

## H.A.Y.A.A. BY – LAWS

### ARTICLE I

NAME: The name of this organization shall be H.A.Y.A.A. (Hartland Area Youth Athletic Association).

The name of the individual operating organizations shall be:

- H.A.Y.A.A Baseball/Softball
- H.A.Y.A.A Basketball
- H.A.Y.A.A Cheer/Pom
- H.A.Y.A.A Football

### ARTICLE II

PROGRAM OBJECTIVE: The objective of all H.A.Y.A.A programs should be embodied in the Mission Statement & Philosophical Beliefs

Section A: Mission Statement & Philosophical Beliefs:

Hartland Area Youth Athletic Association is a non-profit organization administered by volunteer boards representing the Hartland Area Community at-large whose mission is to:

**PROVIDE A VARIETY OF QUALITY RECREATION OPPORTUNITIES FOR CHILDREN OF ALL SKILL LEVELS BASED UPON COMMUNITY NEEDS AND INTERESTS.**

#### **PHILOSOPHICAL BELIEFS**

We believe that participants in youth recreation:

- should have a wholesome, quality experience in a safe and fun environment
- should have the opportunity to participate in athletics regardless of family income
- should learn the fundamentals of the sport in which they are participating
- should learn the benefits of sportsmanship and teamwork
- need role models in the form of coaches and H.A.Y.A.A. leadership
- should be challenged to improve their skills to succeed

We believe that to operate a quality community recreation program requires:

- organization and planning
- appropriate facilities and equipment
- adequate funding
- qualified volunteer leadership
- community input into programming
- instruction in the fundamentals of the various sports
- encouragement of spirit in sportsmanship and fair play

We believe that H.A.Y.A.A's role is to:

- provide leadership and direction
- provide a variety of quality recreation opportunities
- periodically evaluate programs and access needs
- facilitate communication between our programs and community, schools and township officials.

#### Section B: Code of Ethic's for Coaches

- I will treat each player, opposing coaches, officials, parents and administrators with respect and dignity
- I will do my best to learn the fundamental skills, teaching and evaluation techniques and strategies of my sport.
- I will become thoroughly familiar with the rules of my sport.
- I will become familiar with the objectives of the youth sports program with which I am affiliated. I will strive to achieve these objectives and communicate them to my players and their parents.
- I will uphold the authority of officials who are assigned to the contests in which I coach and I will assist them in every way to conduct fair and impartial competitive contests.
- I will learn the strengths and weaknesses of my players so that I might place them into situations where they have a maximum opportunity to achieve success.
- I will conduct my practices and games so that all players have an opportunity to improve their skill level through active participation.
- I will communicate to my players and their parents the rights and responsibilities of individuals on our team.
- I will cooperate with the administrator of our organization in the enforcement of rules and regulations and I will report any irregularities that violate sound competitive practices.
- I will protect the health and safety of my players by insisting that all of the activities under my control are conducted for their psychological and physical welfare, rather than for the vicarious interests of adults.

#### ARTICLE III – ELIGIBILITY

Section A: Any youth living in the Hartland School District is eligible to belong to the association. This includes any students attending private or alternative schooling in Hartland. Exceptions require Operating Board approval. Physically challenged youths are eligible for sports participation in compliance with the ADA (American Disability Act).

Section B: Fees will be determined by each of the H.A.Y.A.A Operating Boards. Operating Boards must submit fees to the Executive Board 2 months prior to registration for Executive Board approval. HAYAA Operating Boards are also responsible for the administrative expenses for HAYAA Programs including insurance, website fees, accounting fees and any other administrative overhead costs. These expenses will be paid from the executive checking account when due and funds will be transferred from

the individual operating board accounts to cover their share based on an agreed upon allocation method.

#### ARTICLE IV – H.A.Y.A.A ORGANIZATIONAL STRUCTURE:

Section A: The Organization shall consist of four Executive Officers and the elected Head Commissioner from each HAYAA Sport.

Section B: The Executive Board of Directors shall consist of the following positions:

President	Basketball Commissioner
Vice President	Baseball/Softball Commissioner
Secretary	Football Commissioner
Treasurer	Cheer/Pom Commissioner

Section B1: The Executive Board Shall:

- Establish and maintain H.A.Y.A.A Organizational By-laws.
- Review and approve individual HAYAA Sport Program By-Laws
- Ensure that the HAYAA Organization runs professionally and within the intent of the By-laws and in accordance with the HAYAA Mission Statement.
- Establish election procedures and tenure dates for Operating Board Members. Clarify the importance of a standardized process to be used each year in acquiring new Operating Board members. Each sport may have a separate process, but it must include within the procedure a way to provide all those involved in the program an opportunity to run for a board position.
- Conduct business with the United Way and other charitable organizations as necessary.
- Support the Operating Boards as needed. The Executive Board monthly meeting should serve as a communication tool within the HAYAA organization. Each sport / member should report its overall activities but also share in new ideas that can improve the organization.
- Review and approve annual operating budget for each sport. Requesting information to support rate increases of more than 5%.
- Compare the annual operating budgets for each sport to actual financial statements.
- Maintain a record of the minutes from all meetings.
- Hold sport boards and individuals filing complaints to the “Compliant Process” and render a final decision on complaints that do come through that process.

Section B2: The Operating Board Commissioner shall represent his/her sport on the Executive Board. If the Commissioner is unable to attend a meeting, he/she must designate another Operating Board member to take his/her place.

