

BAY AREA FIELD HOCKEY ASSOCIATION BYLAWS

1. NAME

The Association shall be called "Bay Area Field Hockey Association" and its abbreviation shall be "BAFHA". BAFHA is here after referred to as the Association.

2 KEY OBJECTIVES

(a) The Association shall be the Governing Body for Field Hockey as an amateur sport for men, women and children of every race, nationality, color, and creed in the San Francisco Bay Area and surrounding districts.

(b) The Association shall promote, develop and encourage the playing of field hockey in Northern California.

(c) The Association will actively promote and develop field hockey for youths.

(d) The Association shall be a member of the "United States Field Hockey Association" (U.S.F.H.A.).

(e) Applications will be accepted from clubs in all counties from Fresno to the Oregon border.

3. **POWERS** The Association shall be empowered particularly but not be limited to the following:

(a) to organize, promote, and develop the game of Field Hockey;

(b) to foster and develop special youth programs;

(c) to arrange and organize a field hockey league, affiliated club or district matches as well as Inter-state National and International matches, where required;

(d) to select one or more teams to represent Northern California from members of clubs belonging to the Bay Area Field Hockey Association;

(e) to appoint umpires or officials to assist in local matches and on the invitation of any other governing body or association;

(f) to appoint representatives to any other organization or committee:

4. CLUBS AND APPLICATION FEES

(a) Clubs

(i) Every club or individual desiring to play Field Hockey in the Bay Area league, or represent Northern California shall be required to be a member of BAFHA.

(ii) All fixtures must be played between teams recognized by the Association

(iii) The Association may recognize a player, touring club or clubs or other body from another country which is an FIH member.

(iv) The Association shall permit woman members of affiliated clubs to participate in league fixture matches or other club fixtures.

(v) Every club shall send to the Association a complete membership list on or before September 15 of each year. Any player whose name is not filed with the Association shall be ineligible for any league match or other competition

(vi) A club will become a member of the Association after it has signed an agreement with the Association and shall have paid the annual dues specified

(vii) Individuals may attain individual playing membership by application to the Executive Committee and payment of the set fee.

(b) Affiliation Fees

(i) Each club in the Association shall contribute to the funds of the Association

(ii) Fees shall be determined and set by the Association for the period September 1 through August 31 of the following year. These fees shall include U.S.F.H.A. registration and BAFHA will forward such dues to the U.S.F.H.A.

(iii) The payment of fees shall be made within 30 days or the start of the year.

(iv) Clubs that have not paid by the due date are subject to disciplinary action to be determined by the Association.

(c) Club Eligibility in the Association

(i) Any new club wishing to be a member of the Association shall be proposed by one member club and seconded by another member club.

(ii) The club must have its own uniform that is different from any of the established clubs of the Association. A second strip is to be provided in case of a color clash.

(iii) The club must have necessary personnel and field equipment required to play the game of Field Hockey

(iv) The club should have a minimum of 12 players.

(v) Should comply with section 4(a) (vi).

(vi) A new member club shall play a minimum of 2 friendly games or participate in the league during the 3 month probationary period.

(d) Acceptance and Voting Rights

(i) After completion of the 3 month probationary period to the satisfaction of the Association the new club may be formally accepted by a majority vote of the Executive Committee and given voting rights

5. EXECUTIVE COMMITTEE

(a) The Executive Committee shall consist of the following minimum number of Officers:

1. President
2. Vice-President
3. General Secretary/ U.S.F.H.A.. Representative
4. Treasurer
5. Secretary for Hockey Development

Additional Officers may be nominated.

(b) The Executive Committee shall elect the following Officers from nominations made by club representatives:

1. Chairman of the Selection and Competitions Committee.
2. Chairman of the Coaching and Umpires Committee.
3. Others as necessary.

(c) The chairman of each committee shall be responsible for appointing the necessary candidates.

