



# MILFORD COMMUNITY ATHLETIC ASSOCIATION CONSTITUTION

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*Articles of Agreement and By-laws*

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## **ARTICLE I. ARTICLE 1 GENERAL**

### **Section 1.01 Name**

- (a) The organization governed by this constitution shall be known as the Milford Community Athletic Association, or hereinafter by the designation MCAA.

### **Section 1.02 Purpose**

- (a) The purpose of the MCAA is to provide Milford area youth with athletic activities that will promote sound bodies, keen minds, positive competitive attitudes, and the spirit of teamwork.

### **Section 1.03 Area Served**

- (a) The Milford area shall be defined to include, the towns of Milord and Mt. Vernon. Other towns may be included on an exception basis to a specific activity, as voted by the MCAA.

### **Section 1.04 Philosophy**

- (a) It is the philosophy of the MCAA to:
  - (i) Accept the youth of the area served, without exception to race, religion, nationality, or gender;
  - (ii) Accept the youth of the area served, regardless of financial status;
  - (iii) Guarantee a minimum playing time to all enrolled youth in any activity in every scheduled game (except as noted in rule I X, B4);
  - (iv) Promote teamwork, skills, recreation, sportsmanship, and the ability to attain individual goals, with competition as the means, not the goal (2/96);
  - (v) Provide the best possible level of instruction and organization to the end that the purpose of the MCAA is best served.

### **Section 1.05 Rules**

- (a) Except where otherwise noted in this constitution, the MCAA business will be conducted according to the rules as set forth in the most current issue of Robert's Rules of Order.

### **Section 1.06 Organization**

- (a) The MCAA is a non-profit corporation under the rules and regulations of the State of New Hampshire.
- (b) Section 1.06 of this Constitution may not be amended unless to maintain full compliance with the rules and regulations attendant upon tax-exempt non-profit organizations as put forth by the IRS or subsequent appropriate federal tax body.
- (c) Notwithstanding any other provisions of these articles, the organization is organized exclusively for one or more of the purposes as specified in Section 501(c) (3) of the Internal Revenue Code of 1986, and shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax under IRC 501(c) (3) or corresponding provisions of any subsequent tax laws.
- (d) No part of the net earnings of the organization shall inure to the benefit of any member, trustee, director, officer of the organization, or any private individual (except that reasonable compensation may be paid for services rendered to or for the organization), and no member, trustee, officer of the organization or private individual shall be entitled to share in the distribution of any of the organization's assets on dissolution of the organization.
- (e) No substantial part of the activities of the organization shall be carrying on propaganda, or otherwise attempting to influence legislation except as otherwise provided by the IRC 501(h) or participating in, or intervening in (including the publication or distribution of statements) any political campaign on behalf of or in opposition to any candidates for public office.
- (f) In the event of dissolution, all of the remaining assets and property of the organization shall after payment of necessary expenses thereof be distributed to such organizations as shall qualify under Section 501(c)(3) of the Internal Revenue Code of 1986, or corresponding provisions of any subsequent Federal tax laws, or to the Federal government or State or local government for a public purpose, subject to the approval of a justice of the Supreme Court of the State of New Hampshire.

- (g) In any taxable year in which the organization is a private foundation as described in IRC 509(a), the organization shall distribute its income for said period at such time and manner as not to subject it to tax under IRC 4942, and the organization shall not:
- (i) Engage in any act of self-dealing as defined in IRC 4941(d);
  - (ii) Retain any excess business holdings as defined in IRC 4943(c);
  - (iii) Make any investments in such a manner as to subject the organization to tax under IRC 4944; or
  - (iv) Make any taxable expenditure as defined in IRC 4945 (d) or corresponding provisions of any subsequent Federal tax laws.

## **ARTICLE II. MEMBERSHIP**

### **Section 2.01 Qualifications**

- (a) To be a qualified member of the MCAA, one of the following criteria must be met:
  - (i) Any elected or appointed MCAA official, such as a board member, a director, etc.
  - (ii) Any coach, assistant coach, or league official
  - (iii) Any parent of any child enrolled in any program, or any legal guardian of said child: Milford, Mont Vernon only
  - (iv) Any MCAA sub committee member
  - (v) Any appointed representative from any interested Milford, Mt. Vernon civic organization
  - (vi) Honorary life members voted in by 2/3 majority of members at a regular meeting

### **Section 2.02 Voting rights**

- (a) All members of the MCAA will have one vote provided they are in good standing with the MCAA; any civic organization member may cast only one vote in the name of the organization, regardless of number of members present at a vote.
- (b) Member in Good Standing.
  - (i) All members are considered in good standing unless:
    - 1) They have outstanding debt to the MCAA.
    - 2) They have been suspended from MCAA activities for actions that are against MCAA philosophy.
    - 3) Members can return to Good Standing by paying any debt owed to the MCAA
      - a) Being reinstated by the board following investigation of said actions

### **Section 2.03 Eligibility**

- (a) Any qualified member is eligible to hold elected office.

