

Conrad Weiser Youth Field Hockey Association

By Laws

(This is a live document and is subject to change.)

Article I Order of Business

The order of business at all regular meetings shall be as follows

1. Roll Call
2. Minutes of Previous Meeting
3. Financial Report
4. Committee Reports
5. Unfinished Business
6. New Business
7. Good of the Order
8. Adjournment

Article II Registration

- A. Season Year: The Seasonal Year shall be from June 1st to March 31st. The outdoor season runs from June 1st to October 31st and the indoor season runs December 31st through March 31st.
- B. Registration will begin one month prior to the start of each season.
- C. Registration forms must be presented to the club president along with payment by the first practice.

Article III Players

- A. Youth Field Hockey Players: A youth player is as young as in Pre-K and as old as 6th grade of the current season.
- B. Youth Field Hockey Divisions: These divisions may change with the amount of players in a given year.
 - a. PreK - second Grades
 - b. Third - Fourth Grades
 - c. Fifth - Sixth Grades
- C. Eligibility: Players are eligible to play in games with other participating teams.

Conrad Weiser Youth Field Hockey Association Constitution

Article I NAME

The name of this organization shall be the Conrad Weiser Youth Field Hockey Association.
(CWYFHA)

Article II Purpose

The purpose of this organization shall be to promote, foster and perpetuate the sport of field hockey. For accomplishment of this purpose, this organization shall possess and exercise supreme governmental control and representation of the sport.

Article III Affiliation

The club is affiliated with Conrad Weiser Junior High and Senior High Field Hockey Teams.

Article IV Membership and Voting

A. Membership

- a. A member is a parent/guardian of an active and registered youth field hockey player or an active member who is resident of the Conrad Weiser Area School District or Tulpehocken School District.
- b. Membership shall not be restricted by virtue of race, color, creed, religion, national origin, sex, or ethnic group.
- c. Each and every member who is accepted for membership in the Conrad Weiser Youth Field Hockey association thereby agrees to accept, support and adhere to the purpose and regulatory authority of the club and its constitution and by-laws, rules and procedures.

B. Removal

A member may be removed from membership for good reason subject to the approval by a minimum of three-fourths ballot vote of the Executive Board.

C. Voting

- a. Each elected officer will be permitted one vote.
- b. Each member shall be permitted one vote.
- c. A "voting member" will be allowed only one vote when in attendance and voting at the time an issue is under consideration. "Voting member" must have attended 3 of the last 12 meetings.
- d. The presiding officer (current or acting president) shall not be permitted to vote except to break a tie vote.

Article V Officers and Executive Board

A. Officers

- a. The officers of the CWYFHA, composed of the Executive Board, shall consist of the following individuals: President, Vice President, Secretary, Treasurer and Member at Large.
- b. All officers shall serve a two-year term. Officers may be re-elected at the end of their term.
- c. In the event that a current board member cannot fulfill his/her two-year term, they may resign from their current board position. In the event of a resignation, the remaining board members will assign a new officer to the vacant position. This person will fulfill the remainder of the two-year term and may be re-elected during the next election.

B. Duties

One person of the Executive Board will attend appropriate meetings and report back to the Executive Board.

President - The president shall preside at all meetings of the CWYFHA and appoint all committees. The President shall develop an agenda of items to be covered at each meeting. The President will be one of the three representatives to the Conrad Weiser Community Association (CWCA). The President shall be the keeper of all coaches' files.

Vice President - The Vice President shall assist the President in such a manner as the President may determine. In the absence of the President, he/she shall preside at all meetings. The Vice President should be aware of all actions being considered by the President in the event that he/she would have to assume the duties of the President.

Secretary - The Secretary shall be responsible for recording the minutes of the monthly meetings, office procedures, correspondence, records and issue all authorized notices to members. In the absence of the President and Vice President, the Secretary shall conduct the meeting.

Treasurer - To account for all expenditures and to deposit all income of the club in approved accounts. To establish and maintain financial records and books, to pay all authorized obligations/bills of the Club, present the financial report to all CWCA, CWYFHA and executive board meetings. To sign all financial documents and checks and to serve as the Club's purchasing agent and to develop a club budget. To prepare any necessary tax information as needed for audit. The treasurer must also produce the bank statement each month to the Executive Board at each of the meetings.

Article VI Meetings

Club meetings should be conducted quarterly. These meetings should be conducted at a location and time determined by the Executive Board. (Virtual Google Meet meetings allowed - j54cyps) (Google Meet Link) (Questions by parents/guardians and other information can be asked and answered on the [Google Classroom link.](#))

Article VII Nomination, Elections and filling of Vacant Offices

Nominations for candidates for club officer shall be presented at the Club meetings conducted in October of each year for offices to be vacated. Elections shall be held in November each year. The term of office shall be for 2 years starting December 1st of the election year.

Article VIII Financial Administration

- A. The financial affairs of the club shall be administered by the Treasurer.
- B. The Club fiscal year shall be December 1st through November 30th of the following year.
- C. An annual audit coinciding with the fiscal year shall be conducted of the Club's books and presented to the Executive Board and general membership.
- D. A financial report shall be made by the Treasurer at all club meetings.
- E. All expenditures will be supported by a bill, invoice or other document signed by the fundraising Chair, officer or agent authorized to make such expenditures.
- F. No part of the income or assets of the CWYFHA shall be used to the benefit of any private individual or club member.

Article IX Dissolution of the CWYFHA

- A. Dissolution: The Club shall be dissolved in the event it shall cease to carry out the purposes herein set forth upon the unanimous vote of the Executive Board and membership.
- B. Disposition of Assets: In the event of the dissolution, all of the property and assets of the league will be distribute to a similar nonprofit charitable organization, or may be selected by the Executive Board so that the property of the club go to or be distribute to any individual member(s) either for the reimbursement of any sums subscribed, donated, or contributed, or for the services of or an other such purpose.

Article X Amendments to the Constitution of By-Laws

- A. Proposing of Amendments - any qualified voting member may propose amendments at any time. Proposed amendments must be submitted in writing to the Club President who shall present such proposals to the Executive Board.
- B. Adoption of Amendments
 - a. A three-fourth vote of the Executive Board present and voting shall be required in order to indicate board approval of a proposed amendment.
 - b. Upon approval of the Executive Board proposed amendments shall be presented to the subsequent Club members for a first reading. Proposed amendments shall be read for a second time and voted upon at the next Club meeting subsequent to the first meeting.
 - c. A two-thirds vote of the membership in attendance shall be required to adopt any amendment(s).
- C. Effective Date of Amendments - Amendments shall be part of the Constitution of By-Laws immediately upon their adoption by the voting member unless otherwise stipulated in the adopted amendment(s).

Created and Approved June 10, 2021