

# **EPSOM YOUTH ATHLETIC ASSOCIATION BY-LAWS**

## **ARTICLE I: Name, Affiliation and Purpose**

This association shall be known as the Epsom Youth Athletic Association (EYAA). The affiliation of EYAA with other athletic programs, whether they be national, state, local or independent, will be in strict accordance with the established rules and regulations of said programs.

The purpose of EYAA is to provide and promote athletic programs for all youth in and about the town of Epsom, NH. EYAA is to implant in the youth of the community ideas of good sportsmanship, honesty, loyalty, courage, and reverence so that they may be fine, strong, and happy youth who grow to be responsible, healthy adults.

## **ARTICLE II: Sites of Operation**

The principle operations of EYAA shall be in and about the town of Epsom, County of Merrimack and State of New Hampshire, but may extend into other areas, which will not infringe upon other programs and associations.

## **ARTICLE III: Officers**

Officers of EYAA are President, Vice President, Secretary, and Treasurer.

### **SECTION 1: President**

It shall be the duty of the President to preside over all meetings of the association and perform such duties as this office may require as recorded in the policy and procedure document.

The President is elected for a two-year term, on odd numbered years.

### **SECTION 2: Vice President**

It shall be the duty of the Vice President to oversee special projects initiated and carried out by EYAA members and perform such duties as this office may require as recorded in the policy and procedure document.

The Vice President is elected for a two-year term, on even numbered years.

### **SECTION 3: Secretary**

It shall be the duty of the Secretary to keep all the minutes of all proceedings and records of the same. The Secretary shall give notice of all meetings and perform such duties as this office may require as recorded in the policy and procedure document.

The Secretary is elected for a two-year term, on odd numbered years.

### **SECTION 4: Treasurer**

It shall be the duty of the Treasurer to receive and safely keep all funds of the association and perform such duties as this office may require as recorded in the policy and procedure document.

The Treasurer is elected for a two-year term, on even numbered years.

## **ARTICLE IV: Commissioners**

### **SECTION 1: General Commissioner**

It shall be the duty of the General Commissioner to perform the duties of the Sport Commissioners in their absence as agreed upon by the Board of Directors and perform such duties as this office may require as recorded in the policy and procedure document.

The General Commissioner is elected for a two-year term on odd numbered years.

## **SECTION 2: Sport Commissioners**

Sport Commissioners of EYAA are Soccer, Basketball, Softball, Baseball (Minor/Major/Babe Ruth) and Baseball (T-ball/Rookie).

It shall be the duty of the Sport Commissioners to oversee and control all activities of their respective sport and perform such duties as their office may require as recorded in the policy and procedure document.

All Sport Commissioners are elected for a two-year term. Softball and Baseball (T-ball/Rookie) Commissioners will be elected on odd numbered years. Baseball (Minor/Major/Babe Ruth), Basketball and Soccer Commissioners will be elected on even numbered years.

## **ARTICLE V: Board of Directors**

The Board of Directors includes Officers and the General Commissioner. Each member of the Board of Directors will have one vote.

## **ARTICLE VI: Position Eligibility, Nomination and Election Procedure**

### **SECTION 1: Eligibility Requirement**

A candidate for an elected position must have attended at least two meetings within a six month period prior to nomination.

### **SECTION 2: Nomination and Election Procedure**

Nominations shall be presented to the Board of Directors for review no later than the November meeting. Nominees must have a second. Only those nominees will then be presented to the membership for election by vote at the annual meeting held in January. The exception is the Basketball Commissioner, whose nomination will be taken at the annual meeting on the even numbered years and voted on at the March meeting, to take office at the end of the March meeting.

Incumbents may serve consecutive terms, without limitations, if elected.

### **SECTION 3: Vacancies**

Vacancies which occur during a term of office will be filled by the remaining officers or by temporary appointment by the Board of Directors. Appointments will last until the next annual meeting at which time the vacancy will be filled by way of the Nomination and Election Procedure.