## **ARTICLE III. BOARD OF DIRECTORS ORGANIZATION STRUCTURE**

### **Section 3.01 The Board**

- (a) The governing board of the MCAA shall consist of four elected officials;
  - (i) President
  - (ii) Vice- President
  - (iii) Secretary
  - (iv) Treasurer

### **Section 3.02 General responsibilities**

- (a) The Board shall defend and uphold the MCAA Constitution so that all MCAA activities are run in a manner appropriate to the rules of the Constitution. (Added 02/88)
- (b) The Board shall represent the MCAA at appropriate town functions and activities; the Board shall promote the image and visibility of the MCAA as an integral element of Milford's social programs; the Board shall reside over general MCAA fund raising activities
- (c) The Board shall have as a primary duty, the promotion of the general good will of the MCAA and the recruitment from the general membership of active and participating members to assume various committee and functional responsibilities
- (d) The Board shall prepare and submit, for the approval of the general membership, no later than the 15th day of March, an Annual Operating Budget covering all planned MCAA activities which will occur prior to the following March and which will include but not be limited to budgeted expenses in excess of \$1,000 for the year.

### Section 3.03 Job Descriptions

- (a) The President shall:
  - (i) Preside at all meetings
  - (ii) Oversee all organizational activities
  - (iii) Represent the MCAA at any non-MCAA
  - (iv) Periodically review all transactions written by the Treasurer
  - (v) Appoint all committees necessary to carry out the approved action of the MCAA
  - (vi) Fill, by temporary appointment, any elected office vacant for any reason
  - (vii) Arbitrate all conflicts that may arise between members
- (b) The Vice-President shall:
  - (i) Perform the duties of the president in his absence
  - (ii) Act as parliamentarian, and determine that all business of the MCAA be conducted as set forth in this constitution
  - (iii) Participate as ex-officer member of all committees
  - (iv) Act as the when the president is not available
  - (v) Perform other duties that may be assigned him by the president
- (c) The Secretary shall:
  - (i) Prepare a permanent set of minutes of the proceedings of each meeting handle all incoming and outgoing correspondence
  - (ii) Update the constitution by annotating additions, deletions, and changes duly ratified by the membership
  - (iii) Notify all members of scheduled meetings
  - (iv) Enter all registration forms upon receipt from the treasurer
- (d) The Treasurer shall:
  - (i) Maintain a set of books covering the financial transactions of the organization
  - (ii) Present a written financial statement at each regular meeting
  - (iii) Present a written annual statement at the elections meeting
  - (iv) Ascertain that all financial obligations are paid promptly
  - (v) Accept and deposit in a bank of his choosing as approved by MCAA, all organization funds
  - (vi) Maintain any and all accounts which the MCAA holds
  - (vii) Collect registration monies at the conclusion of each activity registration and forward registration forms to secretary
  - (viii) Maintain a set of records for each sponsored sport, noting all paid out expenses, items, and sources of expense, and all sources of revenue, by type
  - (ix) Shall be bonded with the cost covered by the MCAA
- (e) Whenever possible, it is the philosophy of the MCAA to source as much material from within the Milford business community as competitive pricing allows. Only in cases where needed material is not available or price differences are significant, should the purchase orders be directed away from Milford.

### Section 3.04 Elections

- (a) The president shall appoint a nominating board at the regular July meeting.
- (b) The nominating board will provide a slate of nominees for the elected positions at the regular September meeting. The nominating board will first determine that the selected nominees

understand and agree to perform the duties of the position that they are being nominated for. The nominating board shall select nominees in accordance with the rules of eligibility as set forth in this constitution.

- (c) At the time of presentation of the slate at the regular meeting, any other candidate may be nominated and seconded from the floor. That nominee's name will be placed on the slate providing said nominee agrees to perform the duties, and is eligible to hold office. Nominations are then closed; clarification - no new nominees may be presented at the election meeting (clarified 07/ 83).
- (d) The election of officers will be held at the regular October meeting.
- (e) At the October meeting, after the slate and floor nominees have been seconded, nominations shall be declared closed.
- (f) Each position shall be voted upon independently, starting with the president. The person receiving a simple majority shall be declared the winner. In the event of a tie, those nominees who are tied shall be voted on again. If the tie has not been broken by the sixth ballot, the outgoing president shall declare the winner. If it is the president who is involved in the tie, for re-election, the highest ranking outgoing officer, not involved in the tied election shall declare the winner.
- (g) The newly elected officers shall assume their responsibilities at the close of Old business during the same election meeting.

