

NYRA

BY-LAWS OF THE NORTHERN YOUTH RECREATION ASSOCIATION, INC

P.O. Box 117
Dillsburg, Pennsylvania 17019

February 25, 1980

Revised 1986

Revised 1988

Revised 1991

Revised 1992

Revised 1995

Revised 1997

Revised 2000

Revised 2007

Revised 2009

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Article I. - NAME

This organization shall be known as the Northern Youth Recreation Association, Inc.

Article II. - OBJECTIVE

Section II.1

The objective of this organization is to establish and maintain programs of supervised athletic sports for boys and girls through the development of sportsmanship, physical health, and community involvement.

Section II.2

This objective will be pursued by providing supervised football and cheerleading opportunities. The instructors, coaches, supervisors, and managers shall bear in mind that the molding of future men and women is of prime importance and the attainment of exceptional athletic skill, or the winning of games is secondary.

Article III. - MEMBERSHIP

Membership will be open to all participants' parents, as well as any individuals interested in our Association. Officers shall be selected by the membership of the Board.

Each Board member will be required to submit to an ACT 34 background check by the Pennsylvania State Police and Child Abuse Clearance ACT 151. Copies of current clearance will be accepted; however, if said clearance expires during the months of July to October. All costs to obtain clearances will be the responsibility of the Board member.

Article IV. - GOVERNMENT

Section IV.1

The Government of the Association shall be under the supervision of the Board of Directors, not to exceed twenty-three (23) members; 5 elected Executive Office members and 18 Board members. Elected Executive officers shall serve a minimum 2 year term and regular Board members shall serve a minimum 1 year term unless circumstances warrant a resignation.

Section IV.2

At the annual year end meeting of the Board, the officers shall be elected. The Board shall elect from its own membership (in accordance with Article VIII) a President, a 1st Vice President, a 2nd Vice President, Secretary, and Treasurer.

Section IV.3

No husband and wife can hold an executive position in the same term

Section IV.4

Said Association is organized exclusively for charitable, educational, and recreational purposes; including for such purposes, the making of the distributions to organizations under Section 501(c)(3) of the Internal Revenue Code (or the corresponding section of any future Federal tax code).

Section IV.5

No part of the net earnings of the Association shall ensure to benefit of, or be distributable to, its members, trustees, directors, officers, or other private persons, except that the association/organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of Section 501(c)(3) purposes.

No substantial part of the activities of the association/organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the association/organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition of any candidate for public office.

Section IV.6

Notwithstanding any other provision of these articles, the association/organization shall not carry on any other activities not permitted to be carried on (a) by association/organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code (or corresponding section of any future Federal tax code), or (b) by an association/organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code (or corresponding section of any future Federal tax code).

Section IV.7

Upon dissolution of this Association, assets shall be distributed to the Northern York County School District Football Boosters and Cheerleading Organization to be shared equally 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 Federal government, or to state or local government for a public purpose.

Section IV.8

However, if the name recipient is not then in existence or no longer a qualified distribute, or unwilling or unable to accept the distribution, then the assets of this Association shall be distributed to a fund, foundation, or corporation organized and operated exclusively for the purposes specified in Section 501(c)(3) of the Internal Revenue Code (or corresponding section of the Federal tax code).

Article V. - MEETINGS & ATTENDANCE REQUIREMENTS

Section V.1

All elected Board members must attend ALL regularly scheduled monthly meetings **and scheduled games**. The NYRA board is scheduled to meet the 1st Wednesday of each month, unless the President changes the schedule. All absentee Board members should notify any Executive Board member PRIOR to the meeting with a reason for an absence.

Section V.2

Excused absences are defined as work-related, illness, family emergencies, other sporting commitments, and/or reasons pre-approved by an Executive Board member upon requested leave of absence.

If an absence is deemed unexcused, the NYRA board has the authority to remove said Board member's position with any 3 unexcused meetings in a calendar year.

Section V.3

Board members are the leaders of the organization. As such, they should set an example to others and be advocates for volunteerism. Board members are expected to be at each varsity and junior varsity home game for setup and cleanup unless appropriate help is available through parent volunteers.

Article VI. - OFFICERS

Nomination of officers will be accepted up to the meeting in November. Only current NYRA board members are allowed to be nominated to an Executive officer position. A two-thirds majority vote of active Board members is required to constitute an election to position of officer. The elected Executive officers shall serve a minimum of a 2 year term.

Article VII. - DUTIES OF THE EXECUTIVE COMMITTEE

The duties of the Executive Committee, which shall consist of the five (5) elected officers, are as follows:

Plan and formulate the football and cheerleading programs for presentation to the full Board membership for their approval by a majority vote.

Administer the program in accordance with the policies established by the Board and the participating league (CFA).

