

2017 Rev. 11/17  
**HANOVER YOUTH ATHLETIC ASSOCIATION**  
**CONSTITUTION AND BYLAWS**

**Article 1** **Name**

The name of this organization shall be known as the Hanover Youth Athletic Association, Inc. (HYAA).

**Article 2** **Objective**

The objective of this organization shall be to provide supervised competitive athletic games, and to instill in the youth of Hanover the ideals of good sportsmanship, honesty, loyalty, courage, and reverence.

**Article 3** **Membership**

- A. Every parent or legal guardian of a child residing in Hanover and participating in any of the activities sponsored by the Association shall be a member.
- B. Any interested person of eighteen years of age or older not included in Paragraph A above, shall be entitled to become a member of the Association by making application to the Directors of the Association.
- C. Any youth residing in the town of Hanover shall be eligible to participate in the activities of the Hanover Youth Athletic Association, subject to the requirements set forth by the Commissioners with the approval of the Board of Directors.
- D. In the event that a team roster can not be filled completely with Hanover residents, youths residing in other towns may be allowed to play at the discretion of the Commissioners of the Sport, subject to the approval of the Board of Directors.
- E. All members, including players, will be bound by the HYAA code of conduct set forth by the Board of Directors. This code of conduct will require that all players, coaches and members follow the basic tenants of good sportsmanship. Foul language and fighting will not be tolerated at any HYAA sponsored event.

**Article 4** **Officers**

Section 1 - The Board of Directors

- A. The Board of Directors shall consist of no more than 15 members. Each year, one-third of the Board will be up for election at the annual meeting of membership. The newly elected members of the Board shall serve a term of 3 years, and shall at the annual meeting when their term is to expire, advise the Board and the membership

then in attendance of their intention to either resign or to renew their position on the Board for another year, or for another full three year term. The Board of Directors shall meet monthly and at such times as shall be called by the Chairperson, or any three Board members. Board Member term shall be July-June.

- B. The Board of Directors shall be responsible for the general policy, overall management, and control of all affairs of the Association not hereafter delegated to the Executive Committee; shall have the power to decide all matters of discipline and conduct involving Commissioners, Coaches, Parents, players and supervisory personnel, including the right to suspend and reprimand; shall vote on the approval of all expenditures exceeding the amount of \$500.00 for general operations and any other monetary item referred to them; shall have final approval of all rules and budgets for each sport.
- C. Members of the Board of Directors shall elect from their membership the following Officers and Committee for terms of one year and until their successors are elected and qualified. Such elections shall be held in a closed session immediately following the annual meeting:
  - 1. Chairperson
  - 2. Vice Chairperson
  - 3. Secretary
  - 4. Treasurer
- D. The Board of Directors shall review and approve the conduction of all activities of the Association including all programs, rules, and budgets.
- E. The Board of Directors shall approve and supervise all fundraising activities.
- F. The members of the Board of Directors shall be permitted to have registration fees waived for all HYAA sponsored athletic programs, excluding limited participation programs. All commissioners shall be permitted to have registration fees waived for the sports for which they are the commissioner, excluding limited participation programs. This may be suspended at any time by a majority decision of the Board in the event of financial difficulties.
- G. It is the responsibility of the Board of Director CORI Officer or designee to conduct CORI checks or other screening on all persons in positions of authority who deal directly with the children in our programs.

## Section 2 –Board Elected Officers

### A. Chairperson

The Chairperson of the Association shall also be the Chairperson of the Executive Committee. The Chairperson shall call meetings of the Board of Directors and the Executive Committee and shall be responsible for directing and guiding all agenda items through to completion; shall review monthly all checks that are in excess of \$ 5,000.00.

The Chairperson may be bonded in an amount to be determined by the Board of Directors.

The Chairperson shall appoint all Committees; shall see that all necessary reports and forms that are required by law are filed, including the yearly review of the HYAA records; shall have authority to sign all checks in the absence of the Treasurer.

### B. Vice Chairperson

The Vice Chairperson shall act in absence of the Chairperson with all Chairperson's stated responsibilities and authorities; shall serve on the Executive Committee; shall assist the Chairperson in appointing committees.

### C. Secretary

The Secretary shall keep and maintain all records of the Association except financial; shall keep minutes of all meetings of the membership, Board of Directors and Executive Committee; shall take care of all correspondence; and shall serve on the Executive Committee.

### D. Treasurer

The Treasurer shall keep and maintain a record of all finances of the Association, including dues, membership receipts, and all other income; shall expend the funds of the Association upon order of the Executive Committee and the Board of Directors; shall have the Chairperson or Assistant Treasurer approve checks in excess of \$5,000 and/or co-sign checks in excess of \$10,000; may be bonded in an amount determined by the Board of Directors; shall be required to file all necessary forms that are required by law; shall present an annual fiscal report at the annual meeting; shall present periodic fiscal reports to the Board of Directors; shall provide a copy of all forms that were filed to the Chairperson of the Board of Directors; shall have all books and financial statements prepared for a yearly review as directed by the Board of Directors.

On an annual basis, the Treasurer shall submit financial records, including, but not limited to, checks, bank statements, general ledgers, and financial statements, to the Board of Directors for review. An independent CPA shall be engaged at the close of the association's fiscal year to prepare and file the appropriate reports and tax returns with the secretary of the states'

office and IRS, and perform a review of the association's financial data and records, and provide a review-opinion on the association's financial statements.

## **Article 5**      **Meetings**

- A.      The annual meeting of the membership shall be on the second Tuesday of November of each year.
  
