

BYLAWS OF KEENE KNIGHTS YOUTH FOOTBALL & SPIRIT

ARTICLE I - Name of Corporation

Section 1: THE KNIGHTS

- A. The organization shall be known as “Keene Knights Youth Football & Spirit”, a non-profit corporation incorporated in the State of New Hampshire.
 - 1) Hereinafter, referred to as THE KNIGHTS.
- B. This organization is not conceived for financial benefit and shall not make or declare dividends.

ARTICLE II - Purpose of Organization

Section 1: Purpose

- A. The purpose of the organization is to promote the game of football and cheerleading, by providing programs primarily but not exclusively for the youth of the town of Keene, New Hampshire
 - 1) Football and cheerleading are general terms used in this document and refer to any football program or cheerleading program.
- B. This corporation is organized exclusively for charitable and educational purposes within the meaning of section 501(C)(3) of the Internal Revenue Code of 1954. No part of the net earnings shall insure to the benefit of any private shareholder or individual.

ARTICLE III – Quorum

Section 1: Definition

- A. Keene Knights will define the quorum as a simple majority of voting members of the Board of Officers. This quorum will need to be present to enact any business brought before the membership.
- B. No proxy or absentee voting is allowed

ARTICLE IV - Description

Section 1: Programs Offered

- A. THE KNIGHTS will consist of one or more football teams and/or cheerleading squads/dance teams.
- B. The Board of Officers will have final approval for all team/program names, colors and/or logos.
 - 1) All affiliated teams and or programs shall make the “THE KNIGHTS” program descriptor as part of ALL uniforms and supported merchandise including all coaching and board member identifiers.
 - 2) The Board of Officers by quorum is free to set or change the name(s) and/or color(s) of any affiliated program or team(s) within The KNIGHTS organization.
- C. The Board of Officers by 2/3 majority of the quorum is free to affiliate with any recognized national (or regional) football or cheerleading program for the good of the membership or any one THE KNIGHTS affiliated program.
- D. The Board of Officers by 2/3 majority of the quorum can at any time move to accept participants from surrounding towns within the state of NH.
 - 1) All participants of THE KNIGHTS shall abide by The KNIGHTS and NHYFSC by-laws and all terms of membership.

ARTICLE V - Membership

Section 1: Eligibility

- A. Anyone displaying an interest in the activities of the organization, as well as a willingness to actively participate in its programs, is eligible to become a member of the association.
- B. This organization shall be non-racial, non-partisan, and non-sectarian.
- C. This organization shall abstain from any political or labor affiliation or endorsements for public office.
- D. A member is a parent who registered and paid for at least one child to participate in the current or previous fiscal year, and/or elected or appointed official; officer or coach, who served during the current fiscal year.

Section 2: Voting

- A. Board of Officers of THE KNIGHTS shall have voting rights in that current fiscal year.
- B. Non-Board of Officers are not allowed to vote in THE KNIGHTS elections or special meetings except for Head Coaches when necessary.

Section 3: Elections

- A. Officers shall be nominated and elected at the scheduled January meeting and assume their elected position at that time.
- B. All nominations must be submitted in writing in advance of the election for consideration.
- C. Floor nominations will not be accepted.
- D. All elections of officers shall be by secret ballot, unless positions are unopposed.
 - 1) Proxy or absentee votes shall be allowed.
 - 2) All election of Officers is final
 - 3) THE KNIGHTS board of Officers will make every effort to identify a member representative prior to the vote taking place, to assist in validation and counting of all votes
 - 4) THE KNIGHTS Treasurer, Secretary, and member representative will validate the ballots and count the votes and announce the results.
- E. Any candidate for office must be a member in good standing during the current fiscal year.

