interview, and vote in a candidate for the position.
8. **Creation and Elimination of Board Positions:** The NPF Board may, by majority vote, create new general board positions and delete existing vacant positions to meet the needs of the association. New positions may then be filled per the rules for vacant positions and will become elected positions at the next annual board meeting. The intent to create or eliminate any board position must be communicated to the Nashua P.A.L. Board of Directors prior to completion.
9. **Assumption of Duties:** Newly elected or appointed board members will assume the duties for their board position following their appointment, allowing for a two-week transition period or by January 1<sup>st</sup>. All newly elected board members must be presented to the Nashua P.A.L. Board of Directors for approval.
10. **Removal from office:** Members of the NPF Board of Directors can be removed from office by a 2/3 vote of the other NPF Board Members or by a majority vote of the Nashua P.A.L. Board of Directors. The removal may be with or without cause.
  - a. The Nashua P.A.L. Board of Directors must be informed of, and approve the intent for removal prior to initiating the removal
  - b. If a board member has more than 2 unexcused absences in any season, the board may remove that member by a simple majority vote
    - i. **Impact of Removal:** Any board member that is removed from the Board (or resigns under the threat of removal) may not be allowed to hold any volunteer position that directly affects or impacts athletes or teams (i.e., coach, assistant coach, team parent) until such time that the Board will allow them to hold a volunteer position again. No former board member that has been involuntarily removed (or resigns under the threat of removal) may serve in a volunteer position that directly affects or impacts athletes or teams unless approved by a supermajority of 2/3 of the NPF Board and agreed upon by the Nashua P.A.L. Board.

## Article VI. NPF Board Meetings

1. **Regular Board Meetings:** Regular board meetings shall be held on a communicated specific day each month, unless changed by notice to the NPF membership. All meetings will be conducted in accordance with Robert's Rules of Order at the discretion of the presiding officer. Board votes may be conducted by voice, hand, and/or standing. A secret ballot will be taken if a majority of the voting board members present call for such a vote. Meetings may occur in person, electronically, or as a hybrid of both.
2. **Special Board Meetings:** Special meetings may be called by a quorum vote of the board or by the President. Discussion will be limited to the topic that resulted in the need for a special meeting. The President must notify all board members at least 24 hours in advance of a special board meeting, indicating the time, place, and agenda of the meeting. A majority vote of the voting members will be required to carry any motion, unless otherwise specified. While special board meetings will generally be closed to general membership, the existence of the meeting must be disclosed, along with a general description of the reason for the special meeting, unless otherwise instructed by the Nashua P.A.L. Board of Directors or the NHYFSC Board of Directors. A special meeting may not replace a regular monthly board meeting.

3. **Closed Board Meetings:** The NPF Board may choose to close a board meeting or a portion of the board meeting to the general membership when it is deemed necessary to protect the privacy of NPF athletes or other members. Special board meetings will generally be closed to general membership, while regular monthly board meetings will in most cases be open. All closed board meeting conversations are protected and privileged and shall not be discussed with non-board members. A recap of the closed portion of the board meeting may be given when the meeting opens to the public if the NPF board chooses as long as the privacy of NPF athletes or other members and/or sensitive information remains protected.
4. **Board Quorum Requirement:** At any regular or special meeting called by the Board of Directors, there must be fifty percent plus one (50% + 1) of the voting officers present to constitute a quorum for the transaction of official business of the organization.
5. **Virtual Meeting:** In the event the NPF Board of Directors cannot meet in person, virtual meetings can be conducted.

