

**Albuquerque Home School Athletic Association**

**AHSA**

**Bylaws**

**Amended May 17, 2013**

**AHSA Established 19 August 2008**

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## Mission Statement

The mission of Albuquerque Home School Athletic Association is to bring glory to God by providing an opportunity for home school students to develop Christian character and athletic skill while participating in competitive athletic programs under Christian leadership.

## Philosophy of Athletics

We believe that participation in competitive athletics can play an important part in the physical and spiritual growth of home school students. It is an educational experience that teaches the value of hard work, discipline and determination, respect for others, handling adversity and honoring God. It contributes to good character development, good sportsmanship and the development of God-given talents and abilities. We expect our student-athletes and coaches to work hard, enjoy the competition, respect each other and their opponents and honor Christ in all they do. We will strive to teach and train home school students how to use their God given talents to compete with **intensity** (*“Everyone who competes in the games goes into strict training...” 1Corinthians 9:25a*), **integrity** (*“The integrity of the upright guides them...” Proverbs 11:3*), and **for the glory of God** (*“And whatever you do..., do it all in the name of the Lord Jesus, giving thanks to God the Father through Him.” Colossians 3:17*).

Although God has given parents the primary responsibility for the spiritual growth of their children, we believe that God often uses committed Christian coaches to make a lasting impact for Christ in the lives of young student-athletes. We are committed to providing quality coaches who teach fundamentals and train for competitiveness while remaining pure in their motives and actions before God.

Because we participate in competitive leagues, winning will always be one of our goals but we believe that God cares far more about how we compete and how we respond to winning and losing than about the outcome of a competition. We believe that it honors God to compete with maximum effort and then to demonstrate humility in winning and respect for the opponent in losing. We require our coaches and student-athletes to dedicate themselves to this goal. We recognize that losing can present a beneficial learning experience. We will strive to stand in contrast to a sports world that all too often emphasizes winning at any cost.

We believe that every member of a team plays an important part in the team’s success regardless of the amount of playing time that they receive. However, we are committed to finding coaches that will balance the goal of winning with the goal of providing playing time for each athlete and that will teach fundamentals and develop each athlete to their full potential.

## Objectives

### **Excellence with Christ-like Character in all athletic endeavors**

- To provide a program where:
  - Sports are an important part of a healthy lifestyle, but are balanced with family, church, school, and other activities
  - There is an atmosphere where all players feel included and a valuable part of the team
  - The safety and well-being of the team and the individual is a priority over winning
- To develop within our student-athletes:
  - Individual and team skills necessary to compete successfully and reach their God-given potential
  - A spirit of community and teamwork
- To teach our student-athletes to:
  - Recognize athletic ability is a gift from God and should be used to His honor
  - Compete with a humble attitude
  - Praise God in victory and defeat and learn from each experience
  - Submit to those in authority and follow the rules of the game
  - Always show respect to coaches, players, opponents, and officials
  - Demonstrate good sportsmanship at all times

#### **Article I: Name**

This organization shall be known as “Albuquerque Home School Athletic Association.” (AHSA).

#### **Article II: Purpose**

AHSA is organized to provide and promote athletic opportunities among home school families. In addition, social, public service, and academic group activities will be considered on a case by case basis, contingent upon approval of the Board of Directors. AHSA shall be the prime sponsor, organizer, scheduler, financier, arbiter, trainer, and promoter of all activities authorized by the Board of Directors and shall have full authority to do all things reasonable and necessary to execute these functions.

#### **Article III: Organization Type, Structure, and Term**

AHSA is incorporated in New Mexico as a nonprofit corporation. The organization is member-based and governed by a Board of Directors. The term of the corporation is 25 years or until dissolved by the Board of Directors.

## **Article IV: Membership**

- A. Any legal adult resident of the Albuquerque Metropolitan Area, defined as Bernalillo, Sandoval, Santa Fe, Torrance and Valencia counties is eligible for membership in AHSA, providing they meet the requirements of paragraph B.
- B. Membership is open to homeschooling families who are participating in the AHSA sports programs, previous AHSA members who are no longer homeschooling, and coaches who have been approved by the Board.
- C. Others not meeting the requirements of paragraphs A and B may be considered by the board on a case-by-case basis.
- D. AHSA will have two types of members:

**Active Members:** The eligible parents or guardians of a homeschooled child or children, who register in an AHSA sanctioned sport at anytime during the membership year, and pay the annual membership fee, are considered active members. Active members have one vote per family in all matters brought before the members at an Annual Membership Meeting.