Section 4: Membership & Accountability

- A. Any officer, member, or coach may file a written complaint with the Board of Officers alleging that a member has interfered with the coaching of any sports Keene Youth Football & Cheer teams sponsored or sanctioned by THE KNIGHTS and/or has otherwise violated a requirement of membership.
 - 1) Notice of a written complaint shall be deemed duly received by the Executive Board of Officers if said complaint is given to any of the following Officers: President, Vice-President, Secretary or Treasurer.
- B. Board of Officers quorum must then vote, within two (2) weeks of the receipt of such a written complaint, on a course of action to be taken and must notify the member, in writing, of that course of action, up to and including removal of the member from THE KNIGHTS.
- C. The failure of the Board of Officers to issue a written decision that the complaint warrants review within two (2) weeks of its receipt of a written complaint shall be deemed to be a decision that the complaint warrants no action against the member.
- D. Registration fees will not be refunded or prorated if an athlete or member is removed from the program for violating the code of conduct and/or signed contracts.

ARTICLE VI- Meetings

Section 1: Rules

- A. All meetings/elections will be conducted in accordance with Roberts Rules of Order at the discretion of the presiding officer (unless specified otherwise in this document).
- B. Voice, hand, or standing vote is acceptable. A secret ballot will be taken for all disciplinary actions.
- C. All procedural decisions made by President (or presiding officer) are final
- D. Board meetings will be scheduled monthly

Section 2: Business Meetings

- A. THE KNIGHTS business meetings shall be held no later than the following: in January for the election of Board of Officers of each year and in December for the by-laws meeting.
- B. The Secretary shall give public notice via newspaper, newsletter, website and/or posting on social media outlets of the annual election meeting at least 30 days in advance of the meeting.

Section 3: Special Meetings

- A. Special meetings may be held at any time upon authorization of the Board of Officers, or by written request of 25% of the general membership, notice of which shall be sent to members by the Secretary, at least ten (10) days in advance of each meeting.
- B. Discussion at the meetings shall be limited to the subject that was the cause of the special meeting.
- C. Special meetings will be non-public, and minutes will not be posted.

Section 4: Minutes

- A. The secretary shall take and maintain minutes at all meetings. Minutes of Board of Officers meetings shall include attendance and will be forwarded to all Board of Officers within 1 week of meeting via e-mail, mail or hard copy.
- B. All minutes must be made public, upon request, except for the proceedings of executive sessions prior to the next scheduled meeting.

ARTICLE VII – Board of Officers

Section 1: Board of Officers

- A. The Board of Officers shall consist of the following; 17 members consisting of President, Vice President, Secretary, Treasurer, 2 Fundraising Coordinators, 2 Concession Coordinators, Cheer Coordinator, Football Coordinator, Game Day Coordinators, Media Coordinator, Volunteer Coordinator and up to 4 At Large Members.
- B. The KNIGHTS Board of Officers shall be responsible for conducting all business of THE KNIGHTS member programs, affiliations and teams.
 - 1) There shall be one and only one Board of Officers (Officers) for all programs and/or teams affiliated with or supported by THE KNIGHTS.
- C. All Officers are expected to assist in game-day activities as requested by the Executive Board
- D. All decisions by the Board of Officers are final.
- E. All board members are required to attend all scheduled board meetings. Board members must attend a minimum of 50% of all meetings. If a board member falls below 50% attendance, after March 31st annually, voting rights will be revoked and the board can vote to remove the officer from office with a simple majority vote.

Section 2: Election of Officers

- A. All the affairs and assets of THE KNIGHTS will be managed by a Board of Officers that is nominated and elected for a one (1) year term by the general membership, except for the President and Treasurer.
 - 1) The President and Treasurer shall be elected for a two (2) year term and must have served one (1) year on a previous THE KNIGHTS Board of Officers. Anyone not meeting this requirement can run for this position only with the approval of the majority of the current THE KNIGHTS Board of Officers.
 - 2) b. The terms of President and Treasurer will be voted on in opposite years.

Section 3: Duties of the President

- A. The President shall be responsible for presiding at all meetings of the organization.
- B. The President shall personally supervise the activities of the organization as well as fulfilling his/her overall responsibilities to THE KNIGHTS.
- C. The President shall only vote on issues to break a tie vote by the other officers.
- D. The President is the recognized voting representative at the NHYFSC Meetings. President may designate any member, other than a coach, as a representative. However, the NHYFSC Board Commissioner must be notified in writing within 1 week of the scheduled meeting.
- E. The President shall chair the Executive Board.
 - 1) The Executive Board shall consist of the President, Vice President, Secretary and Treasurer.
 - 2) b. The Executive Board shall be responsible for the day-to-day operations of the organization based on board policy and the immediate needs for the good of the organization.
 - 3) Executive board decisions are made with a simple majority vote of all members including the President.
 - 4) Any decision made by the Executive board shall be disclosed to the entire board in writing (hard copy of e-mail) to the entire board within 48 hours and can be overturned by a simple majority board vote.

