

Hampton Athletic Association, Inc.
PO Box 45
Allison Park, PA 15101

Bylaws

Revised March 3, 2015

**Article I
Organization and Name**

The name of this Association shall be Hampton Athletic Association, Inc., hereinafter referred to as HAA. HAA will operate as a federal tax-exempt organization under Section 501(c)(3) of the United States Internal Revenue Code and as a Pennsylvania Non-profit Corporation. HAA will be operated exclusively for exempt purposes, and none of its earnings may inure to any member or individual.

**Article II
Purpose**

The purpose of HAA is to support, promote and present athletic contests between boys and girls, from ages 4 to 19. Such activities will be undertaken in order to educate these children in the virtues of good sportsmanship, honesty, loyalty, and courage.

**Article III
Dues and Membership**

Section 1. A registration fee, the amount of which shall be determined by the Board of Directors, shall be levied for each season of participation. No player will be eligible for the draft of any team unless that player's registration fee is paid in full by the draft. However, members requesting financial assistance may be ruled upon as "Hardship Cases" on an individual basis by the Board of Directors, meaning all or part of the determined registration fee(s) may be waived. All "Hardship Case" requests must be made at the time of registration in order to provide the Board of Directors sufficient time to rule on the request prior to the draft. If a "Hardship Case" is granted, tournament eligibility is based on the approval of the Board of Directors.

Section 2. Resident Policy: Any boy or girl residing within Hampton Township is eligible for play by virtue of age, whose parent(s)/guardian have paid the appropriate registration fee and who are willing to abide by the rules and regulations set forth by HAA. These parent(s)/guardian, may attend all meetings, and are considered Voting Members. Voting Members are eligible to become a member of the Board of Directors and are eligible to be a manager and/or coach of any given team. Current registered players moving out of Hampton Township shall be eligible to complete the season, if they so desire. Players moving into Hampton Township, after registration deadlines shall be eligible to play if approved by the Board of Directors.

Section 3. Non-Resident Policy: Any boys or girls not residing within Hampton Township are subject to majority approval each year by the Board of Directors, prior to being eligible to participate in any season of play. Non-resident players approved, would then be eligible for play by virtue of age, whose parent(s)/guardian, have paid the appropriate registration fee and who are willing to abide by the rules and regulations set forth by this association. Non-resident players whose age groups have in-house teams will be drafted in the same manner as resident players. Non-resident players are eligible for play on travel teams, however, travel teams' rosters must be made up of 70% of Hampton Resident players. If there is a shortage of eligible Hampton Resident players for any travel team, in any given year, the roster rule may be waived upon approval of the Board of Directors.

Non-resident parent(s)/guardian may attend all meetings, but are ineligible to become a Directors and are considered Non-voting Members.

Section 4. Discipline: The President shall be notified of any conduct by a member that is considered detrimental to the best interest of HAA. It shall be within the sole discretion of the President to determine whether a charge or complaint is serious enough to warrant further action under this Section. If the President determines further action should be considered he/she shall appoint a committee of 5 HAA members to consider serious charges and complaints against any HAA member. Any organizational member against whom a serious charge or complaint is made shall immediately be advised of the charge or complaint. This committee shall be chaired by the Security and Risk Coordinator. The Committee, by majority vote, shall determine whether any action shall be taken against the organizational member. If the committee concludes action needs to be taken against the member, the President shall determine and direct the course of action which shall be pursued on behalf of HAA. The offender may be subject to any penalty including, but not limited to, the following:

- Ineligibility to vote at General Membership meetings.
- Ineligibility to serve on the Board of Directors.
- Termination or suspension of coaching privileges.
- Ineligibility to nominate another member for election.
- Termination of membership.
- Probation.

