



HYAA – Hastings Youth Athletic Association
Serving Hastings Area Youth Since 1982

CORPORATE BY-LAWS OF
Hastings Youth Athletic Association

Article I
Name and Purpose

Section 1: This non-profit corporation shall be known as the Hastings Youth Athletic Athletic Association Incorporated, hereafter known as HYAA. HYAA will provide support for the development and promotion of organized athletic programs for the youth of our community. No person will be denied the opportunity to participate because of an inability to pay a fee. Fees will be WAIVED in these situations.

Section 2: The purpose of the corporation is exclusively for charitable, educational, religious, or scientific purposes within the meaning of section 501(c) (3) of the Internal Revenue Code.

Section 3: Under no circumstances shall any Officer, Board member, or member of this association have any right, title or interest in any property, or income, of the association.

Section 4: Upon the dissolution of the corporation, the HYAA Board shall, after paying or making provisions for the payment of all of the liabilities of the corporation, dispose of all the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501(c) (3) for the Internal Revenue Law of 1954 (or the corresponding provision of any future United States Internal Revenue Laws), as the HYAA Board shall determine.

Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations as said Court shall determine, which are organized and operated exclusively for such purposes.

Section 5: The association will purchase liability insurance for all HYAA Board members, all volunteer coaches, officials, and anyone else working as a volunteer in the association.



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Section 6: All parents/guardians must sign an injury waiver statement at the time of registration. No one will be allowed to participate in the sports program until the waiver is signed.

Section 7: All coaches and adult volunteers must sign a disclosure statement and a notarized release allowing a background check as needed by HYAA and insurance carriers.

Article II
Objectives

Section 1: To provide organized recreational and competitive programs for the youth of our community.

Section 2: To promote the concept of equal participation for recreational programs and to provide equal opportunities for competitive programs for all youth in our community.

Section 3: To provide adult supervision and a safe learning environment for each program.

Section 4: To promote positive self-concept development in youth through the practice of good sportsmanship.

Section 5: To promote the teaching of basic fundamental skills in a variety of athletic programs.

Section 6: To help provide facilities, material, and equipment for all athletic programs.

Article III
Membership

Section 1: Any adult paying a participation fee for a player and all adult volunteers are members of the association.

Section 2: All association members shall uphold the objectives of the association.

Section 3: All association members have the right to nominate and vote for HYAA Board members and are eligible to be HYAA Board members.



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Section 4: Any person who lives in or attends a school within the boundaries of Hastings School District #200 and supports the objectives of the association shall be eligible for player membership. Player members are entitled to all privileges of membership except making nominations, voting for HYAA Board members and holding office.

Section 5: Membership may be terminated by resignation or by action of the HYAA Board.

- a. The HYAA Board, by a two-thirds vote, shall have the authority to discipline, suspend or terminate the membership of any member when the conduct of such person is considered detrimental to the best interests of the association. The member involved shall be notified of such meeting, informed of the general nature of the charges and given the opportunity to appear at the meeting to answer such charges.
- b. The HYAA Board shall, in the case of the player member, give notice to the coach of the team of which the player is a member, of any suspension or revocation of such player's right to future participation.
- c. Any HYAA Board member who misses more than three (3) regular and successive meetings without giving sufficient cause to the President or designated president, may be unseated by a majority vote of the remaining HYAA Board. The membership of an individual who no longer lives, works, or is engaged in the work of HYAA within the Hastings School District shall be declared vacant thirty (30) days after the HYAA Board becomes aware of this deficiency.

Section 6: All members: players, parents, coaches, and officials, will be committed to promoting an environment that is free from: harassment and violence in any form; verbal or physical intimidation; vandalism; drug, alcohol or tobacco use; gambling; and inappropriate language.

Section 7: When any seat on the HYAA Board becomes vacant by reasons of termination, resignation, death or otherwise, the HYAA Board shall appoint a new member for the remaining portion of the term.

Section 8: Any HYAA Board member may resign by filing a written notice thereof with the Secretary of the Executive Board. Where the HYAA Board member resigning holds the position of Secretary of the Executive Board, said notice shall be filed with President of the Executive Board.



