

Hayward Sports Center By-Laws

Revised May 2016

Article I – Purpose

The Hayward Sports Center shall have a Board of Directors to oversee and conduct the business of the 501(c)3 organization and its programs. The HSC Board will promote and maintain its mission of a multi-use recreational property.

Article II – General Membership

Any individual(s) shall be considered an HSC organization member by payment(s) made of any yearly sports program registration fee(s). The right of the sustaining member will be ~~one~~ two voting ballot per household for ~~the election of Board Members~~ business conducted at the Annual Meeting. The program year will be defined as commencing July 1 and terminating June 30.

Article III – Board of Directors

The Board of Directors will conduct the general business of the ~~Association.~~ HSC.

The Board of Directors should be no less ~~that~~ than seven (7) and no more than eleven (11) members, of which four (4) will serve as elected officers. Board Members will be elected by the general membership at the Annual meeting in May. Each term will run for two (2) years.

A quorum of the Board of Directors shall consist of 1/2 its members with at least one of who is either the President or Vice President.

The officers of the organization shall consist of; President, Vice President, Treasurer and Secretary. The officers shall be elected by the board membership. The term of each officer shall be a minimum of one (1) year.

The HSC Board is a working Board of Directors.

All members are required to volunteer their family's required hours and must be active on one or more of the HSC Committees. Board members will receive 1.5 hours of volunteer credit for each Board Meeting attended. Minimum of 8 meetings per year required. Maximum hours to be credited annually for attending meetings not to exceed 15.

President:

The President shall be the principle Executive Officer of the organization and subject to the control of the Board of Director and membership. The President shall: a) supervise all business and affairs of the organization; b) preside at all meetings or the Board of Directors; c) sign all official documents of the organization; d) appoint special committees as needed.

Vice President:

The Vice President shall perform the duties of the President in the event of the inability of the President to act and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. The Vice President shall act as liaison between committees and the full Board. The Vice President shall also perform other duties as may be assigned by the President of the Board of Directors.

Secretary:

The Secretary shall perform all duties incident to the office of Secretary, subject to the control of the Board of Directors. Minutes of the meetings will be recorded and copies maintained by the Secretary. Copies will be distributed to Board Members and one copy shall be placed in the lobby and one copy on the HSC website for the membership to view. The Secretary is authorized to create contracts as requested by the Board. Upon completion of the term of office, the Secretary shall deliver all books, papers and reports as appropriate to the new incumbent.

Treasurer:

The Treasurer shall have charge and custody of and be responsible for all funds of the organization. ~~Deposit all such monies in the name of the organization.~~ The Treasurer shall in general perform all duties incident to the office of treasurer and such other duties as may be assigned to them by the President of the Board of Directors. The Treasurer will have the authority to sign all checks for the organization and oversees the Executive Director regarding deposits of all such monies in HSC's name. The Board of Directors may require bonding of the Treasurer. The Treasurer for each monthly meeting shall create a financial report.

Executive Board:

The Executive Board shall be made up of the President, Vice President, Secretary and Treasuer. The Executive Board shall have charge of Executive Director, staffing and money decisions.

Presidential Qualifications:

Candidates for the offices of President and Vice President must have served a minimum of one (1) year on the Board of Directors. This serves to insure complete familiarity with the duties of each office along with the present state of each committee and its functions.

Resignation of a Board Member:

A Board Member may resign from the Board upon written notice to the President. Such resignation to become effective upon receipt of the notice unless it specifies a later time for the resignation to become effective.

Removal of a Board Member:

A Board member may be removed for failing to carry out the expected duties or for conduct detrimental to the HSC and its mission. In order to remove a Board Member, a written complaint must be presented to the Board of Directors. The complaint will be reviewed and investigated by the Officers. If sufficient justification, a hearing before the full voting Board will be held. The vote of simple majority (excluding the member in question) of the Board of Directors is required for the dismissal of a Board Member.

The Board of Directors will automatically remove a Board Member from the Board without further action by being absent from three (3) consecutive unexcused meetings of the full Board. The removal becomes effective exactly one hour after the beginning of the third consecutive meeting.

Board Vacancies:

Vacancies in the Board of Directors shall be filled as follows: A person who is appointed by the President to replace an exiting Board Member will complete the unexpired portion of said term.

Article IV – Committees

Various committees shall be established, and appointments made thereto made by the President. Board Members are required to participate actively in at least one (1) committee of the Board. Each committee will appoint a chairperson to report activities of the committee to the full Board of Directors as needed.

Committees include, but not limited to:

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| Executive | Fundraising | Personnel |
| Finance | Building and Grounds | Hockey Development |

Figure Skating
Little League

Softball
Football

Public Relations
Nominating

All committees are directly responsible to the Board of Directors. The President shall have final jurisdiction in any dispute.

Article V – Meetings

Board Meetings:

The Board of Directors of the Hayward Sports Center shall meet at once a month on the first Wednesday after the 3rd of each month. All meetings shall be open to the public.

Annual Meeting:

An Annual meeting of the HSC shall be held during the May Board of Directors meeting. Each committee shall present a report of the previous year's operations.

Fiscal year of the Association shall be from July 1st to June 30th.

Special Meetings:

Special meetings will be on call of the President or upon petition by ten (10) general members. Notice must be made in publication in general circulation ten (10) days prior to the meeting date and must show the items to be considered. Only business that shows in the notice may be conducted at the special meeting.

Closed Session:

The Board of Directors may hold a closed session for the Board of Directors only when considering staff or volunteer issues to preserve the privacy rights for the staff and or volunteer in question.

Emergency Meetings:

Any member of the Board of Directors may call an emergency session of the Board only to take action on a specific item, which cannot wait until the next regularly scheduled meeting. Such member must make a good faith effort to contact each Board Member, and a quorum must be present at an emergency meeting for the Board to take action.

Article VI – Fee Structure and Refund Policy

The Board of Directors shall establish dues, registration, admission fees and required volunteer hours.

No Member is entitled to the refund of any dues, registration fees, of admission fees upon termination of membership once the season in question has commenced, unless due to injury causing an inability to participate for the remains of said season. In this case fees will be prorated as will concession hours if applicable. Insurance fees paid for said activity at time of registration are not refundable under any circumstance.

Article VII – Non-Discrimination Policy

This organization and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.

Article VIII – By-Laws

Present By-Laws were adopted at the Annual Meeting of April 13th, 1978, amended July 28th, 1982, April 17th, 1986, April 9th, 1990, March 6, 2002, June 2007, June 2010, May 2011 and November 2011

By-laws changes may be enacted by 2/3 of members present or by proxy at the Annual Meeting.