



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

P. O. Box 965, Nashua, NH 03061

2017 BY-LAWS

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).
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, banded together to administer a youth football and spirit league 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 staffs, and 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 constitutions and rules. Teams shall be known as Nashua PAL Force. The association representing logo will be a tapered oval open on the lower right quadrant containing the text "NASHUA PAL FORCE FOOTBALL & SPIRIT", with font sizes, colors, and style similar to the example above. The logo is to be used on all official association documentation including the official web site. NPFFSP reserves the exclusive right on the use of the logo or the NPFFSP name and variations thereof on apparel, printed materials, etc. Use of the logo or organization name by any entity will require approval from the NPFFSP Board of Directors. Any reprinting, sublicensing, modifying, publishing, assignment, transfer, sales, or other distribution of the NPFFSP Logo or organization name, in parts or as a whole, is strictly prohibited without the prior written consent of The NPFFSP Board of Directors.
5. **Team Website URL:** The website shall be listed as www.nashuapalforce.com, unless otherwise specified by the Board of Directors.

Article II. Objectives

1. **Purpose:** The primary purpose of the program is to provide and promote the opportunity for the greatest number of youth 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 5-15, 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 youths 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 New Hampshire Youth Football & Spirit Conference or AYF 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, and adult volunteers.
2. **Approval of Membership:** All elected and appointed board members and head coaches, as well as parents of Nashua P.A.L. Force Football and Spirit Program participants, are automatically granted NPF membership. Other adult volunteers must be approved for membership at a regular or special meeting of the Board of Directors, at which a quorum (50% + 1) is present, by a majority vote thereof. 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 1st to March 31st.
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.
4. **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 State Constitution.
 - a. **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. Waiver must be on file in the team book and with the President.
 - b. **Outgoing Waivers:** Waivers requesting to leave the Nashua P.A.L. Force will only be granted if NPF declares a waiting list or don't have enough players 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 Executive Board

- c. **Grandfather Clause:** Children who have lived in the Nashua North High School district and participated in the NPF organization for 2 or more season may receive a waiver to remain in the program if they move out of draw area. NPF will also consider waivers for children who may move into the Nashua North School District but had been part of another town's football or cheer program for 2 or more seasons.
 - 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.
5. **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.
 6. **Voting:** All NPF Members in good standing will have voting rights in this organization for election of 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.
 7. **Conduct of Members and Participants:** NPF members and participants must adhere to all applicable NPF 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.
 8. **Parental Obligation to Report Medical Conditions:** In the case of a medical condition above and beyond the state required preparedness, the Board of Directors reserves the right to require a parent of said child(ren) to be present when the participant is present at any NPF function. Parent of said participant may provide a designated agent only if the parent provides a signed note to include the following: Name of attending designee/guardian, phone numbers in which parent can be reached at, reason for request, signature with date of the NPF function. This note must be provided to the participant's head coach or a Nashua P.A.L. Force Executive Board member PRIOR to said function.

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

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 will only 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 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 HLYFC By-laws, State of NH and AYF regulations.

- a. Executive Board members may not hold any head coaching position within the organization

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

- 2. **President Emeritus:** A past president that has served three or more years on the board may be appointed 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 member of the of Nashua P.A.L. Force Football and Spirit Program in good standing may apply or be nominated to serve on the Nashua P.A.L. Force Board of Directors.
- 4. **Applications and Nominations:** The Board of Directors will accept written applications and nominations from the NPF general membership 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 deadline.
- 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: A 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:** The Directors shall be elected by the Membership (as defined in Article III) at the Nashua P.A.L. Force Football and Spirit Program annual 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.
 - a. 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.
 - i. If the top 2 candidates cannot be determined due to a tie, Board vote is the first tiebreaker and Executive Board vote is the second tiebreaker
 - b. 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 appointment or the through election at the next annual 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, appoint a NPF member in good standing to the position for the remainder of the current year.
 - a. Off-Cycle Elections: Any appointment to fill a board position expires at the end of the current year. This may result in a position that is normally subject to "even year" election cycle being voted on in an "odd year", or vice versa. When this happens, the elected term for the off-cycle position will be for only one year to return the position to its normal election cycle.
8. **Creation and Elimination of Board Positions:** The NPF Board may, by majority vote, create new positions and delete existing vacant positions in order to meet the needs of the association as a whole. New positions may then be filled per the rules for vacant positions and will become elected positions at the next annual board meeting.
9. **Assumption of Duties:** Newly elected or appointed board members will assume their board position at the first board meeting following their election or appointment.
10. **Removal from office:** Members of the NPF Board can be removed from office as follows. The removal may be with or without cause:
 - a. By a 2/3 vote of the other NPF Board Members
 - i. If a board member has more than 2 unexcused absences in any season, the board may remove that member by a simple majority vote
 - b. By a majority vote of the Nashua P.A.L. Board of Directors
11. **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).

