

Germantown Hills Athletic Association Bylaws

Article I: Name and Purpose

This organization shall be known as the Germantown Hills Athletic Association (GHAA). GHAA shall be an independent, volunteer organization, which provides amateur athletics activities for the youth of Germantown Hills, Illinois and surrounding communities. All children from Germantown Hills are fully accepted unless the actions of an individual child or parent are found to be unacceptable as determined by the Board of Directors. A child or parent with behavior that is unacceptable to the GHAA Board will be specifically excluded from participating in GHAA activities. The GHAA will not discriminate according to race, religion, physical abilities or sexual orientation.

Article II: GHAA Mission Statement

The mission of the GHAA includes the following:

- Organized sports for all who sign up
- Sports, which GHAA sponsors, are to be fun
- Programs provide an opportunity for all children who participate to improve their skills in the sport regardless of their ability
- Sports are performed at locations designed to ensure the first three missions

Sport programs are developed to promote teamwork and fellowship in a wholesome setting. GHAA will strive to raise funds to create or improve facilities and equipment needed to fulfill the above goals.

Article III: Meetings

Regular Board Meetings shall be held on a monthly basis at a date and time that will allow for highest participation levels of the Board Members (Officers, Sport Directors, and General Directors). Special meetings shall be held at the call of the President.

Article IV: Finances

Funds raised by the GHAA shall remain in the GHAA Treasury, and shall be used for the Association. In the event that the Association is dissolved, all uncommitted funds would be transferred to the Germantown Hills School District #69 for use at its discretion.

Article V: Board Officers

Section 1: The GHAA Board Officers shall be the President, Vice President, Secretary, and Treasurer. They shall be elected by majority vote of the existing Board Members at any regular meeting. These officers shall assume the responsibility of their respective office immediately following the adjournment of the same meeting.

Section 2: The duties of the Board Officers shall be to:

- a) Guide the business and activities of the organization
- b) Transact business referred to it
- c) Approve the plans of work for any committee or individual / group of directors

Section 3: A three quarters majority of the Board Officers is required to change or amend the Bylaws.

Section 4: At least two Board Officers are required at all Board Meetings.

Article VI: Duties of Board Officers

Section 1: The President shall:

- a) Preside at all meetings of the GHAA
- b) Appoint an auditing committee of three Board Members to audit the Treasurer's books and to report on such on an annual basis
- c) Appoint all Sport and General Directors or co-Directors after nomination by the Vice-President
- d) Appoint other committees as necessary for special projects or other business

Section 2: The Vice-President shall:

- a) In the absence of the President, conduct meetings
- b) Lead recruitment efforts for open Sport and General Director positions and nominate individuals for appointment by the President
- c) Nominate individuals for election to Officer positions

Section 3: The Secretary shall keep the correct record of all meetings of the GHAA. A correct record of the meeting shall include but not be limited to the following:

- a) The kind of meeting (regular or special)
- b) Date and place of meeting
- c) Presiding officer and record of attendance
- d) Name of mover of each main motion (and seconders)
- e) A summary of all reports and announcements

Section 4: The Treasurer position carries the greatest level of responsibility of any Board Member position, and as such is a paid position. The salary of the treasurer shall be \$250 per month. The Treasurer shall:

- a) Receive all money of the organization
- b) Keep an accurate record of receipts and expenditures
- c) Pay out funds previously authorized by the Board
- d) Present a financial report at every regular meeting
- e) Work with all officers to prepare a budget prior to the upcoming season for each sport
- f) Present the books to the auditing committee or Board on request
- g) Manage accounts for the Board, including Banking and Insurance
- h) Select and hire a reputable firm to act as tax preparer for the Board on a yearly basis

Article VII: Duties of Sport and General Directors

Section 1: Sport and General Directors shall be nominated by the Vice-President and appointed by the President.

Section 2: Sport Director's duties shall be:

- a) Maintain and carry out all GHAA guidelines for individual sports including league rules and other policies, and be sure all significant changes are approved by the Board Members, at the discretion of the Sport Director
- b) Coordinate facilities preparation and clean-up
- c) Coordinate contracting of sport officials and other necessary positions such as field preparation
- d) Coordinate Registration
- e) Review rules with coaches and umpires/referees
- f) Inventory and store equipment at the end of the season
- g) Schedule practices and games
- h) Appoint coaches
- i) Make team selections for both travel and house leagues
- j) Order and distribute uniforms and equipment to coaches
- k) Make equipment purchases
- l) Order and distribute participant awards

Section 3: General Director positions and duties shall include:

- a) Sponsorship: assists Sport Directors with solicitation and invoicing of team sponsors
- b) Concessions: coordinates purchase and sale of concessions stock and contracting of workers for concession stands during GHAA events
- c) Fundraising: coordinates any capital campaigns or other fundraising activities
- d) Webmaster: manages all updates or changes to the GHAA website, coordinates online registration events with Sport Directors, maintains administrator privileges for website and manages all other user accounts

Amended February 1982

Amended May 1999: 1998-99 Germantown Hills Athletic Association Executive Board

Amended February 2014: Germantown Hills Athletic Association Board