

Hopkins Bobcat
Athletic
Association
BYLAWS

January 1
2016

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HBAA BYLAWS

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ARTICLE I INTRODUCTION

Section 1.1 Purpose of Bylaws

These Bylaws shall govern all matters relating to the structure and management of the Association, including, among other things:

- a. The rights and duties of Members as among each other and in relation to the Association
- b. Member qualifications, meetings and votes; and
- c. Director qualifications, meetings and votes; and
- d. The indemnification by the Association of Directors and Officers; and
- e. Other structural and management issues, including amendment of the Articles of Agreement and these Bylaws.

Section 1.2 Name of Association

The name of the Association shall be Hopkins Bobcat Athletic Association (hereinafter known as "HBAA").

Section 1.3 Purpose of Association

To provide a safe and productive environment designed to teach and develop the fundamentals of sportsmanship, teamwork, physical fitness, and healthy competition. Participation in our league is open to all boys and girls in the Northern Chesterfield school district. We offer baseball, basketball, cheerleading and football for youth ages 4-18 years. The organization is organized exclusively for educational purposes under Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code.

ARTICLE II MEMBERS AND MEMBER RIGHTS

Section 2.1 Membership Qualifications

The Members of the Association shall consist of any person as follows:

- a. Any child currently registered in any Association activity;
- b. Any person 18 years of age or older who is a parent or guardian of a child currently registered in any Association program that has paid the annual membership fee as described in section 2.3
- c. Board of Directors, Coaches and Assistant Coaches that have paid the annual membership fee as described in section 2.3

Section 2.2 Term of Membership

- a. Any member who is eligible as a member under section 2.1 shall remain a member until the end of the calendar year.

Section 2.3 Membership Dues and Fees

- a. The Board of Directors shall establish family membership dues annually. Payment of the annual dues entitles the member's family to all privileges of the Association for the calendar year for which the dues have been paid.

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- b. Membership dues are non-refundable. Playing fees are non-refundable except in an extreme situation where it is approved by a 2/3 vote of the Board of Directors.
- a. Fees for playing baseball, basketball, football, and cheerleading shall be established annually by the Board of Directors.
- b. Family membership dues and all playing fees must be paid before a child can participate in any activity.
- c. A deposit to cover the cost of the equipment may be required before equipment can be distributed. The amount of the deposit will be established annually by the Board of Directors

Section 2.4 Player Eligibility

Youth participating in any organized sponsored activity shall be eligible in accordance with playing rules of the governing body of the county.

Section 2.5 Membership Disciplinary

- a. Any member may be **suspended** or **expelled** from membership for conduct deemed detrimental to the Association by a two third (2/3) majority vote of the board of directors. (Appendix A)
- b. Membership dues and playing fees are not refunded to the suspended or expelled members.
- c. In the event a family or individual is suspended or expelled from the Association, he/she has the right to a personal hearing before the Board of Directors within five (5) days of action taken. In all cases, action of the Board of Directors is final and subject to no further appeal.
- d. A suspended or expelled family or individual member shall be notified by phone or personal contact by the President of the Association within 24 hours of the meeting setting forth any suspension or expulsion.

Section 2.6 Member Voting Rights

Any Member as defined by Sections 2.1.b and 2.1.c shall, at every meeting of the members, be entitled to one (1) vote in person or by proxy per family, votes cannot be split.

- a. A majority vote of the members present at any duly scheduled and duly conducted membership meeting shall decide any issue presented by the Board of Directors at the meeting.

ARTICLE III BOARD OF DIRECTORS

Section 3.1 General Powers of Board of Directors

All of the business, property and affairs of the Association shall be managed by, and under the authority of, the Board of Directors.

- a. The number of Directors shall be determined by the Board of Directors.
- b. Elections for new board members will commence yearly in a fluctuant manner that allows for the vacancy of at least half of the Board of Directors seats to be voted on and filled by election at the annual November General Body Meeting.
- c. Elected board members shall take office January 1, following their election.

