

**Northeastern Youth  
Sports Association**

Northeastern Youth Sports Association  
P.O. Box 45  
Mount Wolf, PA 17347-0045

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# **Constitution and By-laws**

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Adopted April 2, 1989

Revised 1991, 1995, 1999, 2008, 2011, 2016

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# Northeastern Youth Sports Association

## Constitution and By-laws

### Article I - Name

#### Section 1—Legal Name

The legal name of the organization shall be the Northeastern Youth Sport Association (hereafter referred to as NEYSA or Association).

#### Section 2— Address

The mailing address of the organization shall be P.O. Box 45, Mount Wolf, PA 17347-0045.

### Article II – Purpose

#### Section 1 - Purpose

The purpose of NEYSA shall be to promote and foster sports on the youth level in the territory of the Northeastern School District and surrounding communities.

#### Section 2 - Affiliation

This organization shall be non-profit, non-political, noncommercial, and non-sectarian and shall refrain from political affiliation or endorsement of candidates for public office. The name of the association and names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest, or for any purpose other than the regular work of the association. NEYSA reports solely to its membership and is not directly affiliated with Northeastern School Districts or the municipalities within the borders of Northeastern School District.

#### Section 3 - Goals

This organization will pursue its goals without hopes of profit or pecuniary gain. No member or officer shall use this organization for personal gain.

#### Section 4 - Recruitment

Neither the organization nor its members shall recruit players from outside the Northeastern School District. Participants living outside of Northeastern School District are eligible to participate in NEYSA Sports.

## **Section 5 - Access**

No youth shall be denied the opportunity to participate in any of the Organization's programs unless the child could be harmed by participating in said program as determined by the child's parents and physician.

## **Article III – Headquarters**

### **Section 1 - Location**

This organization shall be headquartered within its playing boundaries. The mailing address of the organization shall be P.O. Box 45, Mount Wolf, PA 17347-0045.

## **Article IV – Government**

### **Section 1 – Executive Board**

The executive Board of this organization shall be comprised of the President, Vice-President, Secretary, Treasurer and General Managers of all sports (all of whom shall be elected). The privilege of holding office shall be limited to "Active Class" members who are residents of Northeastern School District. Any special meetings required outside of monthly board meetings will consist of the GM of a program for which the meeting is being called, either the President or Vice President plus 1 other Executive Board member.

### **Section 2 – Term of Office**

The elected officers of this organization shall serve a one (2) year term beginning on January 1<sup>st</sup> or completion of the current term. Re-election is for an unlimited number of terms. Officers shall be elected bi-annually by majority vote of active class members. President, Secretary and Soccer General Manager will be elected in November of even years. Basketball General Manager and Cheerleading General Manager will be elected in May of even years. The Vice-President, Treasurer and Football General Manager will be elected in November odd years. If any new programs should be offered through NEYSA the General Manager for that program will be elected within that year and serve a (2) year term starting in either May of odd years or November of even years (whichever is closest) following their election. Officers elected at said meeting will take office immediately following adjournment of said meeting. If there is but one (1) candidate for any office, it shall be in order to move that the Secretary cast the elective vote of the Association for the nominee.

### **Section 3 – Nominations**

- a. Nominations for officers shall be made by the "NOMINATING COMMITTEE". In the absence of a nominating committee, the current slate of officers of the organization will serve as the nominating committee.
- b. The nominating committee shall report at the November meeting the names of known candidates for each office to be filled. The consent of each candidate must be obtained before her or his name is placed in nomination.
- c. Additional nominations may be made from the floor provided the consent of each candidate has been obtained before her or his name is placed in nomination.
- d. In the event a candidate cannot be present at the November meeting a "LETTER OF CONSENT" shall be acceptable.

## **Section 4 – Vacancies**

Vacancies on the Executive Board created by voluntarily leaving the organization or through executive board action shall be filled by Presidential appointment upon approval of the membership. In order to be eligible for appointment, all candidates must attend 3 board meetings before a formal vote can be made for their appointment.

# **Article V – Duties and Powers of the Executive Board**

## **Section 1 – Policies**

The Executive Board shall have the responsibility to determine policies which will be practiced by the Organization in any operation. The Executive Board shall hear protests and offer suggestions for the betterment of the Organization in terms of its value to the participant. Each program will maintain a record of their respective policies and keep record of them in the addendum attached herein. Any creation of new policies or the elimination of existing policies for any program will be accompanied by a formal Memorandum created by the program GM and voted on by the Board.