Article VI. NPF Board Meetings

1. **Regular Board Meetings:** Regular board meetings shall be held on the 4th Monday of 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 so vote.

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. A special meeting may not replace a regular monthly board meeting.
3. **Closed Board Meetings:** The NPF Board may vote 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. A majority vote of the NPF board will be required to close a meeting to the general membership. 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.
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.

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 which a quorum as defined herein shall be regarded as an official act or decision of the Board of Directors. The decision reached will be binding on the organization as a whole, unless such act or decision shall be specifically prohibited by these by-laws and/or the New Hampshire Youth Football & Spirit Conference Administration Manual, 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, competition judges, and/or event organizers of their presence.
5. **Committees:** The Executive Board 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) is to be brought to the attention of the entire Board of Directors, so as to ensure that all board members are aware of any issues affecting the association.

7. **Conduct:** The NPF Board of Directors must act ethically at all times and consider the best interests of the athletes and the organization in all decisions. The board must adhere to the American Youth Football/Cheer Coaches Code of Conduct.

Article VIII. Board of Directors Budgets/Expenditures

1. **Budgets:** Budgets will be set by a majority vote of a quorum of the Board after discussion on projected budgets is heard. All required Board members must take inventory and prepare a projected budget to present to the Board of Directors for approval before purchases can be made. In the event there is a considerable increase in cost from the previous year, Board member must obtain at least two written bids/proposals on equipment, uniforms, services, etc., and submit to the Board for approval. 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.
2. **Review of Expenditures:** The Treasurer and President shall review all expenditures frequently. It is strongly recommended that each Board member retain a copy of all receipts in their files.
 - 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 Treasurer by the final day of November for that season with 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.
 - a. Executive Board members are not eligible to serve as head coaches
 - b. No former board member that has been involuntarily removed may serve as a head coach unless approved by a supermajority of 2/3 of the NPF Board
2. **Candidates:** The NPF Board of Directors shall review all head coaching applications received and schedule interviews with qualified applicants. Prior to the interviews the board shall announce the candidates for the head coaching positions and solicit comments from the NPF general membership.
3. **Selection:** The board shall interview each head coaching candidate and, after all interviews have been completed, will vote 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 the vote of a majority of present board members.
 - a. **Selection Criteria:** When selecting head coaches for NPF Football and Spirit, the board will consider:
 - i. **Experience:** Experience of working with children, and coaching children of similar age to that of the team applied for.
 - ii. **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.
 - iii. **Skills:** Organizational, problem solving, communication and leadership skills as evidenced by track record.
 - iv. **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, by blood or marriage, must abstain from voting for the coach in conflict.

4. **Assistant Coaches:** Approved Head Coaches must submit to the board a preliminary list of their assistant coaches, along with completed applications for each assistant coach candidate, as soon as possible after their appointment, but no later than May 31st. Assistant coaches can continue to be added after that date, but cannot take the field until they have been cleared by the board.
5. **Term:** Head coaching appointments are for the current season only. All head coaches must complete the application process each year.
6. **Mandatory Background Checks:** All members of the Football and Spirit coaching staffs, 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 IX. Duties of Coaching Staffs

1. **Rules:** Head coaches (Spirit/Football) are required to familiarize themselves with local, conference and National rules. A copy of the NHYFSC Constitution and a copy of Nashua P.A.L. Force, AYF Football & Spirit bylaws shall be supplied to all members of the Football and Spirit coaching staffs prior to the season.
2. **State Certification Clinic:** All members of the Football and Spirit coaching staffs and the Football/Spirit Directors must complete the Annual State Coaches Certification Clinic.
3. **Team Parent:** Each Head Coach shall select a Team Parent no later than the first week of practice and provide the Team Parent name to the Volunteer Director. The Team Parent is responsible for distributing correspondence, coordinating duties with the Volunteer Director, signing up team volunteers and providing reminders to parents of volunteer commitments. The Volunteer Director will present the team parent to the board for approval.
4. **Team Book/Medical Kit:** The Head Coach or designated member of the Football and Spirit coaching staff/Team Parent is responsible for carrying team book to all practices & games along with medical kit
5. **Code of Conduct:** All members of the Football and Spirit coaching staffs, 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 the remainder of the current season.

