

# HYAA Constitution

MARCH, 2004

**HOLMDEL YOUTH ACTIVITIES ASSOCIATION**

**TOWNSHIP OF HOLMDEL, NEW JERSEY**

**CONSTITUTION AND BY-LAWS**

**February 9, 2004**

**ARTICLE I NAME**

The name of this organization shall be the Holmdel Youth Activities Association, Incorporated, hereinafter referred to as the 'Organization'.

**ARTICLE II PURPOSE**

**Sec. 1** The purpose of this organization shall be to impart to the youth of the Organization the ideals of honesty, loyalty, responsibility, courage, good sportsmanship and respect for authority so they may grow into happy, healthy and well-adjusted young adults.

**Sec. 2** To achieve those objectives, the Organization will provide an organized adult-supervised program of sports and activities for boys and girls in accordance with the by-laws and policies of the Organization.

**ARTICLE III MEMBERSHIP**

**Sec. 1** All persons who have attained the age of eighteen and who reside in Holmdel Township may become voting members of the Organization. Persons residing in areas other than Holmdel may be accepted as members with the majority approval of the Executive Committee, provided all other requirements are met.

**Sec. 2** A voting member of the Organization is one who, having met the requirements of Article III, Sec. 1, has paid to HYAA a yearly association fee for the period September 1<sup>st</sup> through August 31<sup>st</sup>. Said fee will be determined by the Executive Board on a yearly basis at the last meeting before September 1<sup>st</sup>. Only one vote per family is authorized under this Constitution.

**Sec. 3** A new member or previous member shall be accepted for membership at any time and shall have all rights and privileges of membership excepting only that his/her right to cast a vote shall be withheld until he/she is a member in good standing for thirty days.

**Sec. 4** All officers, other members of the Board of Trustees, and those individuals appointed by the Executive Committee or President to positions of responsibility must be members in good standing.

**Sec. 5** Youth membership: Any youth who has not reached the age of eighteen, is properly registered, meets the residency requirement, and abides by the rules, policies and procedures of the Organization is considered a youth member. Members in this category have no rights, duties or obligations except where specifically delegated by the Executive Committee.

### ARTICLE III MEMBERSHIP (Continued)

Sec. 6 Any member (except an elected official) whose conduct and/or activities are considered detrimental to the best interests of the organization may be suspended or denied membership by a (2/3) two-thirds majority of the Executive Committee members present at a regular or special meeting called for this purpose, providing that a motion for said purpose was adopted at the prior regular or special meeting, and that the member(s) being considered for said action are notified by the Organization at least 72 hours prior to the meeting at which voting is to occur. Any such suspension or denial of membership shall be for a maximum of one year from the end of the activity program then in progress, at the end of which time membership shall once again be available as for a new member under the Constitution.

### ARTICLE IV OFFICERS AND BOARD OF TRUSTEES

Sec. 1 The officers of the Organization shall be the President, the Vice President, the Recording Secretary, and the Treasurer. The Board of Trustees shall consist of all officers, all Activity Commissioners and four (4) Trustees. Any vacancy on the Board of Trustees shall be filled as follows. The President shall nominate a qualified person and the membership shall vote on that person at the next monthly meeting after the nomination a majority vote of those present shall be required for appointment to the Board of Trustees.

Sec. 2 The officers of the Organization shall be elected by the membership at the first regular meeting in April of each year and shall serve a term of one year commencing August 1 following their election and understudying and helping the incumbent from April through July. A voting member as defined by Article III, Sec. 2 shall only be permitted to vote at the April meeting provided he/she has attended 5 monthly meetings during the 11 month period prior to the April meeting. Prior attendance will be confirmed by the records maintained by the Recording Secretary. The outgoing President who is not elected to another office shall automatically, unless otherwise requested, become a Trustee. Individuals who were past officers of the Organization shall fill the remaining Trustee positions.

Sec. 3 If an activity does not have both an Activity Commissioner and a Director of Officials, then that activity shall be suspended until both positions are filled. A Director of Officials, who may be appointed by the Executive Committee if no individual has been elected to that position, is required only for those activities using officials.