## **Section 2 – Enforcement**

Promulgate and enforce rules governing use of the property of the Organization and the enactment of policies.

## **Section 3 – Removal from Office**

Remove an officer and/or Board Member and suspend from membership any one in their opinion who is detrimental to the purpose and objective of the Association or loses active class member status by the affirmative vote of two-thirds (2/3) of the Executive Board. All persons involved will be requested to be present. The Executive Board may invoke a temporary suspension until a meeting can be held with involved persons.

## **Section 4 – Financial Expenditures**

Each program will submit a proposed budget prior to the start of its respective season. Each proposed budget will be approved by vote of the Executive Board. All in-season purchases exceeding \$500 must be reviewed and approved by the Executive Board.

## **Section 5 – Quorum**

Except as mentioned above, a minimum of half plus one (1) of the Executive Board shall constitute a quorum with simple majority rule.

# **Article VI – Officers and Duties**

## **Section 1 - President**

The president shall be responsible to act when necessary to maintain proper functioning of the Association at all times. The President will preside at all meetings and will abstain from voting on all resolutions put before the general membership except in the case of a tie vote where he/she shall vote to break the tie. The President shall appoint all Committees subject to the approval of the Executive

Board, except for individual sport Committees, which will be appointed by the General Manager, subject to the approval of the Executive Board. The President is an ex-officio of all Committees and Sub-Committees of the Association. He/ She shall use and enforce "Roberts Rules of Parliamentary Procedure" and shall have the privilege of setting up the agenda. The President has the authority to call a special meeting providing ten (10) days notice is given to all Executive Board members and any persons expected to attend. The President may call an emergency meeting when deemed necessary, with as much notice as possible to the Executive Board members. The President shall be bondable and of a value commensurate with projected income. She/he shall sign with the Secretary all contracts and documents of the Association. She/he shall authorize any expenses coming from the General Fund. Any expenses over \$500.00 for individual sport accounts shall be authorized by the President, if that expense was presented in the original sports budget, if not presented in that budget, Executive Board approval will be required.

## **Section 2 – Vice President**

The Vice President shall perform all the duties and exercise all the powers of the President in his/her absence. The Vice President shall be in charge and is an ex-officio member of all Committees of the Association. Coordinate with the GM's to secure necessary fields or facilities for practice and competition. The Vice President will be the Administrator of the web-page and social media accounts on behalf of NEYSA..

## **Section 3 – Secretary**

The Secretary shall file all notices required by law and shall give all notices as required by the Constitution. She/he shall keep an accurate record of all transactions incidental to the operation of the Association, file and preserve all reports of Officers and Committees, official documents and communications and such other records incidental to maintaining a chronological history of the Association. The Secretary shall perform such duties as may be required of him/her by the President and/or Executive Board. She/he shall sign with the President all contracts and documents of the Association. At the end of his/her term of office, shall deliver all books, papers, records, property and rights of the Association to his/her successor in office, the President and/or the Executive Board.

## **Section 4 – Treasurer**

The Treasurer shall maintain all Association financial transactions. There will be a formal audit conducted of his/her records at the end of each calendar year or when there is a change in Treasurer's. This audit will be completed by means of an internal audit conducted by any or all of the other Executive Board members or through a 3<sup>rd</sup> party audit. The determination of which auditing method to be used will be made by executive board vote in October of each year. Any expenses coming from the General Fund shall be authorized by the President. Any expenses coming from individual sport accounts shall be authorized by the General Manager of that respective sport. Any expenses over \$500.00 coming from individual sport accounts shall be authorized by the President, if that expense was presented in the original sports budget, if not presented in that budget, Executive Board approval will be required. All invoices to the Association shall be submitted to the treasurer and signed by the member making the submittal. The Treasurer shall receive and have custody of all money, bonds, notes and other Funds or Securities paid or donated of the Association and shall deposit same in such bank or trust company as designated by the Executive Board, and shall keep a true and accurate account of all receipts and disbursements of same. The Treasurer shall work under the direction of the President, render a complete report each meeting, and perform all such other and further duties as may be required of him/her by the President and/or Executive Board. At the end of his/her term in office, the Treasurer shall deliver all stated assets, liabilities, records, and rights of the Association to his/her successor in office or to the President and/or Executive Board.

## **Section 5 – General Manager**

The General Manager must be a resident of Northeastern School District, eighteen (18) years old or older and an “Active Class” member.

