

**THE HOKENDAUQUA PARK AND PLAYGROUND ASSOCIATION**  
**Bylaws (Revised October 10<sup>th</sup>, 2017)**

**ARTICLE I**  
**NAME**

*Section 1*

The name of the organization shall be the Hokendauqua Park and Playground Association (HPPA).

**ARTICLE II**  
**SEAL**

*Section 1*

The corporate seal shall have inscribed thereon the name of the corporation, the year of its incorporation (1923), the words "Corporate Seal - Pennsylvania."

**ARTICLE III**  
**PURPOSE**

*Section 1*

The primary purpose of the Association is to:

- (a) provide supervised instruction and enjoyment of healthful athletic activities for the eligible youth living in Whitehall-Coplay School District;
- (b) provide and maintain recreational facilities for the residents of Hokendauqua;
- (c) be maintained as a non-profit association.

**ARTICLE IV**  
**MEMBERSHIP**

*Section 1 - Membership*

All residents of Hokendauqua or parents of children participating in the program who are in agreement with the purpose of the organization, willing to share in the responsibilities involved, are at least 21 years old, and have attended three of the last six meetings are members of the Association.

Section 2 – Fees

There will be no membership, entry or annual dues charged. A registration fee will be considered for all organized programs.

Section 3 – Motions

Only eligible members may propose projects, make motions on all subjects, and second the motions. Anyone in attendance may voice their opinion on all subjects concerning the Association after proper recognition by the President.

Section 4 – Voting

- (a) Only eligible members (except the President) will be allowed to vote on motions presented and seconded. A quorum of at least six Association members, including a minimum of two officers must be present for a vote on a motion.
- (b) In case the vote on a motion results in a tie, the President will cast the deciding vote.
- (c) The provisions of an approved or defeated motion may not be resubmitted during the current fiscal year unless previously presented to and approved for presentation by the Board.

**ARTICLE V**  
**OFFICERS**

Section 1 - Officers

There will be four (4) elected officers and five (5) elected commissionerships as listed:

President  
Vice President  
Secretary  
Treasurer  
Boys Baseball Commissioner  
Girls Softball Commissioner  
Boys Basketball Commissioner  
Girls Basketball Commissioner  
Property Commissioner

Section 2 - Eligibility

The minimum age for officers and commissioners shall be 21 years old. A member must attend six (6) out of the last twelve (12) meetings to be eligible to serve as an officer or commissioner.

Section 3 – Term

The term of office shall be one fiscal year starting July 1. Officers may succeed themselves and an individual may only hold one office and commissionership concurrently.

Section 4 – Nominations

Officers and commissioners will be nominated and candidates will accept nominations at the May monthly meeting, elected by a majority vote at the June monthly meeting, and begin their term on July 1.

**ARTICLE VI**  
**DUTIES OF OFFICERS/COMMISSIONERS**

Section 1 - President

The President will preside over all monthly and special meetings. If required, he shall sign with the Secretary, all legal papers and official documents in the name of the Association. He shall appoint all standing and temporary committees. He shall sign the Association checks in the absence of the Treasurer. He shall have keys to all Association locks as well as the Post Office safety deposit boxes.

Section 2 – Vice President

The Vice President will perform the President's duties in his absence, except to sign checks. He will assist the President in the work of the Association as well as acting as chairman of an audit committee, if deemed necessary. He shall review all financial statements with the Treasurer as provided and approved at the monthly meetings.

Section 3 – Secretary

The Secretary will keep an accurate record of the proceedings at all meetings of the Association and present a written account to the membership at the following monthly meeting. He shall keep the role of all people present at all meetings. He shall be responsible for all correspondence of the Association and the safekeeping of all deeds, documents and records as prescribed by rules governing non-profit corporations.

#### Section 4 – Treasurer

The Treasurer will be responsible for the financial affairs of the Association and all committees. He will keep a careful account of all monies received, deposited and expended. He will be authorized to pay all bills of the Association. He will present a written report on the financial condition of the Association at each monthly meeting. This report shall consist of a balance sheet that lists deposits, expenses and current balances for all accounts. He will prepare an annual report listing the financial transactions of the Association for each fiscal year starting January through December and prepare and submit an “end of season” accounting. His reports shall be submitted to the Board for presentation to the membership. He shall coordinate all the insurance needs of the Association and/or assist with the insurance needs, if necessary.

