



Merrimack Youth Association
PO Box 153
Merrimack, NH 03054

MYA BY-LAWS

RATIFIED JUNE 16, 1994
AMENDED SEPTEMBER 12, 1996
AMENDED DECEMBER 11, 2003

Article I GENERAL

Section 1 NAME

The group governed by this Constitution shall be known as the MERRIMACK YOUTH ASSOCIATION, Inc., of Merrimack, N.H., a non-profit volunteer organization, hereafter designated as the MYA.

Section 2 PURPOSE

The purpose of the MYA is to provide the youth of Merrimack, N.H. with athletic and social activities that will provide and promote healthy bodies, keen minds, and fair minded competitive attitudes which will prepare them for productive adult lives as citizens of their community, state and nation.

Article II MEMBERSHIP

Section 1 GENERAL

An MYA participant is a youth who resides in Merrimack that is not less than (6) six years of age, nor more than (18) eighteen years of age who has paid the MYA registration fee.

Age requirements are subject to change as mandated by national, regional and programs guide lines and by-laws. Approval by the MYA executive board is required with two thirds (2/3) majority vote.

(Age limit subject to program capacity.)

Any parent of a registered MYA child participant or volunteer who has attained the age of eighteen (18) years whose residence is in Merrimack, is hereby designated an MYA member for the fiscal year. Members may participate in any association activity with full voting rights and will be eligible to hold any elected or non-elected appointed position. The assistant

secretary will take attendance at each meeting of members and non-members present. Non-resident volunteers may participate in programs without membership rights. No board member of any program, or adult volunteer over the age of twenty-one (21), shall be paid by any MYA program for any service they provide. The only exception is as mandated by its national and regional organization guidelines and approval by the MYA executive board.

Section 2 MYA PROGRAMS

Primary seasons take precedence over any other out of season MYA activities with regard to field and building scheduling, practices, games and fund raising. During seasons in which participants may elect to partake of two (2) programs, the MYA will designate a primary activity. Coaches are required to recognize that these conflicts exist and support the primary season. The primary seasons are as follows:

Program	Primary Season
Baseball	Spring
Softball	Spring
Lacrosse	Spring
Soccer	Fall
Football / Cheerleading	Fall
Basketball	Winter

Article III ELECTION

Section 1 GENERAL

An election of officers who will conduct the business of this Association will take place each year at the regular May meeting. Elected positions are: President, Vice President, Treasurer, Secretary, Assistant Secretary, and two (2) Members at Large. The officers of the Association shall be elected to two (2) year terms beginning in 1992. 1991 will be a Special Election whereby the Vice President, one (1) Member at Large, the Assistant Secretary, and the Treasurer will be elected to a one (1) year term. The President, Secretary, and one (1) Member at Large shall be elected to a two (2) year term. This will ensure that the whole Board does not come up for election at the same time. All members as defined in Article 2, who are members in good standing, are eligible to vote and hold office. To ascertain that each elected office is filled, a Nominating Committee will be formed (see Section 2 Article 3).

All nominations must be made and seconded from the floor of the meeting by an MYA member. Nominations will be closed only after ascertaining that no other nominations are forthcoming. Nominations and balloting for each office will be handled individually starting with the President. The winner will be the person obtaining the most votes. A tie vote will be resolved by a reballoting between the tied nominees. After five reballotings, the outgoing President will declare a winner. The newly elected officers will assume office following the conclusion of all old business at the June meeting and hold said office for two (2) years. All elections will be conducted by secret ballot, unless determined by unanimous choice.

Section 2 NOMINATING COMMITTEE

A Nominating Committee consisting of five members will be appointed by the President at the March meeting each year. A quorum of three (3) members of the Nominating Committee will be present to conduct the meeting. They will be instructed to ascertain that at least one (1) member will accept each of the elected offices. All candidates must be nominated and properly seconded from the floor of the meeting. The Nominating Committee can make and second nominations. The Nominating Committee will handle the mechanics of the election. The chairman of the Nominating Committee, with the assistance of the members of the Committee, is charged with the responsibility of chairing that portion of the meeting that handles the election.

