

Haslet Sports Association AMENDED BYLAWS 11/2024

ARTICLE I – Name and Purpose

Section 1: **NAME** – This organization shall be known as the Haslet Sports Association to be referred to as HSA or Association. This organization is established as a charitable, non-profit organization as described in Section 501c(3) of the US Internal Revenue Service Code or amendments thereto.

1.1 The mailing address of this association is P.O Box 95 Haslet, TX 76052.

The principal office of the association shall change with the present Secretary or any such place to be decided upon by the Executive Board.

Section 2: **PURPOSE** – The HSA will create and maintain an athletic program for the youth of the Haslet and Far North Fort Worth communities; commonly referred to as the “Greater Alliance Area”. The organization will instill in the youth of the community the ideas of fair play, sportsmanship, honesty, and leadership through fellowship. The HSA will provide a program molded to develop athletic skills and create a spirit of healthy competition, stressing teamwork and individual sacrifice. At all times, the interests of participation will remain paramount in any undertaking of the organization.

Section 3: The HSA will be a non-profit organization with the primary purpose of providing the youth of our community an organized athletic program.

Section 4: The HSA will take a proactive position in expressing its opinion to the Cities of Haslet and Fort Worth and the Northwest ISD on long-term planning and facility issues which affect our youth and will seek to have permanent representation on the appropriate city and school committees such as the Parks and Recreation Department.

Section 5: The HSA shall establish the guidelines for scholarship and sponsorship programs to ensure that all youth have the opportunity to participate in its programs.

ARTICLE II – Executive Board and Governing Body

Section 1: The officers of the HSA will consist of:

- one (1) President (E)
- one (1) Vice-President (O)
- one (1) Secretary (E)
- one (1) Treasurer (O)
- one (1) Parliamentarian (E)

*(E) – Even Years; (O) Odd Years

The officers of HSA will also be known as the Executive Board.

Section 2: The placement of Executive Board Officers will be elected by a simple majority vote of those from the community present at the annual elections held in June. The term of each Executive Board Officer position will be two (2) years, with terms beginning July 1.

The Haslet Sports Association Executive Board must have both a President and Vice President who are City of Haslet residents. The President and Vice President must be a City of Haslet Resident to be nominated and must maintain their residency during their term.

The HSA will send out nominating invitations prior to the election to all members of the HSA. The Board of Directors or a nominating committee appointed by the Board will present a slate of qualified candidates at the election.

Section 3: The HSA Board of Directors will consist of the five (5) officers elected in Section 1 and Sports Commissioners noted in Section 4. Any Officer of the Board must be a member in good standing of the HSA.

Section 4: The Sports Commissioners will consist of:

- one (1) Baseball Commissioner
- one (1) Basketball Commissioner
- one (1) Youth Softball Commissioner
- one (1) Volleyball Commissioner
- one (1) Adult Softball Commissioner

As the Board considers additional sports, additional commissioners may be added as needed.

Each Commissioner will be elected for a twelve (12) month term by a simple majority vote of those HSA members present at an election that will take place at the end of June.

Prior to the election, at the conclusion of a sport's season, a Commissioner may elect to honorably vacate their position prior to the expiration of their term. Rather than deem the position "vacant", the Board of Directors will elect a new commissioner during the next Executive Board Session.

The HSA will send out nominating invitations prior to the election to all members of the HSA. The Board of Directors will present a slate of qualified candidates (see Section 11 below) at the election.

Section 5: Vacancies on the Board of Directors shall exist upon (a) an increase in the authorized number of Directors; or (b) upon the death, resignation, or removal of any Director; or (c) by declaration of a majority vote of the current Board of Directors.

A majority of the Board of Directors may declare the office of an Officer or Commissioner vacant if they are (1) adjudged incompetent by a court; or (2) is convicted of a crime involving moral turpitude; or (3) fails to accept election to the Board of Directors; or (4) fails to attend three (3) consecutive regular Board meetings; or (5) for extreme misconduct, failure to fulfill his/her duties as a Director, or for good cause shown.