#### Section 5 – Sports Commissioners (Baseball; Basketball/Softball)

The sport commissioners will organize and coordinate the respective sports programs. This includes scheduling fields and gym time, providing uniforms and equipment and coordinating fundraisers. He will appoint subordinates to assist in the various duties of his office. He will call sports meetings as necessary for the good of the program. He will submit the nominations for all head coaches and be responsible for their conduct. He will maintain an inventory of all sports equipment and prepare a list of equipment needs, if any. Any motion passed at sports meetings will be submitted for approval by the membership at the next monthly Association meeting. He will authorize the purchase of sports equipment needed immediately up to a limit of \$200.00. Expenditures over \$200.00 must be approved by the membership or by a special meeting of the Board. He will make sure the appropriate insurance coverages are obtained through the Treasurer. He will submit to the Secretary team rosters and a set of bylaws for each league, if requested by the Board, in which teams participate. The sports commissioners shall have the authority to represent any and all teams, if he or she desires, at monthly Association meetings. A Sports Commissioner rejection can be overridden by a two-thirds majority vote of the membership.

#### Section 6 – Property Commissioner

The property commissioner will be responsible for the reporting on the condition of the grounds, buildings and maintenance equipment of the Association and recommend any maintenance required. He will be responsible for any funds generated via rental fees paid for property or buildings.

### Section 7 – Head Coaches/Coaches

All coaches and team personnel will be required to sign the Association's Code of Conduct Policy. Head coaches, assistant coaches and other team personnel must abide by all the rules regarding them in the Code of Conduct Policy. Failure to do so may result in disciplinary action and/or termination, as determined by the Board.

The head coaches will be responsible for the supervised instruction of the athletic teams. They will choose their own coaching staffs and be responsible for the conduct of the entire team. The head coach or a member of the coaching staff must attend every sports and monthly Association meetings during their respective season. The head coach will be responsible to present an accounting of equipment, supplies and uniforms at the request of the sports commissioner. All equipment, uniforms and keys must be returned within one month of the season completion. He must submit a team roster to the sports commissioner at the start of each season. The head coach will make every attempt to play the entire roster of players. He will use discretion before placing players in situations that may result in injuries to the player(s). Head coaches and assistant coaches must abide by the rules and regulations' pertaining to coach's duties as provided by the organization as well as any respective league rules and regulations.

Baseball and softball head coaches will be approved by the baseball and softball commissioner(s) and approved by a majority vote of the membership.

Basketball head coaches will be approved by the basketball commissioner(s) and approved by a majority vote of the membership.

All coaches will be required to submit to a background check, if one has not already been obtained, and paid for in its entirety by the Association.

### Section 8 – League Representatives

It is the responsibility of the league representatives to attend the required league meetings and report back to the organization. If a league representative is unable to attend a league meeting, it is the representative's responsibility to obtain a substitute or be subject to paying the league fines for non-attendance, if any.

## **ARTICLE VII** **MEETINGS**

### **Section 1 – Meetings**

Regular monthly meetings will be held the second Tuesday of each month. If it becomes necessary to alter this meeting schedule due to sporting activities or inclement weather, the Secretary shall send appropriate notice of the change in a regular meeting. A quorum is required for any vote at a regularly scheduled meeting.

### **Section 2 – Order of Business**

- (a) Call to Order
- (b) Public Forum
- (c) Past Meeting Minutes
- (d) Financial Reports
- (e) Committee Reports
- (f) Sports Program Reports
- (g) Website
- (h) Bylaws
- (i) Old Business
- (j) New Business
- (k) Miscellaneous and Recurring Items
- (l) Adjournment

## **ARTICLE VIII** **BOARD**

### **Section 1 – Board of Control**

The Board of Control will consist of the officers and commissioners.

### **Section 2 – Special Meetings**

A closed meeting will be called by any Board of Control member to discuss and resolve issues of an emergent nature where circumstances do not permit the calling of a special meeting of the membership. Only eligible members of the Board will be allowed to vote at these special meetings.