Article VIII. - DUTIES OF THE OFFICERS

Section VIII.1

PRESIDENT – It shall be the duty of the President to preside at all meetings; to appoint the chairman and members of the various committees; and to perform all other duties usually pertaining to said office. The President shall serve as ex officio on all committees.

Section VIII.2

VICE PRESIDENT of FOOTBALL – The Vice President of Football shall serve in the absence of the President. In the event of disability of President, the Vice President of Football shall assume the duties of the President. The Vice President of Football will be the Football coordinator and chair the Football Committee. The Vice President of football will chair the Nominating and By-Laws Committee.

Section VIII.3

VICE PRESIDENT of CHEERLEADING – The Vice President of Cheerleading will be the Cheerleading coordinator and chair the Cheerleading Committee. The Vice President of Cheerleading, in the absence of the President, and the Vice President of Football, will preside at the meeting.

Section VIII.4

SECRETARY – It shall be the duty of the Secretary to plan the agenda for the meetings with the President. The Secretary shall give notice of the meetings, attend, and keep a record of the meetings, keep a register of the members of the Board with their names, addresses, date of election, and length of term on the Board, call special meetings upon request of five or more members of the Board, and

perform all other duties which are usual to the office. The Secretary shall convey all official records to successor upon the expiration of term.

Section VIII.5

TREASURER - It shall be the duty of the Treasurer to have charge of all monies, securities, and valuable papers and deposit same in the name of the Board in the bank within the boundaries of the Association, make disbursements of funds by check, keep suitable books of account, **maintain state sales tax exemption, maintain federal 501(c)(3) status**, and present the financial standing of the NYRA at each Board meeting. The Treasurer shall surrender all official records and books to the successor upon expiration of term. The Treasurer shall be bonded in an amount no less than the current total budget of the Association.

Article IX. – SUB COMMITTEES

Section IX.1

The President shall appoint the members of the Board to various committees. The Committees will be formed on an as need basis each year in order to run the overall organization. The Committees will be a collaboration of Board members, parents, and participants in order to meet the needs of said committee.

Examples include: Banquet Committee, Awards Committee, Concession Committee, Equipment/Field Managers, Registration Committee, Communications Officer, Fund Raising Coordinator, Picture Committee, Weigh Masters, League Representatives, High School Representative, etc...

Article X. - ORDER OF BUSINESS

Section X.1

The order of business at meetings of the Board will be handled by a general template and will include updates on the following topics:

- I. Call to Order
- II. Roll Call
- III. Approval of Last Meeting's Minutes
- IV. Presidents Report, Monthly status, Update on activities
- V. Treasurer's Report, Budget overview, Dues update
- VI. Football Business—Vice President of Football, Status of each football team, Upcoming football activities
- VII. Cheerleading Business---Vice President of Cheerleading, Status of each cheer squad, Upcoming Cheerleading activities

- VIII. Calendar of events
- IX. Adjournment

Article XI. - FINANCIAL POLICY

Section XI.1

The Board shall decide all matters pertaining to finances of the football and cheerleading organizations and shall place all income in the Board's treasuries, directing the expenditures of same to fulfill their purposes of the Association, with the Board retaining the right to oversee all monies.

Section XI.2

All monies raised or held under the auspices of the Northern York Recreation Association, Inc. will be deposited in the Board's Treasuries, by the Treasurer only, and subject to a monthly audit by the President of the Board of Directors. All monies will be managed by the President and Treasurer and placed in a named depository on the next business day upon receipt.

Article XII. - SELECTION OF COACHES

Section XII.1 – Selection of Head Coaches (Football and Cheerleading)

1. **Applications for Head Coaching positions** will be taken during the months of **November** through January.
2. All applications will be given to the **appropriate Vice President** for review. The Vice President will then contact the applicant and discuss the Head Coach's job, **expectations, the philosophy of the NYRA, etc.**
3. **If determined necessary**, all prospective Head Coaches will be interviewed by **both Vice Presidents and the President** before recommendation to the Board for approval.
4. **Prior to the Board approving a Head Coach, each prospective candidate must complete the appropriate background clearances as indicated in Section XII.3.2.**
5. Head Coaching positions will be filled on the basis of qualifications and past experience. All head coaches shall have a minimum of one year of coaching experience with the NYRA. In the event that a head coaching position cannot be filled, the minimum one year requirement with the NYRA may be waived with board approval.
6. **Head Coaches will be strongly discouraged from coaching their sons or daughters. However, availability of applicants and qualifications may nullify this. Head Coaches will be allowed to coach their sons or daughters if they hold the position at that level prior to their son or daughter reaching it.**
7. **Head Coaches for football are required to attend yearly training that is appropriate for youth or high school football. Training may consist of clinics and/or online courses. All costs for training will be the responsibility of the Head Coach. Proof of training, in the form of certificates or receipts, shall be submitted to the Vice President of Football.**

8. Head coaches **are** strongly encouraged to join the NYRA board; however, board membership is not mandatory.
9. Head coaches will be encouraged to attend regular NYRA board meetings during the football season.
10. Head coaches shall not be considered for Executive Officer positions.