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- d. The Board of Directors is authorized to expend whatever funds necessary and available for proper operation of the association at all times, subject to full audit
- a. All checks shall be approved by the Board of Directors and signed by the Treasurer and the President of the Association. All checks require two signatures, and in the event that the President is unavailable, any board of director elected officers as defined in section 3.3 shall be eligible to serve as additional signature guarantee.
- b. Revenue may be derived from concession sales, advertising, annual dues, fees, interest on deposits, voluntary contribution, special projects, sponsor donations, fundraising, sale of assets, or by any other means approved by the Board of Directors.
- c. The fiscal year of the Association shall be January 1 through December 31. An annual audit shall be conducted within 45 days of the fiscal year end. All books and funds shall be subject to audit.

Section 3.2 Number, Tenure and Qualification

The Association shall be managed by a Board of Directors consisting of at least nine (9), but not more than twelve (12) members.

- a. From the date of his or her election/appointment, each board member shall hold office for two years.
- b. No member shall miss three (3) consecutive monthly meetings without just cause. Any member who misses three (3) consecutive monthly meetings without just cause shall be subject to review by the remaining members and possible removal provided that two-thirds (2/3) majority of the remaining members so agree.
- c. All members of the Board of Directors are to have approved Background Checks administered by Chesterfield Parks and Recreation before they are eligible to take office January 1 of the following year. Any member not having an approved background check by January 1 will have their Board seat vacated and that seat will be filled by a 2/3 vote of all eligible candidates from the list of remaining eligible electoral candidates from the November elections.

Section 3.3 Classification of Board of Directors

Board of Directors shall have the following officers of the Association:

- a. President;
- b. Vice-President;
- c. 2nd Vice President;
- d. Secretary;
- e. Treasurer

The authority and responsibility of the Elected Officers are described in Article IV.

Section 3.4 Nominating Committee

The nominating committee assists the Board of Directors by preparing a slate of recommended nominees for positions that become vacant at the November general membership meeting.

- a. The nominating committee should be determined by the August general body membership meeting.

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- b. The President shall not be a member of the nominating committee.
- a. The chairperson of the nominating committee shall be an elected officer selected by the board of directors
- b. The nominating committee shall include one **(1)** elected officer and two **(2)** non-officer holding members of the current board and two **(2)** members currently in good financial standing. A total of at least 5 representatives shall make up the nominating committee.
- c. The nominating committee shall notify membership of its nominee's for all vacant positions 10 days prior to the General Body membership meeting.
- d. The general membership will vote on the members to serve on the board of directors

Section 3.5 Officer Election

Nominations for board of directors shall be accepted at the General membership meeting held in November.

- a. The election of Officers shall be held at the December board of directors meeting.
- b. The elected positions shall be: President, 1st Vice-President, 2nd Vice President, Secretary, and Treasurer.
- e. A tie vote will be resolved by re-balloting between the tied nominees. All elections shall be by secret ballot. The newly elected officers shall take office January 1, following their election.

Section 3.6 Vacancies

- a. If the office of the President is vacated for any reason the 1st Vice President will automatically assume the role for the remainder of the term.
- b. All vacancies of officers (except office of President) may be filled by appointment made two-third (2/3) consent of the remaining members of the board of directors.
- c. Each person elected to fill a vacancy shall remain an officer until his successor has been elected by the board of directors who may make such election at their next board of director meeting or at any special meeting duly called for that purpose.

Section 3.7 Power to Appoint Other Positions

The Board of Directors shall have power to appoint such other positions as the board may deem necessary for transaction of the business of the association by appointment made two-third (2/3) vote.

Section 3.8 Removal of Officers

Any appointed officer may be removed by 2/3 vote by the Board of Directors whenever, in the judgment of the board, the business interests of the association.

Section 3.9 Power to Fill Vacancies

The Board of directors shall have power to fill any vacancy in any office by appointment made two-third (2/3) vote.

Section 3.10 Regular Meetings of The Board

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Regular meetings of the members shall be held monthly, at a time and place designated by the board.

Section 3.11 Quorum

Presence in person of majority Directors shall constitute a quorum at any Meeting of the Board of Directors, provided proper notice of said meeting was given.