Section 4: Duties of the Vice President

- A. The Vice President shall be responsible for the coordination of the activities of the football registrations.
- B. The Vice President shall in the absence, or during the incapacity, of the President, and determined by the Board of Officers, perform all duties and assume all responsibilities of the President, until such authority is revoked by the Board of Officers.
- C. The Vice President shall organize and complete Academic Achievement Awards
- D. The Vice President shall attend meetings at the conference level if the President is unavailable
- E. The Vice President shall be responsible for verifying football book certifications and obtaining required documentation.

Section 5: Duties of the Secretary

- A. All records of the Board of Officers shall be under the control of the Secretary, including those records turned in by heads of committees.
- B. The Secretary shall maintain the by-laws by updating any changes approved at the annual by-laws meeting.
- C. The Secretary shall be responsible for reporting of past and upcoming events.
- D. The Secretary shall maintain records of meetings.
- E. The Secretary shall be responsible for communicating news and highlight updates to memberships.
- F. The Secretary shall send the agenda of each monthly meeting 1 week in advance of scheduled meeting.

Section 6: Duties of the Treasurer

- A. The Treasurer shall receive and disperse all funds.
- B. The Treasurer shall be responsible for ensuring all payments are received for athlete participation.
- C. The Treasurer shall submit written financial reports to the Board of Officers on or about the 15th of each month to be recognized at the next scheduled board meeting.
- D. The Treasurer shall be responsible for all the filings that are required by the Internal Revenue Service; not later than May 15th.
- E. The Treasurer shall be responsible for the maintenance of all special funds and monies.
- F. The Treasurer shall responsible for all regulatory reporting required by the state of New Hampshire.

G. The Treasurer shall be responsible for checking the organization's mailbox.

Section 7: Duties of the Fundraising Officers

A. The Fundraising Officers shall be responsible for developing a fundraising program, which will be submitted to the Board of Officers for approval.

B. The Fundraising Officers shall be responsible for the execution of the fundraising activities.

C. The Fundraising Officers shall work with the Treasurer.

D. The Fundraising Officers shall provide support and content as needed related to THE KNIGHTS newsletter and web-pages.

E. The Fundraising Officer shall be responsible for the annual calendar raffle.

Section 8: Duties of the Concession Officers

A. The Concession Officers shall be responsible for developing a menu and budget for the concession stand which will be submitted to the Board of Officers for approval.

B. The Concession Officers shall be responsible for ordering all food etc. for the concession stand.

Section 10: Duties of the Football Coordinator

A. The Football Coordinator shall be responsible for coordination of practice and game fields for all football teams.

B. The Football Coordinator shall act as liaison between head coaches, parents and the Board of Officers.

C. The Football Coordinator shall disburse/collect all equipment and uniforms to/from the football players.

D. The Football Coordinator must attend as required any state or recognized coaches' clinic.

E. The Football Coordinator shall work with the Treasurer to issue invoices at season end for any outstanding and/or damaged equipment.

F. The Football Coordinator shall be responsible for obtaining bids for equipment and/or reconditioning to be reviewed by the Board of Officers.

G. The Football Coordinator shall prepare and present the annual football budget.

Section 11: Duties of the Cheer Coordinator

A. The Cheer Coordinator shall schedule all pre-season clinics and cheerleading practices during the season.

B. The Cheer Coordinator shall act as liaison between head coaches, parents and the Board of Officers.

C. The Cheer Coordinator shall disburse/collect all equipment and uniforms to/from the athletes.

D. The Cheer Coordinator must attend the AYF State Clinics and coaches' meetings.

E. The Cheer Coordinator shall work with the Treasurer to issue invoices at season end for any outstanding and/or damaged equipment.