#### Section 3.05 Term

- (a) The term of office shall be for one year. No officer may serve more than three consecutive terms in the same position

## **ARTICLE IV. ORGANIZATION POSITIONS**

### Section 4.01 Section 4.01 Overview

- (a) The position of Director is the most critical responsibility within the organization. Not only does the Director oversee the day to day business of the assigned activity, but also has the responsibility to see that the MCAA philosophy is carried out within his organization; to insure that it is the benefit of the players that takes priority; to mediate disputes; to maintain an open and unbiased posture on every issue; to insure to the best of his ability, that rules, schedules, team selection, and any other activity bearing on the sport, be performed with fairness to all.

### Section 4.02 Section 4.02 Appointment

- (a) Candidates for the position of director must come before a regular MCAA meeting for confirmation. The candidate must receive a majority approval vote of attendees to assume the position. Candidate directors will be voted upon at the meeting in which they are presented for approval. Should there be two or more candidates for one director's position, an election will be held, utilizing the same rules pertaining to election of officers.

#### Section 4.03 Job descriptions - Organizational Directors

- (a) (a) Sports Director - The responsibilities of the sports director(s) shall be:
  - (i) Organize the activities for which they are the director
  - (ii) Recruit suitable coaches and present them to the MCAA regular meeting for confirmation, prior to the season starting If possible. Candidate coaches will be voted upon at the meeting in which they are presented for approval. If the coach recruited must coach before confirmation; he must be presented at the next regular meeting. Coaches or managers must be members in good standing (as detailed in Section 2.02) and shall be selected according to the following priority:
    - 1) From the ranks of coaches or managers in the system
    - 2) From the ranks of coaches or managers in other leagues
    - 3) Other applicants
  - (iii) Present a budget for season expenses, by line item, no less than two months prior to the first scheduled game
  - (iv) If budget exceeds expected income, indicate rationale, and/ or plans to cover the excess
  - (v) Coordinate materials requirement with equipment Director (amended 03/83) and account for all equipment and supplies
  - (vi) Submit promptly to the treasurer any and all revenue received pertaining to the activity
  - (vii) See that a reasonable schedule is prepared and that a copy is presented to each coach, and to the MCAA secretary; see that copy of the same is posted to the online schedule management program. Submit to the local papers where the schedules can be found.
  - (viii) Present to the MCAA any and all rules pertaining to the organization and operations of the sport. All rules require ratification by the MCAA in next regular meeting after they are presented for approval
  - (ix) Maintain historical records of local league rules
  - (x) Insure that the approved rules are observed
  - (xi) Bring before the MCAA, at a regular meeting, or a special meeting if deemed appropriate, any conflict arising over rules interpretation so that a judgment can be reached
  - (xii) Attend regular MCAA meetings (while the sport is in progress, and the meeting immediately at the close of the season) to submit reports relative to status of league directed
  - (xiii) Ensure that the method of team selection is such that the teams in the league are as balanced as possible
  - (xiv) Oversee the timely rescheduling of games when those games have been postponed
  - (xv) Coordinate activities with other town bodies If and when those bodies could have potential conflict with field/facility use
  - (xvi) At the close of the season, insure that all equipment, supplies, uniforms, etc., are collected and accounted for
  - (xvii) After team selection, director must turn registration forms over to MCAA secretary; provide coaches with medical release forms
  - (xviii) At the conclusion of the season have a postseason meeting to discuss positives and opportunities for improvement from the season
- (b) Concession Director(s) responsibilities shall be:
  - (i) Have full responsibility for management of the concession stand to be located at the North River Road Field Complex
  - (ii) Establish a committee to assist in the management of the stand
  - (iii) Appoint a financial officer of the committee, whose responsibility it will be to maintain records and cash accounts of all moneys spent and received in relation with the concession stand (added 03/83)