In the event that a probationary period is imposed, upon completion of the probation period, the offender can apply for reinstatement as a Member in good standing by attending a special Board of Directors meeting and asking for reinstatement. At that time, the same committee shall meet promptly to consider the reinstatement request. Final ruling shall be the responsibility of the President. In the event that reinstatement is denied, the same committee shall consider what the next course of action shall be. In the event that the same committee cannot be retained, the President shall appoint replacement Members.

Article IV Affiliates

HAA may, with the approval of the Board of Directors affiliate with other athletic organizations provided that it is deemed by the Board of Directors to be in the best interest of HAA to assume that affiliation. However, in order to assure program continuity and fair competition, outside affiliates must agree to abide by the policies and practices of HAA. This Article shall not necessarily apply to those age groups who by definition compete under playing rules governed by outside organizations.

Article V Meetings

Section 1. The annual membership meeting shall be held in June for the purpose of electing members of the Board of Directors. The specific place and time of the meeting will be determined by the Board of Directors. Notice of the date, time and place of the annual meeting will be posted on the HAA website

not less than 10 days prior to the date of the meeting. The annual meeting will follow any regularly scheduled Board of Directors meeting scheduled on the same day.

Section 2. General membership meetings shall be conducted concurrent with regular board meetings. Notice of any item requiring a membership vote at such meetings will be included in the agenda for the meeting and posted on the HAA website not less than 7 days prior to the date of the meeting.

Section 3. A special membership meeting may be called by the President or majority vote of the Board of Directors. Notice of the time, place and agenda of special meetings shall be posted on the HAA website not less than 3 days prior to the date of any special meeting.

Section 4. The Board of Directors will meet every month of the calendar year except July and August. The President may cancel a scheduled monthly Board of Directors meeting if there is no action to take place that month. Due to required actions in these bylaws, the March, May and June meetings may not be cancelled. In any case, a minimum of 8 regularly scheduled Board of Directors meetings must be held throughout the year. The date, time and place of meetings will be based upon the availability of a specific meeting place. Consideration shall be given to the most convenient date and time to attract the largest Board of Directors attendance. Notice of the date, time and place of such meetings will be posted on the HAA website. All meetings shall be governed by agenda following the below order of business:

- 1) Approval of Prior Minutes
- 2) Committee Reports
- 3) Officer Reports
- 4) Old Business
- 5) New Business
- 6) Adjournment

A specific agenda for each meeting and minutes from the prior meeting will be posted to the HAA website not less than 7 days prior to the date of the meeting.

Section 5. A special meeting of the Board of Directors may be called by the President. Notice of the date, time, place and specific purpose of the special meetings will be provided to all members of the Board of Directors prior to the meeting. No official business other than the specific purpose identified in the notification will be conducted at the meeting. Minutes from any special meeting of the Board of Directors will be reviewed at the next regularly scheduled meeting of the Board of Directors.

Section 6. At each annual, general or special membership meeting, every Voting Member in attendance shall be entitled one vote. There shall be no proxy or absentee voting. No membership official business shall be conducted unless a minimum of 12 Voting Members, including any members of the Board of Directors, are present. All votes will be determined by majority vote unless otherwise specifically stated in these bylaws.

Section 7. At each Board of Directors meeting, every Director in attendance shall be entitled one vote. There shall be no proxy or absentee voting. No official business shall be conducted unless a minimum of

5 members of the Board of Directors, are present. All votes will be determined by majority vote unless otherwise specifically stated in these bylaws.

**Article VI
Board of Directors**

Section 1. The business of HAA shall be managed by a Board of Directors consisting of 9 members elected by the membership at the annual meeting to the following positions: President, Vice President - Upper Age (ages 13 & above) Baseball, Vice President - Lower Age (ages 12 & under) Baseball, Vice President - Upper Age (ages 11 & above) Softball, Vice President – Lower Age (ages 10 & below) Softball, Vice President - Fundraising, Vice President – Rules & Umpires, Secretary and Treasurer.