### **SECTION 4: Removal Proceedings**

Any coach, assistant coach, umpire, referee, officer or commissioner acting under the guidelines of EYAA, can and will be removed from office or from this association for flagrant offenses and/or violations to rules and regulations, and/or actions not in the best interest of the youth, community, or this association. Removal requires a two-thirds majority vote from the Board of Directors.

## **ARTICLE VII: Powers**

EYAA shall have the following powers in addition to the powers expressly or implicitly conferred to it by law.

**SECTION 1:** To make and enforce rules and regulations to govern itself on a local basis but “consistent with” and not “contrary to” any rules and regulations of the other programs with which EYAA is affiliated. New rules and regulations require a majority vote by the Board of Directors.

**SECTION 2:** Power to solicit contributions as a non-profit organization.

**SECTION 3:** Power to enter into contracts, agreements, etc., which would be beneficial to the association and the youth of the community.

**SECTION 4:** Power to purchase, hold and own property and equipment for the benefit of youth athletics. Purchases of under \$100 by elected or appointed members do not require approval. Purchases of \$100-\$500 require approval from the President. All purchases greater than \$500 require a majority vote by the Board of Directors.

## **SECTION 5: Provision for Dissolution**

Upon the dissolution of this association all assets shall be distributed for one or more exempt purposes within the meaning of Section 501 (C)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the Epsom Central School, for athletic team purposes.

## **ARTICLE VIII: Membership**

EYAA membership shall be open to all residents of the town of Epsom, NH who are at least 18 years of age and have attended four EYAA meetings within a six month period. Any member who does not meet the above requirements immediately loses membership status.

Officers and Commissioners must attend four out of the last six meetings. Failure to meet this requirement may result in the position being declared vacant and a successor being appointed by the Board of Directors for the remainder of said Officer or Commissioner's term. Failure to meet the membership attendance requirements will result in the position automatically being declared vacant.

## **SECTION 1: Conflict 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 also when the interest involves a specific issue before the Board. Where the transaction involving a Board member, trustee, or officer exceeds five hundred dollars (\$500) but 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, then a two-thirds vote of the disinterested directors is required as well as publication of disclosure to the general public. 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 office, and shall sign a statement acknowledging, understanding of, and agreement to this policy. The Board will comply with all requirements of New Hampshire law in the area and the New Hampshire requirements are incorporated into and made a part of this policy statement.

## **SECTION 2: Resignation and Expulsion**

Any member has the right to resign at any time. However, all fees and property of EYAA will be returned.

Expulsion will be accomplished through the Removal Proceedings of Article VI, Section 4 of the by-laws.

## **ARTICLE IX: Meetings and Quorums**

### **SECTION 1: Regular Meetings**

The regular meetings will be held on the fourth Wednesday of each month (except December and July), at 7:00 PM and open to the general public. All meetings will be held at a public place centrally located in the town of Epsom.

### **SECTION 2: Annual Meeting**

The regular meeting for the month of January will be known as the annual meeting. This meeting shall be different from the regular meetings in that the election of Officers and Commissioners will take place at this time and the association's annual reports will be presented.

### **SECTION 3: Special Meetings**

The Board of Directors will call special meetings at any time for purposes, reasons, or requests that need to be resolved or discussed for the betterment of the association and youth of the community. Special board meetings to address specific sport related matters may be requested by that sport's Commissioner.

### **SECTION 4: Quorum**

A quorum will be a simple majority of the Board of Directors at any meeting.

## **ARTICLE X: Parliamentary Authority**

“Robert’s Rules of Order” shall be the parliamentary authority on all matters not covered by the by-laws and policies of EYAA.

## **ARTICLE XI: Order of Business**

The usual order of business will be as follows:

1. Call to order by the presiding officer
2. Attendance recorded by the Secretary
3. Review minutes of the previous meeting by the Secretary, followed by necessary discussion and vote for acceptance
4. Treasurer’s report, file for audit
5. Reports from officers/commissioners/committees
6. Unfinished/old business
7. New Business
8. Adjournment

## **ARTICLE XII: Amendments**

All amendments to these by-laws shall be provided to and discussed with the membership at a regular meeting. At the following meeting, we will entertain the vote on said amendment. All amendments shall require a two-thirds majority vote of the membership to pass.