Sec. 4 All elected officers and other members of the Board of Trustees shall be eligible for re-election. The term of the existing Trustees shall be as follows: the longest termed member shall serve a one year term effective the date this constitution is ratified, the second longest tenured member shall serve a two (2) year term effective the date this constitution is ratified, the third longest tenured member shall serve a three (3) year term effective the date this constitution is ratified, the fourth longest tenured member shall serve a four (4) year term effective the date this constitution is ratified.

Sec. 5 Any elected officer or other member of the Board of Trustees may be removed from office at any regular meeting by a two-thirds (2/3) vote of members present. A motion for removal must be made in writing over the signature of a voting member at the regular meeting prior to and voted on at the next regular meeting.



**Sec. 6** The President shall be the chief executive officer of the organization. The President shall preside at all meetings at which he/she may be present, except meetings of the nominating committee. The President shall appoint all **chairpersons** of standing and special committees, subject to approval by a majority of the Executive Committee. The President shall be an ex-officio member of all committees. The President shall have the authority to act for the Organization in matters that may arise between regular meetings and require immediate action, with the concurrence of three other elected members of the Board of Trustees. The President may, at his/her discretion, appoint persons (either members or non-members) to serve in an advisory capacity. **The President shall nominate a member of the Board of Trustees to represent HYAA on any Township or Board of Education committee subject to the approval of a majority of the members of the Board of Trustees present at the monthly meeting after said nomination.** The President shall be responsible to the membership.

**Sec. 7** The Vice President shall aid the President and/or fulfill the duties of the President in his/her absence and shall perform all duties beneficial to the Organization that are assigned by the President. The Vice President shall succeed to the office of President in the event that position is vacated. The Vice President shall be responsible for scheduling all activities, and at the September meeting shall submit a full written schedule for all activities in the coming year.

**Sec. 8** The Recording Secretary shall be responsible for keeping current records of the Organization. The Secretary shall take minutes of all regular and special meetings of the Organization and of meetings of the Executive Committee. The Secretary shall preside at all meetings of the Organization in the absence of the President and Vice President. The Secretary shall be responsible for keeping correspondence directed to and from the Organization for a period of two years. The Secretary shall have the right to appoint assistants, with the majority approval of the Executive Committee, to aid with the duties. The assistants shall not be voting members of the Executive Committee. The Secretary shall assist the standing committee chairmen with all announcements pertaining to programs of the Organization. All records shall be submitted to the Executive Committee upon termination of the Secretary's term of office. The Secretary shall be responsible for notifying all members of all regular and special meetings

**Sec. 9** The Treasurer shall maintain all financial records of the organization for the current and preceding terms of office. The Treasurer shall be responsible and accountable for all monies of the Organization, maintaining the funds in a savings and/or checking account in the name of the Organization. The Treasurer shall collect and disburse all monies of the Organization. Disbursements by and for the organization shall be on Organization checks. Expenditures beyond an activity's approved budget expenditures must be approved by the Executive Committee before payment. All checks shall require one signature. Approved signatures are those of the President, Vice President, Recording Secretary and Treasurer. The Treasurer shall collect all budgets for the sponsored activities from the Activity Commissioners and Vice President for presentation to the Executive Committee for approval. At each regular meeting of the Organization, the Treasurer shall present a written financial report, which shall be included in the annual statement at the year-end regular meeting. The Treasurer shall be responsible, annually, for filing IRS Form 990 'Return of Organization Exempt from Income Tax' and any state or local information returns required of the Organization.



**Sec. 10** The Activity Commissioners are responsible for the management, schedule and organization of their respective activity programs and have the authority to appoint and approve league presidents, coaches and other personnel needed to conduct the activity program. Each Commissioner shall submit to the Executive Committee, two months before the start of the activity, the proposed schedule, equipment needs, preliminary participant count and an estimated budget. Each Commissioner will have full authority to enforce the HYAA rules and regulations in his/her activity and shall call special meetings of activity presidents and coaches for the purpose of fulfilling their responsibility to manage, monitor and report on the activity. Each Commissioner shall organize and conduct activity registration, try-outs, participant ranking, league drafts, play-offs, and all-star team selection, with delegation of authority to league presidents as warranted. All rules, regulations, schedules, awards and budgets pertaining to the respective activity will be recommended to the Executive Committee for majority approval prior to the start of that activity. An annual written report shall be submitted by each Activity Commissioner at the next regular meeting of the Executive Committee following the conclusion of that activity. This report shall contain as a minimum the following information: roster of league presidents, coaches, team standings, participant count, problems and resolution, critique of the activity with recommendations. Each Activity Commissioner shall have a discretionary budget of \$50 for equipment, supplies, etc. to carry out the activity program.

