

Fremont Athletics Associations

Constitution and By-Laws

Revised in 1998, indicated in **RED**

Fremont Athletics Association Constitution and By-Laws

Article I

NAME

The name of this organization shall be the FREMONT ATHLETIC ASSOCIATION (FAA).

II Article

PURPOSE

The purpose of this association shall be to promote the development and administration of Recreation or Park service, without discrimination, by means of educational sessions and meetings to improve Recreation and Park activities and facilities in Fremont, NH. To conduct such educational and recreational programs as may encourage constructive use of leisure time. The substantial part of the Association activities shall be directed to this purpose.

OBJECTIVES

- 1) To unite all those employed in community Recreation and/or Park work and others closely identified with the community Recreation and/or Park field in New Hampshire.
- 2) To act as a central agency for the dissemination of information relating to the organized Recreation and Parks.
- 3) To formulate and promote principals and standards for the improvement of professional service to community Recreation and Parks.
- 4) To plan and conduct ways and means of raising money for community recreation.
- 5) All rules and regulations used within the structure of all leagues (Baseball, Basketball, Soccer etc.), must be approved by the FAA Officers and Executive Board or Committee.

Article III

FISCAL YEAR

The fiscal year of the FREMONT ATHLETIC ASSOCIATION shall be October 1st thru September 30th.

Article IV

LIMITATIONS

- 1) This Association is intended to be an educational and service oriented, non-profit corporation exempt from Federal Income Tax under Section 501(c) 3 of the Internal Revenue Code of 1954. This Constitution, By-laws, and the operation of this Association shall be limited in accordance with such intent. No part of its moneys will be used to benefit individual members.
- 2) The term "educational" relates to the instruction or training of individuals for improving or developing

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their capabilities, and for the instruction of Association members and the public on subjects relating to Recreation and Parks, useful to the individual and beneficial to the community.

- 3) The Association is identified as a "Public Interest Organization" as opposed to a "Social Organization of Professionals."
- 4) In order to coach in any sport in Fremont, individuals must be certified with the National Youth Sports Coaches Association (NYSCA) or any acceptable coach training course. Individual certification other than NYSCA must be presented to and approved by the Executive Committee.
- 5) The FAA must support the NYSCA Coaches Code of Ethics and request all coaches to do the same. Violations to any of the Code of Ethics could result in revocation of a Certification.
- 6) The FAA shall under no circumstances provide money or solicit sponsorship for the sole purpose of acquiring awards , trophies , patches or any other such item for the purpose of rewarding individuals or teams .
- 7) Coaches and coordinators shall be selected by the FAA as they deem in the best interest of the organization and specific programs. The FAA shall not be obligated to select a coach or coordinator solely on the basis of previous coaching experience.

Article V

MEMBERSHIP

- 1) Membership shall be open to the person interested and/or employed in the field of Recreation/Park services. Voting privileges require registration by Sept. 1st.
- 2) Associate membership shall be open to seasonal part-time recreation leaders, professional workers in related fields, and lay persons interested in the Parks and Recreation field.
- 3) The Association shall be an affiliate member of the FREMONT RECREATION COMMISSION.

Article VI

INTEREST SECTIONS

- 1) An Interest Section shall be a Recreation or Park group of TEN (10) or more members who have a common interest or who engage in a special field of Recreation and/or Park work such as local government, parks, voluntary agencies, and Board members.
- 2) Interest Sections shall be organized as provided in the By-Laws.
- 3) The Fremont Athletic Association will accept children from all other towns to participate in it's activities. It is the intent of this organization to allow all children to benefit from these programs. Any non-resident child registering to play in an FAA sponsored activity will be charged an additional fee of ten dollars at the time of registration.
When there is an activity where children are selected to a team based on their ability and not all of the registrants will be allowed to play on that team due to level of performance, then, under no circumstances will a non-resident player be accepted onto a team. All Fremont children have priority over non-resident children and will be the first players selected.