## **Article VII. Duties of the NPF Board of Directors**

1. **General Board Duties:** All rights, powers, duties, and responsibilities related to the management and control of the organization's property, activities, and affairs are vested in the Board of Directors, subject to oversight by the Nashua P.A.L. Board of Directors. The Board of Directors maintains the responsibility to vote on all matters brought before them which require as such. The President of the Board of Directors shall have a vote only when needed to break a tie.
2. **Authority to Act:** Every act or decision by majority of the Board at meeting duly held with a quorum present as defined herein shall be regarded as an official act or decision of the Board of Directors. The decision reached will be binding to the organization unless such act or decision shall be specifically prohibited by the New Hampshire Youth Football & Spirit Conference Constitution or shall be in violation of procedures and/or conditions set forth herein. No board member may commit by verbal or written means any funds of this organization without the approval of the Board.
3. **Board Meeting Attendance:** All Board members are required to attend monthly regular Board meetings, as well as any special board meetings that may be called.
4. **Attendance at Games and Competitions:** At least one current NPF board member must be in attendance at all NPF football games, cheer competitions, and NPF sponsored events. The board President, or a board member designated by such, shall coordinate coverage. The board member(s) in attendance must inform the NPF head coach, game officials, and/or event organizers of their presence.
5. **Committees:** The President shall appoint committees on an as needed basis to perform specific activities and said committees will be granted authority to perform any function specified by the executive board.
6. **Correspondence:** All forms of correspondence received by any member of the board (email, letter, etc.) regarding the conduct of NPF membership (parents, athletes, coaches, volunteers, board members) should be brought to the attention of the entire Executive Board of Directors, to ensure all board members are aware of any issues affecting the association. The Executive Board of Directors may then share the information with the entire Board of Directors providing there isn't a conflict either immediate or perceived.
7. **Conduct:** The NPF Board of Directors must always act ethically and consider the best interests of the athletes and the organization in all decisions. The board must adhere to the NPF Board Member Code of Conduct.

## Article VIII. Board of Directors Budgets/Expenditures

1. **Budgets:** Budgets will be prepared by the President and set by a majority vote of a quorum of the Board after discussion on the projected budget is heard. NPF budgets shall cover the period of January 1<sup>st</sup> – December 31<sup>st</sup>. Budget requests should be given to the President by the January board meeting and the final budget should be voted in and set by the February board meeting.
  - a. All required Board members must take inventory and prepare a projected budget to the President
    - i. In the event there is a considerable increase in cost from the previous year, a board member must obtain at least two written bids/proposals on equipment, uniforms, services, etc., and submit to the President with their proposed budget.
    - ii. Any additional expense that exceeds a Board member's pre-approved budget for that year by over 10% needs to be approved through a Board vote.
    - iii. The budget must be set by a majority vote of the Board of Directors for approval before purchases can be made.
  - b. **Non-Budget Requests:** The President has the authority to approve non-budget expenditures up to \$300.00. The Executive Board has the authority to approve non budget expenditures from \$301.00 - \$600.00. Non-budget expenditures amounting to \$601.00 and above requires approval from majority vote of the General Board.
    - i. **Restrictions:** Non-budget expenditures are further restricted as follows:
      - 1) The President may not exceed \$1,200 for a single purpose; the Executive Board may not exceed \$2,400 for a single purpose; the General Board may not exceed \$3,600.00 for a single purpose.
      - 2) The total dollar amount for non-budgeted expenses shall not exceed \$7,000.00 in any budgeted year.
      - 3) The budget must have a balance of funds that can accommodate the non-budget expense. The funds must not go into a negative standing to accommodate non-budgeted expenses.
2. **Review of Expenditures:** The Vice President and President shall review all expenditures frequently. Each board member must submit receipts to the Treasurer and upload a copy of the receipt to a general location as defined by the NPF Executive Board of Directors
  - a. The organization shall never pay, assume, or become responsible for personal or unapproved debts or liabilities of any individual in the organization.
3. **Reimbursements:** Reimbursements will not be given unless all itemized original receipts and any required forms are completed in full and turned over to the Vice President and/or President by the final day of December for that season in which the expense was incurred.
4. **Checks:** Absolutely NO blank Nashua P.A.L. Force Football and Spirit Program or Concession account checks, whether signed or unsigned, shall be handed to any member, board or general, for any reason.

## Article IX. Selection of Head Coaches

1. **Application:** Individuals interested in NPF Head Coaching positions must complete and submit an application by the application deadline set and communicated by the NPF Board.

