

# CONSTITUTION OF NAPLES GIRLS SOFTBALL, INC.



## ARTICLE I: NAME

The name of this organization shall be Naples Girls Softball, Inc., hereafter referred to as NGS.

## ARTICLE II: PURPOSE AND OBJECTIVES

The purpose of this organization shall be to empower young girls through the sport of softball, fostering their physical, emotional, and social development.

The objectives of this organization shall be:

- To provide a safe, inclusive, and supportive environment where every player has the opportunity to learn, grow, and excel.
- To promote teamwork, sportsmanship, and mentorship among players, coaches, parents, and volunteers.
- To instill lifelong values of determination, resilience, and leadership in players.
- To enhance the visibility and recognition of girls softball in the community.

NGS shall operate exclusively as a non-profit organization providing a supervised program of competitive athletic activities. No part of the net earnings shall inure to the benefit of any private member or individual. NGS shall perform activities only permitted by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any federal tax code.

## ARTICLE III: MEMBERSHIP

### Section 1: Eligibility

Any parent or guardian with a child registered in the NGS program shall be considered a member. Any youth properly registered shall be considered a participant. Members and participants must abide by the rules of NGS.

### Section 2: Rights and Responsibilities

Members of this organization shall have the right to:

- Participate in all activities and events organized by NGS, subject to availability and registration.
- Receive coaching, training, and feedback from coaches and instructors.
- Access equipment, facilities, and resources provided by NGS, subject to rules and regulations.
- Voice their opinions, suggestions, and concerns to the Board and the coaches.
- Vote in the annual general meeting and any special meetings of NGS.

Members of this organization shall have the responsibility to:

- Abide by the constitution, bylaws, policies, and code of conduct of NGS.
- Abide by the Code of Conduct for the City of Naples and Collier County
- Attend practices, games, and meetings as scheduled and notified by NGS.
- Respect all members, coaches, officials, opponents, and spectators.
- Represent NGS in a positive and professional manner at all times.

### Section 3: Termination

Membership in this organization may be terminated by:

- A member may be expelled from NGS by a two-thirds vote of the Board for violating the constitution, bylaws, policies, or code of conduct of NGS, or for any other just cause. The member shall be given a written notice and an opportunity to be heard by the Board before the vote.

## ARTICLE IV: OFFICERS

### Section 1: Composition

The officers of NGS shall consist of a President, a Vice President, a Secretary, a Treasurer, and at least three other Directors. The officers shall be elected by the members at the annual general meeting and shall serve for a term of one year or until their successors are elected.

### Section 2: Duties

The duties of the officers shall be as follows:

- President: The President shall be the chief executive officer of NGS and shall preside over all meetings of the organization and the Board. The President shall represent NGS in all external affairs and shall have the authority to sign contracts and agreements on behalf of NGS. The President shall also perform any other duties as assigned by the Board or the members.
- Vice President: The Vice President shall assist the President in the administration of NGS and shall assume the duties of the President in his or her absence or inability. The Vice President shall also perform any other duties as assigned by the Board or the members.

- Secretary: The Secretary shall be responsible for keeping and maintaining the records and documents of NGS, including the minutes of all meetings, the membership list, the correspondence, and the reports. The Secretary shall also perform any other duties as assigned by the Board or the members.
- Treasurer: The Treasurer shall be responsible for managing and reporting the finances of NGS, including the collection and disbursement of funds, the preparation and presentation of the budget, the maintenance of the accounts, and the filing of the tax returns. The Treasurer shall also perform any other duties as assigned by the Board or the members.
- Directors: The Directors shall be responsible for overseeing and coordinating the various programs and activities of NGS, such as coaching, scheduling, facilities, training, fundraising, marketing, and communication. The Directors shall also perform any other duties as assigned by the Board or the members.

### Section 3: Vacancies

In the event of a vacancy in any office, the Board shall appoint a successor to fill the unexpired term of the office.

## ARTICLE V: MEETINGS

### Section 1: Annual General Meeting

The annual general meeting of NGS shall be held in the month of September each year, at a time and place determined by the Board. The purpose of the annual general meeting shall be to elect the officers, to receive the reports of the officers and the committees, to approve the budget, and to transact any other business that may properly come before the meeting. The President shall present an Annual Report and a Financial Report to all members present.