F. The Cheer Coordinator shall be responsible for obtaining bids for Cheer/dance equipment and/or reconditioning to be reviewed by the Board of Officers.

G. The Cheer Coordinator shall be responsible for preparing and presenting the annual cheer budget.

H. The Cheer Coordinator shall be responsible for the coordination of the activities of the football registrations.

I. The Cheer Coordinator shall be responsible for verifying cheer book certifications and obtaining required documentation.

Section 13: Duties of the Volunteer Coordinator

- A. The Volunteer Coordinator shall be responsible for the creation and management of all volunteer lists, assignments and interactions with team parents, concession coordinator and fundraising Coordinator related to parental volunteer obligations as determined by the Board of Officers.
- B. The Volunteer Coordinator shall be present at all volunteer events to coordinate volunteers.
- C. The Volunteer Coordinator shall be responsible for communicating hours needed to fulfillment requirements to the Board of Officers and Parents.

Section 14 – Duties of Media Coordinator

- A. The Media Coordinator shall be responsible for all social networking duties and activities (for example, managing the KNIGHTS Twitter and/or Facebook accounts, etc.)
- B. The Media Coordinator shall be responsible for developing and maintaining the THE KNIGHTS website.
- C. The Media Coordinator shall post meeting minutes on THE KNIGHTS website within 1 week of approval.

Section 15 – Duties of Game Day Coordinator

- A. The Game Day Coordinator shall be responsible for necessary equipment at games.
- B. The Game Day Coordinator shall be responsible for EMT/ambulance attendance at all home games.
- C. The Game Day Coordinator shall be responsible for working with team parents in developing a duty roster, assigning game day duties to parents of football players.
- D. The Game Day Coordinator shall be responsible to schedule an announcer and score board duty at all home games.
- E. The Game Day Coordinator shall be responsible for scheduling fields for games and practices.

Section 16 – Duties of At-Large Members

- A. At-Large members shall contribute and support KNIGHTS Board of Officers

Article VIII. Refunds & Grievances

Section 1: Refunds

- A. 1. Withdrawal from football
 - 1) 100% refund of the registration fee for Football athletes will be given if they with draw from the program up to the last day of the second week of practice (day 10 (ten) of practice).
 - 2) A 50% refund of the registration fee will be given for a withdrawal from football teams during the 3rd (third) week of practice with the return of their equipment. (No refund will happen if equipment is not returned.)
 - 3) No refund will be given after the last day of the 3rd (third) week of practice.
 - 4) Fundraising fee will not be refunded in any case.
- B. Withdrawal from Cheer.
 - 1) 100% refund of the registration fee for Cheer athletes will be given if they with draw from the program up to the last day of the second week of practice (day 10 (ten) of practice).
 - 2) A 50% refund of the registration fee will be given for a withdrawal from Cheer teams during the 3rd (third) week of practice.
 - 3) Uniform payment will not be refunded if athlete has been fitted.
 - 4) No refund will be given after the last day of the 3rd (third) week of practice.
 - 5) Fundraising fee will not be refunded in any case.

Section 2: Grievances

- A. Complaints and concerns about the Keene Knights Organization, coaches, board members, procedures, etc, should follow these steps:
 - 1) The members issue or concern should be discussed with their child's Team Parent.
 - 2) If the issue or concern is not resolved with the Team Parent, then the member may address the situation with the Head Coach.
 - 3) If the members concerns are not adequately address by the Head Coach, the next step would be to talk with the Football or Cheer Coordinators.
 - 4) In the case that the Football and Cheer Coordinators are unable to come up with a resolution, the member can file a written complaint with the President/ Vice President. At which time the Executive Board will meet to discuss the complaint and come up with a resolution.
 - 5) When the written complaint is addressed by the Executive Board a copy of the complaint shall be provided to the party or parties complained against—unless the Executive Board decides that it would not be in the best interest of the Organization to do so.
- B. The Executive Board has the right to consider, investigate, address or resolve any complaint in any manner it deems advisable.
- C. The Executive Board has the right to share the written complaint with the rest of the Board Members.
- D. Any anonymous complaints submitted to any Board Member may or may not be addressed at the Board's discretion.

