

REVISION MARCH 1995  
REVISION MARCH 1997  
REVISION OCTOBER 2002  
REVISION FEBRUARY 2008  
REVISION NOVEMBER 2008  
REVISION MARCH 2009  
REVISION FEBRUARY 2010

**THE ARTICLES OF INCORPORATION  
THE HOOKSETT YOUTH ATHLETIC ASSOCIATION  
1990**

**ARTICLE #1**

**Section 1** The group governed by this constitution shall be known as the HOOKSETT YOUTH ATHLETIC ASSOCIATION, INC, or hereafter known by the designation (HYAA)

**Section 2** The purpose of the HYAA is to provide the youth of HOOKSETT with a variety of athletic, recreational and social activities that will promote healthy bodies, keen minds and competitive attitudes and, at the same time, provide them with the highest quality of instruction available. In conjunction with other youth oriented programs in the area, we will strive to prepare them for adulthood as citizens of their community, state and nation. The HYAA will raise whatever funds are necessary to see that these programs are carried out efficiently, with the welfare of those children involved, as our most important priority.

**ARTICLE #2 – ADMINISTRATION FEES**

**Section 1** – A membership fee and/or a sport activity fee will be established at a regular HYAA Board meeting and approved for each sport program annually.

**ARTICLE #3 – ELECTION OF OFFICERS.**

**Section 1** – An election of the Board of Directors to conduct the business of the HYAA will take place each year at the regular Board meeting in March.

**Section 2** – Nominations for open Board seats/positions will be accepted until 30 days prior to the March Board Meeting elections. Nominations must be submitted to the HYAA Board of Directors in writing. HYAA will announce elections in the local town publication 30 days prior to the March Board Meeting elections.

**Section 3** – The Board of Directors shall include the following HYAA members:

1. Chairman
2. Vice Chairman
3. Commissioner of Baseball
4. Commissioner of Softball
5. Commissioner of Boys and Girls Soccer
6. Commissioner of Football and Cheerleading
7. Commissioner of Boys and Girls Basketball
8. Commissioner of Lacrosse
9. Secretary
10. Four (4) At-Large Members.

The Board of Directors must approve all elected Commissioners by majority vote.

**Section 4** – Each member of the Board has one vote. Any member as described in Article 2, Section 1 shall have one vote. Terms of office shall be two (2) years. Election of Board of Directors will be alternating years. Odd years at the annual March meeting will be elections for Vice-Chairman, Commissioners of Baseball, Football, Lacrosse and TWO (2) At-Large members. Even years at the annual March meeting will be elections for Chairman, Secretary, Commissioners of Soccer and Basketball and TWO (2) At –Large members. The Board of Directors shall increase as new programs are added.

The HYAA Board will be comprised of no more than Two (2) individual sitting members and/or coaches from any sanctioned HYAA sport. Any consideration for an exception to this rule may be requested in writing to the Board and the Board shall vote on the request at the next scheduled Board meeting. A majority vote shall be required for an exception to this paragraph.

**Section 4a – REMOVAL OR IMPEACHMENT OF COMMISSIONER OR BOARD MEMBER.**

Upon a “Vote of No Confidence” of any HYAA Member or any member of a board or sub-committee under section 3 above, this board shall, within seven (7) days of said Vote of No Confidence, hold a special meeting for the sole purpose of deciding on the impeachment of the member.

The said “Vote of No Confidence” shall be in the following form and only submitted by a member of the current Board of Directors, or a member of a current board or sub-committee of a sport under Section 3 above:

Vote of No Confidence

I, (member of board or sub-committee), do hereby respectfully submit this Vote of No Confidence of (individual for impeachment). It is my belief (individual for impeachment) is unable to effectively meet his or her responsibilities under the spirit of this organization and under Article #4 and Article #6 below.