### Section 2: Board Meetings

The Board shall meet at least once every two months, at a time and place determined by the President. The purpose of the Board meetings shall be to plan and execute the programs and activities of NGS, to review and approve the policies and procedures of NGS, and to transact any other business that may properly come before the Board.

### Section 3: Special Meetings

Special meetings of NGS or the Board may be called by the President or by a petition of at least 10% of the members or the Board members, respectively. The purpose of the special meetings shall be to deal with urgent or specific matters that require immediate attention.

### Section 4: Notice

Notice of any meeting of NGS or the Board shall be given to all members or Board members, respectively, at least 7 days before the date of the meeting, by email, phone, or any other means of communication. The notice shall state the date, time, place, and agenda of the meeting.

## Section 5: Quorum

A quorum for any meeting of the Board shall be at least 3 of the Board members.

## Section 6: Voting

Each member of NGS shall have one vote on any matter that comes before an annual meeting or special mee of NGS. Each Board member shall have one vote on any matter that comes before a meeting of the Board. Voting shall be by show of hands, unless a secret ballot is requested by any member or Board member. A simple majority of the votes cast shall decide any question, unless otherwise specified in this constitution.

## ARTICLE VI: AMENDMENTS

This constitution may be amended by a two-thirds vote of the members present and voting at a general membership or special meetings of NGS, provided that the proposed amendment has been submitted in writing to the Board at least 30 days before the meeting and that the notice of the meeting has included the text of the proposed amendment.

## ARTICLE VII: DISSOLUTION

Upon the dissolution of NGS, the board of directors shall, after paying or making provision for the payment of all the liabilities of NGS, dispose of all the assets to another recreation program which maintains the same objectives as set forth herein, which are or may be entitled to exemption under Section 501(c)(3) or Section 501(c)(4) of the Internal Revenue Code, or any future corresponding provision.

# BYLAWS OF NAPLES GIRLS SOFTBALL, INC.

## ARTICLE I: RULES OF ORDER

The rules of order for any meeting of NGS or the Board shall be based on the following principles and guidelines:

- The meeting shall be conducted in a respectful, courteous, and cooperative manner.
- The meeting shall have a clear and specific agenda that is distributed to all participants in advance.
- The meeting shall start and end on time and shall not exceed the allotted time limit.
- The meeting shall be facilitated by a designated chairperson

- The chairperson shall ensure that the meeting follows the agenda, that all participants have a fair and equal opportunity to speak and be heard, and that the meeting reaches a consensus or a vote on the matters at hand.
- The chairperson shall also keep the meeting focused, productive, and constructive, and shall intervene or adjourn the meeting if there is any disruption, conflict, or violation of the rules.
- The participants shall follow the directions of the chairperson and shall respect the views and contributions of other participants.
- The participants shall also speak clearly, concisely, and relevantly, and shall avoid personal attacks, interruptions, or distractions.
- The decisions and actions of the meeting shall be recorded and reported by a secretary who is elected or appointed by the members or the Board, respectively.
- The secretary shall also keep and maintain the minutes of the meeting and shall distribute them to all participants within a reasonable time after the meeting.

## ARTICLE II: ELECTION OF OFFICERS AND DIRECTORS

### Section 1: Nomination

The nomination of candidates for the Board of Directors shall be made by a nominating committee appointed by the Board at least 45 days before the annual general meeting. The nominating committee shall solicit and accept nominations from the members of NGS and shall ensure that each candidate meets the eligibility and qualification requirements for the office. The nominating committee shall present a slate of candidates to the Board for approval and shall notify the members of the slate at least 14 days before the annual general meeting.

### Section 2: Election

The election of officers shall be held at the annual general meeting of NGS. The election shall be conducted by a secret ballot, unless there is only one candidate for each office, in which case the election may be by acclamation. The candidates who receive the highest number of votes shall be declared elected. In case of a tie, a runoff election shall be held between the tied candidates.

### Section 3: Term

The officers of NGS shall serve for a term of one year, starting from October 1st of each year, or until their successors are elected. No officer shall serve more than two consecutive terms in the same office, unless there is no other qualified candidate for the office.

**It shall be the option of the Past-President to serve on the Board of Directors the following year, after serving his/her term, in an advisory, non-voting capacity.**

## ARTICLE III: OFFICERS

### Section 1: Composition

The officers of NGS shall consist of a President, a Vice President, a Secretary, a Treasurer, and any other officers that the board of directors may designate. The officers shall be elected or appointed by the board of directors at the first board meeting following the annual general meeting and shall serve for a term of one year or until their successors are elected or appointed.