Section C: There shall be an Operating Boards within each sport:

**HAYAA BASKETBALL**

Commissioner  
Assistant Commissioner Boys  
Assistant Commissioner Girls  
Assistant Commissioner Travel  
Secretary  
Treasurer

**HAYAA BASEBALL/SOFTBALL**

Commissioner  
Assistant Commissioner Baseball  
Assistant Commissioner Softball  
Assistant Commissioner Travel  
Secretary  
Treasurer

**HAYAA CHEER/POM**

Commissioner  
Blue Commissioner  
Gold Commissioner  
White Commissioner  
Black Commissioner  
Secretary  
Treasurer

**HAYAA FOOTBALL**

Commissioner  
Blue Commissioner  
Gold Commissioner  
White Commissioner  
Black Commissioner  
Secretary  
Treasurer

Section C1: The Operating Board shall:

- Establish operating By-laws for their sport
- Establish rules and regulations
- Establish an annual operating budget
- Set registration fees and dates (fees must be approved by the Executive Board)
- Shall obtain all equipment and uniforms
- Make all coaching decisions
- Make all operating decisions regarding their sport
- Conduct board meetings as needed
- Organize all sporting events
- Appoint non-voting positions as needed

Section D: ELECTIONS - Establish election procedures and tenure dates for Operating Board Members. Clarify the importance of a standardized process to be used each year in acquiring new Operating Board members. Each sport may have a separate process, but it must include within the procedure a way to provide all those involved in the program an opportunity to run for a board position.

Section D1: Executive Board: Elections for the Executive Board officers will be held at the Annual Meeting in December and will be voted on by the members of the Operating Boards. Any adult living in the Hartland School District shall be eligible to run for the following positions.

PRESIDENT, VICE PRESIDENT, SECRETARY, TREASURER

(The term of office will be from Jan. 1 through Dec. 31<sup>st</sup>.)

PRESIDENT:

Shall chair meetings

Shall enforce all rules and By-laws governing the Executive Board.  
Shall direct the Executive Board on program and policies  
Shall settle any disputes concerning issues that are governed by current  
Rules and / or By-laws.  
Shall have the right to fill a vacated Executive Board position.

**VICE PRESIDENT:**

Shall aid the President in the performance of his/her duties.  
Shall chair meetings in the President's absence.  
Shall be the administrator of the Organizations Insurance.

**SECRETARY:**

Shall keep records of all Executive Board meetings.  
Shall obtain reports and minutes from the Operating Boards.  
Shall maintain and update HAYAA By-Laws.  
Shall assist with communications between the various Boards.

**TREASURER:**

Shall keep an accurate record of all incoming revenue and expenses.  
Shall present a financial report at each Executive Board meeting.  
Shall review budgets from the individual Operating Boards.  
Shall work with the Operating Boards to establish financial reporting  
Procedures and documents.

**COMMISSIONER:**

Shall represent their individual sports on the Executive Board.  
Shall provide a budget for their sport.  
Shall keep the Executive Board apprised of their individual sport.

**Section D2: Operating Board**

Elections for the officers on the Operating Boards shall take place after the last event in each particular sport. Notice of the election and posting of positions will take place three weeks prior to the last event. Ballots will be circulated and counted by an Election Committee as designated by the Executive Board. Term of Office:

Baseball/Softball	August 1 through July 31
Basketball	April 1 through March 31
Cheer/Pom	December 1 through November 31
Football	December 1 through November 31

**Section D3: Removal of a Board Member requires the following steps:**

1. The charges for removal of any board member must be made in writing.
2. A copy of the complaint will be given to all board members and an investigation will be conducted.
3. The findings of the investigation will determine whether there is sufficient reason for dismissal.

**ARTICLE V – EXECUTIVE BOARD MEETINGS**

**Section A:** Executive board meetings will be held the first Wednesday of each month at 7:00pm. The annual meeting will be the first Wednesday in December.

**Section B:** All business shall be transacted at the regularly scheduled monthly meetings unless it is deemed necessary by the President that special meetings need to be held. It

shall be necessary that a majority of the Executive Board be present and voting. The board shall have the sole authority to direct activities, adopt and modify general HAYAA by-laws. A simple majority shall carry any motion.

Section C: The commissioner of each of the five sports is required to attend every Executive Board meeting. In the event that he/she cannot attend, another member from their Operating Board must be designated to attend in their place. Failure of an Operating Board representative to attend an Executive Board meeting shall result in an assessment of a \$100 fine immediately payable by that Operating Board to the Executive Board.

#### ARTICLE VI – FINANCIAL

Section A: HAYAA shall be a non-profit organization with funding as follows:

1. A registration fee will be charged of each youth that is financially able.
2. Operating Boards may solicit sponsors to augment the financial needs of the sport.
3. Funds may be received as donations from other persons or organizations.
4. Various fund raising activities may be conducted at the discretion of the individual Operating Boards.
5. All expenditures in excess of \$2000 must be subjected to at least two competitive bids from vendors who can provide required quality, price and delivery. You can use the vendor from the prior year without re-bidding as long as per unit cost does not increase by more than 3% from the prior year.
6. All Operating Boards shall submit annual operation budgets to the Executive Board for its review and approval.

#### ARTICLE VII – EXECUTIVE AMEMDMENTS

Section A: For the by-laws to be amended two-thirds (2/3) of the Executive Board must be present. A simple majority is required for the amendment to be approved.

Section B: By-law amendments must be presented in writing to the Executive Board at least one month prior to voting on such amendments.