Section XII.2 – Selection of Assistant Coaches (Football and Cheerleading)

1. Applications for Assistant Coaches are to be taken during the months of November through April.
2. All applications will be given to the appropriate Vice President. The Vice President will then submit a copy of the application to all Head Coaches for review.
3. Assistant Coaching positions will be filled on the basis of qualifications, past experience, and needs of the Head Coaches.
4. If determined necessary, all prospective Assistant Coaches will be interviewed by the Head Coach and/or the Vice President before recommendation to the Board for approval.
5. Prior to the Board approving an Assistant Coach, each prospective candidate must complete the appropriate background clearances as indicated in Section XII.3.2.
6. It should not be assumed that Assistant Coaches will be allowed to follow their sons or daughters as they progress through each team.
7. Selection of assistants shall have the approval of the **Head Coaches, Vice President, and the Board.**
8. Assistant Coaches for football are required to attend training biannually. The training should be appropriate to youth or high school football. Training may consist of clinics and/or online courses. All costs for training will be the responsibility of the Assistant Coach. Proof of training, in the form of certificates or receipts, shall be submitted to the Vice President of Football.

Section XII.3 – Additional Requirements for Head and Assistant Coaches

1. The Board may sponsor educational programs for the coaches with costs not to exceed an amount approved by the Board.
2. Each coach is required to submit to an ACT 34 background check by the Pennsylvania State Police and Child Abuse Clearance ACT 151. Copies of current clearance will be accepted; however, if said clearance expires during the months of July to October. **All costs to obtain the clearances will be the responsibility of the coach.**

Article XIII. – COMPLAINT PROCEDURES

The following is a guideline for, board members, coaching staff, parents, fans and participants to properly communicate a possible issue. The NYRA board members will do their best to insure that all complaints are handled in a responsible, respectable and timely manner; we also require that those who need to utilize this guideline do the same for all involved. Please be aware the NYRA Board frowns upon any individual that attempts to take matters into their own hands and/or

generates his or her own “rumor mill.” Please feel free to contact any active board member with any concerns or suggestions regarding this process.

If there is a problem, concern or issue with parent, fan, participant, coaching staff, or board member; please follow the following guidelines:

Please discuss the issue with the individual in a responsible, respectable manor. If uncomfortable with that particular person, the person with the complaint may contact an executive board member at any time.

1. If this problem has not been resolved with a verbal discussion between the coaches, coaching staff, parent, fan, or participant and/or board member, then a board member must be notified in writing.
 - When the board receives this written complaint, the board will investigate the validity of the complaint.
 - If the complaint is valid, the Board will determine the course of action based on the severity of the situation. If the guilty person has already been verbally warned, then a written warning will be issued.
 - If the issue is still present, this will force the board into a suspension, or dismissal of individual based on the severity of the problem.

Please be aware that any issues that are presented to the Board anonymously are going to be investigated thoroughly; however, to insure that the issues are resolved to the level that **all** will be satisfied, please choose to allow us to know who you are. We will make our best attempt to make sure that all issues are dealt with in a professional and a confidential manor.

Article XIV. - AWARDS

Section XIV.1

Certificates of participation, **medals**, and/or trophies will be awarded to all football players and cheerleaders who complete the football/cheerleading season as a member in good standing of their respective team or squad, if it is financially feasible.

Awards will be withheld from participants who do not finish the season. This includes participants who choose not to attend playoff games after the regular season is over.

Section XIV.2

All participants who complete five (5) years with the organization shall be awarded an official Northern Midget jacket. One year shall have been at the midget level unless the participant has received a waiver from the league to participate at a lower level during the 5th year of participation. Exceptions shall be brought to the Board by the head coach and discussed on a case by case basis.

Article XV. – PARTICIPANT REQUIREMENTS

Section XV.1 - Football

Requirements for Football players will follow all CFA league rules except as noted below:

1. Five (5) year olds will not be accepted onto the Smurf team.
2. Exceptions to the above may be waived with Board approval.

Section XV.2 - Cheerleading

Requirements for Cheerleaders are as follows:

1. Girls going into Kindergarten will not be accepted onto the Smurf squad.
2. Late signups will not be accepted beyond the last registration date.
3. Cheer tryouts may be held at the discretion of the Vice President of Cheerleading.
4. Exceptions to the above may be waived with Board approval.

Article XVI. - AMENDMENTS

These By-Laws, or any section thereof, may be amended, or repealed by an affirmative vote of two-third members of the Board voting at any stipulated regularly called meeting.