## Section 2: Duties

The duties of the officers shall be as follows:

- President: The President shall be the chief executive officer of NGS and shall preside over all meetings of the organization and the board of directors. The President shall represent NGS in all external affairs and shall have the authority to sign contracts and agreements on behalf of NGS. The President shall also perform any other duties as assigned by the board of directors or the members.
- Vice President: The Vice President shall assist the President in the administration of NGS and shall assume the duties of the President in his or her absence or inability. The Vice President shall also perform any other duties as assigned by the board of directors or the members.
- Secretary: The Secretary shall be responsible for keeping and maintaining the records and documents of NGS, including the minutes of all meetings, the membership list, the correspondence, and the reports. The Secretary shall also perform any other duties as assigned by the board of directors or the members.
- Treasurer: The Treasurer shall be responsible for managing and reporting the finances of NGS, including the collection and disbursement of funds, the preparation and presentation of the budget, the maintenance of the accounts, and the filing of the tax returns. The Treasurer shall also perform any other duties as assigned by the board of directors or the members.

## Section 3: Vacancies

In the event of a vacancy in any office, the board of directors shall appoint a successor to fill the unexpired term of the office.

## Section 4: Resignation or Removal

An officer or director may resign by verbal or written notice to any remaining Board Member. An officer or director may be removed from office by a two-thirds vote of the board of directors for violating the constitution, bylaws, policies, or code of conduct of NGS, or for any other just cause. The officer shall be given a written notice and an opportunity to be heard by the board of directors before the vote.

# ARTICLE IV: COMMITTEES

## Section 1: Formation

The board of directors may create and dissolve any committees, as it deems necessary and appropriate, to carry out the programs and activities of NGS. The board of directors shall appoint the chair and the members of each committee and shall define their scope and authority.

## Section 2: Types

The types of committees may include, but are not limited to, the following:

- Coaching Committee: This committee shall be responsible for recruiting, training, and evaluating the coaches and instructors of NGS, and for developing and implementing the coaching curriculum and standards of NGS.
- Fundraising Committee: This committee shall be responsible for planning and executing the fundraising events and campaigns of NGS, and for soliciting and securing the donations and sponsorships of NGS.
- Marketing Committee: This committee shall be responsible for creating and distributing the promotional materials and messages of NGS, and for managing the website and social media platforms of NGS.
- Communication Committee: This committee shall be responsible for facilitating and maintaining the communication and feedback among the members, the coaches, the board of directors, and the community of NGS, and for resolving any issues or conflicts that may arise.

## Section 3: Meetings

Each committee shall meet as often as necessary, at a time and place determined by the chair of the committee. The chair of each committee shall report the activities and outcomes of the committee to the board of directors on a regular basis.

# ARTICLE V: LIMITS OF AUTHORITY

## Section 1: Board of Directors

The board of directors shall have the authority to manage and direct the affairs and activities of NGS, in accordance with the constitution, bylaws, policies, and budget of NGS. However, the board of directors shall not have the authority to:

- Amend the constitution or bylaws of NGS, unless approved by a two-thirds vote of the members at a meeting of NGS.
- Dissolve NGS, unless approved by a two-thirds vote of the members at a meeting of NGS.
- Delegate the full power of the board to any committee or individual, unless authorized by the constitution or bylaws of NGS.
- Enter into any contract or agreement that exceeds the amount or duration specified in the policies or budget of NGS, unless approved by a majority vote of the board.

## Section 2: Officers

The officers shall have the authority to perform the duties and responsibilities assigned to them by the board of directors, in accordance with the constitution, bylaws, policies, and budget of NGS. However, the officers shall not have the authority to:

- Act on behalf of NGS without the consent or direction of the board of directors, unless authorized by the constitution or bylaws of NGS.
- Sign any contract or agreement that binds NGS, unless authorized by the board of directors or the policies of NGS.
- Spend or receive any funds that are not authorized or accounted for by the board of directors or the budget of NGS.
- Create or dissolve any committee or appoint or remove any committee member, unless authorized by the board of directors or the bylaws of NGS.