The General Manager shall appoint assistant General Managers as deemed necessary subject to the approval of the Executive Board. She/he shall coordinate and plan his/her respective Association team programs. She/he shall establish a consistent and compatible program for Association teams of different age groups. She/he shall be responsible for the specification, procurement, inventory and maintenance of all Association training equipment. The General Manager of the respective sport shall:

- a. Provide all coaches with current rules and regulations of that sport and shall further be responsible in seeing that those rules and regulations are abided by.
- b. Provide coaches with any assistance needed to ensure that developmentally appropriate drills and teaching techniques are being utilized in preparation for competition.
- c. Be responsible to receive and record game results for relay to the appropriate person.
- d. Attend all affiliated league meetings or appoint a representative to attend such meetings.
- e. Select coaching staff in accordance with said guidelines and approval of the Executive Board.
- f. Submit a plan of operation for the sports season to the president for approval by the executive board. The plan should include the number of proposed teams, leagues in which teams will compete, a budget, contracts (for approval), a code of conduct, and a list of coaches.
- g. Submit invoices or receipts for all expenditures to the treasurer.
- h. Submit revenues for deposit to the treasurer.
- i. Coordinate the registration of athletes.
- j. Oversee and evaluate coaches.
- k. Administer end of year evaluation surveys and submit to the vice president.
- l. Coordinate the purchase of necessary equipment, uniforms, and services.
- m. Oversee committees formed to assist with the operation of the sport. (concessions, team parents, field maintenance, etc....)
- n. In conjunction with the vice president, secure necessary fields or facilities for practice and competition.
- o. Inform the secretary or designee of items for communication on the website or newsletter.
- p. Each program is expected to have representation at each monthly board meeting. Each program must have either the GM or an Assistant GM in attendance. In special circumstances a coach may serve as representation if notified in writing within 72 hours prior to a monthly board meeting. If a program fails to have representation at a

board meeting, they will receive one a (1) time, per term excuse without penalty. Each incidence of absence thereafter will be subject to a \$25 penalty charged to the program. If a program fails to attend 3 or more monthly board meetings the GM of that program may be subject to revocation of their position at the discretion of the board

## **Article VII – Coaching Staff**

### **Section 1 – Responsibilities**

Coaching should be considered to be a privilege not a right of an individual. Prior coaching involvement in the NEYSA is not a guarantee of future coaching involvement in any capacity.

Coaches and assistant coaches shall be responsible for the teaching of fundamentals of the respective sport, good sportsmanship and team spirit. Coaches are expected to learn the rules of the sport. Coaches should use developmentally appropriate drills and teaching techniques related to the sport. If coaches are unsure of current practices, the coaches must seek assistance from the general manager. They are expected to attend Association meetings and should report the progress of their respective teams to the General Manager. The coach shall be the liaison between his/her team, parents and the General Manager and perform any duties as deemed necessary by the Executive Board.

Each coach for any NEYSA program must submit the following in order to have any interaction with children participating in a NEYSA program.

- Child Abuse History Clearance (CY113)
- PA State Police Criminal Record Check for Volunteers (SPA-164A)

It will be the responsibility of the GM to review the status of these clearances at the start of each season for each coach. It will be the responsibility of the program GM to communicate the review to the Secretary.

If any NEYSA team wants to make an addition to a GM staff or coaching staff after the season has started, that individual must submit the above requirements and be approved by the board **before** they are authorized to participate in practices or games.

All Executive Board members, GM's, Assistant GM's and Coaches are mandated reporters. It is the responsibility of each to report any suspected or reported incident involving any form of child endangerment to the local authorities.

All Executive Board members, GM's, Assistant GM's and Coaches may at any time be requested to participate in some form of mandated reporter training. All the are subject to all and any regulatory changes specific to the laws pertaining to mandated reporter protocol as well as clearance requirements.

### **Section 2 – Interface with General Manager**

The coach of each Association team shall coordinate all activities and duties with the General Manager (for example: fundraisers, tournaments, uniform changes, roster changes, etc.).

### **Section 3- Discipline of Coaches**

Any disciplinary actions, which result in a dismissal or suspension of a coach, will be carried across all sports governed by the NEYSA.

## **Section 4 – Right of Appeal**

The coach has the right to appeal to the Executive Board (via the Judiciary Committee) and disciplinary action taken by the General Manager toward himself/herself or any of his/her players. The Executive Board's decision shall be final. It is strongly recommended that these matters be handled by the General Manager and the coach concerned in a professional manner.

# **ARTICLE VIII – PARENTS**

## **Section 1– Sportsmanship**

Parents should conduct themselves in a sportsmanlike manner at all times. If they do not, they may be removed by the coach, commissioner, NEYSA Officer or referee.

