

Reviewed and Updated by HYAA Executive Committee in Nov. / Dec. 2024 / Jan., Feb., March 2025

HOLMDEL YOUTH ACTIVITIES ASSOCIATION

TOWNSHIP OF HOLMDEL, NEW JERSEY

CONSTITUTION AND BY-LAWS

Last Updated March 24, 2025

ARTICLE I -- NAME

The name of this organization shall be the Holmdel Youth Activities Association, Incorporated, hereinafter referred to as the 'Organization'.

ARTICLE II -- PURPOSE

Sec. 1. The purpose of this organization shall be to impart to the youth of the Organization the ideals of honesty, loyalty, responsibility, courage, good sportsmanship and respect for authority so they may grow into happy, healthy and well-adjusted young adults.

Sec. 2. To achieve those objectives, the Organization will provide an organized adult-supervised program of sports and activities *for* boys and girls in accordance with the by-laws and policies of the Organization.

ARTICLE III -- MEMBERSHIP

Sec. 1 -- All persons who reside in Holmdel Township become members of the Organization when they register a child for an HYAA sport. Persons residing in areas other than Holmdel may be accepted as members with the majority approval of the Executive Committee, provided all other requirements are met. An out of town member shall not be able to vote in the April elections.

Sec. 2 -- A voting member of the Organization is one who meets the criteria passed in April 2023 [see Article IX and [HYAA website](#).]

Sec. 3 -- A regular member is a parent or guardian who has registered and paid for a qualifying child for an HYAA sport and is in good standing.

Sec. 4 -- A participant is a qualified child registered and paid for an HYAA sport. Participants are not qualified to vote at HYAA meetings.

Sec. 5 -- Any member whose conduct and/or activities are considered detrimental to the best interests of the organization may be suspended or denied membership by a majority of the Executive Committee members and relevant commissioner group, providing that the member(s) being considered for said action are notified by the Organization at least 72 hours prior to the meeting at which voting *is* to occur. Any such suspension or denial of membership shall be *for* a maximum of one year from the end of the activity program then in progress, at the end of which time membership shall once again be available as for a new member under the Constitution.

ARTICLE IV -- OFFICERS

Sec. 1 -- The officers of the Organization shall be the President, the Vice President, the Secretary, and the Treasurer. This group of officers is referred to as the Executive Committee throughout, and it serves as a Board of Directors overseeing the management and operation of the non-profit.

Sec. 2 -- The officers of the Organization shall be elected by the membership at the first regular meeting in April of each year and shall serve a term of one year commencing August 1 following their election and understudying and helping the incumbent from April through July.

Sec. 3 -- The President shall be the chief executive officer of the organization. The President shall preside at all meetings at which he/she *may* be present. The President shall be responsible to the membership.

Sec. 4 -- The Vice President shall aid the President and/or fulfill the duties of the President in his/her absence and shall perform all duties beneficial to the Organization that are assigned by the President. The Vice President shall succeed to the office of President in the event that position is vacated.

Sec. 5 -- The Secretary shall be responsible for keeping current records of the Organization. The Secretary shall take minutes of all regular and special meetings of the Organization and of meetings of the Executive Committee. The Secretary shall preside at all meetings of the Organization in the absence of the President and Vice President.

Sec. 6 -- The Treasurer shall be responsible for leading development of financial policies of the organization, recommending an annual budget, including fees necessary to meet annual expenses, and reviewing and providing feedback on financial statements. The Treasurer shall be responsible for establishing savings, checking, money market or other appropriate account(s) in the name of the Organization, where the funds of the organization shall be held, and from which the bills of the organization shall be paid.

Sec. 7 -- Commissioners are responsible for the management, schedule and organization of their respective activity programs and have the authority to appoint and approve league presidents, coaches and other personnel needed to conduct the activity program. Each Commissioner group is recommended to submit to the Treasurer in advance of the season the proposed, equipment needs, preliminary participant count and an estimated budget. Each Commissioner will have full authority to enforce the HYAA rules and regulations in his/her activity and shall call special meetings of sports presidents and coaches for the purpose of fulfilling their responsibility to manage, monitor and report on the activity. Each Commissioner shall organize and conduct sport registration, try-outs, participant ranking, league drafts, play-offs, and all-star team selection, with delegation of authority to league presidents as warranted.