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Article IV
Meeting of Membership and Election

- Section 1:** The annual membership meeting shall be held during the month of August, September, or October, for the purpose of electing HYAA Board members, and receiving reports from officers and committees, and for any other business that may arise. Time and location of the annual meeting shall be publicized two (2) weeks prior to the meeting.
- Section 2:** Special meetings of the members may be called by the President, or by at least a majority of the Executive Board. Except in an emergency, at least three (3) days' notice shall be given.
- Section 3:** Election of HYAA Board members shall be by ballot at the annual meeting. The Executive Board shall be elected by the HYAA Board.
- Section 4:** Absentee ballots will be available by contacting the Secretary at least one (1) day before the election. The ballot shall be sealed in an envelope and returned to the Secretary before the Election Day.

Article V
HYAA Board Members

- Section 1:** To serve as an HYAA Board Member, a person must be a member of the association.
- Section 2:** Regular monthly meetings of the HYAA Board shall be held on the second Sunday of each month or another designated day. In case of conflict, an alternate day will be selected by the President.
- Section 3:** One Executive Board member and enough HYAA Board members to make 50% of the HYAA Board membership shall constitute a quorum for the transaction of business.
- Section 4:** A two-thirds majority vote of the HYAA Board is required for the transaction of financial business.
- Section 5:** Any HYAA Board member may participate as a coach.
- Section 6:** All meetings of the HYAA Board shall be open to all association members.



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Section 7: The City Parks and Recreation Director or his designee shall serve as an ex-officio member on the HYAA Board without any voting privilege.

Section 8: The HYAA Board will have a maximum of fifteen (15) members.

Section 9: HYAA Board members shall serve for three (3) years or until a successor is elected. The three (3) year terms shall be staggered so that no more than one-third of the HYAA Board will be elected in any given year.

Section 10: The HYAA Board shall:

- a. Perform all duties specifically delegated to it in the Articles of Incorporation and Corporate By-Laws.
- b. Approve all contracts for the transaction of all business.
- c. Fill vacancies among the Officers and Directors by a vote of a majority of those present at an HYAA Board meeting.
- d. Establish rules for the conduct of the members and participants.
- e. Establish, alter, and amend rules by a two-thirds vote for its own procedure. Fix and enforce penalties for the violation of such rules.
- f. Have complete jurisdiction over HYAA finances.

Section 11: Whenever a Board member or a close family member owns or has a share in a business or service for sale, that Board member can not offer their business or services to the Hastings Youth Athletic Association (HYAA) as that constitutes a conflict of interest and is in violation of the IRS rules for the 501(c) status.

Article VI
Duties of HYAA Executive Board

Section 1: The HYAA Executive Board consists of President, Vice President, Secretary and Treasurer. The Executive Board shall perform the duties prescribed by these by-laws and by the parliamentary authority adopted by the HYAA Board. The Executive Board members shall be elected each year or until a successor is elected. Term of office shall begin immediately following the election. The Executive Board shall be elected by the HYAA Board.

Section 2: Mid-term vacancy of the President position will be filled by the Vice President. Other vacancies shall be appointed by the President with majority approval of the HYAA Board.

Section 3: The Executive Board shall perform all duties specifically delegated to it in the Articles of Incorporation and Corporate By-Laws.



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Section 4: The President shall:

- a. Preside over all meetings of the general membership and HYAA Board
- b. Appoint committee chairperson for all standing committees.
- c. Approve the payment of all expenditures authorized by the HYAA Board.
- d. Be an ex-officio member of all committees.
- e. Enforce all laws, rules, and regulations of the association.
- f. Sign checks issued by the association. Checks for the amount of \$500.00 or more must be co-signed by the Treasurer.

Section 5: The Vice President shall:

- a. Perform all duties and exercise all powers in the absence of the President.
- b. Assist the President in any manner so designated by the President.

Section 6: The Secretary shall:

- a. Perform all duties of the President in the absence of the President and Vice President.
- b. Keep the minutes of all general membership and HYAA Board meetings.
- c. Keep all records, books and conduct the official correspondence of the association.
- d. Prepare an annual publication of the association policies and regulations as prepared by the policy committee and approved by the HYAA Board. Copies are to be made available for the general membership on request.
- e. Reconcile the monthly bank statement with the Treasurer.

Section 7: The Treasurer shall:

- a. Keep account of all monies received and deposited in the name of the association in such depository so designated by the HYAA Board.
- b. Keep account of all money disbursed and approved by the President.
- c. Prepare an annual report on receipts and expenditures.
- d. Prepare Association operating budgets on projections made by officers and respective sports directors.
- e. File a yearly non-profit report.
- f. Sign checks issued by the association. Checks for the amount of \$500.00 or more must be co-signed by the President.
- g. Present the monthly bank statement to the secretary to be reconciled.