**Sustaining Members:** A sustaining member is an eligible person who does not have children participating in an AHSA sport but who subscribes to the Statement of Faith and submits the annual membership form and fees. Sustaining members have one vote per family in all matters brought before the members at an Annual Membership Meeting.

- E. Any eligible person may become a member of AHSA by submitting the annual membership form and nonrefundable fees. Membership fee is per family and is effective from September 1 to August 31. The Board of Directors will set the annual fee based on anticipated budget needs. In addition to the membership fee, there will be a separate fee for each sport an athlete participates in. Failure to pay annual membership fee will result in ineligibility to participate in any sanctioned AHSA sporting activity. Dues are payable upon enrollment.
- F. Each athlete must meet the written AHSA Eligibility Requirements established by the Board of Directors. These requirements may require the submission of a high school transcript and a birth certificate.

## **Article V: Board of Directors**

- A:** The Board of Directors will be elected by the membership at the Annual Membership Meeting. The Board of Directors will consist of a minimum of 3 members and a maximum of eleven as determined by the Board. Any

member (active or sustaining) of AHSA who subscribes to the Statement of Faith and who is not in arrears or delinquent in any fees shall be eligible to be nominated for election to the Board of Directors beginning in their second year of membership. 51% of the board must be comprised of Active Members.

- B.** The initial Board of Directors will serve for a period of two years. At the beginning of the third year, a slate of directors will be elected with approximately half having one year terms and the remainder having two year terms. In each subsequent year, new directors will be elected having two year terms such that approximately half of the Board will be comprised of newly elected members each year.
- C.** The Board may increase or decrease the number of Directors at its discretion. However, no action by the Board of Directors shall have the effect of shortening any Director's term of office. Any vacancy in the Board created by a decision to increase the number of Directors will be filled by election at the next Annual Membership Meeting or by calling a Special Membership Meeting (requires a quorum be present to conduct a vote). The period of office will be established at this meeting consistent with paragraph V.B.
- D.** The Board may fill any vacancy, other than a vacancy created by an increase in the number of Directors, by calling a Special Membership Meeting (requires a quorum be present to conduct a vote). A member elected to fill the vacancy shall serve for the unexpired term of his or her predecessor.
- E.** Directors will discharge their duties, including any duties as committee members, in good faith and in a manner they reasonably believe to be in the best interests of AHSA.
- F.** Any Director may be removed from the Board of Directors whenever, in the judgment of the Board, the interests of AHSA will be served by such action. Such removal will require that two-thirds (2/3) of the entire Board of Directors vote in favor of such removal.

**Article VI: Officers**

- A.** The Board of Directors will elect Officers at the first Board Meeting following the election of Directors. The Officers of AHSA shall be: President, Vice President, Secretary and Treasurer. Additional Officer positions may be created by the Board of Directors if needed.

1. The President shall preside over all meetings of AHSA, shall appoint and be an ex-officio member of all committees, shall be the designated legal representative of the organization on all written agreements and contracts, and shall perform such other duties as authorized by majority vote of the Board of Directors.
2. The Vice President shall perform the duties and exercise the powers of the President during the absence or disability of the President. The Vice President shall perform other related duties authorized by a majority vote of the Board of Directors.
3. The Secretary shall take minutes of all meetings of the membership and of the Board of Directors and shall maintain an archive of such records open to the membership for review upon request. The Secretary shall receive all registration forms and fees, maintain a membership list and transfer all registration and renewal fees to the Treasurer. The Secretary shall be the second designated signatory (after the President) on any written agreement or contract requiring more than one signatory. The Secretary shall also be responsible for giving notice to the membership for all meetings of the membership detailing issues for discussion and on which voting is required.
4. The Treasurer will collect all monies raised by the membership and paid to its representatives, shall maintain a bank account and keep appropriate records of the financial transactions of the organization, shall publish quarterly and annual financial reports, and shall be the primary signatory on all purchase orders, checks and drafts. All purchase orders, checks, drafts and withdrawals greater than \$500 require the Treasurer's signature and the second signature of another Director. The Treasurer shall perform other related duties authorized by a majority vote on the Board of Directors. The Treasurer's report shall be submitted to the membership and the Board of Directors. This report shall be incorporated in and become part of the Secretary's minutes.