ARTICLE IV ELECTED OFFICERS

Section 4.1 President

The President shall be elected by the board of directors at the December general board meeting. The President shall be the Chief Executive Officer of the Association. The President shall preside over all meetings of the Board of Directors and of the members. The President shall have general and active management of the business of the association and shall see that all orders and resolutions of the Board are carried into effect. The President shall be an ex-officio Member of all standing committees and shall have the general powers and duties of supervision and management usually vested in the office of President of an Association. The President also has the authority to counter sign all checks and drafts. The President has the authority to organize committees for all functions. The President will act as representative of Association. The President is authorized to expend not more than \$25.00 of Association funds for Association purposes during any calendar month without approval of the Board of Directors. The President will assume additional responsibilities as they arise.

Section 4.2 First Vice-President

The 1st Vice President shall be elected by the board of directors at the December general board meeting. The 1st Vice President will assume all responsibilities of the President in his or her absence. The 1st Vice President will assume additional responsibilities as they arise.

Section 4.2 Second Vice-President

The 2nd Vice President shall be elected by the board of directors at the December general board meeting. The 2nd Vice President will automatically assume all responsibilities of the 1st Vice President in his or her absence. The 2nd Vice President will assume additional responsibilities as they arise.

Section 4.3 Secretary

The Secretary shall be elected by board of directors at the December general board meeting. The Secretary shall attend all meetings of the Members and of the Board of Directors, and shall preserve in books of the Association true minutes of the proceedings of all such meetings. The Secretary shall perform such other duties as may be delegated to him or her by the president or Board of Directors. The Secretary shall handle all incoming and outgoing correspondence. The Secretary shall maintain the official record of memberships. The Secretary shall make necessary written correspondence as directed by the President or Board of Directors. The Secretary shall maintain a proper file of all permanent and legal papers of the Association including contracts, deeds, etc. The Secretary will assume any additional responsibilities as they arise.

Section 4.4 Treasurer

The Treasurer shall be elected by the board of directors at the December general board meeting. The Treasurer shall keep a proper account of all funds received by the Association. The Treasurer shall deposit all funds of the Association to either a demand or savings account as directed by the Board of Directors, maintain and reconcile these accounts. The Treasurer shall provide a financial statement to the Board of Directors at its monthly meetings and to the membership at the general membership meetings. The Treasurer shall make all books and financial records available to an audit committee at the appropriate time and assist them in any way desirable. The Treasurer shall see that all bills properly approved by the Board of Directors are paid in a timely manner. The Treasurer shall maintain an accurate record of all income and disbursements. All obligations will be paid by check; no payments will be made in the form of cash. The Treasurer will assume additional responsibilities as they arise (i.e. assist with sports registration via in-person or online; as well as works with the website administrator regarding billing/payments).

ARTICLE V APPOINTED SPORTS DIRECTORS

Section 5.1 Power to Make Appointments:

In accordance with Section 3.7 of these Bylaws, the Board of Directors shall appoint the following positions of the association.

- a. Athletic Director;
- b. Director of Baseball;
- c. Director of Basketball;
- d. Director of Cheerleading;
- e. Director of Football

Section 5.2 Athletic Director

The Athletic Director is responsible for appointing sports directors for each of the athletic programs. The Athletic Director shall have the same oversee and share the responsibilities of the sports directors. The Athletic Director shall make sure there are presence at all league meetings for each athletic program. The Athletic Director, Sports Director and Equipment Manager will work closely with the Treasurer in regards to all purchases per sports program.

Section 5.3 Director of Sports Operations

The Director shall preside over sign-ups for particular sport, and insure that maximum number of children who want to play get an opportunity to play and preside over team selections. The Director will be responsible for understanding the player eligibility rules and boundaries based on the governing body of each sport.

The Director of sports operations shall head up the sport for which he or she is a director. Each Director shall advise the Board of Directors of the league fees, prepare a proposed and actual season-end budget for that sport, co-lead registration with Registrar, Treasurer, and attend league meetings and vote in the best interest of Hopkins Bobcat Athletic Association. The director of s p o r t s operations works with the Registrar and Treasurer to complete all paperwork and rosters required to insure that all matters of interest are promptly reported to the board, coaches and leagues of the particular sport.