- (iv) See that a concession stand financial statement is prepared for and presented to the MCAA Treasurer prior to each regular meeting
- (v) See that the concession stand is properly staffed, scheduled, and maintained
- (vi) See that appropriate foods, prices, costs, and margins are maintained
- (vii) See that full budgets and explanations are presented at a regular MCAA meeting for all capital expenditures
- (viii) Other duties as they relate to the management of the stand
- (c) Fundraising Directors(s) responsibilities shall be:
  - (i) Have full responsibility for all aspects of fundraising
  - (ii) Establish a committee to assist in various aspects of fundraising
  - (iii) Coordinate with in-season sports directors to coordinate activities for sport specific fundraising
  - (iv) Provide and maintain sport photographer for use for all MCAA sports.
- (d) Volunteer Directors(s) responsibilities shall be:
  - (i) To coordinate with all directors for establishing volunteers for specific tasks such as concession, field maintenance, fundraising, etc
  - (ii) Maintain records regarding completion of volunteer activities for purposes of assessing any fees associated with not completing required volunteer work
- (e) Webmaster Directors(s) responsibilities shall be:
  - (i) To maintain MCAA website as directed by the board
  - (ii) Assure proper schedule are presented during open seasons.
  - (iii) Post messages and notifications as directed by board or sports directors
- (f) The Equipment Director shall:
  - (i) Secure from the league Director a list of all materials required for the league
  - (ii) Secure price quotations from suppliers for subject materials; where possible, at least three quotes
  - (iii) Prepare a league materials budget based upon quotes to be used by the sport director to submit their annual budget
  - (iv) Together with league Directors, present materials budget to regular MCAA meeting for approval
  - (v) Subsequent to approval, prepare and submit orders for materials to appropriate vendors
  - (vi) Distribute materials to appropriate team managers
  - (vii) Maintain an Inventory listing of all equipment
  - (viii) Maintain a log of receipts from team managers who have signed for equipment
  - (ix) Ensure that materials are accounted for and stored at completion of each league season

#### Section 4.04 Term

- (a) The term of Organizational Director shall be for one year. There are no restrictions as to number of consecutive terms served.

#### Section 4.05 Jurisdiction

- (a) The responsibilities of the sports director shall include the enforcement of the approved rules, but shall not allow for the alteration, waiving, or creation of new rules, without first receiving approval for said changes at a regular MCAA meeting.
- (b) The Director of the Concession Committee shall:
  - (i) Have full responsibility for management of the concession stand to be located at the North River Road Field Complex
  - (ii) Establish a committee to assist in the management of the stand
  - (iii) Appoint a financial officer of the committee, whose responsibility it will be to maintain records and cash accounts of all moneys spent and received in relation with the concession stand (added 03/83)

- (iv) See that a concession stand financial statement is prepared for and presented to the MCAA Treasurer prior to each regular meeting
- (v) See that the concession stand is properly staffed, scheduled, and maintained
- (vi) See that appropriate foods, prices, costs, and margins are maintained
- (vii) See that full budgets and explanations are presented at a regular MCAA meeting for all capital expenditures
- (viii) Other duties as they relate to the management of the stand

#### Section 4.06 Coaching

- (a) As a coach in the MCAA you will be considered a role model for young athletes. You should emphasize skill development, fair play, teamwork, cooperation, sportsmanship, responsibility, and fun. Coaches should provide each participant balanced playing time every game and the chance to play different positions. Specific playing time requirements for each sport will be detailed in the local league rules.
- (b) Head Coach
  - (i) The Head Coach's responsibilities shall be:
    - 1) To complete any designated coursework if specified by your league
    - 2) To attend league meetings
    - 3) To participate in player evaluations and team drafts
    - 4) To assist league directors when the need arises
    - 5) To monitor their team's equipment, and return it at seasons end
    - 6) The contact person for players and parents
    - 7) To plan and organize practices and games
    - 8) On time for all practices or games, and stay within designated time periods if specified
    - 9) To understand the rules of the game
    - 10) To teach the skills that are targeted for your age group based on the MCAA's Progression of Skills
    - 11) To oversee the actions of their assistants
    - 12) To provide first aid when injuries occur
    - 13) To abide by all officials' decisions
    - 14) To provide a safe and positive environment for all players participating
    - 15) To remember "Athletes First, Winning Second"
- (c) The Assistant Coach
  - (i) The MCAA allows each team to have ONE DESIGNATED assistant coach prior to the season however coaches may recruit others to help assist the team after the teams are chosen. The Assistant Coaches responsibilities shall be:
    - 1) To act as an extension of the head coach
    - 2) To maintain a positive attitude and a willingness to help and learn

## ARTICLE V. SPECIAL COMMITTEES

Section 5.01 The MCAA board from time to time may create special committees, as the situation requires, for the purpose of completing an assigned task.

- (a) The special committee may not commit the MCAA to any action or position, without approval at a regular meeting.
- (b) The committee shall exist only as long as the assigned function remains, or until the board shall disband or alter the committee.