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Article VII
Sports Directors/At Large Board Members

Section 1: The Sport Directors shall:

- a. Present a proposed sports program to the HYAA Board for approval.
- b. Distribute and collect all equipment.
- c. Set registration dates and conduct registration per official HYAA policies.
- d. Communicate facility requirements to the HYAA Board.
- e. Set up various divisions within each sport by age/grade level.
- f. Along with designated coaches/parents, balance the talent on all in-house teams and establish a try-out procedure for traveling teams.
- g. Recruit coaches and officials.
- h. Establish all playing schedules.
- i. Co-ordinate coaching clinics and meetings to provide rules and regulations as approved by the HYAA Board and governing sports organizations.
- j. Coordinate the training of officials by setting up officials' clinics.
- k. Ensure the presence of coaches at all practices and scheduled games.
- l. Ensure the presence of officials at each sport activity where officials are deemed necessary.
- m. Provide the Treasurer with the names of all coaches and participants.
- n. Where applicable, collect and submit game reports for publicity in the local media.
- o. Hold an end-of-season coaches' meeting to review the seasons' activities and make recommendations to the HYAA Board.
- p. Distribute awards and end of season materials.
- q. Determine annual equipment needs and present to the Treasurer for inclusion in the proposed program budget.
- r. Prepare an end of season equipment inventory list for the Treasurer to submit to the HYAA insurance company.
- s. Appoint any assistants needed to run their respective program. (i.e. League Director, Equipment Director, Officials Director).
- t. Coordinate each specific athletic program to ensure continuity and implementation of the stated purposes and objectivities of the association.
- u. Serve as a member of the Program Development Committee.

Section 2: The At Large Board Members shall assist the HYAA Board as needed.



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Article VIII
Standing Committees

Section 1: The President shall appoint all chairpersons and members for all standing committees.

Section 2: Permanent Committees include:

- a. Finance/Fund Raising
- b. Policy/Grievance
- c. Program Development

Section 3: Term of office for all committees will be indeterminate. Size of committees will be left to the President's discretion.

Article IX
Duties of Committees

Section 1: Finance/Fund Raising Committee shall:

- a. Be responsible for all corporation finances and financial reports.
- b. Audit the corporation books on a yearly basis.
- c. Organize and conduct fund raising activities to ensure financial solvency of the corporation.
- d. Obtain bids and recommend purchase of needed equipment.
- e. Committee members shall be the President, Treasurer, Secretary, and one at-large member.

Section 2: Policy/Grievance Committee shall:

- a. Make recommendations to the HYAA Board regarding policies and rules.
- b. Make recommendations regarding disciplinary actions and policies.
- c. Establish an appeals policy.
- d. Committee members shall be one officer and two at-large members.

Section 3: Program Development Committee shall:

- a. Be responsible for the upgrading of present programs.
- b. Assist any new sport director with implementation of a program.
- c. Committee members shall be one officer and Sports Directors.



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Article X
Parliamentary Authority

Section 1: Roberts Rules of Order shall govern the procedures of all association meetings, except as provided by these By-Laws.

Article XI
Operating Procedures

Section 1: Enrollment of new members shall be encouraged.

Section 2: No solicitations for money, prizes, or other items, shall be permitted unless authorized by the HYAA Board.

Article XII
Amendment of By-Laws

Section 1: These By-Laws can be amended or altered by a two-thirds vote of the HYAA Board at any meeting, provided that notice of such a proposed amendment is given to all HYAA Board members.

Article XIII
Certificate of Restated By-Laws

I, Betty Hoeschen, the Secretary of the Hastings Youth Athletic Association Incorporated, a Minnesota non-profit corporation, hereby certify:

The forgoing By-Laws, comprising nine pages, were adopted as the By-Laws of the Hastings Youth Athletic Association, on December 9, 2007.

Dated : _____ 20 ____.

Betty Hoeschen, Secretary

Subscribed before me on this
day ____ of _____ 20 ____.

Notary Public

- Original 5/13/1982
- Revised 8/25/1983
- Revised 2/27/1984
- Revised 10/20/1985
- Revised 10/15/2001
- Revised 12/28/2003
- Revised 12/09/2007