The Director is responsible for abiding by the policies set by their governing body regarding player's eligibility and boundaries.

The Director is responsible for organizing the teams and/or squads and presenting the names of coaches to the Board of Directors for approval. Once approved, provide necessary instruction and rules to all coaches; select practice areas available and set up practice schedules for each team. The Director shall arrange promotions that publicize their sport.

The Director shall give information necessary to schools for distribution; schools may be called to request announcements over the speaker; notices should be packaged in groups according to student numbers and may be left at the schools for distribution. Flyers may be distributed once approval has been secured from Chesterfield Parks and Recreation.

The Director shall establish standards of conduct for all coaches, insure that all coaches or sponsors have had necessary background checks; answer all player and parent complaints/questions; and report undesirable conduct and unreasonable problems to the Board of Directors.

The Director shall coordinate the team and individual pictures of the participants of their sport. The Director shall attend all meetings of the Board of Directors. The Director shall transfer, upon expiration of the term of office, to the successor, all records, equipment and residual holdings belonging to the association.

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The director shall coordinate in conjunction with the Fundraising/Apparel Manager all sports fundraiser efforts and established fundraising deposit fee per family.

Section 5.4 Coaches Qualifications

At no time shall an individual under the age of eighteen (18) years be permitted to be a Head Coach or an Assistant Coach in any form.

All coaches must submit to criminal background check through Chesterfield County Police prior to the start of any organized sport season. Coach's cards must be reviewed by the sports director.

ARTICLE VI APPOINTED POSITIONS

Section 6.1 Power to Make Appointments

In accordance with Section 3.7 of these Bylaws, the Board of Directors shall appoint the following positions of the Association.

- a. Equipment Manager;
- b. Fundraising/Apparel Manager;
- c. Concession Manager;
- d. Special Events Manager;
- e. Registrar

Section 6.2 Equipment Manager:

The Equipment Manager shall be responsible for all individual equipment belonging to the association. The equipment manager shall oversee the issuing of equipment to players and verify the roster of distribution. At the close of any seasonal activity, or as directed by the Director of Sports Operations with the approval of the Board of Directors, the equipment manager shall take in equipment issued to specified individuals. The equipment manager shall coordinate purchase of new equipment with the director of sports operations and Treasurer and distribute equipment as authorized by the Board of Directors. The equipment manager shall maintain inventory of all equipment. No equipment can be sold for a donation or destroyed without prior approval of the Board of Directors. The equipment manager will assume additional responsibilities as they arise. The equipment manager works closely with the Board of Directors, Director of Sports Operations and Treasurer.

Section 6.3 Fundraising Manager

The Fundraising Manager shall be responsible for solicitation and local sponsorships to support league operations. The fundraising manager collects and reviews sponsorship and fundraising opportunities. The fundraising manager organizes and implements approved league fundraising activities. The fundraising manager coordinates participation in all fundraising activities. The fundraising manager maintains records of monies secured through sponsorship and fundraising initiatives. The fundraising Manager will assume additional responsibilities as they arise. The fundraising manager works closely with the Director of Sports Operations and Treasurer.

Section 6.4 Concession Manager

The Concession Manager maintains the operation of concession facilities. The concession manager organizes the purchase of concession products. The concession manager is responsible for the management of the concession sales at league events. The concession manager schedules volunteers to work the concession booth during league events. The concession manager collects and reviews concession related offers including coupons, discounts and bulk-purchasing opportunities. The concession

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manager organizes tallies and keeps records of concession sales and purchases. The concessions Manager will assume additional responsibilities as they arise. The concession manager works under the supervision of the Treasurer.

Section 6.5 Special Events Manager

The Special Events Manager shall work with the Directors of Sports operations and the Treasurer to plan all special events of HBAA. These events include, but are not limited to, the end of season banquet celebrations and homecoming weekend. The special events Manager will assume additional responsibilities as they arise.