Article IV RESPONSIBILITIES

Section 1 STANDARDS OF CONDUCT

Any director or board member who commits a violation of the MYA By-Laws is subject to immediate removal from the board and suspension from running for any board in the MYA for a period of two (2) years. A two-thirds (2/3) majority vote of the MYA Executive Board and all Program Directors will be required to remove any board member from either the Executive Board or any Program Board. Where discipline action is concurrent, the program by-laws shall apply.

Section 2 ELECTED EXECUTIVE BOARD OFFICERS

- a. The Executive Board shall be responsible for maintaining the MYA in a cohesive and accountable manner and shall assure parity amongst the various programs. This Board is the ultimate authority for anything pertaining to the MYA, including the disbursement of funds and the governing of rules and regulations.
- b. All Executive Board officers shall attend a minimum of nine (9) of the twelve (12) monthly general meetings in a term year.

(1) THE PRESIDENT SHALL:

- a. Preside at all meetings.
- b. Oversee all Association activities.
- c. Participate as an ex-officio member of all appointed committees.
- d. Or his appointed representative, shall represent the MYA at all non-MYA affairs.
- e. Countersign all checks signed by the Treasurer.
- f. Appoint all committees necessary to carry out the approved actions of the MYA membership.
- g. Arbitrate all date and time conflicts between activities with the assistance of the Executive Board.
- h. Fill, by temporary appointment, by a simple majority of the Executive Board, any elected or non-elected position vacated for any reason.
- i. Recommend all Director candidates for approval by a simple majority of the Executive Board. If a current Director is removed, just cause must be stated and removal must be approved by a simple majority of the Executive Board.

- j. Be responsible for submitting the MYA Budget to the Parks and Recreation Director by October 15, or when directed by Town Manager.

(2) THE VICE PRESIDENT SHALL:

- a. Perform in the absence of the President the above-listed Presidential duties with the exception of Item e, which requires approval of two-thirds (2/3) of the members at a regular or special meeting.
- b. Ascertain that all MYA business remain within the duly ratified articles of this Constitution.
- c. Chair the Building, Fields and their Committees.
- d. Be responsible for reporting written field complaints from programs to the Parks and Recreation Director by filling out a Service Request Form.

(3) THE TREASURER SHALL:

- a. Accept and deposit within ten (10) days of receipt all funds earmarked for the MYA.
- b. Maintain a set of accounting books covering financial transactions of the organization, presenting a brief cash flow report at all regular meetings and a full statement, verbally and in writing, at the annual meeting. This set of accounting books must be made available in an up-to-date status within ten (10) days of a request by any member of the Executive Board, or any MYA member through an Executive Board member.
- c. Ascertain that all financial obligations are paid promptly, taking advantage of any cash discounts offered.
- d. Prepare and sign checks. The President must countersign.
- e. Ascertain that all fiscal policies are carried out.
- f. Delegate responsibility for fund expenditures related to any specific program.
- g. Maintain a petty cash fund of one hundred (\$100.00) dollars.
- h. Be responsible for filing any appropriate tax forms.
- i. Shall file written quarterly reports to the Town Manager as required by the Town to comply with Town rules regarding expenditures of funds.

(4) THE SECRETARY SHALL:

- a. Prepare a permanent set of minutes of the proceedings of each regular or special meeting.
- b. Handle all incoming and outgoing correspondence.
- c. Provide a copy of the minutes of the previous meeting to each member of the Executive Board and all Program Directors at the monthly Executive Board Meeting.
- d. Update the Constitution by annotating additions, deletions and changes ratified by the membership as described in Article 8.
- e. Advise membership as to the exact wording of any amendments as stated in Article 8 of this Constitution.
- f. Shall provide to the Board members and Directors, by mail, the agenda for the upcoming meeting two (2) weeks prior to the meeting.

(5) THE ASSISTANT SECRETARY SHALL:

- a. Perform duties in support of the Secretary, and perform in the absence of the Secretary.
- b. Be responsible for all MYA business publicity.
- c. Maintain and control the meeting attendance list ascertaining that the list is present for each meeting.
- d. Provide a list of the Executive Board and Directors and their telephone numbers.
- e. Be responsible for annual registrations.
- f. Be in charge of issuing MYA registration cards to Program Directors.
- g. Coordinate scheduling for the MYA building and Concession building.
- h. Maintain the MYA computer and its database, in the MYA building.