- B.      Notices of the annual meeting and open meetings shall be by posting on the association website not less than seven days before that meeting. Notice will include the meeting agenda.
  
- C.      Special meetings shall be called by the Chairperson or any three members of the Board of Directors. At the discretion of the Chairperson, or acting Vice Chairperson, this special meeting may be considered a closed meeting utilizing the heading of "Closed in Executive Session" as stated in Robert's Rules of Order.
  
- D.      The rules contained in Robert's Rules of Order shall govern all meetings of this organization, except where they are not consistent with the Constitution and By Laws or standing rules of the Association which shall take precedence.
  
- E.      Quorum
  - 1.      A quorum of the membership shall consist of 8 members at the Annual Meeting.
  - 2.      A majority of the Board of Directors shall constitute a Quorum of those groups.
  
- F.      Voting
  - 1.      Proxy voting shall not be allowed at the meetings of the Members, Board of Directors.
  - 2.      Voting by telephone or email shall be allowed with the following requirements.
    - a.      Only the Chairperson can call for a phone or email vote.
    - b.      A register of balloting must be presented to the Board of Directors at the next board meeting following the vote.
    - c.      Must have majority of the total number of Board members in favor of the proposal to carry the vote.
    - d.      All Board members must be polled whether or not the required number of votes for passage has been attained. In the event that Board members can not be reached in acceptable time frame the Chairperson must inform them in

a timely manner of the details surrounding the vote. The fact that any Board member did not participate in the vote should be reflected in the register of balloting submitted.

- e. Each Board member will be given 24 hours to think about the proposal and respond back to the Chairperson with a vote. It is the responsibility of each director to respond to the Chairperson within the 24 hours allotted. A non-response by a Board member shall be interpreted as an abstention on the vote.

**Article 6**      **Vacancies**

- A. Vacancies may be declared by the Board of Directors as a result of a resignation prior to the end of elected term, or for reason of the failure of a Board member to attend two successive meetings without prior notice of such absence having been given to the Chairperson.
- B. The Board of Directors shall have the power to fill all vacancies.

**Article 7**      **Liaisons**

- A. The liason to each activity from among seated Board members shall be appointed by the Chairman.
- B. The liason shall act as a communication link between the Commissioner of the activity and the Board of Directors.
- C. The Liason shall be invited to all meetings called by the Commissioner of their respective sport.

**Article 8**      **Commissioners**

- A. The Commissioners of each activity will be appointed by the Board of Directors.
- B. Commissioners shall appoint League Directors, Managers, and Coaches of their respective sports.
- C. Commissioners shall submit an operating budget to the Board of Directors for approval on a date specified by the Board each year. Commissioners who are members of the Board may not vote on their submitted budgets.
- D. Commissioners shall review with the Board of Directors for approval rules governing their sport along with a definition of the process by which the selection of traveling teams, all-star teams, indoor leagues, etc. will take place. This review shall take place

when the Commissioner submits the operating budget for the activity.

- E. Commissioners shall have the authority to expend funds allotted by their approved budget for items within their budget upon presentation of signed receipts (itemized where necessary) to the Treasurer either at the time of presenting the check request or within seven days of the monies being paid out directly to the recipient.
- F. Commissioners shall keep the board apprised of all meetings, special events, grievances, disciplinary actions, and extraordinary incidents pertaining to their activity.
- G. Commissioners shall maintain a schedule of all games and team rosters.
- H. Commissioners shall hold a meeting with all Umpires and Officials, when applicable, prior to the start of each season for the purpose of acquainting them with rules of the sport.
- I. The Commissioner shall call an annual meeting of the Liaison, Directors, Managers, Coaches, and interested members. The purpose of this meeting shall be to review the prior season and discuss opportunities for improvement and any substantive changes to their activity in the following season.
- J. It is the responsibility of the Commissioners to advise and direct all personnel at all levels to ensure that all participants in the intramural sports programs offered by HYAA are accorded fair and equitable playing time. These programs include: soccer, football, cheerleading, basketball, wrestling, baseball, and softball.

All travel, select, or all-star programs must have a playing time policy established by the Commissioner of each sport program if not otherwise dictated by league or conference rules. These guidelines must be presented to the Board of Directors for approval and communicated to the coaches.

## **Article 9      Amendments**

This Constitution and By-Laws may be amended at any Annual or special meeting according to the following requirements:

- A. All proposed changes must be submitted to the Board of Directors no later than the date of the Board meeting in the prior month to the meeting at which the vote will be taken.
- B. A two-thirds majority vote of those members present and

voting is required to pass an Amendment.

**Article 10**     **Fiscal Year of the Association**

The fiscal year of the Association shall run from January 1<sup>st</sup> through December 31<sup>st</sup>.

**Article 13**     **Elections**

- A.     Elections of the Board of Directors will take place at the annual meeting of the membership. All members of HYAA will have the right to vote by secret ballot.
  
- B.     The Board will place into nomination the names of all persons known to them who are interested in being considered for the available Board positions.
  
- C.     Nominations can be made from the floor. Once all nominations have been made, the Chairperson will close the nominations. The voting will be for the nominees only.
  
- D.     The Chairperson will call for a vote of members present, tabulate results and inform the elected directors who shall take office immediately.

**Article 12**     **Scholarships**

The HYAA Scholarship Committee will make a determination of potential scholarship recipients using a point system based on the student and their parents' participation in our programs. This scoring rubric will be reviewed by the scholarship committee annually and any change recommendations shall be made to the Board. The amount of the scholarship awards and the number of awards will be determined annually and voted on by the Board of Directors.