### Section 3: Committees

The committees shall have the authority to perform the tasks and functions assigned to them by the board of directors, in accordance with the constitution, bylaws, policies, and budget of NGS. However, the committees shall not have the authority to:

- Make any decision or take any action that is contrary to the constitution, bylaws, policies, or budget of NGS, or that is outside the scope and authority of the committee.
- Speak or act on behalf of NGS without the consent or direction of the board of directors, unless authorized by the constitution or bylaws of NGS.
- Sign any contract or agreement that binds NGS, unless authorized by the board of directors or the policies of NGS.
- Spend or receive any funds that are not authorized or accounted for by the board of directors or the budget of NGS.

## ARTICLE VI: AMENDMENTS

### Section 1: Proposal

Amendments to the bylaws may be proposed by any member or board member of NGS, by submitting a written proposal to the board of directors at least 30 days before the meeting at which the amendment is to be considered. The proposal shall state the article and section number of the bylaw to be amended, the current wording of the bylaw, the proposed wording of the amendment, and the rationale for the amendment.

### Section 2: Notice

The board of directors shall review the proposed amendment and determine whether to approve or reject it. If the board approves the proposed amendment, it shall give notice of the amendment to all members at least 14 days before the meeting at which the amendment is to be voted on. The notice shall include the text of the proposed amendment and the date, time, and place of the meeting.

### Section 3: Adoption

The adoption of an amendment to the bylaws shall require a two-thirds vote of the members present and voting at the meeting. The amendment shall take effect immediately upon its adoption, unless otherwise specified in the amendment.

## ARTICLE VII: FINANCIAL AND ACCOUNTING

### Section 1: Fiscal Year

The fiscal year of NGS shall begin on October 1st and end on September 30th of each year.

### Section 2: Budget

The board of directors shall prepare and approve an annual budget for NGS, based on the projected income and expenses of the organization, at least 30 days before the start of each fiscal year. The budget shall be presented to the members for review and feedback at the annual general meeting. The board of directors may amend the budget during the fiscal year, as it deems necessary and appropriate, subject to the limits of authority specified in these bylaws.

### Section 3: Financial Statements

The board of directors shall prepare and present the following financial statements for NGS, in accordance with the Generally Accepted Accounting Principles (GAAP) and the Financial Accounting Standards Board (FASB) guidance for nonprofit organizations:

- A statement of financial position, also known as a balance sheet, that shows the assets, liabilities, and net assets of NGS as of the end of each fiscal year.
- A statement of activities, also known as an income statement, that shows the revenues, expenses, and changes in net assets of NGS for each fiscal year.
- A statement of cash flows, that shows the sources and uses of cash of NGS for each fiscal year.

The financial statements shall be made available to the members, the donors, the sponsors, the partners, and the public upon request, subject to the state law and the privacy policy of NGS.

### Section 4: Audit

The board of directors shall appoint an independent certified public accountant to conduct an annual audit of the financial statements and records of NGS, and to issue an audit report and an opinion on the fairness and accuracy of the financial statements. The audit report and the opinion shall be presented to the board of directors and the members at the annual general meeting, and shall be made available to the members, the donors, the sponsors, the partners, and the public upon request, subject to the state law and the privacy policy of NGS.

### Section 5: Bank Accounts

The board of directors shall open and maintain one or more bank accounts for NGS, in the name and under the tax identification number of NGS, at a reputable financial institution. The board of directors shall designate two authorized signatories for each bank account. The board of directors shall also ensure that the bank accounts are reconciled monthly, and that the bank statements are reviewed and approved by the board of directors or its designated representative.

## Section 6: Checks and Deposits

All checks, drafts, or orders for the payment of money, notes, or other evidence of indebtedness issued in the name of NGS, shall be signed by such officer or officers, agent or agents of NGS and in such manner as shall from time to time be determined by resolution of the board of directors. All funds of NGS not otherwise employed shall be deposited from time to time to the credit of NGS in such banks, trust companies, or other depositories as the board of directors may select.

## Section 7: Investments

The board of directors may invest and reinvest the funds of NGS in money market mutual funds, certificates of deposit, or other instruments as the board of directors may deem prudent and appropriate, in accordance with the investment policy and the donor restrictions of NGS. The board of directors shall monitor and evaluate the performance and the risk of the investments on a regular basis and shall report the results to the members at the annual general meeting.