**Sec. 11** The Equipment Director shall be responsible for maintaining an inventory of equipment necessary to meet the needs of activity programs. Working in conjunction with the Activity Commissioners and Director of Officials, the Equipment Director shall determine the projected equipment requirements for each activity each year. The Equipment Director shall act as the purchasing agent for the Organization and shall approve equipment purchase invoices for payment. The Equipment Director shall be responsible for a running inventory of organizational physical assets and shall present a written annual report of physical asset disposition at the May meeting.

#### **ARTICLE IV OFFICERS AND BOARD OF TRUSTEES (Continued)**

**Sec. 12** The Facilities Coordinator shall be responsible for obtaining permission to use facilities from the Holmdel Township Board of Education, the Township of Holmdel or any other necessary source, given the needs communicated by each Activity Commissioner through the Executive Committee.

**Sec. 13** A Director of Officials shall be elected for each activity requiring officials. A single individual may serve as Director of officials for the following pairs of activities: boys and girls basketball, baseball and softball. The various Activity Commissioners shall recommend a Director of Officials for their activities. The Director of officials for each activity shall select and approve all officials for that activity, shall provide instruction for both new and returning officials, shall be responsible for scheduling officials, shall recommend for approval by the Executive Committee rates of pay consistent with activity fees and with Organization policy on rates of pay, and shall assure that all officials are paid when the activity ends.

**Sec. 14** The Trustees of the organization shall act in an advisory capacity and have no direct functional responsibility. From time to time they may be called upon by the President to conduct special projects or to serve on committees of the Organization. Trustees shall attend all Executive Committee meetings and are expected to participate fully in the management of the Organization.

## ARTICLE V EXECUTIVE COMMITTEE

**Sec. 1** The Executive Committee shall consist of all officers and members of the Board of Trustees. All shall have one vote. A quorum for an Executive Committee meeting shall consist of the lesser of eight (8) members of that Committee or a majority of the officers then serving. Voting requirements for the Executive Committee, for all regular and special meetings where a vote of the general membership is not required, shall be by simple majority.

**Sec. 2** The Executive Committee shall have full power in governing the affairs of the Organization and in setting the amount of the annual dues for inactive members. The Executive Committee shall convene at the call of the President and/or upon the request of at least three members of the Organization in good standing. All Executive Committee members must be notified by the Secretary of all regular and special Executive Committee meetings.

**Sec. 3** Any member of the Executive Committee may resign by giving formal written notification to the Executive Committee. A vacancy in the Executive Committee may be filled for the unexpired term by a person approved by a majority vote of the remaining Executive Committee at any regular or special meeting called for this purpose.

## ARTICLE VI FINANCES

**Sec. 1** The Organization shall be financed through donations, association fees, activity registration fees and other fund-raising activities deemed appropriate and practical by the Organization.

**Sec. 2** Dissolution of Association: Upon the dissolution of the Organization, all of its property, both real and personal, accounts receivable, monies, deposits, credits due the Organization, stock certificates and all other assets of the Organization, if any, shall be distributed to such other similar organizations that enjoy exemption under and by virtue of Sec. 501(c)(3) of the Internal Revenue Code. At the time of dissolution, the non-profit corporation to which assets of the association shall be distributed, as set forth above, shall be chosen and designated by a majority vote of the membership at the meeting called for the dissolution of the Holmdel Youth Activities Association. In the event such dissolution proceedings are not voluntary in nature, then the non-profit corporation to which the assets are to be distributed shall be chosen by the Executive Committee.

## ARTICLE VII MEETINGS

**Sec. 1** Regular monthly meetings of the Organization shall be held on the **first Wednesday** of each month, excluding holidays, in which case it would fall on the following **Wednesday**. In case of conflict, the officers shall change the date of the meeting, notifying the membership of the change.

