

Amended and Restated Bylaws of the Baltimore Field Hockey Association

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An organization of USA Field Hockey, Inc.

Adopted: 1925

Revised: June 1997, May 2002, December 16th, 2015

(An asterisk * before a section indicates required wording by USA Field Hockey and is also expressed in quotes.)

Article I-NAME AND DEFINITIONS

Section 1. Name. The name of this organization shall be the Baltimore Field Hockey Association.

Section 2. Definitions. Wherever used in these Bylaws, or as may be hereafter adopted in any policies, administrative manual or standing rules, the following terms are defined as follows:

BFHA:	Baltimore Field Hockey Association
FIH:	Federation Internationale de Hockey
NCAA:	National Collegiate Athletic Association
USAFH:	USA Field Hockey
USOC:	The United States Olympic Committee
Officer:	Any elected position in BFHA
Committee Chairperson(s):	An Officer(s) overseeing a BFHA committee
Executive Board:	President, Vice President, President Elect, Treasurer, and Secretary of BFHA
Board:	Executive Board members, Committee Chairpersons, and any other elected Officer in BFHA

Article II-PURPOSE

The exclusive purpose of BFHA shall be to foster national and international amateur sports competition, and to support and develop amateur athletes for national or international competition in sports under Section 501(c)(3) and 501(j) of the Internal Revenue Code, or corresponding section of any future tax code.

BFHA shall promote the growth of field hockey in this locality by providing programs and services for our members, supporters, affiliates, and the interested public in order to participate, learn about, experience, and enjoy the sport of field hockey.

Article III-MEMBERSHIP

*Section 1. "Only individuals, organizations and groups having amateur standing in field hockey as defined by USOC and FIH statutes, shall be eligible for membership."

Section 2. All members shall be classified as individuals in one of the following categories:

- a. General membership refers to individuals who play field hockey in any adult BFHA League. Members shall be entitled to participate in local club programs, events and tournaments and shall be eligible to vote and hold office in BFHA.
- b. Honorary membership refers to individuals selected by the Executive Board of BFHA to be honored for contributing meritorious service toward the objectives of this Association. Honorary members shall be entitled to participate in all BFHA programs, and shall be eligible to vote and hold office in BFHA. BFHA seasonal league dues shall be waived for Honorary Members.

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- c. Associate membership may be granted to individuals interested in the activities of BFHA but not actively playing or umpiring in BFHA programs. Associate members shall be entitled to vote and hold office in BFHA.

Article IV-FINANCE

Section 1. The dues for each membership category shall be set by the BFHA Executive Board with the approval of the BFHA Board as deemed necessary to conduct the affairs of the BFHA.

Section 2. The fiscal year for BFHA shall begin January 1 and end December 31.

Article V-STRUCTURE

*Section 1. "The BFHA shall be bound by the USAFH Charter (Certificate of Incorporation), the USAFH Bylaws and policies, and the playing rules adopted by the USAFH."

- a. BFHA does not contemplate pecuniary gain or profit to members thereof, and it shall not engage in any activity or exercise any power other than those necessary to carry out its purposes in a manner consistent with the requirements of Section 501(c)(3) of the Internal Revenue Code of 1954, as now enacted or hereafter amended in other related sections of the law.
- b. BFHA is created and shall be operated exclusively for educational and charitable purposes and in furtherance, but not limitation thereof, BFHA shall cultivate the ideals of good sportsmanship, loyalty, and fair play among the men, women, boys, and girls who play field hockey in the United States and internationally through training in the skills of field hockey and through uniform competition in field hockey under the direction and control of qualified officials, and to train persons to be qualified officials with respect to field hockey; provided, however, that BFHA shall not in any wise engage in any activities which shall constitute the carrying on of propaganda or in any way attempting to influence legislation and shall not participate or enter in any general political campaign on behalf of any candidate for public office; and provided further that no part of the net earnings of BFHA shall inure to the benefit of any private shareholder, should there be such, or individual, nor shall any part of the funds of BFHA be used for the pecuniary benefit of any director, officer or member, except as reasonable compensation for actual services rendered to the Association.
- c. BFHA may be dissolved with the assent given in writing and signed by not less than two-thirds of the members of BFHA. In the event of the dissolution of BFHA, all assets of BFHA shall be distributed to a domestic organization exempt from Federal Income Tax as a charitable, educational, or a religious organization within the purview of Section 501(c)(3) of the Internal Revenue Code of 1954, as it is now enacted or as it may hereafter be amended.

Article VI-BOARD MEMBERS AND THEIR ELECTION

Section 1. Any voting member in good standing of the BFHA is eligible to run for and hold office.

Section 2. The BFHA Board positions shall consist of the following:

- a. The Executive Board, which consists of the President, President-Elect, Vice President, Secretary, and Treasurer
- b. All other elected Officers, including Chairpersons as defined in the official BFHA Policies and Procedures document

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Section 3. The Officers shall be elected at the Annual General Meeting of the BFHA and shall serve the following term lengths:

- a. Non-Executive Board members shall serve for one year.
- b. The President-Elect is a three-year commitment: one year as President-Elect and two years as President of BFHA.
- c. All other Executive Board members shall serve for two years on the following staggered basis: the President and Treasurer shall be elected in the same year; the Vice-President, President-Elect, and the Secretary shall be elected in the alternate years.
- d. Board members may serve for more than one term.

Section 4. A member of the BFHA may hold only one Executive Board office at one time within the BFHA except for the President-Elect.

Section 5. The Executive Board shall have the power to fill any vacancy that may occur in the Board during the year.

Section 6. The BFHA elections shall take place during the Annual General Meeting. Candidates receiving the most votes cast by the voting members present (providing there is a quorum) shall take office January 1.