## **ARTICLE VI. MEETINGS**

### **Section 6.01 Regular**

- (a) The MCAA shall have no less than one regularly scheduled meeting per month, time and place to be established by the board.
- (b) All such meetings are open to the public, and the general membership, as described in Article II.
- (c) The President will establish the time and place of the meetings, and notifications to each member will be made by the Secretary.
- (d) All meetings will be conducted in accordance with Roberts's rules of Order at the discretion of the presiding officer.
- (e) Voice, hand, and or standing vote are acceptable. A secret ballot will be taken if a majority of the voting members present so vote.
- (f) Notification to the general membership of the time, date, and location of the meeting must occur not less than three days prior to the meeting.
- (g) At regular meetings, voting of the members present is sufficient to pass any motion, provided that the notice requirements for the meeting were met.
  - (i) No specific membership quorums (unless otherwise noted) are required.
  - (ii) A majority of voting members of the Board of Officers being present is sufficient (unless otherwise indicated in the by-laws) to enact any business brought before the membership
- (h) All procedural decisions made by the President (or presiding officer) are final.

### **Section 6.02 Special**

- (a) Special meetings- may be called in accordance with the by-laws.
- (b) Discussion will be limited to the subject that caused the necessity of the meeting.
- (c) A special meeting may be called by a quorum vote of the board or by the President.
- (d) The President must notify all the members at least 3 days in advance of such meetings, indicating the time, place, and agenda.
- (e) A majority vote of the voting members present will be required to carry any motion related to the topic that caused the special meeting.

### **Section 6.03 Executive**

- (a) The executive board may determine to hold meetings among themselves whenever they see fit. Business conducted must meet the voting requirements before it becomes official.

### **Section 6.04 Minutes**

- (a) The secretary shall take and maintain minutes at all meetings as specified in Article 6. Minutes of Board of Officers meetings shall include attendance and will be forwarded to all Board Officers prior to the next scheduled meeting via e-mail, mail or hard copy.
- (b) All minutes must be made public, upon request, with the exception of the proceedings of executive session.

## **ARTICLE VII. LEAGUE RULES**

### **Section 7.01 Organization rules (amended 02/03)**

- (a) General: Any rule which pertains to the structure, purpose, or management of the sport or league shall be considered an organizational rule.
  - (i) Rules of this nature may be altered by presenting them at a regular meeting for a vote.
  - (ii) Once altered, the secretary shall amend the rules for said sport or league, and present the amended rules to the Board and voting members at the next regularly scheduled meeting.
  - (iii) The Board and League Director will be responsible for ensuring the rules presented on the MCAA web site is also updated with the amendment changes, by the next regularly scheduled meeting.
    - 1) If the Secretary is, for whatever reason, unable to meet these criteria, the President or League Director will be responsible for ensuring the completion of the given task.
- (b) League Balance
  - (i) Each league will adopt a drafting procedure that will result in the individual teams within the league having either age or school grade balance, whichever criteria is used for league eligibility. Balance is defined as each team having the same number of players per category (e.g. 12 yr. olds, 8th graders, etc.). Each league will adopt a criteria used for league eligibility based on either age or school grade.
  - (ii) For leagues comprised of athletes UNDER eight years of age or third grade depending on how the league has created their eligibility guidelines, the individual teams within the league will be created having either age or school grade balance. Balance is defined as each team having the same number of players per category (e.g. 7 yr. olds, 2nd graders, etc.).
  - (iii) Each league comprised of athletes eight years of age or older or third grade or higher, will adopt an evaluation and drafting procedure that will result in the individual teams within the league being created in a manner so that teams have an equal distribution of players based on the results of their evaluation process on each team.
  - (iv) Players should not be automatically carried over to teams from one year to the next.
  - (v) Coaches will not have the jurisdiction to override this rule. If it is determined that the league balance concept has not been adhered to, the MCAA Board shall intercede and put the teams into balance.

### **Section 7.02 Play rules**

- (a) Official - the league may rule to adopt the official playing rules published by a national organization. Where applicable, the most current publication of said rules will be the guide.
- (b) Local - under certain circumstances, the league director and/or the league coaches may determine that local rules should replace official rules. When this occurs, local rules must first be approved according to the procedure mentioned in Article VII, Section 7.03, and be added to the rules for that particular sport or league.

### Section 7.03 Procedure to change

- (a) Any changes to play rules shall follow the procedure for approval of the rules.
- (b) They must be presented to a regular MCAA meeting and be voted on for approval in the following meeting.
- (c) The play rules, because they are many times complex, and can impact the very nature of the game, deserve full consideration as to any reaction they may cause, prior to being enacted. Therefore, it is appropriate that the general membership be notified of potential changes, so that they may voice their opinions, if they choose to do so

### Section 7.04 National memberships

- (a) Within the scope of certain activities, the MCAA may determine that it would be advantageous to participate in national organizations. In so doing, the play rules may be determined by that organization, and it shall be the responsibility of the MCAA to maintain the integrity of those national rules, until such time that the MCAA ceases to participate in the national organization. It shall not be within the scope of the MCAA to alter or waive any national rules, if such action jeopardizes MCAA standing within the organization, unless the MCAA has determined that national membership is no longer advantageous.