## **Section 2– Registration**

A parent and or legal guardian must sign a registration form for each of their children to participate in NEYSA programs.

## **Section 3—Receipt of Code of Conduct**

A parent and or legal guardian registering a child for a youth sports program will be provided with a code of conduct at the time of registration. The parent and or legal guardian must acknowledge receipt of this code of conduct on their registration form. If this form is not completed the player may not participate in practices or events.

## **Section 4—Fees and Obligations**

A parent and or legal guardian must pay all registration fees and meet all obligations of fundraising as outlined by the general manager. All prior financial obligations from previous sports must also be paid prior to acceptance of registration in another sport.

## **Section 5– Transportation**

Parents are responsible for their children's transportation.

## **Section 6—Equipment Return**

If any equipment is lost, stolen, damaged (beyond normal wear) or not returned at the end of the season, restitution must be made before said boy or girl or siblings would be allowed to participate in any future NEYSA programs.

## **Section 7—Complaint Process**

If a parent has a problem or complaint, the following procedure should be followed:

- a. Discuss the problem with the coach.
- b. Discuss the problem with the general manager of the sport involved.
- c. Discuss the problem with the NEYSA President.
- d. Attend an NEYSA meeting to discuss the problem with the membership.

## **Section 8 – Illness & Communicative Conditions.**

All participants with an illness that affects school day attendance, Communicative Condition (Lice, Bed Bugs, et al) or any condition that could compromise the general health of other participants will not be permitted to participate in program events, practices or games. A Participant's ability to return to practices and events will follow the same protocol as the Northeastern School District. This may include Doctor's notes or Screenings prior to their return.

## **ARTICLE IX – CHILDREN (PLAYERS)**

### **Section 1– Conduct**

Children must conduct themselves in a responsible manner at all times.

### **Section 2—Non-residents**

Children from outside of Northeastern may participate in NEYSA programs in accordance with the guidelines set forth by NEYSA and current leagues.

## **Article X – Membership**

### **Section 1 – Who are Members**

All players, parents, and coaches shall be members of NEYSA. Persons eighteen (18) years old or older who is interested in the purposes of this association and willing to uphold its policies and subscribe to its by-laws.

### **Section 2 – Who are Active Class Members**

Members who attend three (3) or more general membership meetings per calendar year are ACTIVE CLASS MEMBERS

### **Section 3 – Voting Membership Requirements**

Only ACTIVE CLASS MEMBERS are eligible to vote in elections.

## **Article XI – Meetings**

### **Section 1 – Regular Meetings**

Regular monthly meetings shall be held by this Organization on the second (2<sup>nd</sup>) Sunday of each month beginning at 7:00 P.M. There will be no meeting in the months of July and December.

## **Section 2 – Meeting Location**

The meeting location shall be at the recommendation of the President.

## **Section 3 – Annual Election**

The annual election meeting of the Organization shall be at the monthly meeting to be held on the second (2<sup>nd</sup>) Sunday in November.

## **Section 4 – Special Meetings**

Special meetings may be called by the President or Executive Board upon ten (10) days written notice to ACTIVE CLASS MEMBERS.

## **Section 5 – Executive Board Meetings**

Executive Board meetings may be called when deemed necessary by the President or Executive Board.

# **Article XII – Contracts**

## **Section 1 – Contracts and Agreements**

No officer, director or member of this Association shall have any authority to make any agreement or contract with any person(s), firm or Corporation which shall bind or attempt to bind this Association in any manner except by the authority of the Executive Board.

## **Section 2 – Monetary Benefits**

No member of the Executive Board, Officers of the Executive Board or member of the Association shall derive any monetary benefits of any kind from this Association (except reimbursements of legitimate and documented expenses incurred in performing duties incidental to promoting the function of this Association).

# **Article XIII – Discipline**

## **Section 1 – General Manager**

All questions of discipline involving coaching staff, members of the Association, or players shall be dealt with directly by the General Manager of his/her sport (with the exception of Article V Section 3, wherein if the Executive Board's opinion is that a person is detrimental to the purpose and objective of the Association, the Executive Board shall override the General Manager's decision).

Rules for player discipline shall be generated by the respective General Manager and shall be subject to the approval of the Executive Board. Amendments to these rules may be affected, as needed, subject to the provisions herein, but at no time during the period of team training or participation.

