



## **The Recreation Association of Hampden, Inc. (RAH)**

### **Mission Statement**

*The purpose of RAH is to provide youth sports programs and activities, which foster participation, skill development, teamwork, and fun for the youth of Hampden.*

*All decisions regarding the RAH Youth Sports Programs will be made with a Kids First mentality. The programs exist for, and must serve, the children of Hampden.*

### **Article I Name and Location**

**Section 1. Name:** The Corporation shall be known by the name of Recreation Association of Hampden, Inc. The acronym RAH may be used in general discussion or publication concerning the association. Whenever RAH is used in the following by-laws or policies as an oversight or administrative body, it refers to the RAH Board.

**Section 2. Corporate Seal:** The Directors may adopt and alter the seal of the Corporation.

**Section 3. Location:** The principal office of the corporation in the Commonwealth of Massachusetts, shall initially be located at the following address:

Recreation Association of Hampden, Inc.  
P.O. Box 184  
Hampden, MA 01036

The Directors may change the location of the principal office in the Commonwealth, effective upon filling a certificate with the secretary of the Commonwealth.

**Section 4. Affiliation with Parks and Recreation:** The Recreation Association of Hampden shall serve as a limited agent of the Parks and Recreation Department of Hampden in providing recreational activities.

## **Article II Purpose**

**Section 1. Purpose:** The purpose of the Recreation Association of Hampden is to provide programs and activities which foster participation, skills development, teamwork and fun for the youth of Hampden.

## **Article III Fiscal and Official Year**

**Section 1. Fiscal Year:** The fiscal year of the Association shall run concurrent with the fiscal year of the town of Hampden.

**Section 2. Official Year:** The official year shall run concurrent with the fiscal year. All Directors and committees shall continue until their successors assume office at the first regular meeting following the annual meeting.

## **Article IV Membership**

**Section 1.** The membership shall consist of residents of Hampden over the age of eighteen (18), who are: Members of the Board of Directors, parents of registered participants and registered coaches or coordinators for the previous or current fiscal year. Any residents of Hampden not included in the above may become a member of RAH by attending four regular or special meetings during the previous or current fiscal year.

To be an executive board member, one must attend 75% of RAH meetings in a year. Anyone falling short of this requirement will be issued a letter asking to state their intention of being a board member.

**Section 2.** All members shall be received as voting members to vote at the annual meeting and special meetings in the election of officers and members at large and to act and vote in the transactions of the corporation. Members shall hold membership until they fail to meet any of the criteria in Section 1.

## **Article V Board of Directors and Officers**

**Section 1.** The Board of Directors shall consist of Officers and Members at Large, who shall have general supervision of the affairs of the corporation. The Board shall be subject to the orders of the corporation and none of its acts shall conflict with action taken by the corporation. There shall not be less than seven nor more than twenty-five members to the Board. The Officers shall be President, Vice President, Treasurer, and Secretary. The Board of Directors will form additional committees at their discretion.

**Section 2.** In March, a Nominating Committee of not less than three members shall be appointed by the Board of Directors. It shall be the duty of this committee to nominate candidates for the offices to be filled at the annual meeting in June. The Nominating Committee shall report at the regular Board meeting in May. Before the election at the annual meeting, additional nominations from the floor shall be permitted.

**Section 3. Election and Tenure:** The Board of Directors (Officers and Members at Large) shall be elected by ballot at the annual meeting, by vote of the members of the corporation present, to serve for a period of one year or until their successors are elected. If elected for two consecutive years they cannot succeed themselves in that same office until a period of one year has elapsed.

**Section 4. Suspensions or Removal:** Any Director may be suspended or removed with cause by vote of a majority of the members of the corporation at any Special Meeting called for that

purpose. A Director may be removed with cause only after reasonable notice and opportunity to be heard.

**Section 5. Resignation:** Any member of the Board of Directors may resign by delivering his/her written resignation to any of the four Officers of the corporation. Such resignation shall be effective upon receipt and acceptance thereof shall not be necessary to make it effective.

**Section 6. Vacancies:** If during the year an elective office becomes vacant, the Board of Directors shall appoint a replacement to serve until the position can be filled by a formal vote.