### Section 3 – Power and Duties

Powers and duties will interpret the provisions of Bylaws of the Association and other regulations which may be from time to time adopted. The Board, by unanimous vote, reserves the right to consider, on a case-by-case basis, any exceptions to any of the provisions of these bylaws which it deems in the best interest of the organization including the rejection of any player registration on those grounds.

### Section 4 – Grievances

Any grievance concerning the functions of the Association will be resolved by the Board. The procedures for grievances pertaining to a particular sport shall first be raised with the head coach, and then the respective sports commissioner. If a disagreement within the sports programs cannot be resolved within one week, the issue will be presented by the sports commissioner(s) at a special meeting of the Board. The Board has authority over the final decision.

### Section 5 – Dismissals

Any member of the Board, upon receipt of reports of improper conduct by an official, coach, player or other individual subject to the HPPA Code of Conduct, may request a special meeting of the Board to be held with all concerned parties to review the situation. The sports commissioner(s) will make the recommendation for dismissal with regard to head coaches, assistant coaches or other team personnel. Coaches may be dismissed immediately, if the sports commissioner(s) determine it is in the best interest of the Association to do so. A notice of dismissal will be authorized by a majority vote of the Board. A suspension and/or termination of allowed participation with regard to anyone other than an official, coach or other team personnel, including but not limited to players, parents, family members, friends or other invited guests, may be recommended by the Board if it is determined to be in the best interest of the Association to do so. A notice of suspension and/or termination of allowed participation will be authorized by a majority vote of the Board.

## **ARTICLE IX** **INCOME**

### **Section 1**

The Association will have full authority over all registration fees, concession stand profits, home game admissions/donations, fundraiser profits and Warke/Horn Funds. No fundraiser may be run without Association approval.

Warke/Horn funds may be used by the organization as it sees fit, as long as there is sufficient funds available to support the annual scholarships. Since the funds are kept in a separate account at no time should this account be less than the annual payout. If the account drops below the annual payout, these funds will then be off limits to non-scholarship expenditures.

### **Section 2**

If requested by the President and if the President deems it necessary, season budgets will be prepared by the sports commissioner(s) and presented to the membership for approval by a majority vote prior to the start of the season (baseball-March, basketball-November). These budgets will list all anticipated expenses (equipment, insurance, officiating fees, league fees, awards, banquets, etc) and anticipated income (registration, fund raisers, concession stand profits, home game admissions/donations, etc).

### **Section 3**

Fundraisers will be the responsibility of the fundraiser coordinator. This includes the number of fundraisers per season, documentation of orders, fundraiser supplies, and notification to coaches, parents, and players of fund raiser monies due.

## **ARTICLE X** **COMMITTEES**

### **Section 1**

Committees may be formed for the purpose of capital improvements budget preparation, the concession stand, and any expenditure in excess of \$5,000.00. Additional committees will be formed as the President deems necessary. The President will appoint the chairman who will lead the committee in completing its appointed task. The chairman will present the committee findings to the Association for appropriate action.



## **ARTICLE XI** **PARTICIPANTS**

### **Section 1- Age**

The minimum age for youths in all sports programs will be five (5) years old. The head coach may accept four (4) year old based on above average ability, maturity, and league rules in which the Association participates, as an active member. The minimum age requirements may be adjusted from time to time on a case-by-case basis, with the ultimate goal to be the safety and welfare of the particular athlete.

### **Section 2 – Waivers**

Parents must request a waiver for their youth per league requirements by request to the respective sports commissioner. The sports commissioner will present the request at the next regular monthly Association meeting. A majority vote of the membership is required to grant the waiver.

### **Section 3 – Eligibility Guidelines**

Eligibility guidelines will encourage youths to continue with the program during their years of eligibility. The goal is to offer roster sports to youths previously active in the program prior to accepting youths from other organizations, especially in cases where roster spots are limited and cuts must be made. The disqualification of a youth previously active in the program would be warranted if termination of that youth's allowed participation had been previously determined by the Board. If a participant requires a waiver to be submitted for participation in a particular sport, the Board must approve such waiver.