Article X. 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 and NPF Post Season Travel Funds. Travel funds are automatically distributed to any NPF cheer team placing 1st, 2nd or 3rd in their division at the NE Regional Cheer Competition and to any football team placing 1st at the AYF NE Regional Football Game.
 - 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 NPF cheer and football team(s) traveling to Nationals
 1. Fees include but are not limited to- insurance, registration fees, practice space 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 NPF cheer and football teams traveling to Nationals by placing 1st, 2nd or 3rd in

their division at the AYC NE Regional Cheer Competition or by placing 1st at the AYF NE Regional Football Game

1. If a head coach is not able to attend for any reason, an acting head coach will need to be appointed and the allowance will be given to the acting head coach
 2. Only one travel allowance will be given regardless of multiple roles on the teams
 3. Disbursement of NPF Budgeted Travel Fund to those qualified for it as listed in section 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 included but not limited to: tagging, car wash, raffles, post season events, special fundraisers targeted at raising funds for post season travel. All Post Season Fundraising must be in accordance with board approval
2. **Eligibility:** All football and spirit teams are eligible to fundraise for post season travel. All NPF cheer and football teams traveling to Nationals by placing 1st, 2nd or 3rd in their division at the AYC NE Regional Cheer Competition or by placing 1st at the AYF NE Regional Football Game are required to participate in post season travel fundraising.
- a) Post season travel funds are to be disbursed for a Spirit Team when the team takes 1st, 2nd, or 3rd place in their State Championship and places 1st, 2nd, or 3rd place in their Regional competition. Teams younger than Division 10 are not eligible for travel funds
 - b) Post season travel funds are to be disbursed for a Football Team when and only when the team takes 1st place at their State Championship, 1st place at their Regional Semi-Final Championship and 1st place at their Regional Championship
 - c) Post season travel funds are to be disbursed to all rostered personnel who have continued participation with each qualifying 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 in regards to Post Season Travel.
 - b) Post season fundraising will be done as an organization and shall not benefit one individual athlete or team until that time when/if only one team becomes eligible to compete at Nationals.
 - c) Spirit teams younger than Division 10 are not eligible for Travel Funds
 - d) Any funds specifically raised for Post Season travel that are not used will be carried over to the following season.
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 2.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

5. **Exemptions:**

- a) NHYFSC DIV 14 ELITE CHEER TEAMS AND NHYFSC 8TH GRADE ALL STAR FOOTBALL TEAMS
 - i) As representatives of NHYFSC, NPF Athletes participating in either of these teams are not eligible for proceeds from the NPF Budgeted Travel Fund or the NPF Post Season Travel Fund
 - ii) Athletes on these teams may participate in outside fundraising, both individually and as part of their NHYFSC team with the following restrictions from NPF
 - (1) Athletes are fully representing themselves as fundraising on behalf of the NHYFSC Elite Cheer/All Star Football team and NOT as Nashua PAL Force athletes. This includes making sure that any photos advocating individual fundraising do not have the athlete in NPF gear but rather their NHYFSC uniform.
 - (2) Athletes will not “piggy back” on NPF Post Season fundraising to fundraise for themselves. (Tagging times are part of Post Season Fundraising will be for NPF and not for the individual athlete.)
 - (3) 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.
 - iii) Athletes participating on the NHYFSC Elite/All Star team who are also part of an NPF team traveling to Nationals are required to participate in the organizational NPF Post Season Fundraising.
- b) Families in negative financial standing with NPF
 - i) Any athlete/family in negative financial standing with NPF will have monies withheld from their travel disbursement in an attempt to recoup funds owed to NPF prior to distribution.
- c) Any coach/student demonstrator who has not put in consistent time and effort with a qualified team.
 - i) This determination will be made by the head coach, the Spirit or Football Director and the President.

Article XI. Insurance

- 1. Nashua P.A.L. Force Football and Spirit Program is covered under Nashua P.A.L.’s Insurance

Article XII. 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 in 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/Cheer Director:** If the member's concerns are not adequately addressed by the Head Coach, the member's concerns should be raised to the Football or Cheer Director, either verbally or in writing.
 - d. **President/Vice President:** If the Football or Cheer 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 President's or Vice President's receipt of the written complaint. A copy of the written complaint shall be provided by the Executive Board to the party or parties complained against, unless the Executive Board decides, considering the best interests of the organization or the parties involved, that there is a compelling reason not to do so.
2. **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.
 3. **Anonymous Complaints:** Anonymous grievances submitted to the NPF Board may or may not be addressed at the Board's discretion.

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

Article XIV. Procedure for Amending Bylaws

1. **Proposed Amendments:** Proposed amendments to these Bylaws should be submitted in writing to a member of the Board of Directors by any member in good standing of the organization by January 15th to be given to the Secretary for coordinating and distributing for the annual bylaws meeting at the March Board meeting. Proposed amendments require a majority vote of NPF members present to be approved.
2. **Special Bylaws Meetings:** In an emergency situation only, a special bylaws meeting may be held. The membership will be advised of the meeting and may amend the bylaws by a majority vote of the members present.
3. **Effective Date of Bylaw Changes:** All approved amendments become effective at the conclusion of the Bylaw meeting.

Article XV. 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.