Article VII

OFFICERS

- 1) The Officers of the Association shall be President, Vice President, Secretary, and Treasurer. The President, Vice President, Secretary, and Treasurer shall be nominated by the membership. Nominations shall be presented to the membership at the Annual Meeting and shall be elected by a majority of members present. Each Officer shall hold office for one (1) year or until a successor is elected. Should a vacancy occur in office, the President shall appoint a successor to satisfy the remainder of the term.
- 2) The Executive Committee shall include the President, Vice President, Secretary, Treasurer, and five (5) Representatives.
- 3) The Executive Committee shall have full power to act in the interim between meetings. Their activities are to be submitted to the next regular meeting. A majority of the Executive Committee shall constitute a quorum.

Article VIII

MEETINGS

- 1) The annual meeting of the Association shall take place between October 1st and September 30th at a time and place to be determined by the Executive Committee. At least ten (10) days notice to all members must be given by the Secretary.
The Annual Meeting may also take place in conjunction with other Association business.
- 2) The President of the Association is empowered to call special meetings of the Executive Committee or special meetings of the entire membership at a time and place to be determined by the Executive Committee. At such meetings, members of the Association answering roll call constitute a quorum only if, of the members attending, there are no less than five (5) members of the Executive Committee.
- 3) Other meetings of the Association shall be monthly, day and time to be determined. Regular meetings shall take place at least ten (10) months per year.
- 4) All meetings of the Association shall be conducted according to Robert's Rules of Order, Revised.
- 5) Any member of the Executive Committee who misses three (3) regular monthly meetings in one (1) FAA fiscal year will be required to resign His/Her voting position. Said member will be notified by the President after their second missed meeting.
The President will then appoint a successor to fulfill the remaining portion of His/Her term.

Article IX

VOTING

- 1) Only Executive Committee members hold voting privileges.
- 2) A majority vote by voting members present at any meeting shall be necessary to take action, except as

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specified in Article XII, Section 3.

3) Coordinators in each sport shall hold voting privileges only on issues concerning their individual sport. Coordinators are required to attend regular monthly meetings:

- A) To submit a budget proposal prior to registrations for their sport
- B) After registrations to report number of participants
- C) When the Executive Board requests their presence
- D) When there is a voting issue concerning their sport
- E) At the end of the season to submit a final report

At the end of the season, coordinators will be evaluated by the board regarding compliance with FAA rules and regulations, and a vote will be taken on His/Her continuation for the next season.

Article X

GRANTS TO THE ASSOCIATION

1) The New Hampshire Recreation and Park Society may grant moneys for the purpose of sponsoring specific programs and/or services for the benefit of citizens of New Hampshire where a special need is expressed, and such programs and/or services do not conflict with the purpose and objectives of the Association.

2) In case of such grant, a special committee or administrative board may be appointed by the Association President to be responsible for supervision of the program, acceptance of grant moneys, and disbursement of these grant moneys to fulfill the purpose of the grant as specified by contract or written agreement.

3) Donations of money or equipment to the Association must be made through the Executive Committee. Accepted donations shall be dispersed under conditions as specified by the donor.

Article XI

MANAGEMENT RESPONSIBILITIES

1) The monies of the Association shall be deposited in the name of the Association or in a specific program or programs of the Association in such Bank or Banks as the Executive Committee or the Administrators of special projects or programs may designate, and shall be drawn out by checks signed by Officer or Agents as may be designated by the Executive Committee.

2) Interest from moneys in savings accounts shall be reinvested in such account.

3) No player or coach shall be refunded registration fees , deposits or any other monies associated with an FAA event unless the FAA fails to provide an opportunity for that child to participate in that program . Extenuating circumstances may be brought in front of the board for a final decision.

Article XII

AMENDMENTS

1) Amendments to the Constitution and/or By-laws may be proposed by any executive committee member together with the object thereof to the association on Legislation and Public Relations. The President shall ask the Secretary to send to or deliver to each executive committee member a copy of the proposed amendment, together with a public notice of the proposed amendment to other association members along with notice of the meeting at which time action will be taken on the proposed amendment . This notice of proposed amendments shall occur no less than 21 days before that meeting .