6. ELECTION OF THE EXECUTIVE COMMITTEE AND OTHER OFFICERS

(a) Each of the Officers of the Executive Committee shall be elected at the Annual General Meeting of the Association to hold office for the succeeding year.

(b) No person may hold more than one office on the Executive Committee. Any person who is elected or appointed to a second such office shall (unless he declines the second office) be deemed ipso facto to have vacated the first office.

(c) Any casual vacancy arising among the Officers of the Association shall be filled by the Executive Committee. The Executive Committee shall notify representatives of the member clubs of any such appointments. Member clubs have one month to bring up any objections. If none, then the appointed person or persons shall hold office until the next Annual General Meeting of the Association.

(d) Only members of an affiliated club in good standing with the Association may be elected or appointed as members of the Executive Committee or other offices of the Association.

(e) No member of the Executive Committee may at the same time be a member of the Selection Committee.

(f) Each member club must be represented on the Executive Committee. No member club shall have more than two (2) people on the Executive Committee.

7. PROCEEDINGS OF THE EXECUTIVE COUNCIL

(a) Subject to the remaining provisions of this section, the Executive Committee may meet and regulate its proceedings in accordance with the Constitution and By-Laws and normal parliamentary procedure

(b) Meetings of the Executive Committee shall be held not less than four occasions in each year.

(c) Questions arising at any meeting of the Executive Committee shall be decided by a majority of votes.

(d) The quorum necessary for the transaction of the business of the Executive Committee shall be, three (3) officers of the Association.

(e) The President of the Association shall act as chairman of all meetings of the Executive Committee, whom failing to attend the Vice-President of the Association shall preside.

(f) The Executive Committee shall cause minutes to be made recording the names of members present at each of its meetings and all its resolutions and proceedings. At an A.G.M. or E.G.M. only the names of the clubs present and their official representatives need be recorded. A copy

of the minutes shall be submitted to the President for approval and signature and then sent to each member of the Executive Committee and to all the member clubs.

(g) The Executive Committee shall have power to appoint an Honorary Legal Advisor who may be requested to attend meetings but with no vote.

(h) Club representatives can attend all Executive Committee meetings, the Agenda must provide for club representatives to bring up points before any final vote is taken on any issue before the Executive Committee.

8. POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE

(a) The affairs of the Association shall be managed by the Executive Committee which may exercise all such powers of the Association as are required by this Constitution.

(b) The Constitution and By-Laws may only be amended at an A.G.M. or E.G.M.

(c) Definitions of the Duties and Functions of Executive Officers

(i) President

The President represents the Association in all matters and dealing with external organizations including the U.S.F.H.A.. He presides over all General and Executive Committee meetings. At General meetings and other necessary occasions, the President presents written and verbal reports on the status of the Association to member clubs.

(ii) Vice-President

The Vice-President assumes any and all of the President's duties in his absence. He assists the President when requested to do so and can represent the President, thus the Association, when called up to do so.

(iii) General Secretary/ U.S.F.H.A. Representative

The General Secretary is responsible for carrying the duties prescribed in the following sections of the Constitution. (6f, 7g, 10b). He is responsible for all communications between the Executive Committee and member clubs and external organizations. He is responsible to report in writing to the Association about events and meetings that occur at the U.S.F.H.A.. level.

(iv) Treasurer

The Treasurer is responsible for managing and providing auditable accounts and associated duties as described in sections 26 and 27 of this Constitution.

(v) Secretary for Hockey Development

The Secretary for Hockey Development is responsible for the development of the game of field hockey and will coordinate such development with all committees of BAFHA and all member clubs of the Association. A primary Objective will be to develop youth hockey.

9. REMOVAL OF OFFICERS

(a) The membership may by Special Resolution at any time remove from office any Officer of the Association or Executive Committee as prescribed in Section 14 (b). A thirty day notice shall be given to the person concerned who shall be entitled to attend the Executive Committee Meeting and reply to the proposal thereof. In the event of such a resolution being passed, the individual concerned shall not without the sanction of a further Special Resolution of the Executive Committee be eligible for election or appointment as an Officer of the Association or to any other office in the Association.