2. **Candidates:** The NPF Board of Directors shall review all head coaching applications received. Members of the board will direct any questions they may have about a candidate to either the Football or Spirit Director. Candidates for positions should be communicated to the entire membership. All candidates are encouraged to provide letters of reference and/or parental feedback regarding their coaching ability.
  - a. Candidates may be required to participate in in-person interviews with the full NPF board. If any board member requests that an interview occur, the request shall be granted.
  - b. Candidates may be required to submit written answers to interview questions.
  - c. Candidates may be required to participate in telephonic interviews or virtual interviews.
3. **Selection:** The board will vote, based on the Football or Spirit Director's recommendation, to approve a head coach for each level. A quorum must be present, as detailed in Article VI, Section 4 of these bylaws. To be selected a coach must receive a majority vote of the board members present who are not represented in Article IX Section 3.b.
  - a. **Selection Criteria:** When selecting head coaches for NPF Football and Spirit, the board will consider:
    - i. **Recommendation:** The recommendation of said candidate by the Football or Spirit Director.
    - ii. **Experience:** Experience of working with children, and coaching children of similar age to that of the team applied for.
    - iii. **Knowledge:** Knowledge of the sport and ability to teach it, as well as adherence to the Coaches Code of Conduct & all applicable and available rule books.
    - iv. **Skills:** Organizational, problem solving, communication and leadership skills as evidenced by track record.
    - v. **Other Factors:** Any probation, suspensions, or substantiated complaints to be taken into consideration.
  - b. **Conflict of Interest:** Any Board Member with a familial relationship to a head coaching candidate with opposition, by blood, marriage, or domestic partnership may participate in the discussion of the election but must abstain from voting for the coach in conflict. Board members applying for coaching positions must abstain from voting for themselves.
4. **Assistant Coaches:** Approved Head Coaches must submit to the Football or Spirit Director a preliminary list of their assistant coaches, along with completed applications, and written justification if asked by the board for each assistant coach candidate, as soon as possible after their appointment, but no later than May 31. Assistant coaches can continue to be added after that date but cannot take the field until they have been cleared by the board. Applicants must be approved by majority vote. A quorum must be present, as detailed in Article VI, Section 4 of these bylaws.
5. **Term:** Head coaching appointments are for the current season only. All head coaches must complete the application and interview process each year, unless the interview process is waived in accordance with Article IX, Section 2.
6. **Mandatory Background Checks:** All members of the Football and Spirit coaching staff, including team parents, must submit to a criminal background check through a process established by the NPF Board of Directors. No coach or team parent may assume their role with the team until the background check results have been cleared by the NPF Board.

## Article X. Duties of Coaching Staff

1. **Rules:** Head coaches (Spirit/Football) are required to familiarize themselves with local, conference and National rules. An electronic copy of the NHYFSC Constitution, the Nashua P.A.L. Force bylaws, AYF/AYC Football & Spirit Rulebook and the YCADA Rulebook shall be supplied to all members of the Football and Spirit coaching staff prior to the season.
2. **State Certification Clinic:** All members of the Football and Spirit coaching staff and the Football/Spirit Directors must complete the Annual State Coaches Certification Clinic.
3. **Team Parent:** Head coaches should select a Team Parent no later than the first week of practice and provide the name, contact information, completed application, and written justification to the Football Director (Football Team Parent) or Spirit Director (Cheer Team Parent). The Football Director and Spirit Director will present the compiled list of team parents to the board for approval. Applicants must be approved by majority vote.
4. **Team Book/Medical Kit:** The Head Coach or designated member of the Football and Spirit coaching staff/Team Parent is responsible for carrying the team book and/or emergency contact information and medical kit to all practices, games, and competitions
5. **Code of Conduct:** All members of the Football and Spirit coaching staff, including Team Parents, must read, sign, and agree to adhere to the Coaches' Code of Conduct prior to the season. Any violation of the Code of Conduct may result in suspension of practices, games, or removal for the remainder of the current season.

## **Article XI. Competition/Tournament Eligibility**

1. **Football Championships** If any NPF football team is Regional Champion and qualifies for Nationals, the team will be eligible for NPF travel funds.
  - a. The 8U team is instructional and is eligible to play in the State Championships, or any Regional/National level play if introduced by NHYFSC and/or American Youth Football and they qualify for advancement.
  - b. The 9U-14U teams are eligible to play in State, Regional, and National level play should they qualify for advancement.
  - c. All teams who qualify under this Section will be eligible for NPF travel funds
2. **Cheer Championships** If any NPF cheerleading team places top three at the New England AYC Regional Championship and qualifies for Nationals, the team will be eligible for NPF travel funds.
  - a. Tiny Mite and Division 8 teams are instructional and are eligible to compete at all local and the NHYFSC State Cheerleading Competition but are not eligible for further advancement
  - b. Division 10-14 teams are eligible to compete at State, Regional, and National level competitions. Should they place 1st, 2nd, or 3rd at States, they are eligible to advance to the New England Regionals. Should they place 1st, 2nd, or 3rd at Regionals, they are eligible to advance to Nationals. Wildcard invites will not be eligible for Nationals.
  - c. All teams who qualify under this Section will be eligible for NPF travel funds