Section 6.6 Registrar

The Registrar shall supervise all matters pertaining to the registration of players in all divisions. The Registrar shall be responsible for the registration of teams and players. The registrar is responsible for all registration communications/announcements to the general public. The registrar works with the Treasurer to collect and deposit all registration fees via in-person within 48 hours. The registrar works with the sports director in establishing the registration dates. The registrar works under the supervisor of the Treasurer and the Director of Sports Operations. The Registrar works with the website administrator (Online Registration).

ARTICLE VII MEETINGS

Section 7.1 Board of Directors Meeting

- a. Meetings of the Board of Directors shall be held monthly with the time and place designated by the President at the previous meeting.
- b. If the board is unable to meet on the predetermined date in any given month a rescheduled meeting must be held within seven (7) days

Section 7.2 General Membership Meeting

There shall be three (3) general membership meetings per year. The meetings shall be held in March, August and November at a time and place designated by the Board of Directors.

The purpose of the meetings shall be:

- a. **March meeting** – Outline baseball activities and conduct any other business brought before the meeting by the Board of Directors.
- b. **August meeting** – Outline football and cheerleading activities and conduct any other business brought before the meeting by the Board of Directors. The nominating committee chairperson shall be determined at this meeting; the committee shall be led by an elected officer voted on by the board of directors.
- c. **November meeting** – Outline basketball and cheerleading activities, outline plans for the coming year, elect members of the Board of Directors and conduct any other business brought before the meeting by the Board of Directors. The November meeting shall serve as the general membership meeting required by §13.1-838 of the Code of Virginia (See appendix A).
- d. Except as may be otherwise required by law, the Board of Directors shall notify each member family in writing of the date, time and place and purpose of each general membership meeting **at least 10 but no earlier than 60 days** prior

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to the date of such meeting. Notice shall be provided personally, electronically or by mail. Any member may waive notice of any meeting and shall be deemed to have waived notice of any meeting that the member attends.

Section 7.3 Delayed General Membership Meeting

If, for any reason, the general membership meeting shall not be on the day herein designated, such meeting may be called and held as a special meeting. The same proceedings may be had there as at a general membership meeting, provided that the notice of such meeting shall be the same herein required for the general membership, namely, not less than forty-eight (48) hours' notice.

Section 7.4 Special Meetings

Special meetings may be held as necessary, but cannot be held unless forty- eight (48) hours prior notice is given to members and unless one of the following occurs:

- a. The special meeting is called by the President; or
- b. The special meeting is called by the majority consent of the Board of Directors; or
- c. The special meeting is called by at least one-tenth (1/10th) of the members entitled to vote.

ARTICLE VIII ASSOCIATION RECORDS

Section 8.1 Records to be Maintained by the Association

- a. Records of Members and Director Meetings, etc. The Association shall keep as permanent records (i) minutes of all meetings of its Members and Board of Directors;
- b. Accounting Records. The Association shall maintain appropriate accounting records.
- c. Records of Members. The Association shall maintain a record of its Members in a form that permits preparation of a list of the names and addresses of all Members.
- d. Manner of Maintaining Records. The Association shall maintain its records in electronic form or in another form capable of conversion into written format within a reasonable time.
- e. It's Bylaws or revised Bylaws and all amendments to them currently in effect.
- f. The minutes of all Meetings for the past three (3) years.
- g. All communications to members generally within the past three (3) years, including the financial statements furnished for the past three (3) years.

Section 8.2 Inspection of Records by Members

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- a. Right of member to inspect records. A member of the association is entitled to inspect any of the records of the association described in Section 8.1 of these Bylaws if the member gives the association written notice of his or her intent to do so at least ten (10) business days before the date on which he or she wishes to do so.
- b. Conditions for Exercise of Right to Inspect Association Records. A Member may inspect the records described in subsection (a) only if:
 - (i) The member's notice is in writing or electronic, is made in good faith and states a proper purpose;
 - (ii) The member describes with reasonable particularity his or her purpose and the records he or she desires to inspect; and
 - (iii) The records are directly connected with the shareholder's purpose.