(6) THE MEMBERS AT LARGE SHALL:

- a. Audit the Treasurer's records at least twice a year. The audits must be at least three (3) months apart and the last audit must be made just prior to the annual meeting allowing the Treasurer sufficient time to prepare the annual report.
- b. Be prepared to assist the MYA Budget Committee in preparing yearly overall budgets.
- c. Chair any meetings of the MYA Budget Committee.
- d. Keep and maintain an inventory listing of uniforms and equipment for all MYA programs.
- e. Coordinate fund raising activities for all MYA programs.

**Section 3 - OTHER OFFICERS
(PROGRAM DIRECTORS, AFTER ELECTED, SHOULD BE PRESENTED TO, AND APPROVED BY, THE EXECUTIVE BOARD.)**

(1) A PROGRAM DIRECTOR SHALL:

- a. Provide an adequate board to govern the activity. Recommended board consists of Program Director, Assistant Director and Secretary.
- b. Ascertain that a schedule of dates and times is prepared and that all participants receive a written copy.
- c. Make sure that no unnecessary conflicts exist with other activities in the same period. Disputes will be settled by the President with the assistance of the Executive Board.
- d. Prepare and submit to the President a yearly budget (for the forthcoming year) not less than one (1) month prior to the town's required budgetary submittal date. Be prepared to meet and justify the budget with the Executive Board and other groups required.
- e. A Director cannot hold a field position in an intra-Merrimack activity of which he is a Director. A Program Director shall not serve on the Executive Board during his term as Program Director. Exceptions to this rule are subject to the approval of Executive Board.
- f. Attend regular monthly MYA General Board meetings and be prepared to give a brief report as to the program's status. Submit a copy of this report in writing to the Secretary to assure accuracy of the minutes.
- g. Select a date for tryouts and establish a schedule for the season six (6) weeks prior to the start of the season.

- h. Establish a set of program rules and regulations (by-laws) and submit in writing to the Executive Board for approval. Any changes made to programs by-laws must be submitted to the Executive Board for approval prior to ratification.
- i. Make all manager, coach and staff selections and handle all required disciplinary actions.
- j. Hold a minimum of two (2) General meetings a year.
- k. Arbitrate any disputes within their program.
- l. Be responsible for scheduling umpires or referees for all games.
- m. Keep apprised of the general safety and playing conditions of Sporting facilities. Report discrepancies in writing to the Vice President of the Executive Board.
- n. Furnish the President a League roster.
- o. Provide insurance "claim forms" forms to the coaches.
- p. Prepare a list of uniforms and equipment and submit to the Executive Board.
- q. Be responsible for ascertaining that all participants in your program have an MYA membership card.
- r. Make sure all uniforms and equipment are turned in at the end of the season, and are properly inventoried and stored.
- s. Contact youth groups in other communities to play scrimmage games or tournaments, as appropriate.
- t. Submit and select budget bids (at least three (3)) for all necessary equipment. A director reserves the right to accept or reject any or all bids, or any portion thereof.
- u. Qualify criteria for designating league champion prior to beginning of season.
- v. Be responsible for following the school's procedure for procuring the use of the school facility through the Scheduling Director and for following the Town's procedure for securing the use of Town fields through the Parks and Recreation Department.
- w. Submit a copy of minutes from any meeting within your program to the Executive Board at the time of the next Executive Board meeting.

(2) THE MYA BUDGET COMMITTEE SHALL:

- a. Consist of all Program Directors or their appointed Representatives and Executive Board, be co-chaired by Members at Large, and shall meet not less than one (1) month prior to the town's required budgetary submittal date. Purpose of said meeting is to review, justify and approve all Program Director's budgets. A simple majority rules.
- b. These budgets shall include all monies expended by the program, including such things as equipment, officials, awards, transportation, insurance and refurbishment of equipment. These budgets shall show all expenses and monies accrued for the past year and current year, for the purpose of comparison from projected budgeted needs.