Vacancies to the Board will be filled on an interim basis by a majority vote of the remaining Board. Such interim position will be held until the next scheduled election for that position.

Section 6: No Officer or Commissioner may hold an office for longer than 24 consecutive months. The only exception is an Officer who is elected in an interim position (as described in Section 5 above) and runs for a full two-year term at the end of his/her interim term.

Officers and Commissioners are eligible to run for a different office at the end of their term or may run for their office again after someone else has held the position.

In the event no qualified candidates run for a given position, the outgoing Executive Officer or Commissioner may agree to serve as an interim basis not to exceed one year. After one year, if no qualified candidates are presented by the Board of Directors, the position will be declared vacant. The Board of Directors will determine if the vacant position should be filled for the remainder of the term, and if so, fill the position on an interim basis by a majority vote of the remaining Board. Such interim position will be held until the next scheduled election for that position.

Section 7: Sports Commissioners may be a Coach, Assistant Coach, or Manager in their sport during their term as Commissioner.

Section 8: The Board of Directors may designate one or more committees to conduct the business and affairs of the HSA to the extent authorized.

Each such committee shall contain at least two (2) members, at least one of whom must be a Director.

The board shall have the power to change the powers and membership of, fill vacancies in, and dissolve any committee at any time. The designation of any committee and the delegation of authority thereto shall not operate to relieve the Board of Directors, or any member thereof, of any responsibility imposed by law.

Section 9: The HSA shall indemnify all Officers, Directors, employees, and agents to the extent required by law. The Board of Directors may, by separate resolution, provide for additional indemnification as allowed by law.

Section 10: The HSA may purchase and maintain liability insurance on the Officers, Directors, and employees whether or not the HSA has the power to indemnify.

Section 11: In addition to being in good standing with the HSA, qualified candidates for election to the HSA Board be a member.

Section 12: In order to vote in elections, one of the following requirements must be met (1 vote per person):

- 1) current board member
- 2) coach or assistant coach for HSA within the past year
- 3) parent or guardian of a child registered with HSA within the past year.

ARTICLE III - Duties

Section 1: The President will be the principal executive officer of the HSA, and will facilitate all the business affairs of the HSA. The President, when present, will preside at all meetings of the HSA.

Duties include, but are not limited to:

- a) Sign all written contracts approved by the Board of Directors on behalf of the HSA.
- b) Votes only in the event of ties decisions (except for By-Laws revisions as outlines in Article 9-the President is not excluded from voting on By-Laws issues). Assigning duties to members of the Board and/or committees in the program.
- c) Conduct annual meeting for the community to explain the goals of the program and to review rules and regulations.
- d) Perform such duties as assigned by the Board and as implied by the By-Laws on behalf of the HSA.
- e) Serve as, or delegate to a member of the Board, the liaison role between HSA and the City of Haslet, Northwest ISD, and any other municipal entity as needed.
- f) Oversee (in conjunction with the appropriate Sports Commissioner where applicable) the process of obtaining background checks on all prospective HSA Board and coaching candidates.
- g) Oversee any communications to HSA members regarding other sports which are not governed by a specific commissioner.
- h) Obtain an annual audit by an approved third party.

Section 2: The Vice President will, in the absence of the President, assume all the President's roles and responsibilities.

In addition, he/she will chair a committee appointed by the Board (if necessary) to review the By-Laws of the HSA every spring and recommend appropriate amendments for Board consideration and action.

Section 3: The Secretary will keep a record of meetings and send notice of upcoming meetings. The Secretary will be the custodian of all meeting records.

The Secretary will receive and read pertinent letters and communications to the HSA.

Section 4: The Treasurer will manage custodial affairs of all financial records. Duties include but are not limited to:

- a) Prepare checks for payments approved by the President or Sport Commissioners. Disbursements less than \$500 will require only the

Treasurer's signature. Disbursements of \$500 or greater will require 2 signatures (usually the President or Secretary and Treasurer).