ARTICLE IX - Removal from Office

Section 1: Officers of THE KNIGHTS

- A. Any officer may remove themselves from office for any reason.
- B. An officer may be removed following a formal hearing by a 2/3 (two thirds) vote of their fellow officers.
- C. A replacement for that officer shall be nominated and elected to complete the replaced officer's term by the quorum of the Board of Officers.
- D. Upon board vote for dismissal the officer is suspended from all official duties pending the results of the general membership vote.

ARTICLE X- Committees

Section 1: Appointment of Committees

- A. The Board of Officers shall appoint committees as required or needed to perform the functions and goals that they set forth.
- B. Committees should not be empowered to make purchases.
- C. Committees charged with the responsibility of collecting or coordinating funds must relinquish them to the Treasurer within two (2) days of receipt.

ARTICLE XI - Coaches (Football/Cheerleading)

Section 1: Selection

- A. All head coaches, for every defined team, will be appointed by the football/cheer Coaches Selection Committee with final approval made by the Board of Officers if multiple applicants.
 - 1) The Football Coaches Selection Committee shall be composed of the President, Vice-President, Secretary, Treasurer, and Football Coordinator(s).
 - 2) The Cheerleading Coaches Committee shall be composed of the President, Vice-President, Secretary, Treasurer and Cheerleading Coordinator(s).
- B. At the discretion of the Board of Officers, the interview process may be waived for prior year coaches in good standing.
- C. All assistant coach candidates will be made known to the KNIGHTS Board of Officers by a list of names presented by head coaches by the June board meeting.
 - 1) The KNIGHTS Board of Officers, at their discretion, can elect to add coaches after the July 20th deadline.
- D. Each coach shall serve a one (1) year term.

Section 2: Duties of the Head Coach

- A. The head coach shall be responsible for designating an assistant head coach, (with the approval of the Board of Officers), who will succeed him/her for the duration of his/her term and fulfill his/her duties should he/she not be able to carry on during the football/cheer season.
 - 1) Head coaches must at least 21 years of age and assistant coaches must be at least 18 years old.
- B. Coaches are required to familiarize themselves with NHYFSC and National Rules. All coaching staff will sign and abide by the KNIGHTS Coaches code of Conduct. The signed contract must be submitted prior to the first day of practice. Any violation of the Coaches Code of Conduct may result in suspension.
- C. The head football/Cheer coach shall appoint a team parent/guardian.

Section 4: Coaching Dismissal

- A. The Officers of the organization may dismiss a coach(s) for any reason after a formal board meeting. Dismissal will require a 2/3 majority (two thirds) vote of board members present. All votes shall be by secret ballot.

ARTICLE XII - Insurance

Section 1: Purchasing of Insurance

- A. The organization shall purchase adequate insurance coverage for all athletes, coaches, board members as well as volunteers and/or committee members.
- B. The organization will also purchase adequate coverage to protect the organizations equipment.
- C. The organization will bond all Board of Officers in an amount equal to or exceeding the dollar amount of the annual budget.

ARTICLE XIII - Management of Funds

Section 1: Raising of Funds

- A. Funds may be raised by any manner approved by the Board of Officers.
- B. The fiscal year is January 1 to December 31.

Section 2: Limitations

- A. The organization shall never pay, assume or become responsible for personal or unproved debts or liabilities of any individual in the organization; nor of any affiliated new or existing program.