2) The By-laws may be amended by a majority vote of a quorum of the Executive Committee present at the designated meeting. At such meetings, members of the Association answering roll call constitute a quorum only if, of the members attending, there are no less than five (5) members of the Executive Committee.

3) The Constitution may be amended by a two-thirds majority vote of a quorum of the Executive Committee present at the designated meeting. At such meetings, members of the Association answering roll call constitute a quorum only if, of the members attending, there are no less than five (5) members of the Executive Committee.

Article XIII

DISSOLUTION

1) The Executive Committee may, by majority vote, after paying or making provision for payment of all liabilities of the Association, propose dissolution of this Association; and shall provide for the transfer of all assets of the Association to any Non-Profit organization as is consistent to the purpose of the FREMONT ATHLETIC ASSOCIATION that is voted in by a majority vote of the Executive Committee.

2) The Secretary shall notify the membership ten (10) days before a special meeting for voting on such purpose. Dissolution shall be accomplished by majority consent of voting members present at the designated meeting.

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ARTICLE XI

3) No player or coach shall be refunded registration fees , deposits or any other monies associated with an FAA event unless the FAA fails to provide an opportunity for that child to participate in that program .

ARTICLE IV

7) Coaches and coordinators shall be selected by the FAA as they deem in the best interest of the organization and specific programs. The FAA shall not be obligated to select a coach or coordinator solely on the basis of previous coaching experience.

ARTICLE IV

6) The FAA shall under no circumstances provide money or solicit sponsorship for the sole purpose of acquiring awards , trophies , patches or any other such item for the purpose of rewarding individuals or teams .

ARTICLE VI

3) Insert FAA policy for acceptance of non-resident players

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Coordinator Responsibilities

EQUIPMENT MANAGER: The Equipment Manager will maintain the inventory of usable equipment and will obtain bids for uniforms and other equipment needed and authorized by the FAA Executive Committee. He/She will work closely with each Sport Coordinator to determine what equipment is needed and help form an equipment budget for submittance to the FAA. The Equipment Manager will be responsible for the purchase, distribution and collection of all equipment.

NYSCA COORDINATOR: The NYSCA Coordinator will be responsible for contacting the NYSCA and collecting information as to the time and place for certification clinics. The NYSCA coordinator is also responsible for keeping up to date records about which coaches are certified along with each coach's personal information and NYSCA certification number.

SPONSORSHIP COORDINATOR: The Sponsorship Coordinator is responsible for obtaining sponsors and follow-up to be sure their fees are paid, they receive schedules, thank-you letters and a team picture.

CONCESSION COORDINATOR: The Concession Coordinator is responsible for maintaining the concession stand, purchasing needed supplies, organizing a committee to help run the stand during games and enforcing concession stand policies.

SPECIAL EVENTS/FUND RAISING COORDINATOR: The Special Events/ Fund Raising Coordinator shall be responsible for supervising all FAA special events, including sport photography sessions, award ceremonies and various fund raisers. He/ She will work with individual Sport Coordinators regarding each sport's specific needs. He/She will also present all special event and fund raiser ideas to the Executive Committee for approval.

SPORT COORDINATOR: The Sport Coordinator will be responsible for submitting an operating budget prior to the season, conducting the evaluation and draft, scheduling games and practices, and report immediately to the Executive Committee on progress and problems in their respective sport. The Sport Coordinator will attempt to resolve all conflicts and complaints from coaches and parents, and with Executive Committee approval their decisions will be final. The Executive Committee will hear cases only when the coordinator feels a solution is unattainable.

BUDGET GUIDELINES

1. Coordinators must stay within budget, any deviation must be approved by the board.
2. Equipment coordinator will make purchases only for items included in approved budget.
3. Coordinator will submit complete inventory of their sport at time of budget proposal.
4. Sport coordinator and equipment coordinator must be present for submittal of budget approval.
5. All above conditions must be met before board approval of any budget.