## Section 8: Financial Policies and Procedures

The board of directors shall adopt and implement the financial policies and procedures of NGS and shall ensure their compliance with the state law and the best practices of nonprofit management. The financial policies and procedures shall include, but are not limited to, the following topics:

- Accounting system and software
- Chart of accounts and fund accounting
- Cash management and petty cash
- Receipts and acknowledgments
- Disbursements and reimbursements
- In-kind donations and contributions
- Fixed assets and depreciation
- Restricted and unrestricted funds
- Net assets and reserves
- Tax filing and reporting

- Internal controls and segregation of duties: The board of directors shall design and implement the policies and procedures that prevent any misappropriation of assets, and that ensure the proper authorization, recording, reporting, and safeguarding of the transactions and assets of NGS. The board of directors shall also segregate the duties and functions of the officers, staff, and volunteers of NGS, and shall require the documentation and verification of the transactions and activities of NGS.

# ARTICLE VIII: OPERATIONAL REQUIREMENTS

## Section 1: Quality

NGS shall strive to provide high-quality programs and services that meet or exceed the needs and expectations of its members, donors, sponsors, partners, and community. NGS shall also adhere to the professional standards and best practices of the nonprofit sector and the field of girls softball.

To ensure program quality, NGS shall:

- Establish and monitor clear and measurable goals and objectives for each program and service.
- Conduct regular and systematic evaluation and feedback of each program and service, using both quantitative and qualitative methods.
- Implement continuous improvement and innovation of each program and service, based on the evaluation and feedback results.
- Recognize and celebrate the achievements and successes of each program and service, and share the lessons learned and best practices with others.

## Section 2: Safety

NGS shall ensure the safety and well-being of its members, coaches, staff, volunteers, and participants in all its programs and services. NGS shall also comply with all applicable laws and regulations regarding health and safety.

To ensure safety, NGS shall:

- Provide adequate and appropriate equipment, facilities, and resources for each program and service, and maintain them in good condition and working order.
- Adopt and enforce a code of conduct and a safety policy for each program and service, and communicate them to all members, coaches, staff, volunteers, and participants.
- Train all coaches, staff, and volunteers on the code of conduct and the safety policy, and on the prevention and response of emergencies, injuries, and incidents.
- Report and document any emergencies, injuries, and incidents that occur during or as a result of any program and service and take corrective and preventive actions as needed.

## Section 3: Accessibility

NGS shall promote the accessibility and inclusiveness of its programs and services to all girls who are interested in playing softball, regardless of their age, skill, background, or ability.

To ensure accessibility, NGS shall:

- Provide affordable and flexible membership fees and dues and offer scholarships and subsidies to those who demonstrate financial need.
- Provide adaptive and customized programs and services and accommodate the special needs and requests of those who require them.
- Provide opportunities and support for the participation and engagement of all members, coaches, staff, volunteers, and participants in the decision-making and governance of NGS.

## Section 4: Accountability

NGS shall be accountable and transparent to its members, donors, sponsors, partners, and community for its financial and operational performance and impact. NGS shall also uphold the highest standards of ethics and integrity in all its activities and interactions.

To ensure accountability, NGS shall:

- Prepare and present accurate and timely financial statements and reports.
- Disclose and manage any potential or actual conflicts of interest and avoid any inurement or private benefit to any individual or entity.
- Solicit and respond to any feedback, complaints, or inquiries from any stakeholder or the public, and resolve any issues or disputes in a fair and respectful manner.

## ARTICLE IX: COMPLIANCE

### Section 1: Registration and Licensing

NGS shall register and obtain any licenses or permits that are required by the federal, state, county, or city governments to operate as a nonprofit organization and to provide its programs and services. NGS shall also renew and update its registration and licenses as needed, and shall comply with any fees, taxes, or assessments.

### Section 2: Reporting and Auditing

NGS shall submit any reports or filings that are required by the federal, state, county, or city governments to disclose its financial and operational performance and impact. NGS shall also conduct an annual audit of its financial statements and records, as specified in Article VIII, Section 4 of these bylaws, and shall provide the audit report and the opinion to the authorities upon request.

### Section 3: Compliance with Specific Laws and Regulations

NGS shall comply with any specific laws and regulations that apply to its activities and outcomes, including but not limited to the following:

- **Florida Statute 943.0438** - Athletic coaches for independent sanctioning authorities: This statute requires NGS to conduct a level 1 background screening of each current and prospective athletic coach, and to disqualify any person who is identified on a registry of sexual predators or sexual offenders, or who does not meet the requirements for an exemption from disqualification. NGS shall also provide written notice to any person who is disqualified and shall maintain documentation of the background screenings and the disqualifications.
- **Collier County - Youth Sports Code of Conduct**: This ordinance requires NGS to adopt and enforce a code of conduct for its members, coaches, staff, volunteers, and participants, and to communicate the code of conduct to all parties involved. The code of conduct shall include the standards of behavior, the disciplinary actions, and the appeal process for any violations of the code of conduct. NGS shall also report and document any incidents or complaints that occur during or as a result of its programs and services and shall cooperate with the county in any investigation or enforcement of the ordinance.