### **Section 4 – Conduct**

All parents and team participants will be required to sign the organization's Code of Conduct, which may be amended from time to time as determined by the Board, as well as any required league forms which may also include a Code/Rule of Conduct Policy. All youths, teams and parents will abide by all rules and regulations set forth by the Association and their respective leagues. Failure to abide shall result in dismissal of the person or persons involved and suspension and/or termination of allowed participation in any HPPA program for any length of time as determined by the Board. Any such determination will be decided by a majority vote.

Section 5 – Injuries

If a youth becomes injured and is declared ineligible to play by qualified medical personnel, he will not play. Any injury must be reported immediately to the sports commissioner and President. The participant may only resume competition when the head coach is presented with a permission slip signed by a doctor.

**ARTICLE XII**  
**PARENTAL DUTIES**

Section 1

Each family is expected to support the activities of the Association as a whole and the particular sport in which their child participates. This includes concession stand, fundraisers, work days, and other events/activities the Association may adopt from time to time. Parents, family members and/or any spectator attending an Association event as a representative of a registered player, are also required to abide by the Association's Code of Conduct Policy. Failure to do so may result in expulsion from that event and suspension and/or termination of allowed participation in any HPPA program for the family involved. The Code of Conduct Policy shall be posted and shall be visible to spectators.

**ARTICLE XIII**  
**UNIFORMS**

Section 1

All equipment issued to the participant must be returned to the Association in its original condition except for normal wear. The parent is responsible for return of all Association property or reimbursement equivalent to the cost of replacing the same within one month of notice by the coach or sports commissioner(s). The President will have final approval of any cost and/or payment issues regarding equipment.

Section 2

New uniforms will be purchased as required on the recommendation of the sports commissioner(s) and approval of the membership by majority vote. The President will have final approval of any cost and/or payment issues regarding equipment.

Section 3

Uniforms will be issued to each participant for the particular program upon verification of all fund raiser monies due have been satisfied for the current and/or previous season(s).

**ARTICLE XIV**  
**TOURNAMENTS AND AWARDS**

**Section 1**

Entrance in tournaments and issuance of awards must be approved by the Board at its regularly scheduled meeting.

**Section 2**

No awards may be given without prior approval of the Association. No individual team picnic, parties, or other award activity is to be conducted with Association monies or additional monies solicited from parents or players, without prior approval of the Board. Championship teams who participate in a sanctioned league will receive an award from the Association, all at the discretion of the Board.

**Section 3**

The Association will award two (2) \$1,000.00 Warke/Horn Scholarships annually. The Warke/Horn Scholarship Award is presented to one (1) male and one (1) female who have completed their senior year of high school, who represents athletic ability, and who meets the criteria set forth in the Warke/Horn Scholarship application. If there are no male applicants, the Association may award the scholarships to two female athletes. If there are no female applicants, the Association may award the scholarships to two male athletes. The recipients will be nominated and voting will occur at the March/April monthly meeting. Recipients will be awarded by a majority vote of the membership.

**ARTICLE XV**  
**AMENDMENT TO BYLAWS**

**Section 1**

Proposed bylaw changes may be submitted by any member of the organization and must be submitted prior to the adjournment of the July monthly organization meeting. Proposed bylaw changes must be submitted in writing, signed and dated, to an officer or a member of the bylaw committee. All proposed changes must be reviewed by the Board at a regularly scheduled meeting and voted on at the next three consecutive meetings. A majority vote of the membership is required to amend the bylaws of the Association.

**ARTICLE XVI**  
**DISBANDMENT**

*Section 1*

In the event the Association should disband, all property and money belonging to the Association will become the property of Whitehall Township to be used to provide recreational facilities for the residents of Hokendauqua.

**ARTICLE XVII**  
**MISCELLANEOUS**

*Section 1*

The section titles and headings are inserted as a matter of convenience only and do not define, limit or describe the scope of these bylaws or the intent of the provisions contained herein.

*Section 2*

If any provision of these bylaws are considered unconstitutional, invalid or contrary to any existing or future law, such invalidity shall not affect any remaining provisions of these bylaws.

*Section 3*

Common nouns and pronouns shall be deemed to refer to the masculine, feminine, neuter, singular, and plural, as the identity of the person may in the context require.

Revised: October 10<sup>th</sup> 2017