The reasons for this Vote of No Confidence are as follows:

**Section 4b** – In the event a commissioner is removed from office by impeachment or voluntarily steps down prior to an annual election, a special meeting must be called to elect the new commissioner. All interested candidates shall submit to the current board, a writing stating his or her intention to seek the open position no later than seven (7) days prior to the special meeting. A special meeting may be called by publishing notice in the local newspaper naming the place, date and time at least four (4) weeks prior to said meeting. Sections 4, 5 and 6 shall apply to said vote.

**Section 5** – A majority vote of HYAA members or their assigned proxy representative shall constitute election to office.

**Section 6** – All current members of HYAA, or their assigned proxy representative, are eligible to vote.

**Section 7** - All proxy representatives shall have written authorization from the Board Member giving said authorization and said writing shall be presented to the board for

authentication. An email shall suffice to satisfy the writing requirement. No person shall have more than one proxy authorization per meeting. All proxy representatives must be present to vote.

#### **ARTICLE #4 – RESPONSIBILITIES OF ELECTED OFFICERS.**

##### **Section 1** – The Chairman shall:

- a. Preside over all HYAA meetings and conduct them with maximum efficiency.
- b. Oversee all Association activities and directly coordinate all program Commissioners, holding them fully responsible for the operation of their phase of HYAA activity.
- c. Be an ex officio member of all appointed committees and boards.
- d. Represent the HYAA and all HYAA affairs or appoint someone as an appropriate alternate.
- e. Shall perform any function as a representative of the HYAA as the need arises.
- f. Be responsible for the recommendation and follow through on programs relative to fulfilling the objectives of the HYAA.

##### **Section 2** – The Vice Chairman shall:

- a. Preside over meetings at which the Chairman is not present and when so acting, shall have all the powers of the office of the Chairman and shall from time to time perform duties assigned to him/her by the Board of Directors of by the Chairman.

##### **Section 3** – The Board shall:

- a. Be responsible for determining that all programs of the HYAA are operated within the articles of incorporation.
- b. Assure that the proper publicity is provided for all HYAA activities.
- c. Assume any responsibilities not directly assigned to or assumed by the Chairman.
- d. The Board shall approve all coaches, assistants, managers, officials, etc. The Board may also remove same for just cause.
- e. The Board shall have the authority to waive any fees at their discretion.

##### **Section 4** Omitted March 2010

##### **Section 5** – The Secretary shall:

- a. Attend all regular and Board meetings and prepare for distribution of Of the minutes of the proceedings meeting. Board minutes are to be kept in order for reference purposes.
- b. Handle and direct to the proper officer or committee all correspondence relative to them and to be responsible for all outgoing correspondence and maintaining a file on same.
- c. Maintain and control the membership roster.

##### **Section 6** – The Entire Board Shall:

- a. Hear any appeals submitted under Article 6, Section 1n, j below within seven (7) days
- b. Said appeal shall be at a Special Meeting open to the public presided over by the chairman or his/her appointee

- c. Any member of the Board of Directors may recuse themselves for any reason
- d. There shall be no conflict of interest regarding the Commissioner of the respective sport as he/she is not on the Conduct Committee and not involved with its decision making
- e. Either affirm, amend or overturn the ruling of the Conduct Committee by majority vote of the board and said decision shall be final.
- f. The Board shall have the absolute authority to make any decision it deems just under the circumstances and said decision shall be final.

## **ARTICLE #5 – MEETINGS**

**Section 1** – Regular Board meetings shall be held monthly with the exception of July & August, unless written notice to the Board by the Board Chair notifies Board member of a meeting post-ponement or cancellation occurs.

**Section 2** – All meetings shall take place in a public facility and minutes shall be recorded and read at the next regular meeting.