- b) Prepare a monthly financial report for HSA with approval by the Board of Directors. This monthly financial report will be broken down into (1) general activities of the HSA and (2) separate categories for each of the different sports included in the HSA.
- c) Keep accurate records of all monetary transactions and budgets. All documents and records shall be transferred to successor within one week from the end of the term.
- d) Promptly pay all valid billings for the program and take advantage of any discounts available.
- e) Assume accountability for the deposit of all revenues, bringing delinquent accounts to the attention of the Board of Directors.
- f) Accountable for the custody of all monies including reconciling of bank statements.
- g) Perform other duties as assigned by the Board of Directors.

Section 5: The Parliamentarian will ensure that all meetings are held in accordance to HSA bylaws and Robert's Rule of Order. The Parliamentarian will adhere to these rules to resolve all questions, procedures and conflicts.

Duties include but are not limited to:

- a) Accept and process official complaints which are not resolved on the Sport Commissioner level.
- b) To facilitate proposed rule changes or amendments to these By-Laws and present said changes to the Executive Board.
- c) To perform all other duties as assigned by the President.

Section 6: The Sport Commissioner is a HSA representative for their respective league. The HSA offers leagues in the following: Baseball, Basketball, Softball, and Adult Softball. The Sport Commissioner will primarily be responsible for the league's operation.

Duties include but are not limited to:

- a) The Sport Commissioner has the authority to appoint members to assist in the operation of their sport and is encouraged to delegate whenever possible.

- b) Assure that the rules and regulations for his/her sport are in compliance and posted. They must be updated prior to each season with board approval.
- c) Schedule and organize skill evaluations if appropriate for that sport.
- d) Arrange season scheduling of games and coordination of practice scheduling for available facilities.
- e) Secure birth certificates and medical release forms for players and assure that players complete necessary contracts signed by their parent or legal guardian.
- f) Conduct a seasonal meeting for the coaches in the league.
- g) Work with the coaches to prepare orders for uniforms and expendable equipment.
- h) Manage HSA owned equipment and provide an accounting for all equipment upon conclusion of the season to the Board.
- i) Oversee scheduling and payment of officials.
- j) The players will pay all pre/post season tournament fees and expenses. HSA will pay for one tournament per All-Star team at the commissioner's discretion.
- k) Make a recommendation to the Board of Directors as to which league affiliation best meets the objectives of the HSA.
- l) Keep a copy of the Coaches, Parents and Players Code of Ethics and Conduct on file.
- m) To act upon all protest and situations and report them to the Executive Board.
- n) Other duties as may become necessary.

Section 7: The Director of Fundraising will spearhead efforts for obtaining sponsorships and donations for HSA and all leagues operating under the HSA umbrella.

- a) Work directly with the HSA board, commissioners and Directors in the acquisition of sponsorships and/or donations for HSA.
- b) Work directly with each league commissioner and/or Directors in the determination of their sponsorship needs.

Section 8: The Director of Marketing/Social Media will spearhead efforts to communicate important league information to the public and local school districts.

- a) Create and post registration information including start/end dates and critical information.
- b) Work directly with the school districts to share information regarding upcoming HSA programs.

Section 9: Non-Voting Board Member Positions

a) **Director of Facilities/Field Maintenance**

- The Director of Facilities shall be responsible for coordinating field maintenance and workdays, purchasing of supplies and field equipment, as well as maintaining equipment.
- Coordinating any needed maintenance for fields, buildings, lighting and score boards.
- The Director will also be responsible for the implementation of other policy making decisions rendered by the Board.

ARTICLE IV - Protest Committee

Section 1: The purpose of the Protest Committee is to accept and receive all written protests and complaints that cannot be resolved at the commissioner level.