## **Article VI Duties of Officers**

**Section 1. President:** Duties of the President shall be to preside at all meetings of the corporation and at all meetings of the Board of Directors; to manage the affairs of the corporation subject to the direction by vote of the Board of Directors.

As an ex-officio member of the Parks and Recreation Department of Hampden, the President shall attend all regular meetings held by them. The President shall present a written agenda for the conduct of business at all regular meetings of the Board.

**Section 2. Vice President:** The Vice President shall have and may exercise all powers and duties of the President during his/her absence or in the event of his/hers inability to act. The Vice President shall act as liaison between the Board of Directors and the coordinators and special meetings.

**Section 3. Treasurer:** The Treasurer shall be the chief financial officer and chief accounting officer of the corporation. He/she shall be in charge of financial affairs, funds, securities and valuable papers and shall keep full and accurate records thereof. He/she shall be responsible for preparing and filing all financial reports required by law. The Treasurer shall make full and comprehensive reports for all meetings of the corporation and such additional reports as the Board of Directors may require. He/she shall submit all reports as required by the Parks and Recreation Department of Hampden. All checks payable by the corporation must be signed by the Treasurer and one of three other Directors designated by the Board of Directors on an annual basis.

**Section 4. Secretary:** The Secretary shall record all minutes of the regular Board meetings, the annual and any special meetings. He/she shall properly post copies of these minutes after their approval by the Board at the town designated locations within ten days. The Secretary shall maintain records of all proceedings of the members and Directors. These records shall be open at all reasonable times for the inspection of any member. The Secretary shall keep a record of the original and any amended copies of the by-laws; shall have custody of the corporate seal; and shall make all reports (other than financial) of the corporation as required by law. The Secretary shall post notices of all annual and special meetings according to Article X, Section 3 as well as the day and time of the monthly Board meetings. He/she shall perform such additional duties as may be prescribed or delegated by the Board of Directors. If the Secretary is absent from any meeting, a temporary secretary shall be named to exercise his/her duties at that meeting.

## **Article VII Coordinators and Coaches**

**Section 1. Coordinators:** The coordinators shall be appointed by the Board of Directors on an annual basis. They shall be named at the beginning of the official year or as soon as possible thereafter and work in conjunction with the Vice President of the corporation in the conduct of

their duties. They may be voted to serve as a member of the Board of Directors according to Article V, Section 1.

Sports coordinators are to be named by the RAH board for terms of two (2) years. Sports Coordinators will not be members of the Park and Recreation Commission, or the Park and Recreation Director.

**Section 2. Coaches:** They shall be responsible to the coordinator and the Board of Directors for the proper conduct of their duties in relation to the participants according to the purpose of RAH as stated in Article II, Section 1.

**Coach Selection:**

Coaches are selected for teams based on the following:

- Coaches must be at least 18 years old unless authorized by the Board.
- All coaches must be CORI-checked.
- In event that two (2) teams are combined, weight shall be given to the coach(s) who place the majority of players on the roster

Prior to the season, the Rec. Director and the Sport Coordinator will schedule a mandatory Coaches meeting.

**Article VIII Personal Liability**

**Section 1.** The members, directors, coordinators, and coaches of the corporation shall not be personally liable for any debt, liability or obligation of the corporation. All persons, corporations or other entities extending credit to, contracting with, or having any claim against the corporation, may look only to the funds and property of the corporation for the payment of any such contract or claim, or for the payment of any debt, damages, judgment, or decree, or of any money that may otherwise become payable to them from the corporation.

**Article IX Meetings**

**Section 1. Annual Meeting:** A meeting of the members of the corporation shall be held annually on the first Wednesday in the month June in a place designated by the Board of Directors, to elect Directors for the coming year, to receive reports from the officers and committees, and to take action relative to any transaction of the corporation posted for that meeting.

If the Board of Directors fails to call an Annual Meeting by June 30, a Special Meeting may be called by twenty-five members of the corporation and notice given by them in accordance with the requirements of Section 3 of this Article. The meeting so called shall have the same force and effect as an Annual Meeting.