10. GENERAL PROVISIONS AS TO COMMITTEES

(a) All Committees shall be under the supervision and control of the Executive Committee (subject to this Constitution)

(b) All Committees shall keep minutes of every meeting and shall copy the Executive Committee accordingly.

(c) No Committee or individual shall have power to enter into any obligation with any other hockey organization or person in the name of the Association except with the written approval of the Executive Committee.

11. ANNUAL GENERAL MEETING

(a) The Association shall hold an Annual General Meeting ("A.G.M.") in February of each calendar year at a time and place determined by the Executive Committee provided that not more than fifteen (15) months shall elapse since the preceding A.G.M.

(b) The business of the A.G.M. shall be:

(i) To receive a report from the President or the Executive Committee.

(ii) To receive and review the Accounts of the Association for the preceding financial year.

(iii) To approve a budget for the forthcoming year.

(iv) To receive a report from the General Secretary and Secretary for Hockey Development.

(v) To receive a report from:

- The Selection and Competitions Committee
- The Coaching and Umpires Committee

(vi) To determine the scale of affiliation fees⁴,

(vii) To allow for nominations from the floor by any individual or club member in good standing.

(viii) To elect the Officers of the Executive Committee.

(ix) To elect the Chairmen of:

- The Selection and Competitions Committee
- The Discipline/Umpires Committee

(x) To transact any business as raised by the membership.

12. EXTRAORDINARY GENERAL MEETING

(a) An E.G.M may be requisitioned in writing specifying the business proposed to be conducted at such meeting and signed:

- (i) By any two (2) Officers of the Association, or
- (ii) any two (2) affiliated clubs,

13. VOTING AT GENERAL MEETINGS

(a) Resolutions shall be determined by a majority of votes of the affiliated clubs. In the event of an equality of votes the President shall cast the deciding vote.

(b) A Special Resolution shall require a majority consisting of not less than two—thirds of the affiliated clubs to be present and voting thereon.

(c) Resolutions shall be put to an A.G.M. proposed and seconded by representatives of affiliated clubs.

(d) Each club present at the meeting shall have one vote.

(e) Secret ballots:

All special resolutions and elections of officers shall be decided by a poll of the club representatives. The poll shall be taken by secret ballot at the meeting, the ballot shall be counted publicly and the results shall be declared by the President and may be checked on request.

(f) Ballots:

Ballots should be prepared before the meeting. They should be identical, with no distinguishing marks, and have a section for write in candidates.

14. REPRESENTATION AND PROXIES

(a) A club shall be represented at any general meeting by a member duly nominated in writing.

(b) Proxy nominations shall be supplied in writing. Any member club may object and nullify the proxy.

15. CONDUCT OF GENERAL MEETINGS

(a) At all General Meetings the chair shall be taken by the President, whom failing the Vice President of the Association.

(b) All persons to whom notice of the meeting is to be sent, and any individual member or member of an affiliated club may attend and address the meeting. Any person named or referred to in any resolution shall have the right to address the meeting at reasonable length.

(c) No business shall be conducted at any general meeting unless two—thirds of the affiliated clubs, represented by members in person.

(d) If a quorum is not present 30 minutes after the time appointed for the meeting, the meeting, if convened by the Executive Committee, shall stand adjourned to another date, but within 30 days of the original meeting time.

(e) Minutes shall be taken of all proceedings at general meetings and a copy shall be sent to each member of the Executive Committee and each affiliated club.

(f) Parliamentary procedures shall be followed at all General Meetings.

16. CLUB MEETINGS

(a) Every affiliated club shall hold an Annual General Meeting at least once every calendar year. Notice of a club A.G.M. must be sent to the Secretary of the Association at least four weeks prior to such an A.G.M.