Section 3: Disbursement of Funds

- A. ALL funds collected or received by any member or affiliated THE KNIGHTS program (from any source) shall be under the control of the KNIGHTS Treasurer and THE KNIGHTS Board of Officers.
- 1) All funds collected or held by THE KNIGHTS shall be dispersed at the sole discretion of the Board of Officers
 - 2) All funds collected by THE KNIGHTS must be recognized and deposited into THE KNIGHTS accounts within 5 business days of receipt.
- B. All checks written will require the signature of either the President, Vice President or Treasurer.
- C. The President will form and chair a budget committee in January immediately after annual elections. The budget committee shall be responsible for drafting and presenting a balanced budget to the full THE KNIGHTS Board of Officers for modification and approval during the month of March.
- D. An invoice or receipt is required for any goods and/or services that will be billed to THE KNIGHTS.
- 1) The Executive Board can approve and execute any board approved budget item submitted via bid and/or Purchase Order (PO) process. All Purchase Orders require two (2) authorized signatures. All items over \$2,500 require approval by the KNIGHTS Board of Officers.
 - 2) b. A majority vote of the Executive Board can approve any non-budgeted item under \$500.
 - 3) c. All non-budgeted items \$500 or more will require approval by the KNIGHTS Board of Officers.
- E. Any budgeted expense over five hundred dollars (\$500.00) must be bid on by multiple (three or more) vendors.
- 1) The KNIGHTS Board of Officers shall establish the policy and procedures for the bidding and approval process.
 - 2) b. The KNIGHTS Board of Officers shall establish policy and procedures for the submission and approval of all purchase orders.
- F. Every effort should be made to do business with local suppliers or suppliers who are in good standing to the organization
- G. THE KNIGHTS shall conduct an annual independent audit and financial accounting.

Section 4 – Restricted Funds

- A. The treasurer shall maintain and account for special segregated funds. The purpose of these funds is to establish dedicated funding sources specific to THE KNIGHTS business needs.
- B. The Board shall establish criteria for funding each restricted fund
- C. The Board shall establish limits for each fund
- D. Funds may only be used for the intended purposes.
- 1) Capital Reserve Fund. The Capital Reserve Fund is to be used as an emergency funding source for the purchase of any capital assets that require in-season replacement for either concession, game-day equipment or game-day sound system needs.
 - 2) Field Improvement Fund. The Field Equipment Fund is to be used for any expenditure relating to recreational space needs, recreation infrastructure, field maintenance, irrigation, storage or lighting needs.
 - 3) Scholarship Fund. The Scholarship Fund is to be used as a source of funding to support the annual THE KNIGHTS scholarship program for graduating seniors.
 - 4) Uniform Fund. The Uniform Fund is to be used as a source of funding and capital planning for uniform replacement for either football or cheer game uniforms
 - 5) Travel Fund. The Travel Fund is to be used to aid All Star Athletes, Elite Cheer Athletes, and Advancing teams to Nationals
 - a. In the event that a cheer and/or football team advances to Regionals/Nationals, first place will be allotted up to, but not to exceed, 50% of hotel, food and travel for athlete only of available funds out of travel fund. In the event of a second/third place finish, the board of directors reserves the right to review the funds available for travel, if no funds are available there will be fundraising available with prior board approval.
 - b. For any athlete that makes the NH Football 8th Grade All-Star team and D14 Elite Cheer Team, The Keene Knights will reimburse from available funds out of the travel fund only, up to 50% of travel, hotel and food

cost for the players only, and family members are responsible for their own travel, hotel and food costs. The board of directors reserves the right to review the funds available for travel.

E. With approval of a 2/3 majority of the current Board and majority approval of the membership in a called special meeting restricted funds may be used for general fund purposes as indicated by the Board of Officers.

F. Funds will carry over from year to year

ARTICLE XIV - Awards

Section 1: Post Season Play

A. All post-season play must be in accordance with the KNIGHTS By-Laws.

- 1) The KNIGHTS Board of Officers shall define the rules for determining eligibility of teams advancing to nationals; including the limits of financial support to be provided by THE KNIGHTS.

B. All post-season play must be in accordance with the rules and regulations of the member affiliated program (for example; AYF rules for AYF programs – as in the current American Youth Football Rule Book).

Section 2: Eligibility for Post Season Play

A. All the teams in THE KNIGHTS are eligible for post-season – or extra season play as applicable

Section 3: Implementation of Post Season Play

A. Any request for post-season play must be submitted to the Board of Officers for approval.

ARTICLE XV - Awards Ceremony

Section 1: The Ceremony

A. Awards will be issued to those eligible members at the awards/banquet ceremony as approved by Board of Officers

B. The Board of Officers shall create, at their sole discretion, and establish the guidelines for awarding any awards, trophies, plaques, etc.