**Section 2. Special Meeting:** Special Meetings of the corporation may be called at any time by the President or Board of Directors. In addition, the Secretary shall call a meeting within two weeks upon receipt of a written application stating the purpose of the requested meeting and signed by twenty-five voting members. If the Secretary fails to call the requested meeting within two weeks, a Special Meeting may be called by twenty-five members of the corporation and notice given by them in accordance with the requirements of Section 3 of this Article. The meeting so called shall have the same force and effect as one called by the Board of Directors.

**Section 3. Call and Notice:** The secretary shall announce all annual and special meetings of the corporation by posting a notice stating the time and place of the meeting and the business to be transacted. This notice shall be posted not less than 10 days prior to the meeting at or near the

designated locations set by the town. The notice must contain the complete agenda for the meeting and no action requiring a vote of the members shall be valid unless included in the agenda.

**Section 4. Meetings of the Board of Directors:** The regular meetings of the Board of Directors shall be held monthly on a date and at a time and place designated by them. At said meetings, the Board of Directors only shall have vote unless a special meeting is duly called for as provided in Section 2 of this Article.

**Section 5. Quorum:** A quorum for the transactions of business at any annual or special meeting shall be at least twenty-five voting members including members of the Board of Directors. If a quorum is not present within thirty minutes of the published start time of the meeting, the members present shall constitute a quorum. A majority of the members of the Board of Directors shall constitute a quorum at the regular meetings of the Board.

**Section 6. Action by Vote:** At the annual and special meetings of the corporation a majority vote of the members present and voting shall be required. At the regular meetings of the Board of Directors a majority vote of the Directors present shall be required.

**Section 7. Parliamentary Authority:** The rules contained in the current edition of "Robert's Rules of Order Newly Revised" shall govern all meetings unless otherwise stated in these by-laws. For the annual and special meetings, a Parliamentarian shall be appointed by the Board of Directors.

## **Article X Amendments**

**Section 1.** These bylaws may be amended at any annual or special meetings of the corporation by a two-thirds vote of the members present and voting, providing that the notice of such meeting shall specify that an amendment of the bylaws is to be proposed and shall contain the wording of such proposed amendment.

# RECREATION ASSOCIATION OF HAMPDEN

## POLICIES

1. In the event of a financial hardship, RAH will pay the participation fee and such request will be kept in strict confidence.
2. When applicable, RAH will require the solicitation of two bids for purchases in excess of \$1000.00. These bids are to be signed by the Treasurer.
3. There is to be adult supervision at all games and practices at all times. No child is to be left alone.
4. All committed members of every rec-level team must receive meaningful playing time at every game or whatever is mandated by the League rules.
5. Annual reports of the Corporation shall be submitted to the Board of Selectmen's office for inclusion in the Annual Town Report by the end of January.
6. Coaches are asked to maintain a reasonable score if they are playing a team of lesser ability.
7. Preference for participation on Hampden teams will be given to Hampden children.

### **8. Mediation**

If a parent or coach has an issue with any result or action, they are encouraged to meet with the RAH Board.

If there is a dispute of any of the results that cannot be resolved at a RAH meeting, a joint meeting shall be scheduled between P&R, the complainant and the four RAH Board officers. Any action will be based on a majority vote.

### **9. Sign-up schedules**

Fall soccer – 1<sup>st</sup> 2 full weeks of May

Basketball – 1<sup>st</sup> 2 full weeks of October

Spring Soccer – 1<sup>st</sup> 2 full weeks of November

Baseball/Softball – Either the last 2 full weeks of February or the 1<sup>st</sup> 2 full weeks in March

The following is the *Policy for Organizing the Town Sports Programs*, inclusive of Fall and Spring Soccer, Girls' Softball, Baseball, and Winter Basketball, as sponsored by the Hampden Parks and Recreation Commission and administered by the Recreation Association of Hampden Board.

Note: It is the intent of RAH to use this policy, after P&R approval, as a framework for the other Town Sports programs.

Any reference to the RAH Board is inclusive of the Rec. Director.

Timely and effective communications to all interested parties is the key issue. It is important to provide an outreach to the returning coaches and players that integrates them into the planning process as early as possible.