## **Article XII. Travel Funds**

1. **Definition:** Travel Funds will be described in two different terms, with separate purposes for each. There will be an NPF Budgeted Travel Fund (*as listed in Article XII.a*) and NPF Post Season Travel

Funds (*as listed in Article XII.b*). Travel funds are automatically distributed to any eligible NPF cheer team placing 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> in their division at the NE Regional Cheer Competition and to any eligible NPF football team placing 1<sup>st</sup> at the AYF NE Regional Football Game as defined in Article XI

- a. The NPF Board of Directors will maintain the NPF Budgeted Travel Fund (the amount of which will be determined annually) for the purpose of the following:
  - i. Any and all fees associated with any qualifying NPF cheer and football team(s) traveling to Nationals which include but are not limited to- insurance, registration fees, practice space, and rental fees
  - ii. Travel allowance (the amount to be determined annually) distributed to the NPF President, Spirit Director, Football Director, and Head Coach of any qualifying NPF team as described in Article XI.
    - 1) If the Spirit Director or Football Director is not able to attend for any reason, the Assistant Spirit Coordinator or Assistant Football Coordinator will be given the travel allowance if they are able to attend in their place
    - 2) If a head coach is not able to attend for any reason, an acting head coach who will attend will be appointed in their place and the allowance will be given to the acting head coach
    - 3) Only one travel allowance will be given regardless of multiple roles on the teams
    - 4) Disbursement of the NPF Budgeted Travel Fund to those qualified as listed in section Article XII.1.a.ii above will generally be the first business day after the NE Regional Cheer Competition or NE Regional Football Championship Game
- b. The NPF Post Season Travel Fund will consist of monies generated from Post Season fundraising including but not limited to tagging, car wash, raffles, post season events, or special fundraisers targeted at raising funds for post season travel. All Post Season Fundraising must be communicated to and in accordance with board approval

2. **Eligibility:** All eligible NPF football and spirit teams as described in Article XI are eligible to receive funds for post season travel. In addition, any NHYFSC 8th Grade All-star Football Players or Division 14 Elite Cheerleaders from NPF are eligible to receive funds for post season travel. All eligible athletes are required to participate in post season travel fundraising
  - a. Post season travel funds are to be disbursed for any spirit or football team that qualifies for the National Championships in accordance with Article XI.
  - b. Post season travel funds are to be disbursed to all rostered personnel and athletes who have continued participation for each qualifying NPF team
  - c. Post season travel funds are to be disbursed to the NHYFSC All-star Football Players and Elite Cheerleaders who have participated in NPF post season fundraising

- i. **Exclusions:** Any NPF adult volunteer participating with the NHYFSC All-star Football team or Elite Cheer team

### 3. Limitations:

- a. Post season fundraising cannot begin until the day after the last regular season football game. Rescheduled games do not extend the Regular Season regarding Post Season Travel.
- b. Post season fundraising will be done as an organization and participation is required by eligible teams and athletes
- c. Any funds specifically raised for Post Season travel that are not used will be carried over to the following season.
- d. If the only athletes who qualify for Nationals after the NE Regional Football Championship or the NE Regional Cheer Championship are part of the NHYFSC All-star Football or Elite Cheer teams then their total travel check will not exceed the lesser of \$500 per athlete or 75% of the accrued post season travel budget. Any monies left over will be carried to the following year
- e. If NHYFSC has an Elite or All-Star team fundraiser, NPF athletes may take part in it as long as they participate in the NPF Post season fundraising
- f. Individual fundraising is allowed with the following restrictions:
  - i. Athletes are fully representing themselves as fundraising on behalf of themselves and NOT as their Nashua P.A.L. Force team. This includes making sure that any photos advocating individual fundraising do not have the athlete in a team NPF photo or intimating that the funds donated to them are for the qualifying team or that donations are tax deductible
  - ii. Athletes will not "piggyback" on or mimic NPF Post Season fundraising efforts to fundraise for themselves. (i.e., Tagging, Calendar raffles, Candy bar sales, etc.)
    - 1) Online donations, bake sales, private donations are allowed
  - iii. NPF's tax identification number will not be used for ANY purposes of raising individual funds or team funds for the NHYFSC Elite Cheer/All Star Football teams
  - iv. Individual fundraising for NPF athletes who have qualified for Nationals as defined in Article XII.1.a.ii cannot occur until after the NE Regional competition
    - 1) Exclusion: NHYFSC Elite or NHYFSC All Star athletes may begin individually fundraising as soon as they are selected for the NHYFSC Elite or NHYFSC All Star team
- g. Any coach or student demonstrator who has not put in consistent time and effort with a qualified team may not be eligible to receive travel funds
  - i. This determination will be made by the head coach, the Spirit or Football Director and the President.
- h. Any adult volunteer participating with the NHYFSC All-star Football team or NHYFSC Elite Cheer team is ineligible for NPF travel funds based on their participation with the NHYFSC teams