**Sec. 2** The Executive Committee shall hold a meeting in advance of the regular meeting for the purpose of drawing an agenda for the regular meeting.

**Sec. 3** Special public meetings of the organization may be called by the President, upon written request of a majority of the voting members of the Organization present at any regular or special meeting, or upon written request of at least five elected members of the Board of Trustees.



**Sec. 4** A quorum for regular meetings shall consist of not less than ten members on the floor, including elected officers and members of the Board of Trustees.

**Sec. 5** Roberts Rules of Order shall govern the conduct of all meetings.

## **ARTICLE VIII            STANDING COMMITTEES**

**Sec. 1** The standing committees of the Organization shall be: **Finance, Rules, Communication, Technology, Special Events and Auxiliary.** The President may establish additional and different committees at his/her discretion as the need arises.

**Sec. 2** The President shall appoint all standing committee **chairpersons** for a term of one year. **Chairpersons** of standing committees shall preside at meetings of their committees. The **chairperson** or a representative will make a report on the activities of the committee to the Organization at each regular monthly meeting or will submit a written report prior to the regular meeting if a representative is unable to attend.

**Sec. 3** The **Finance Committee** shall be responsible for all fund raising activities, for preparation of activity and Organization budgets, and for monitoring the overall income and spending of the Organization. This committee shall, in addition to rendering monthly reports, be responsive to the Executive Committee as required on financial matters.

**Sec. 4** The Rules Committee shall be responsible for formulating playing rules for all activity programs. This committee shall submit to the Executive Committee, for approval, the playing rules developed prior to the commencement of each activity program.

**Sec. 5** The **Communication Committee** shall be responsible for the public image of the Organization and, in such ways as are appropriate, disseminate to all media the necessary communication materials to inform the membership and the public of the Organization's activities.

**Sec. 6** The Special Events Committee shall be responsible for planning, coordinating and, if necessary, conducting all special activities of the Organization **such as parades, outings, and functions.**

**Sec. 7** The Auxiliary Committee shall be responsible for conducting, coordinating and in general performing, on behalf of the Organization, the tasks which, for lack of ways or means, the Organization cannot perform adequately **such as the Kid Safe and Rutgers Safe Programs.**

**Sec. 8** The **Technology Committee** shall be responsible for **upgrade and maintenance of office technology and HYAA web-site and make recommendations for improvements of same.**

## ARTICLE IX NOMINATIONS AND ELECTIONS

**Sec. 1** The nominating committee shall consist of at least three voting members of the organization and shall be appointed as follows: one member shall be elected from and by the Executive Committee and two members shall be elected by the Organization at the January meeting. The President shall appoint the chairperson.

**Sec. 2** At the last regular meeting prior to the election, the nominating committee shall present a list of candidates seeking each office.

**Sec. 3** The nominating committee shall conduct the election at the regular meeting in April. Voting shall be by secret ballot following members posing questions to the candidates. A majority of votes cast for each office at this meeting shall be required for election. Only Members who have satisfied the attendance requirements detailed in Article IV, Sec.2 will be permitted to vote at the election.

## ARTICLE X POLICIES

**Sec. 1** In order to preserve continuity of operations and simplify communication among the membership, the policies of the Organization shall be recorded in a document entitled 'Policies of the Holmdel Youth Activities Association.'

**Sec. 2** A proposal for a new policy or for amending an existing policy may be made by any member in good standing at a regular meeting of the organization.

**Sec. 3** A policy is adopted or amended by a majority vote of the Executive Committee members present at a regular meeting of the Organization.



## ARTICLE XI AMENDMENTS TO CONSTITUTION AND BY-LAWS

**Sec. 1** A proposed amendment to this constitution and by-laws may be presented at any regular meeting of the Organization in writing over the authorized signature of a member in good standing and must be approved by a majority of those members who are present and eligible to vote.

**Sec. 2** A copy of the proposed amendment, together with the recommendation of the Executive Committee, shall be sent to each member of the Organization, after which discussion shall be held on the said proposed amendment at the next regular meeting.

**Sec. 3** The proposed amendment shall be submitted to the membership for vote. A two-thirds majority of those voting is required to adopt the proposed amendment. Voting shall take place on the proposed amendment at the second regular meeting from the date of the meeting that said proposed amendment was first introduced.