Sec. 8 -- Executive Committee members are voted on, annually, for the four positions. Executive Committee candidates are any HYAA member in good standing who meets the election criteria (see Article X). Any member of the Executive Committee may resign by giving formal written notification to the Executive Committee. A vacancy in the Executive Committee may be filled *for* the unexpired term by a person approved by a majority vote of the remaining Executive Committee at any regular or special meeting called for this purpose.

ARTICLE V -- FINANCES

Sec. 1 -- The Organization shall be financed through donations, association fees, activity registration fees and other fund-raising activities deemed appropriate and practical by the Organization and that adhere to HYAA's financial guidelines.

Sec. 2 -- Dissolution of Association: Upon the dissolution of the Organization, all of its property, both real and personal, accounts receivable, monies, deposits, credits due the Organization, stock certificates and all other assets of the Organization, if any, shall be distributed to such other similar organizations that enjoy exemption under and by virtue of Sec. 501(c)(3) of the Internal Revenue Code. At the time of dissolution, the non-profit corporation to which assets of the association shall be distributed, as set forth above, shall be chosen and designated by a majority vote of the membership at the meeting called *for* the dissolution of the Holmdel Youth Activities Association. In the event such dissolution proceedings are not voluntary in nature, then the non-profit corporation to which the assets are to be distributed shall be chosen by the Executive Committee.

ARTICLE VI -- MEETINGS

Sec. 1 -- Regular meetings of the Organization shall be held each month, from Sept. to June. HYAA will communicate to members if a meeting needs to be canceled or moved.

Sec. 2 -- The Executive Committee shall hold a meeting in advance of the regular meeting for the purpose of drawing an agenda for the regular meeting.

ARTICLE VII -- NOMINATIONS AND ELECTIONS

APPROVED BY MAJORITY VOTE IN APRIL, 2024

2023-24

HYAA Election Rules/ Process

Step 1: Determine who is staying, who is leaving

- Commissioners determine if they plan to return to the role or not.
- The number of commissioners per sport will remain the same for each election, unless unique circumstances and communicated with HYAA beforehand.
- If all commissioners are returning, then their names will appear on the ballot, together with any other person nominated.
- If one or more commissioners are stepping down, nominees on the ballot will fill those roles being vacated, unless the number of nominees exceeds the number of open roles, at which point the election will be contested.

Step 2: Nominate

Names of nominees are emailed to the HYAA office by an agreed deadline. A person can be nominated for a commissioner role by the following:

- An existing commissioner of the sport group
- An existing commissioner from outside the sport group
- A member of the HYAA board
- A self-nomination

Step 3: Review eligible voter list

Review the list of eligible voters and contact the HYAA office with any questions, clarifications.

- Eligible voters are any member of the board, commissioners group, or township that have attended 5 or more HYAA meetings (April - March).

Step 4: Vote

- Attend the April HYAA meeting and vote for the full slate of candidates
- At the meeting, those who are permitted to vote are handed the ballot and they vote anonymously.
- The office and HYAA board secretary tally the votes at the April meeting. The new commissioners take on their role at the September meeting.

** Note, the above nomination/voting rules apply to the HYAA executive committee and its board members as well*

ARTICLE VIII -- POLICIES

Sec. 1 -- In order to preserve continuity of operations and simplify communication among the membership, the policies of the Organization shall be posted on HYAA's website once the policies are ratified by members/officers and finalized.

Sec. 2 -- A proposal for a new policy or for amending an existing policy may be made by any member in good standing at a regular meeting of the organization.

Sec. 3 -- A policy is adopted or amended by a majority vote of the Executive Committee members present at a regular meeting of the Organization.

ARTICLE IX -- AMENDMENTS TO CONSTITUTION AND BY-LAWS

Sec. 1 -- A proposed amendment to this constitution and by-laws may be presented at any regular meeting of the Organization in writing over the authorized signature of a member in good standing and must be approved by a majority of those members who are present and eligible to vote.

Sec. 2 -- A copy of the proposed amendment, together with the recommendation of the Executive Committee, shall be sent to each member of the Organization, after which discussion shall be held on the said proposed amendment at the next regular meeting.

Sec. 3 -- The proposed amendment shall be submitted to the membership for vote. A two-thirds majority of those voting *is* required to adopt the proposed amendment. Voting shall take place on the proposed amendment at the second regular meeting from the date of the meeting that said proposed amendment was first introduced.