### 4. Disbursement:

- a. Post Season Travel Funds disbursement will typically occur between the Saturday and Monday before AYC/AYF National Competition.
- b. The total amount of funds to be disbursed will be as follows:
  - i. Number of national participants as described under section Article XII.2.a-c., above.
  - ii. Equitable disbursement to each participant based on the following formula: Total amount of funds raised for post season travel / number of national participants
  - iii. Any athlete/family in negative financial standing with NPF will have monies withheld from their travel disbursement to recoup funds owed to NPF prior to distribution

## **Article XII. Insurance**

1. Nashua P.A.L. Force Football and Spirit Program is covered under Nashua P.A.L.'s Insurance as well as Sadler insurance provided by NHYFSC and paid for by NPF.

## **Article XIII. Grievances & Violations of Code of Conduct**

1. Grievance Process: Complaints and concerns by NPF Members of about NPF or specific Board Members, Coaches, Team Parents, or other NPF Members should be handled as follows:
  - a. **Team Parent:** The member should first discuss their concerns with the Team Parent of their child's team, or of the team involved with the concern.
  - b. **Head Coach:** If the problem is not resolved through the Team Parent, the member should address the situation with the team's Head Coach, either verbally or in writing.
  - c. **Football/Spirit Director:** If the member feels that their concerns are not adequately addressed by the Head Coach, they should be raised to the Football or Spirit Director, either verbally or in writing.
  - d. **President/Vice President:** If the Football or Spirit Director is unable to resolve the concern to the member's satisfaction, the member may file an official written complaint with the NPF President or Vice President. The Executive Board shall consider the complaint and provide a response to the complainant, orally or in writing, within 7 days of the receipt of the written complaint. A copy of the written complaint shall be provided by the Executive Board to the general board and to the party or parties complained against, unless the Executive Board decides with consideration to the best interests of the organization or the parties involved, that there is a compelling reason not to do so.
  - e. **Board Discretion:** 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.
  - f. **Anonymous Complaints:** Anonymous grievances submitted to the NPF Board may or may not be addressed at the Board's discretion.

## **Article XIV. Conflict of Interest Policy Agreement**

1. **Potential Conflicts of Interest:** 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 when the interest involves a specific issue before the Board. Where the transaction involving a board member, trustee or officer exceeds one thousand and one dollar (\$1,001) but is less than five thousand dollars (\$5,000) in a fiscal year, a two-thirds vote of the disinterested directors is required. Where the transaction involved exceeds five thousand dollars (\$5,000) in a fiscal year, a two-thirds vote of the disinterested directors and publication in the local public 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 XV. Procedure for Amending Bylaws**

1. **Special Bylaw Amendment Meetings:** In an emergent situation only, a special bylaws meeting may be requested by the NPF board of directors and Nashua P.A.L. If the meeting request is granted, the membership will be advised of the meeting and Nashua P.A.L. may agree to amend the bylaws by a majority vote.
2. **Effective Date of Bylaw Changes:** All approved amendments become effective upon approval by the Nashua P.A.L Board of Directors. Bylaws will be released to the general membership within 1 week of approval.

#### **Article XVI. Dissolution**

1. **Disposition of Assets:** In the event of the dissolution of the Nashua P.A.L. Force Football and Spirit Program, any and all property of that organization shall be returned to the Nashua P.A.L organization.