(b) Each club is encouraged to invite an Officer of the Association to attend any general meeting of a club who may only address the meeting at the discretion of the Chairman thereof.

17. PUBLIC RELATIONS

(a) The President of the Association or his nominee may issue or authorize the issue of statements regarding the affairs of the Association from time to time at his discretion, but subject to any ruling by the Executive Committee.

(b) The Selection and Competitions Committees must issue a list of players selected or other factual information about the arrangements for events under its control. A copy shall be given to each member of the Executive Committee, and to each member club.

(c) No official or member of the Executive Committee shall grant any interview or contribute any comment to the Press or on Radio, Film, Television or other medium without the prior approval of the President. Any fee received (less bona fide expenses) is to be paid to the Association.

18. SELECTION AND COMPETITIONS COMMITTEE

(a) The S & C Committee shall consist of a Chairman and two other voting members.

(b) The S & C Committee shall meet and conduct its proceedings quite apart from the Executive Committee and decisions shall be made by majority vote, and the results reported to the Executive Committee.

(c) All discussion of team selection and the selection of individuals shall remain confidential. Questions regarding decisions may be raised with the Executive Committee.

(d) The S & C Committee shall be responsible for the selection of a team to represent BAFHA in any Classified National or International Event.

(e) Selection Trials for teams that will represent the BAFHA shall be held not less than once every 12 months. The S & C Committee, in consultation with the Executive Committee, may conduct any selection trials, training or games as the S & C Committee desires to achieve the best team to represent the BAFHA.

(f) Names of players wishing to be considered at the Selection Trials shall be sent in writing by member clubs 10 days before the date set for the Trials.

(g) The S & C Committee shall arrange and supervise all league competitions between clubs established by the Association, in accordance with the rules thereof determined by the Executive Committee,

19. COACHING AND UMPIRES COMMITTEE

(a) The C & U Committee shall consist of a Chairman and two other members.

(b) The C & U Committee shall have responsibility for the appointment of umpires for club competitions and shall make recommendations to the Executive Committee as to the appointment or nomination of umpires for National or International Events.

(c) The C & U Committee shall have responsibility for supervising the training and recruitment of umpires and shall organize and manage such training schemes as may be approved by the Executive Committee.

(d) The C & U Committee shall be responsible for the grading of umpires.

(e) The C & U Committee shall have responsibility for Field Discipline in accordance with Section 26 herein.

(f) The C & U Committee shall supervise the coaching and recruitment of players and shall organize and manage such coaching schemes as may be approved by the Executive Committee

20. AD HOC COMMITTEE

(a) The Executive Committee may delegate any function to an ad hoc committee established by it on such terms as it thinks fit.

21. COMMITTEE PROCEDURE

(a) Committees shall meet and regulate their proceedings according to the Constitution and By-Laws and shall follow normal parliamentary procedure. Any question shall be determined by a majority of votes, in the event of equality the President shall cast the deciding vote.

(b) Minutes must be taken for every meeting and distributed to the Executive Committee and member clubs.

22. ACCOUNTS

(a) The Financial Year of the Association shall end on December 31 of each year or on such other date as the Association in General Meeting may determine.

(b) Proper books and accounts shall be maintained showing the assets, liabilities, income and expenditure of the Association.

A typed balance sheet and income and expenditure account shall be prepared in respect of each financial year and shall be audited as required by the Executive Committee. The audited accounts shall be laid before the Association in general meeting in each year within one month after the end of each financial year. A typed copy of such accounts shall be sent to each affiliated club, and to each Officer of the Association.

(a) Financial accounts of the Association are open to independent audit by any two member clubs of the Association at the expense of the requesting clubs.

(d) The accounts will be deemed accepted upon an open vote at the A.G.M. and the subsequent signature of the outgoing President and Treasurer.

(e) The Treasurer may open such Bank Accounts¹ Deposit Accounts or Deposit Receipts as may be required for the purposes of and in the name of the Association. All checks and other documents relating to such accounts shall be sufficiently executed if signed by two members of the Executive Committee, including the President.