Article V PRESENTATION OF BUSINESS

Any person may present MYA business for consideration at any meeting. If any member at the meeting feels that more information is required before a just vote can be taken, such member has the right to declare that this matter requires a special meeting, and scheduling such meeting at the same hour and weekday as the present meeting and have said special meeting and matter for consideration properly publicized two (2) weeks before said meeting.

The membership present may overturn the presiding officer's decision by a motion properly seconded to the contrary and two-thirds (2/3) affirmative vote of those members present.

Article VI FISCAL POLICIES

Section 1 FISCAL PERIOD

The MYA shall operate on a fiscal period running from July 1 to June 30.

Section 2 METHOD OF DISBURSEMENT

All funds disbursed by the MYA must be made by countersigned checks, except for petty cash expenditures up to twenty-five (\$25.00) dollars.

Section 3 DISBURSEMENT AUTHORIZATION

Disbursement up to and including one hundred (\$100.00) dollars to a single vendor requires countersigning signatures. Disbursements higher than this must be approved by a simple majority of the Executive Board. Several one hundred (\$100.00) dollar checks cannot be written for the purpose of circumventing this section. The Treasurer may maintain a petty cash fund of one hundred (\$100.00) dollars.

Section 4 PURCHASE ORDER

All purchases will be made through the purchase order forms as defined by the Treasurer. Any program procuring equipment equal to, or in excess of five hundred (\$500.00) dollars in total, must secure a minimum of three (3) bids (competitive) in writing.

Section 5 FUNDS

Any funds raised or donated to a specific program shall be placed into the MYA general fund to be distributed back to that specific program.

Article VII MEETINGS

Section 1 REGULAR

Regular meetings will be held once a month on the second Thursday of each month. Each meeting will be publicized in all local newspapers and the day announced at the prior meeting. The annual meeting will be held on the September meeting date at which time all final records on the just completed fiscal year are submitted. These reports must receive a majority vote of those present for approval. MYA meetings will be conducted according to Robert's Rules of Order at the discretion of the Presiding Officer. Voice, hand or standing voting is acceptable. A secret ballot (written) will be taken if a majority of the members present vote so by any of the aforementioned methods.

Section 2 SPECIAL

Special meetings may be called in accordance with Article 5. Discussion will be limited to consideration of the matter which has caused this meeting and nothing more. A special meeting may also be called by affirmative vote of five (5) out of seven (7) of the Executive Board. The Secretary must notify the Executive Board and all directors by mail of such a meeting and its agenda. Publicity must also be provided for the general membership two (2) weeks before said meeting. Two-thirds (2/3) vote of those members present is required to carry any motion at the special meeting.

Section 3 EXECUTIVE BOARD MEETINGS

The Executive Board which consists of the President, Vice President, Treasurer, Secretary, Assistant Secretary, and two (2) Members at Large will meet once each month, if deemed necessary, prior to the regular monthly meeting. Any actions taken by the Executive Board must be submitted to a regular or special meeting.

Article VIII AMENDMENTS

Amendments to this Constitution may be presented in writing by any member at any regular meeting. A majority vote of the members at that meeting is required in order to present this amendment for a majority vote at the next regular meeting. Members must be advised as to how the amendment reads and as to the date and time of the ratification meeting (special meeting). An affirmative two-thirds (2/3) of the total votes cast by the members at the ratification meeting is required to ratify the amendment.

Article VIII RATIFICATION

This Constitution shall become effective immediately upon acceptance by a two-thirds (2/3) vote of the membership attending the special ratification meeting, properly advertised for this stated purpose. No other business will be allowed unless a motion to the contrary is proposed and carried by a two-thirds (2/3) vote of the membership in attendance.

Article X AWARDS and RECOGNITION

The awards and recognition philosophy of the MYA shall be that proper recognition and reward can be provided for MYA participants by allowing them the opportunity to play the various sports without over-emphasis on the winning of individual or team awards.

- a. No adult MYA awards will be given without approval of the Executive Board.
- b. Certificates shall be awarded to sponsors and no other monetary award shall be given.
- c. No player shall receive more than one (1) trophy for the same sport in the same year. Criteria for designating league championship shall be defined prior to the beginning of the season.

- d. No most valuable player (MVP) awards will be presented except for tournament games.
- e. Donated trophies will not be accepted or presented.