#### Section 7.05 Select travel teams (added 12/93)

- (a) In addition to regular league programs, the MCAA body may elect to sponsor special select teams to participate in regional programs. These special teams or programs will have to be approved according to the rules outlined in Article VIII, Section 8.01 (a).
- (b) Game play rules will follow the guidelines as described under Article I X, Section 9.03(a).
- (c) Each player on such a team must play in each game. The amount of play will be left to the discretion of the coaches, but they are to keep the general philosophy of the MCAA in mind.
- (d) Player Selection
  - (i) By definition of "select", players may be chosen on the basis of publicly notified try-outs, and applicants are not guaranteed a position on the roster.
  - (ii) Where roster size permits, players for Select Teams may reside outside of the Milford- Mont Vernon townships. When this occurs, players, parents or guardians are afforded full MCAA membership rights.
- (e) Select and Regular Programs
  - (i) Players chosen for Select Teams are still eligible to register and participate in MCAA regular programs running concurrently with the Select Program.
  - (ii) If schedule conflicts exist between regular and select programs, Regular games should take priority.
  - (iii) If schedule conflicts will be frequent, in fairness to the Regular team, players should re-evaluate participating in both programs. The MCAA body should discuss and rule under these special circumstances
- (f) Select Players and Regular Tournaments
  - (i) Select players also enrolled in Regular programs will be eligible for Regular All Star teams. Conversely, players participating only in Select Programs are not eligible for Regular All Star teams.
  - (ii) In choosing a Select player for a Regular All Star team, 7.05 (e) (ii) above will apply. If it is determined that the Select Program schedule conflicts with the Regular All Star schedule, then the player should not be chosen. This is consistent with All Star Team Selection, Availability, Article IX, Section 9.02(d) (iii).
- (g) Select Players and Special Games
  - (i) From time to time, the MCAA may elect to participate in "Special games" an example being the Annual Milford-Wilton Cup games. As such, all Select players shall be eligible for Special Game teams, providing there is no conflict with their Select Program schedules.
- (h) Select Teams and the MCAA Constitution
  - (i) It shall be a mandatory guideline that as an MCAA sponsored program, Select teams shall have a primary allegiance to the MCAA Constitution over any outside body. If rules, philosophy, or administration are determined to be too contrary to MCAA precepts, then sponsorship may be denied or rescinded. Prior to any such action, the MCAA Board will make its best effort to resolve any such issues with whatever outside ruling body applies.

#### Section 7.06 General Player Eligibility (01/ 94)

- (a) General Eligibility
  - (i) Any age or grade eligible youth, (depending upon program guidelines), from Milford or Mont Vernon is eligible for any MCAA sponsored program.
- (b) Extended Eligibility
  - (i) Certain programs may specifically include other community organizations, where either such a program does not exist, or where it is to the benefit to the overall program to expand the league.
  - (ii) Where space allows, individual players from other communities may register for MCAA programs.

(c) Registration Cut-off

- (i) When playing space is limited and/ or teams cannot be staffed, at the Director's discretion, registrations may be closed. This should be avoided at all costs unless and until all posted registration periods have passed and team selection has been completed
- (ii) Parties wishing to register beyond this point may be placed on a waiting list and assigned to teams as openings occur, on a first come first served basis.

(d) Conflicting Programs

- (i) Where potential players are already involved in a program where rules dictate that they may not play in an MCAA program (such as sports under the rules of the NHIAA), the MCAA may accept those players and assign them to teams only under the following conditions:
  - 1) The player will not participate in MCAA games until the dictating program season has concluded; AND
  - 2) The player will be able to play in no less than 50% of regularly scheduled games after the conflicting season is concluded, not to include scheduled or yet to be scheduled play-off games.

## **ARTICLE VIII. SPONSORED ACTIVITIES**

### Section 8.01 Procedure to add or delete

- (a) The decision to add or delete sponsored activities shall be decided based upon the merits of the program in question, its service to the community, financial position, participation, etc. Any such decision must follow the procedures established for amendments.