ARTICLE XVI - Procedures for Amending By-Laws

Section 1: Amendments

A. A By-law Committee will be appointed by the President to review annually

B. Proposed amendments to bylaws must be submitted in writing to the Secretary of the Board of Officers, by any member of the organization, at least five (5) days prior to the December (on or about the 15th) by-law meeting, to be considered for inclusion

C. A 2/3 majority of voting members is required to amend the KNIGHTS By-Laws.

ARTICLE XVII – Financial Assistance

Section 1: Scholarships

A. THE KNIGHTS will annually award financial assistance based on available funds

B. Applicants must complete the Financial Assistance Form by specific due dates

C. Recipients must adhere to all athlete contracts and code of conduct guidelines.

D. Recipients must accept volunteer duties as scheduled by the Board of Officers

E. The KNIGHTS Board of Officers reserves the right to limit the number of financial aid awarded in any one calendar year.

ARTICLE XVIII - Registration

Section 1: Eligibility

- A. So that maximum participation may be encouraged, and in the Cheer of fairness to all, registration of all athletes will be on a first come/first served basis. No special consideration will be given to returning veterans for roster spots, and registration shall be open to all those boys and girls who are interested in participating.
 - 1) This rule is applicable as to the organizational structure of the teams involved (for example; AYF program squad size limits).
- B. The Board of Officers, as applicable, shall post and make available to all program participants the rules and specific requirements (if any) for all THE KNIGHTS programs/teams.
- C. No athlete may take the practice field unless satisfactory financial arrangements have been made with the KNIGHTS Treasurer. Every child's registration must be paid in full, or a written and signed agreement between the parent and the KNIGHTS Treasurer must be executed. This written agreement could include specific fundraising commitments in lieu of payment in the case of scholarship (financial hardship) candidates. Failure to complete the written agreement will make the family ineligible for any future scholarships.
- D. No athlete may take the practice field unless the KNIGHTS Registrar has received ALL required paperwork, as applicable.
- E. All participants and their fans are expected to abide by the rules and guidelines as outlined in the Keene Knights Football and Cheer Handbook (as applicable).
 - 1) The KNIGHTS Board of Officers reserves the right to remove participants from the team/squad roster as outlined in these handbooks.

Section 2: Process & Formation of Teams/Squads

- A. Registration dates will be announced by newspaper, newsletter, web-site, cable public access channel, posters, and/or school notices.
- B. Registration forms will be numbered in the order that they are received. Once all openings have been filled (as applicable), a waiting list will be developed, and applicants who are placed on this waiting list shall be advised of their status. 1. Waiting list applicants will fill open positions when and if they become available. No money can be accepted from a waiting list candidate.
- C. The Board of Officers, out-side of any national or regional program sanctioning requirements, reserves the right to set limits on participation and registration requirements at their sole discretion.
- D. All athletes will be assigned to age-based teams solely based on their age as outlined by the NHYFSC or National AYF policy with the following exceptions:
 - 1) THE KNIGHTS has not formed a team at a specific level
 - 2) A player on a waiting list can be moved to a higher/lower age-based team if openings exist
 - 3) With the majority vote of the KNIGHTS Board of Officers, and in consultation with the coaching staffs and the student athlete.

ARTICLE XX - Dissolution

Section 1: THE KNIGHTS

- A. In the event of the dissolution of THE KNIGHTS or its successors, all property of that organization shall be distributed to the Town of Keene.
- B. In the event the Town of Keene is unable, or unwilling to receive the assets, they will be distributed for one (1) or more exempt purposes within the meaning of Section 501(C)(3) of the Internal Revenue Code, or corresponding section of any future tax code, or shall be distributed to the federal government, or state government for public purposes.

ARTICLE XIX– Limitations on Personal Liability of a Coordinator or Officer

Section 1: Liability Limitations

- A. No Coordinator or officer or committee chair or appointed subordinate shall be liable to the assembly for monetary claims for breach of fiduciary duty except any breach of a duty of loyalty to the association, acts or omissions which are not in good faith or which involve intentional misconduct or a knowing violation of law in any transaction from which the individual derived improper personal benefit.