Section 2. An election to fill any expiring position will be held on an annual basis at the annual membership meeting. Each position will be elected for a term which expires as follows:

<u>Position</u>	<u>Term Expires in Odd Numbered Years</u>	<u>Term Expires in Even Numbered Years</u>
President	X	
Vice President – Upper Age (ages 13 & over) Baseball		X
Vice President – Lower Age (ages 12 & under) Baseball	X	
Vice President – Upper Age (ages 11& over) Softball	X	
Vice President – Lower Age (ages 10 & under) Softball		X
Vice President – Fundraising	X	
Vice President – Rules and Umpires		X
Secretary	X	
Treasurer		X

Section 3. Nominations for expiring Director positions will be accepted at the May General Membership meeting. Nominations will be accepted from the floor of the General Membership meeting, and also by a Nominating Committee which shall be appointed by the President of HAA. A nominee for elected office must be a current Voting Member and must have attended a minimum of five (5) General Membership Meetings in the past year. Nominations must receive a second from the floor at the May General Membership meeting to constitute a valid nomination. At the close of nomination, the secretary shall begin preparing ballots including all the names of candidates offered for each office, to be available at the Annual General Membership meeting, at which time the elections shall take place. Ballots shall be cast within two hours of the start of the regularly scheduled June Board of Directors Meeting. Total vote counts for each candidate shall be announced upon completion of the vote count. Newly-elected members of the Board of Directors shall assume their respective offices at the first meeting of the Board of Directors following the election.

Section 4. A member of the Board of Directors may be impeached via the following procedures: Impeachment proceedings shall be initiated by and only by a member of the Board of Directors, and shall require a second by a separate member of the Board of Directors. A complete and thorough review of all facts related to the cause presented for the impeachment shall be made, and upon completion, a vote on the recommendation to move the impeachment procedure onto a vote of the General Membership shall be taken. The General Membership impeachment vote shall be valid if, and only if, a

2/3 majority vote of the Voting Members present at the General Membership meeting (held at the next scheduled general membership meeting) shall vote FOR the impeachment of the Board Member(s).

Section 5. In the event of a vacancy on the Board of Directors created prior to the expiration of a Director's term, the vacant position shall be announced to the membership. Any members interested in filling the vacancy shall submit a request for consideration to the Board of Directors pursuant to procedures set by the Board of Directors. The Board of Directors will select a member to serve as a temporary board member until the next annual meeting at which point the temporary term will expire, regardless of the original term expiration date.

Article VII

Duties of the Board of Directors

Section 1. The President: Shall preside over all meetings of HAA which shall include Board of Director meetings. Shall have the authority to transact day-to-day business of HAA between Board of Directors meetings. Shall appoint or remove without contest chairpersons of all committees which are deemed necessary by either the Board of Directors or the General Membership. Shall have sole authority to convene a Special meeting of the Board of Directors.

Section 2. The Vice-President – Upper Age Baseball (ages 13 & above): Shall perform the duties of the President in his or her absence. Shall be the executive commissioner of all Pony, Colt and Palomino Baseball Leagues. Shall appoint or remove without contest any commissioner of any upper age baseball league as may have been developed by the HAA.

Section 3. The Vice-President – Lower Age Baseball (ages 12 & under): Shall perform the duties of the Vice-President – Upper Age Baseball in his or her absence. Shall be the executive commissioner of all T-Ball (Shetland), Coach Pitch (Pinto), Mustang and Bronco baseball leagues. Shall appoint or remove without contest any commissioner of any lower age baseball league as may have been developed by HAA.

Section 4. The Vice-President – Upper Age (ages 11& over) Softball: Shall perform the duties of the President in his or her absence if the Vice-President – Upper Age Baseball and the Vice-President – Lower Age Baseball are unable to do so. Shall be the executive commissioner of all U18, U15 & U12 Softball Leagues. Shall appoint or remove without contest any commissioner of any upper age softball league as may have been developed by HAA.