## **ARTICLE #6 – RESPONSIBILITIES OF APPOINTED COMMISSIONERS & COMMITTEES**

**Section 1** – All Commissioners/Presidents:

- a. Are elected as aforementioned for a term of (2) calendar years.
- b. Are entirely responsible for the coordination of their phase of the HYAA program through the establishment of their own sports committee & committee members.
- c. Are responsible for the appointment of and conduct by all coaches and aids within their respective area.
- d. Are responsible for submitting a complete budget to the Board for approval. The Board of Directors establishes budget deadline.
- e. Are required to keep an accurate inventory of all HYAA equipment, said inventory to be submitted to the Board of Directors upon demand.
- f. Shall act as player agent for his / her program. At the discretion of the Commissioner, he / she may appoint a member to serve as player agent under his / her direction.
- g. Are directly responsible for all insurance situations and they are to be handled by him / her alone.
- h. May establish any guidelines necessary for the smooth functioning of his / her program, subject to the approval of the Board of Directors.
- i. Shall carry out any responsibilities directed to him / her by the Board of Directors.
- j. Are responsible for submitting the minutes from regular meetings to the HYAA Board Secretary within 10 days of the meeting being held.
- k. Are responsible for providing a verbal update at each HYAA Board Meeting, including but not limited to current projects, activities, issues, challenges, future plans and regular enrollment information for their sport program.

- l. Are responsible for ensuring that any election to replace the sports commissioner for their program is voted upon by their sports committee in February, prior to the HYAA March elections.
- m. Are responsible for gaining approval from the HYAA Board for any purchase over \$2500.00 within their sports program.
- n. Are responsible for reporting any and all conduct issues that have been raised to the individual sport committee to the HYAA Board at the regular monthly meeting. This should include a recap of the complaint/issue, proceedings that occurred to investigate the complaint/issue and action taken to resolve the complaint/issue. All of which should be documented in the regular committee meeting minutes for the individual sport.
- o. Shall establish a Conduct Committee (hereinafter referred to as “Committee”) in the following manner:
  - a) The Committee shall consist of 3 members appointed by vote of its own board
  - b) The Commissioner shall not be a member of said Committee or have any involvement in its decision making or rulings
  - c) Upon a complaint in writing and signed by the person making said complaint to any Board of Director or Commissioner, the complaint shall be submitted without regard to merit to the respective Conduct Committee (No anonymous complaints will be accepted, nor any complaints submitted by another person on behalf of any anonymous person)
  - d) The Committee shall immediately forward the complaint to the person named on the complaint (complainee)
  - e) The complainee shall respond in writing to the Committee within 48 hours
  - f) The Committee shall hold its own hearing regarding the matter within seven (7) days of the complaint.
  - g) The Committee shall keep a record of the entire hearing including any submitted documents or verbal statements made during the hearing
  - h) The burden of proof shall be upon the complaining party
  - i) The Committee may hear testimony from any party and inquire to anyone as to the issue. No person shall be required to testify regarding the issue.
  - j) The Committee shall have the authority to rule on the issue and order any of the following: censorship, letters of apology, suspension, removal (under Article 3, section 4a above) Said ruling shall be in with at least a brief explanation of the reasoning
  - k) The following language shall be included in 16pt bold type and capital letters:

**“YOU MAY APPEAL THE DECISION OF THIS COMMITTEE BY SUBMITTING IN WRITING THE REASON FOR YOUR APPEAL WITH A COPY OF THIS DECISION WITHIN FOUR (4) CALENDAR DAYS TO THE CHAIRMEN OF THE BOARD OF DIRECTORS**

**ARTICLE #7**

HYAA shall conduct all business according to the Robert's Rules of Order with exception to the preceding By-laws of this Constitution.

**ARTICLE #8 – ADMENDMENT OF BY-LAWS.**

**Section 1** – Any proposed amendment to these By-laws shall be submitted in writing and signed. The adoption of amendment shall require a two-thirds majority vote of members present to pass or reject at the next regular meeting following submission.

**ARTICLE #8**

A special meeting may be called by notice, in writing, at least 5 days prior, by either the Chairman or Vice Chairman of the Board.