**B.** If there is a vacancy in an Officer position, the Board of Directors, by a majority vote, will fill the vacancy as needed for the unexpired portion of the Officers' term. This vacancy will be filled by a remaining Director.

#### **Article VII: Annual Membership and Special Membership Meetings**

**A.** An annual meeting of the membership shall be held in the month of May. The purpose of the Annual Membership Meeting is to nominate and elect members of the Board of Directors for the following year, and to conduct any other business that has been specified in the announcement of the Annual Meeting. If, for any reason the Annual Meeting cannot be held in the month of May, it

shall be held as soon as possible in June. Notice of the Annual Meeting and the Agenda will be e-mailed to the membership and posted on the website at least fourteen (14) days prior to the meeting but not more than sixty (60) days. All members of the Board of Directors elected at the Annual Membership Meeting shall assume the duties of their position immediately upon being elected.

- B.** The Board of Directors may call Special Membership Meetings when deemed necessary. Notification for these meetings will be the same as paragraph VII.A.
- C.** If there are less than fifty (50) members in AHSA, three (3) Board Members plus five (5) members shall constitute a quorum for conducting business at any meeting of the membership. If there are more than fifty (50) members, three (3) Board Members plus seven (7) members shall constitute a quorum.

#### **Article VIII: Meetings of the Board of Directors**

- A.** Regular Meetings of the Board of Directors shall be held at least quarterly to receive reports of the Treasurer and committees, and to conduct all other business that has been published in an agenda for Board consideration. Agendas for Board Meetings should be delivered to all Board Members at least five days prior to the meeting whenever practical. A summary of the meeting minutes and the treasurer's report shall be posted on the AHSA website within 30 days of each meeting.
- B.** Special Meetings of the Board of Directors may be called by a Director for the purpose of conducting any business that presents itself to the Corporation including but not limited to hearing a proposal to remove a Director, resolving a member complaint, or hearing a proposal to amend the Bylaws. The Director calling a Special Meeting shall be responsible for arranging the most timely and mutually acceptable meeting place and delivering notice of the meeting and the agenda to all other Directors.
- C.** A majority of the total number of Directors shall constitute a quorum for any meeting of the Board of Directors.

#### **Article IX: Elections**

- A.** Members of the Board of Directors shall be elected at the Annual Membership Meeting or a Special Membership Meeting. Vacant board positions shall be announced via e-mail and the AHSA website at least 30 days prior to the meeting. Those wishing to be placed on the ballot will be background checked and sign the Statement of Faith before the meeting. All candidates



must be present at the meeting to confirm their agreement to serve on the Board, or if unable to attend, must confirm to a Director or to a nominating committee formed by the Board in writing, their agreement to serve. All candidates will be encouraged to provide a summary of their qualifications and reasons for wanting to serve on the board either in writing or verbally at the meeting. Each member, including each member of the Board of Directors, shall be entitled to one (1) vote for each Board position to be filled. The Secretary shall determine the most practical means of conducting the vote, by voice or ballot. The persons who receive the largest number of votes for the available positions will be elected as Directors. In the event of a tie in the number of votes to fill a position, a run-off election will be held between the candidates receiving the same number of votes and the candidates receiving the most votes will be elected as Director.

#### **Article X: Sports Directors and Coaches**

- A.** The Board of Directors by majority vote may establish a Director for each sport (“Sports Director”). Sports Directors must subscribe to the AHSA Statement of Faith. Sports Directors will schedule events, coordinate officials needed for games, secure facilities, and nominate and give oversight to all coaches. Final approval of coaches is subject to Board approval. The Sports Directors along with the Vice President will serve as prime mediators of AHSA as defined in Article XIV.
- B.** All aspiring coaches will submit an application to the board. A background check is required for all coaches. Each candidate will be interviewed by either the sports director and a board member or two board members. The board will approve all coaches before they are allowed to coach. Coaches will abide by the principles set forth in the AHSA Coach’s Handbook. They will also subscribe to the Statement of Faith and sign their agreement to abide by the Coaches Code of Conduct. Returning coaches may be approved by the board without an interview.

#### **Article XI: Committees**

- A.** The Board of Directors, by majority vote, may establish standing and temporary committees as needed. In so doing, the Board shall stipulate the number of people to serve on the committee, its purpose, and duties, and establish reporting schedules. The Board shall have the authority, by majority vote, to dissolve or abolish any committee without cause. Committees which may be established include, but are not limited to, concessions, banquet, and fundraising.