Section 5. The Vice President – Lower Age (ages 10 & under) Softball: Shall perform the duties of the Vice-President Upper Age Softball in his/her absence. Shall be the executive commissioner of all U10, U8 and any other lower age Softball Leagues. Shall appoint or remove without contest any commissioner of any lower age softball league as may have been developed by HAA.

Section 6. The Vice President - Fundraising Shall oversee all fundraising efforts of HAA, including but not limited to: the concession stand, sponsorships, signage and special events.

Section 7. The Vice President – Rules and Umpires Shall chair the rules committee and recommend to the board of directors any rule changes and any interpretations of existing rules. Shall post rules to the

HAA website. See Article IX. Shall coordinate the selection and management of 3rd party independent umpire organizations.

Section 8. The Secretary Shall keep accurate minutes of all HAA related meetings and furthermore shall distribute same to each member of the Board of Directors. Consistent with these bylaws, shall post an agenda for those meetings on the HAA website and shall post approved minutes to the HAA website within 10 days of approval. Shall coordinate communications to all league members and the public via email, website and any other means deemed necessary.

Section 9. The Treasurer Shall maintain accurate records and have charge of all funds related to HAA. Shall pay all bills incurred by the organization with the approval of the President or his/her designee.

Shall present a current financial status at each regularly scheduled Board of Directors meeting, including current cash balances and spending by category since the previous regularly scheduled Board of Directors Meeting. Shall prepare an annual financial report to be presented no later than the regularly scheduled April Board of Directors meeting. Shall coordinate the completion of the annual federal and state tax returns by the filing deadline, as required.

Article VIII Finance and Accounting

Section 1. The fiscal year of HAA shall begin on January 1 and end on December 31, annually.

Section 2. Expenses that are necessary for the everyday operation of the organization (i.e. uniforms, equipment, field maintenance supplies, awards, etc.) shall be incurred and approved for payment as deemed appropriate by the Board of Directors.

Section 3. Expenses that fall outside the everyday operation of the organization, otherwise known as Capital or one- time expenses (i.e. Field Maintenance Vehicle, Dugouts, Score Boards, Donations, etc.) will be approved and incurred as follows:

- Expenses less than \$5,000 may be approved and incurred by approval of the Board of Directors.
- Expenses of \$5,000 or more shall be approved and incurred with a majority vote of the General Members at a regularly scheduled Membership Meeting. Should timing of this approval not coincide with a scheduled Membership Meeting, the President may schedule a Special meeting for the purpose of reviewing and approving such expenditure.

Section 4. Expenditures greater than \$2,500 shall require 2 signatures if made by check, or documented approval if made by electronic means.

Section 4. It is the responsibility of the Board of Directors to obtain the best service or materials for the best price utilizing the most appropriate methods deemed necessary. Those methods may include, but are not limited to, multiple quotes or bids.

Article IX
Rules of Play

Section 1. The Board of Directors, after considering input from the Rules Committee, shall approve all playing rules including but not limited to age requirements, roster size and composition, draft rules, thunder and lightning requirements and rules governing post season play. HAA rules shall govern all play except where a team plays in an independent league (e.g. GPGSL, North Suburban, etc.) or tournament. In that event, the league or tournament rules shall apply.

Section 2. The Board of Directors has final authority to interpret rules and may amend, change or clarify rules at its discretion.

Section 3. Rules approved by the Board of Directors shall be posted to the HAA website. The rules posted to the website shall be the ones which govern play.

Article X
Amendments to the Bylaws

All proposed amendments to these Bylaws should be submitted in writing to the President for consideration. Proposed Bylaws amendments will be posted on the league website for review and will be voted on by the general members at the March Meeting. Changing these HAA Bylaws requires approval of 75% of Voting Members attending the March general membership meeting. All Bylaws changes shall be incorporated into the written existing Bylaws, as promptly as is possible by the Secretary, and posted on the organization's website.