### Section 8.02 Current activities

- (a) Basketball
- (b) Soccer
- (c) Baseball
- (d) Girls Softball (04/93) Ages 8-18

## ARTICLE IX. INVITATIONAL TOURNAMENTS

### Section 9.01 Definition

- (a) Any sponsored sport within the jurisdiction of the MCAA shall be eligible to participate in invitational and/or All Star tournaments, providing such participation has received the endorsement of the MCAA. An invitational tournament shall be defined as a game or series of games sponsored by another town, league, or independent organization.

### Section 9.02 Philosophy

- (a) Where the invitational tournament involves the participation of an All Star team, a collection of the most proficient players from within the appropriate league, the following guidelines must be observed:
  - (i) Participation in an All Star tournament is an honor and as such, the league shall select the best players.
  - (ii) The nature of the tournament is understood to be competitive
  - (iii) Every member of any all-star team shall be selected through a process of try outs. The process for naming candidates for tryouts and the try out procedure shall be determined by the appropriate league director(s) and coaches. All league coaches, the league director, and the All Star coaching staff will be eligible to participate in try out grading and team selection.
  - (iv) Once selected to an All Star team, every player is guaranteed minimum playing time. The amount of play will be left to the discretion of the coaches, but they are to keep the general philosophy of the MCAA in mind. Players should not get more than one game without receiving playing time (e.g. if a player does not play in a game, they must play in the next game; the player should not go more than two consecutive games without playing)
  - (v) The method of selecting All Star coaches shall be determined by the league, but All Star coaches must have the approval of the MCAA
- (b) Although the objective of the tournament is to compete at the highest possible level, there remains the understanding that the overall philosophy of the MCAA will be observed; that the experience for the participants will follow the highest standards.
  - (i) The All Star Team shall have at least one representative from each team in the league if possible.
  - (ii) Players shall be selected for All-Star teams based on the following four (4) criteria. All criteria shall be considered equally.
    - 1) Ability: Players selected shall be the best players in the league.
    - 2) Attitude: All-Star teams represent not only the MCAA, but also the towns represented on the team. Sportsmanship, attitude, and behavior, both on and off the field, shall be considered when selecting players to an All-Star team.
    - 3) Availability: The season of an All-Star team is very short and requires full participation from all members of the team. A player's ability to participate in the entire All-Star season shall be taken into consideration.
    - 4) Age: All other criteria being equal, the older (league age) players shall be selected.
- (c) The above criteria shall be applied to player selection for the original team selection and for any subsequent roster changes. Every effort shall be made to prevent roster reductions during an All-Star season.
- (d) A copy of the above set of criteria shall be provided to every player invited to an All -Star try-out. It is the responsibility of the league director to provide the All-Star manager with sufficient copies for distribution.

### Section 9.03 Contradictory Rules

- (a) Where tournament play rules may differ from MCAA approved play rules, the tournament rules will be accepted and observed for tournament games except for minimum play requirements for players. MCAA minimum play requirements will still apply.

#### Section 9.04 Approval to participate

- (a) Request to participate in a tournament will be brought before the MCAA by the league director, together with an explanation of costs and any other pertinent data. Approval to play requires a vote from the MCAA.

#### Section 9.05 Contributions

- (a) The following guidelines have been developed determine what contributions the MCAA organization will make to help defray costs for team s qualifying for a national tournament.
  - (i) ) Contributions will only be made to teams that qualify for a National Championship Tournament sanctioned by the governing organization with which the MCAA program is associated (e.g. Cal Ripken or Babe Ruth)
  - (ii) The MCAA will contribute a specific dollar amount for each rostered player and up to 2 coaches that qualify for a National Tournament. The amount contributed will be based on the distance required to travel from Milford.
  - (iii) If the team is comprised of players from area towns (e.g. Souhegan Valley Softball), the MCAA will contribute a percentage of the amounts above based on the number of towns represented on the team (e.g. players come from 6 towns; the MCAA will contribute 1/6 of the amounts above.)
  - (iv) It is expected that the team will execute fundraising activities within the parameters of Section 9.06 to cover costs in excess of these amounts
  - (v)

#### Section 9.06 All Star Team Budgets and Fundraising

- (a) Revenues and expenses for all-star teams chartered through the MCAA must be received and paid by the MCAA treasurer. This includes monies raised through fundraising.
- (b) Each all-star team shall establish a budget to detail planned revenues and expenses.
- (c) Any remaining monies should be distributed to parents to offset fees paid.
- (d) Budgets must be submitted to MCAA board prior to the team's first tournament.

## ARTICLE X. FUNDING

### Section 10.01 Revenues

(a) The MCAA is a non-profit, self-funded organization. The MCAA bears the responsibility of funding all activities with revenue raised through registration fees, solicitations, and any other approved fund raising activities. Any and all revenues collected will be used exclusively for the benefit of the activities sponsored by the MCAA.