Section 2: The Parliamentarian will serve as the chairperson for the Protest Committee. The committee will be composed of three members which include the Parliamentarian, President and Vice President.

Section 3: All protests will be reviewed by the committee. A recommendation of findings and discipline will be presented to the Executive Board. Discipline will be governed as set out in Article VII.

ARTICLE V - Meetings

Section 1: Regular meetings shall be held each month at a location and time as designated by the Board of Directors. All meetings may be attended by any member in good

standing with the HSA. All votes taken by the Board of Directors must be public and the Secretary's records will reflect the vote of each Director.

Special meetings can be called at the request of the President or Board Members.

Section 2: A majority of the Board of Directors, inclusive of the President or Vice President shall constitute a quorum to transact any business of the HSA, except to adjourn. No proxy votes will be accepted.

Section 3: Given the dynamic nature and necessity of HSA business in a timely manner, specific business requiring approval by the Board of Directors may transpire through an electronic mail format. All votes and responses from HSA Board members must be maintained by the Board member who initiated the transaction of business, and they must also present the final results at the next HSA Board Meeting.

ARTICLE VI - Discipline

Section 1: All members including, but not limited to; Executive Board members, Commissioners, Directors, coaches and assistant coaches are subject to disciplinary rules.

Section 2: The Executive Board shall set a hearing and notify the concerned individual(s) of the date, time and place within 72 hours of the hearing.

Section 3: The Executive Board shall vote after hearing all pertinent facts, witnesses, and recommendation of the Protest Committee. A majority vote of the Executive Board present at the hearing is required for any disciplinary action to be taken. The finding of the Executive Board and any recommendation for discipline shall be sent immediately, in writing by certified mail.

Section 4: Action taken by the Executive Board may include, but not be limited to:

- a) Written or Verbal reprimand
- b) Probation
- c) Suspension (Temporary or Permanent)

d) Dismissal from HSA activities

The findings and recommendation from the Executive Board shall be final.

ARTICLE VII - Finance

Section 1: All monies collected shall be used to further the objectives of the HSA.

Section 2: Disbursement of monies will be agreed on by the majority vote of the Board of Directors. It is the goal of the HSA that each sport will have a budget that is designed to be self-sufficient and should not require subsidy by other sports or by the HSA's general administrative funds. Should circumstances dictate the need for such a subsidy, it will have to be approved by a majority vote of the Board of Directors.

Section 3: The Board of Directors reserves the right to refuse reimbursement of expenditures deemed unnecessary or extravagant.

Section 4: Any equipment and/or capital project purchases exceeding \$500 will require a minimum of two quotes and specific board approval.

Section 5: Any reimbursement check to any member of the Board of Directors cannot be signed by that member.

Section 6: No Board member shall receive any compensation for services rendered as a Board member.

Section 7: No cash contribution (except direct reimbursement from teams for expenses related to cage rentals, tournament fees, or any other board approved expenses, never to exceed the amount of the actual expense incurred). All other funds (i.e., sponsorships or donations) shall be raised in the name of Haslet Sports Association (HSA) and shall be recorded in the financial statement for the related specific sport(s) under the appropriate income line. These funds may not be earmarked or reserved

for any specific purpose without the prior approval of the HSA Board of Directors.

Section 8: The fiscal year of this Association shall begin September 1st and end August 31st.

ARTICLE VIII - Amendment of By-Laws

Section 1: By-Law changes may be proposed at any time by a member of the Board of Directors and must be submitted to the Board for consideration. By-Law amendments will require a 2/3 majority vote of all members of the Board of Directors.

Section 2: Ratification of these By-Laws will be conducted by a simple majority vote of all attendees at the October 2024 meeting of the HSA. Annual ratification thereafter of any By-Laws changes recommended by the review committee described in Article III, Section 2 will be approved by a 2/3 majority vote of all attendees at the second monthly meeting after the review committee submits its recommendations, provided that a copy of such recommendations is made available at least 30 days prior to such vote.