#### **Article XII: Compensation**

- A. The Board Members of AHSA will serve without compensation during their terms of office. They will have the right to submit claims for reimbursement for personal expenses incurred on behalf of AHSA and shall be so reimbursed by the Treasurer when such claims have been presented in a timely manner (within 6 months) and have been approved by a majority vote of the Board.
- B. The provisions of Paragraph A above do not preclude the Board of Directors from adopting policies and procedures for compensating and reimbursing other persons who act on behalf of AHSA, whether as agent, employee or interested party, nor do they preclude a Board Member from serving the association in a capacity which may be compensated with majority approval of the Board of Directors.

### **Article XIII: General Conduct**

- A. All meetings of the membership and of the Board of Directors shall be governed by Roberts Rules of Order.
- B. All meetings of the membership and of the Board of Directors shall be opened and closed with prayer. Additional prayer times during the meeting may be called for by vote of the Board of Directors.
- C. The Board of Directors will try to act by consensus but if a consensus is not possible, the vote of a majority of directors constitutes the action of the Board. A director may not vote by proxy.
- D. AHSA, its Board Members, agents, and employees, will not discriminate in any of its activities on the basis of race, color, creed, sex, national origin or religious affiliation.
- E. AHSA will not be operated for the purpose of carrying on a trade or business, nor will it be operated for the purpose of making a financial gain or profit, nor shall it be operated such that any pecuniary gain or profit will accrue to any of its members.
- F. All Players and Parents are expected to abide by their respective Code of Conduct. They must sign the agreement, which is in the annual registration packet.

### **Article XIV: Mediation**

- A: If a member of AHSA has a complaint against any coach, Board Member, or other AHSA member, that person should attempt to resolve the issue one-on-one with that individual. If they are not able to resolve the issue, they may register that complaint with any Board Member for resolution on an informal

basis. The Board Member will meet with the individuals and attempt to resolve the complaint.

- B. If a member complaint is irresolvable on an informal basis, then it shall be presented to the Board of Directors for formal resolution.
- C. The Board of Directors shall be the final arbiter of all formal complaints. A Special Meeting shall be called for the purpose of hearing a formal member complaint. In resolving a complaint, the Board of Directors will try to act by consensus. However, if a consensus is not possible, the majority vote of a quorum of Directors will determine the resolution of the complaint.

#### **Article XV: Amendments**

These Bylaws may be amended by a 2/3 vote of the membership present at an Annual Membership Meeting. All proposals for amending the Bylaws shall be presented in writing to the Board of Directors at least 30 days in advance of said meeting and upon their majority vote shall be presented to the membership for adoption. An amendment shall be considered adopted whenever 2/3 of the members present, at a meeting where voting on the proposed amendment was announced, shall have voted in favor of its adoption.

#### **Article XVI: Dissolution**

- A. In the event of dissolution of the corporation or expiration of its term without the creation of the successor organization, after satisfying all claims, all remaining assets shall be distributed to the Christian Association of Parent Educators of New Mexico or to its successor organization. If there is no successor organization, the assets of the corporation shall be distributed to an appropriate non-profit Christian homeschooling organization.

#### **Article XVII: Indemnity**

- A. The Corporation will indemnify each Director and Officer of the Corporation, and their heirs, legal representatives and assigns, against expenses, costs and attorney's fees actually and reasonably incurred in connection with the defense of any action, suit or proceeding, civil or criminal, in which the Director or Officer is made a party by reason of being or having been an Officer or Director. The indemnification may include any amounts paid to satisfy a judgment or to compromise or settle a claim. The Director or Officer will not be indemnified if he or she is adjudged to have been guilty of willful misconduct or recklessness in the performance of his or her duty to the Corporation. Advanced indemnification may be allowed to a Director or Officer for expenses to be incurred in connection with the defense of the

action, suit or proceeding, provided that the Director or Officer agrees to reimburse the Corporation if it is subsequently determined that the Director or Officer was not entitled to indemnification by reason of willful misconduct or recklessness in the performance of his or her duty to the Corporation.

**Article XVIII: Conflict of Interest**

- A. Each Director must sign the Conflict of Interest Policy annually indicating that he or she has read the policy, agrees with its provisions and will abide by it.

**Article XIX: Gift Acceptance**

- A. Cash gifts to the Corporation can be received without approval of the Board of Directors. All non-cash gifts must be assessed and approved by a majority vote of the Board.