ARTICLE IX NONDISCRIMINATORY ACTIVITIES

Section 9.1 Nondiscriminatory Policy

The Association shall not discriminate on the basis of race, color, nationality, religion or ethnic origin in the administration of its policies, practices, membership eligibility, payment plan agreements, or other administered programs.

ARTICLE X DISSOLUTION OF ASSOCIATION

Section 10.1 Dissolution of Association

The Association may be dissolved by a resolution to dissolve by the Board of Directors and upon receiving the consent to dissolve of a two thirds (2/3rd) majority of the members.

Section 10.2 Distribution of Assets

Upon the dissolution of the Association, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

Section 10.3 Distributions to Members

Upon the dissolution of the Association, no member shall have any rights to or ownership interest in any of the assets of the Association and as such, shall not be entitled to any return of their original capital investment.

ARTICLE XI AMENDMENT OF BYLAWS

Section 11.1 Bylaws Amendments

By-Laws may be changed or amended upon recommendation of the Board of Directors and or members and approval of 2/3 of the members voting in person or by proxy.

- a. Any amendment change request must be in writing and submitted to the Secretary (Appendix B)
- b. Amendments shall be presented within 30 days of receipt at any general board meeting or special meeting called as described in section 7.3

Article XII PARLIMENTARY AUTHORITY

Roberts Rules of Order, Newly Revised, Is the recommended authority.

Appendix A

Definitions

Expelled - *to cut off from membership or relations*

Suspended - *temporarily prevent from continuing or being in force or effect*

Detrimental - *tending to cause harm*

Indemnification - *to guard or secure against anticipated loss*

Quorum (2/3) – the number of members, as stated in bylaws, that must be present for a legal transaction of business

Ex-Officio – by virtue of office; member is a member of a body (a board, committee, council, etc.) who is part of it by virtue of holding another office no voting power

**APPENDIX B
PROPOSED BYLAW AMENDMENT FORM**

**BYLAW AMENDMENT FORM
EFFECTIVE 2017**

HBAA

HOPKINS BOBCAT ATHLETIC ASSOCIATION

Hopkins Bobcat Athletic Association Bylaws

__ Article I
__ Article II
__ Article III
__ Article IV

__ Article V
__ Article VI
__ Article VII
__ Article VIII

__ Article V
__ Article VI
__ Article VII
__ Article VIII

Bylaw change Type: _____ Please include HBAA Bylaws page number: _____

PROPOSAL: That Article Rule _____, Section _____

Which now reads:

Be amended by striking out and/or changing wording as follows:

If adopted would

Rational for change:

Fiscal impact:

Proponent: Executive Committee Board Committee Affiliate Member Staff

Name _____ Date _____

Please print

Address _____ Phone _____

Email Address _____

All amendment change request must be submitted to the secretary. Email: hbaasecretary17@gmail.com

**APPENDIX C
SAMPLE COVER LETTER AND PROPOSED
BYLAW AMENDMENT FORM**

TO: (HBAA Member Suggesting/Recommending Bylaw Amendments)
FROM: Chairperson, Bylaws
DATE:
SUBJECT: Bylaw Amendments

Your communication regarding an amendment to the HBAA Bylaws was received by _____ (Board member) on _____ (date). To ensure that you are familiar with the bylaw amendment process, the HBAA bylaws are available on the website at www.hopkinsbobcat.com also enclosed is a proposed Bylaw Amendment form. Please complete the form and return it to me as soon as possible, keeping in mind the time requirements in the Bylaws which relate to notice to the HBAA membership.

PROPOSED BYLAW AMENDMENT

Submitted by: _____

Received by: _____ Date: _____

After reviewing the enclosed HBAA Bylaw is your proposal to be considered:

- A suggestion for consideration by the HBAA Board Or
- A recommendation to be submitted to the membership for a vote of approval?

Describe briefly the issue or concern to be addressed by this proposed amendment:

What sections of the Bylaws are affected?

What is the precise wording of your proposed amendment?