(f) The Executive Committee may authorize any Committee of the Association to open and operate a separate bank account for the purposes of and in the name of that Committee on such terms and conditions as the Executive Committee may determine.

23. DISCIPLINE

(a) Subject always to the paragraph dealing with Field Discipline:

(i) In the event of any individual or club being held by the Executive Committee to have been guilty of any misconduct, breach of these rules, or of any act or conduct detrimental to the Association, the Executive Committee shall have the power to order the offending individual or club to be removed from the Association, suspended for a stated period or dealt with in such other manner as it may in its absolute discretion decide.

(ii) The Executive Committee shall decide the procedure for hearing and considering any case.

(b) Every individual and club shall take all steps necessary to implement such decision of the Executive Committee.

24. APPEALS

- (a) In the event of any individual, club or organization desiring to appeal against a decision made, the appellant shall submit a written notice of appeal to the Secretary of the Association within fourteen days of receipt of notice of such decision, stating the grounds and including supporting documents.
- (b) A representative of the club and the appellant if they so wish may address the Executive Committee at reasonable length at the hearing of the appeal. Other interested parties may at the discretion of the Executive Committee address the issue at hand. Following all discussion the Executive Committee will meet in closed session for deliberations¹ and vote thereon.
- (c) A decision made by the Executive Committee at the Appeals Hearing shall be final.

25. FIELD DISCIPLINE

- (a) Subject to the remaining provisions of this paragraph, Field Discipline shall be the responsibility of the Coaching and Umpires Committee.
- (b) Umpires officiating in any match shall report in writing to the Secretary all temporary suspensions (yellow card) and sendings off (red card), and may report any other matter. The Secretary shall maintain a record of all such reports.
- (c) On receipt of a report the Chairman and Secretary of the Committee shall decide whether to convene a Disciplinary Tribunal or to record the report and impose any automatic penalty agreed by the Executive Committee.

The Secretary shall forthwith give the individual and his club fair notice in writing of the alleged offense and of the decision taken. The Secretary shall at the same time give the individual and his club a copy of the Umpires' Report so far as relating to the alleged offense. Such individual or club shall have the right to require a Disciplinary Tribunal to be convened to consider the alleged offense by notice in writing to be received by the Committee within fourteen days of receipt of the notice.

- (d) Any individual or club may appeal against a decision of a Disciplinary Tribunal by letter to be received by the Association within fourteen days of the decision being made. An Appeals Panel shall be convened to deal with the matter within fourteen days thereafter.

- (e) Cards: -

When a player or team accumulates four yellow cards or one red card he or they will be suspended for the following game.

26. B.A.F.H.A. - U.S.F.H.A.

(a) Member club representatives together with the Executive Committee shall meet prior to the U.S.F.H.A. Annual General Meeting, where officers are to be elected and decide by vote who they will, support on the U.S.F.H.A. Ballot and who from the Bay Area Field Hockey Association will run for U.S.F.H.A. offices.

27. BUDGETS

(a) The Treasurer shall provide a typed Budget within 45 days of appointment, copies to be made available on request.

(b) Each Committee shall 30 days after being approved to office submit a typed budget for executive Committee approval for their year in office. Any changes in the budget should be approved by the Executive Committee.

(c) It is the responsibility of each Committee to have documented proof of each and every expenditure that it incurs on behalf of the Association.

28. AMENDMENT OF CONSTITUTION

(a) This Constitution may be amended by Resolution only at an Extraordinary General Meeting or an Annual General Meeting. Affiliated clubs may propose changes specifying the proposed amendment in writing to the Executive Committee.

29. DISSOLUTION

(a) In the event of its dissolution any surplus remaining to the Association shall be transferred to any such body or bodies as the Association in general meeting shall determine or failing such determination to the USFHA.

30. DEFINITION

(a) Each member club shall have one vote regardless of the number of teams that form the club.