- **Collier County - Youth Sports Facility Use Agreement:** This annual agreement with Collier County Parks and Recreation Division covers the insurance requirements, facilities requirements, schedule requirements, financial requirements, and code of conduct certification.

- **City of Naples - Use of City Parks and Recreation Facilities:** This resolution grants NGS the permission to use the city parks and recreation facilities for its programs and services, subject to the terms and conditions of the resolution. NGS shall pay the fees and deposits, provide the insurance and indemnification, and follow the rules and regulations of the city for the use of the facilities. NGS shall also coordinate and communicate with the city staff and officials and shall report and repair any damages or injuries that occur during or as a result of the use of the facilities.

## ARTICLE X: CHARTER

### Section 1: Authority

NGS shall have the authority to charter with any local or national organization that it sees fit, subject to the approval of the general membership of NGS. The board of directors shall review and evaluate any potential charter partner and shall present a proposal to the members for their vote. The proposal shall include the name and purpose of the charter partner, the terms and conditions of the charter, and the benefits and risks of the charter for NGS.

## ARTICLE XI: INSURANCE REQUIREMENTS

### Section 1: Types of Insurance

NGS shall purchase and maintain the following types of insurance policies, with the minimum coverage and limits as specified by the board of directors:

- Commercial General Liability Insurance: This policy shall cover the legal liability of NGS arising from its operations.
- Directors and Officers Insurance (D&O): This policy shall cover the legal liability of the board of directors and the officers of NGS for wrongful acts, errors, omissions, breaches of duty, or mismanagement in the performance of their duties.
- Participant Accident Insurance: Provides coverage for players, coaches, umpires, and other participants in case of accidental injuries during sports activities.

### Section 2: Additional Insureds and Certificates of Insurance

NGS shall name the following parties as additional insureds on its insurance policies, as required by the contracts or agreements with these parties, or as a courtesy to these parties:

- The City of Naples and Collier County as the owners or operators of the parks and recreation facilities that NGS uses for its programs and services.

- Tournament Sponsors and other parties that the board of directors deems necessary and appropriate, as the beneficiaries or stakeholders of the programs and services of NGS.

NGS shall provide certificates of insurance to the additional insureds, as evidence of the insurance coverage and limits of NGS, and as notice of any changes or cancellations of the policies.

### Section 3: Claims and Notices

NGS shall report any claims, incidents, or losses that may trigger its insurance policies to its insurance broker or carrier as soon as possible and shall cooperate with the investigation and settlement of the claims. NGS shall also notify its insurance broker or carrier of any changes in its operations, activities, or exposures that may affect its insurance coverage or premiums and shall request any endorsements or amendments to the policies as needed.

## ARTICLE XII: DISSOLUTION

### Section 1: Authorization

The dissolution of NGS may be authorized by a two-thirds vote of the members present and voting at a meeting of NGS, provided that the proposed dissolution has been submitted in writing to the board of directors at least 60 days before the meeting and that the notice of the meeting has included the text of the proposed dissolution.

### Section 2: Plan of Dissolution

The board of directors shall prepare and approve a plan of dissolution for NGS, in accordance with the state law and the IRS regulations. The plan of dissolution shall include, but are not limited to, the following elements:

- The reasons and circumstances for the dissolution
- The effective date and method of the dissolution
- The disposition of the assets and liabilities of NGS
- The notification of the creditors and claimants of NGS
- The filing of the articles of dissolution and the final tax returns of NGS
- The preservation and destruction of the records and documents of NGS
- The communication and feedback of the dissolution to the members, donors, sponsors, partners, and community of NGS

### Section 3: Distribution of Assets

Upon the dissolution of NGS, the board of directors shall, after paying or making provision for the payment of all the liabilities of NGS, dispose of all the assets to another recreation program which maintains the same objectives as set forth herein, which are or may be entitled to exemption under Section 501(c)(3) or Section 501(c)(4) of the Internal Revenue Code, or any future corresponding provision.