### Section 10.02 Expenditures

#### (a) Planned Expenses

- (i) The Annual Budget as described under the general responsibilities of the Board shall be subject to general vote, by line item at the next regular MCAA meeting. A notice in the Milford Cabinet, in accordance with the meeting notification procedure, (Article V, Section 5.01) is required for the meeting where the budget vote is scheduled.
  - (ii) The Annual Budget will be broken down by activity and will provide line item expenses per activity.
  - (iii) Where possible, the budget will have attached the Treasurer's report for the previous year's expenses by activity.
  - (iv) In the event any line item in the proposed budget contains a variation of +/- 10% from the previous year's expenses, or, if a line item is new compared to the previous year, each line item shall be annotated with an explanation for the variance.
- (b) Unplanned expenditures fall into two categories: those up to but not exceeding \$750 and those in excess of \$750. A proposal, which includes but is not limited to periodic payments, shall be valued on the base of the sum total of those payments for the year, rather than the amount of individual items.
- (i) Proposals for expenditures up to but not exceeding \$750 total may be discussed and voted upon at the Regular or Publicized Special meeting where the proposal is made.
  - (ii) Proposals for expenditures in excess of the \$750 limit will be voted upon at the next Regular or Publicized Special meeting as the last item under "Old Business".

## **ARTICLE XI. AMENDMENTS**

### **Section 11.01 Procedure**

- (a) Proposed amendments to this Constitution must be presented in writing to the MCAA Secretary at least 20 days prior to the next regular MCAA meeting. Amendments will be disclosed at the next regular meeting and added to the agenda for voting at the following MCAA meeting.
- (b) The MCAA Secretary shall post proposed amendments to the MCAA website. The Secretary will also notify membership of the scheduled discussion and voting in the appropriate regular meeting.

### **Section 11.02 Voting**

- (a) At the next regular meeting, following the submission of the written proposed amendment, the membership shall discuss the proposal fully. Members of the MCAA may vote on the amendment. In order for the amendment to pass, it must receive two thirds, (2/3), majority vote. Should the amendment pass, it will go into effect immediately. The secretary shall record the proceedings in the minutes, and shall revise the constitution, and revised table of contents. Said revision and table of contents shall be distributed to all board members, all league directors, and posted to the MCAA website, with the master copy of the constitution.

## ARTICLE XII. MISCONDUCT REGULATIONS & PROCEDURES

### Section 12.01 Fan and crowd control (added 08/84)

- (a) In the event that a spectator or fan directly or indirectly interferes with the normal and acceptable proceedings of any MCAA sporting event or activity, it is left to the discretion of the official in charge of the event to follow any or all of the following disciplinary procedures:
- (i) The official will first approach the team coach or manager for whom the disorderly fan(s) is showing allegiance and request the coach or manager subdue the fan(s) from future disturbances or ask them to leave the playing area. If the disturbance is not eliminated, the appropriate team may forfeit the game.
  - (ii) If the disturbance continues, the official may approach the offending party again asking them to stop or leave pending forfeiture of the event as outlined above.
  - (iii) Having exhausted options (i) and (ii), the official may at this point notify the appropriate law enforcement dept. (i.e. police, etc.) and have the offending party removed from the playing area.
- (b) When it is necessary to invoke any or all of the above-mentioned procedures, it shall be made known to the Director of the event immediately following its conclusion, and the Director will notify the Executive Board within 24 hours.

### Section 12.02 Section 12.02 League official's conduct (added 03/89)

- (a) Any coach, manager, or league official at any league level who uses any form of unsportsmanlike conduct and/ or repeatedly behaves contrary to the rules and philosophy of the MCAA Constitution, (phrase added 8/97), is subject to an automatic two (2) game suspension; should a similar situation reoccur within the same season, the individual in question is subject to immediate dismissal from whatever position they were serving. The following procedure shall be observed:
- (i) Any complaints must be filed by a manager, coach, game official, or any MCAA board member; the complaining party must have been a witness to the incident in question.
  - (ii) The incident shall be presented to the appropriate league director immediately following the occurrence.
  - (iii) After investigation of the incident, with all relevant parties, the director will determine if the two game suspensions is warranted, and then act accordingly; November 4, 1998 circumstances surrounding the decision.
  - (iv) Regarding a recurrence and possible dismissal, within 48 hours of the recurrence, the director should submit a written account of the incident, including any pertinent past history, to the MCAA Board. The Board will then convene a special meeting with both the Director and offending party present.
  - (v) After review of the situation, if the Board agrees that a dismissal decision is warranted, the offending party will be given the option to either resign, or be dismissed from whatever capacity he or she was serving.