## **Section 2- Discipline of Members**

If in their opinion a "Member" has violated any of the terms or provisions of these By-laws, the NEYSA officers can impose against the member a suspension. The matter will be referred to the judiciary committee for investigation. At the next regular meeting of NEYSA, the judiciary committee will discuss the act or acts and make a recommendation for action. A majority vote of the Executive Board will terminate the suspension, set the length of the suspension or invoke expulsion of said violator from the organization.

### **Section 3- Due Process**

As soon as the NEYSA has been made aware of an act or acts of misconduct or offense, the Secretary shall send a registered letter to the charged party, noting date, time and place of the next regular meeting.

If the accused willfully fails to attend the meeting cited in the letter, the NEYSA shall proceed to hear and determine the case just as though the accused was present.

### **Section 4 – Judiciary Questions**

All questions of discipline involving the coaching staff or players that cannot be directly dealt with by the General Manager shall be referred to the Judiciary Committee.

### **Section 5 – Right of Appeal**

The General Manager's decision may be appealed to the Judiciary Committee.

### **Section 6 – Judiciary Committee**

The Judiciary Committee will hear all matters put before them and put their recommendation to the Executive Board for a final ruling.

## **ARTICLE XIV – STANDING AND SPECIAL COMMITTEES**

### **Section 1—Creation of Committees**

The officers, as deemed needed to promote the purposes and interest of the Association, shall create standing committees. The officers of the Association shall select the Chairperson of a standing committee. Their term of office shall be one (1) year.

### **Section 2—Committee Chairperson**

The Chairperson of all standing and special committees shall present plans of work to the Association. No committee's work shall be undertaken without the approval of the Association.

### **Section 3—Special and Standing Committees**

Special and standing committees may be formed and appointed by either the officers or the Association. Since a special committee is created for a specific purpose, it ceases to exist when its work is done, and its final report has been provided.

## **Article XV – Liability**

### **Section 1 – Responsibility of Liability**

The Executive Board members, coaches, and assistant coaches, and other supervisory personnel are not responsible for injuries to person(s) or damage to property. All persons who participate in programs of this Association do so at their own risk.

### **Section 2 – Alcohol**

No drugs shall be permitted at any NEYSA youth function. No tobacco or nicotine delivery systems (vaping) shall be permitted at any NEYSA youth function. No alcohol shall be permitted at any NEYSA youth function. Alcohol may be present at a NEYSA fundraiser provided all the following are met:

- 1) No one under the age of 21 is permitted at the event.
- 2) A taxi service shall be named on the fundraiser advertisement / tickets as well as prominently displayed at the event as an alternative means of transportation.
- 3) Only beer and wine will be provided and can be purchased or donated for the event. No BYOB
- 4) A bartender licensed in the state of Pennsylvania shall be on hand to dispense alcohol.
- 5) The event must be approved by 2/3 majority vote of the executive board.

## **Article XVI – Amendments**

### **Section 1 – Requirements**

These by-laws may be amended by two-thirds (2/3) vote of the Executive Board, provided it is on the agenda and had been made available not less than two (2) consecutive regular monthly meetings.

### **Section 2- Review**

These by-laws shall be reviewed biannually in the odd numbered years. A committee may be appointed to review and submit a revised set of these by-laws as a substitute for the by-laws.

### **Section 3 – Length of Amendment**

Amendments herein must stand for one (1) year and not be changed for said period. After the one (1) year period, the amendment in question may be corrected, deleted or stand as written.

## **Article XVII – Dissolution**

### **Section 1 – Requirements**

Dissolution of the Association shall be done in accordance with the laws of the Commonwealth of Pennsylvania governing dissolutions of corporations not for profit and in accordance with the dissolution clause as found in the Articles of Incorporation.

This Association may be dissolved when membership falls below ten (10) "Active Class" members

and the majority decide upon dissolution. In such case, the funds and or property acquired by the Association shall be divided and transferred to individual sports that continue to operate. The balance of funds transferred to individual sports will be reflected in the last monthly statement. Those sports must provide articles of incorporation, tax identification number, and by-laws that govern the organization. Monies will only be transferred to the bank account of the new organization and not any one individual. No funds or property will be transferred to any for profit sports organization. Any monies or property remaining will be transferred to the Northeastern Dollars for Scholars Scholarship Fund.

## **Section 2 – Liabilities**

Upon dissolution of the Association, the Executive Board shall, after paying or making provisions for the payment of all liabilities of the Association, dispose of assets of the Association in such manner as to reflect a like purpose provided said organization qualifies as an exempt organization under Section 501 © (3) of the Internal Revenue Code of 1954.