Article VII-DUTIES OF THE EXECUTIVE BOARD

Section 1. The business of BFHA shall be conducted by the Executive Board. The Executive Board is responsible for supervising the affairs of the BFHA between General Membership meetings, Board meetings, and Executive Board meetings, to make recommendations to the membership and to operate with the best interests of the BFHA. The Executive Board is subject to the membership and none of its acts shall conflict with action taken by the membership.

Section 2. The President shall preside at all meetings and have general charge of the business of the Board and the Executive Board. The President shall have the right to discuss all questions and to vote in case of a tie. The President shall appoint all subcommittees and serve as an ex-officio member of the same. The President shall assume the responsibilities outlined in the BFHA President's Job Description, as defined in the official BFHA Policies and Procedures document.

Section 3. The President-Elect is responsible for assisting the President during the President's second year. The purpose will be for the President-Elect to learn the responsibilities, duties, and requirements of the President of the BFHA over the course of that year. The President-Elect shall assume responsibilities of President on January 1st of the following year, as outlined in the BFHA Job Descriptions in the official BFHA Policies and Procedures document.

Section 4. The Vice President assists the President in overseeing the organization of the BFHA. In the absence of the President, the Vice President shall assume the President's duties. The Vice President of the BFHA shall assume all responsibilities of a committee chairperson should a committee chairperson not complete their full term of office.

Section 5. The Secretary shall give proper notice of and keep a written record of all meetings. The Secretary shall preserve and send copies of the minutes to each BFHA Board member. The Secretary shall keep a roster of all members. The Secretary shall distribute a copy of the Bylaws to voting members and they shall be bound thereby.

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Section 6. The Treasurer shall collect all BFHA dues and make disbursements as approved by the Executive Board. The Treasurer shall keep an account of all receipts and expenditures, present a written report at all Executive and BFHA Board meetings, prepare an annual financial report and present this report and his/her financial records for annual audit. The Treasurer shall notify members of their unpaid BFHA dues.

Article VIII-DUTIES OF THE BOARD

Section 1. The Board is responsible for organizing and conducting the business of the BFHA, making recommendations to the membership, and shall perform such duties as specified in the BFHA bylaws and in the official BFHA Policies and Procedures document. The Board shall be subject to the orders of the membership, and none of its acts shall conflict with action taken by the membership.

Article IX-BOARD MEETINGS

Section 1. A minimum of two Board Meetings shall be held during the year. A majority of the members of the Board shall constitute a quorum. Members shall receive written notice of the meetings at least two weeks prior to their occurrence.

Section 2. Any member of BFHA or USAFH is allowed to attend any of the Board Meetings and to address the Board.

Section 3. Each Board member present shall be entitled to one vote unless otherwise noted in BFHA's Policies and Procedures document. The President shall vote only in the event of a tie.

Article X-GENERAL MEETINGS

Section 1. There shall be an Annual General Meeting of the BFHA near the close of the fall field hockey season. Other General Meetings may be called by the Executive Board or by a majority vote of the Board. At least fourteen days before each meeting a written notice shall be sent to all members. Attendance at the General Meetings is open to all members of the Association. One fourth of the voting members of the BFHA present in person or by proxy shall constitute a quorum.

Section 2. Voting

- a. Each individual member (general, honorary, or associate) in good standing is entitled to one vote at General Meetings of the BFHA.
- b. The president shall vote only in the event of a tie.
- c. Any member may vote in the form of written proxy. This proxy must be submitted to the Secretary prior to the meeting.

Article XI-COMMITTEES

Section 1. Committees shall be designated as Standing or Ad Hoc.

- a. Standing committees (those designated to carry out the BFHA program) are overseen by elected Committee Chairperson(s). Additional committee members shall be appointed, with the approval of the Executive Board, by the President or as otherwise stated in the BFHA's Policies and Procedures document.
- b. Ad Hoc committees (those designated to investigate specific problems or organize special activities) shall be appointed by the President, subject to approval of the Executive Board.

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They shall continue in office until their final report is filed.

Article XII-ELIGIBILITY

Section I. General membership shall be required for participation in seasonal leagues as outlined in BFHA's Policies and Procedures

*Section 2. "Amateur athletes, coaches, umpires, trainers, managers, administrators, and officials are guaranteed equal opportunity to participate in amateur field hockey competition without discrimination on the basis of race, color, religion, age, sex or national origin."

*Section 3. "USAFH membership shall be required for participation in USAFH or BFHA events or events sanctioned by the USAFH."

*Section 5. "Amateur standing as defined by Rule 26 of the IOC and the International Hockey Federation Statutes shall be required of all players representing the United States in international competition in amateur field hockey."

*Section 6. "All amateur athletes, coaches, umpires, trainers, managers, administrators, and officials are guaranteed fair notice and the opportunity for a hearing before any such individual is declared ineligible to participate in amateur competition in field hockey."

Article XIII-COLORS AND INSIGNIA

Section 1. The colors of the BFHA shall be delft blue, navy and white.

Section 2. The insignia of the BFHA shall be an emblem taken from the "Arms of the State of Maryland": the first and fourth quadrants represent the Arms of the Calvert family, and the second and third quadrants show the Arms of the Grassland family.

Section 3. BFHA team uniforms shall be subject to the approval of the BFHA Board.

Article XIV-GRIEVANCE PROCEDURES

*Section 1. In the event of alleged misconduct by a member, official, or individual, the BFHA shall have the power to deal with the matter. Any such alleged offender shall have the right to appeal within four weeks to the Executive Board of BFHA, whose decision shall be final.

"Any person or group which belongs to or is eligible to belong to the USAFH may initiate a grievance by filing a written complaint with the USAFH Executive Board. Such group or individual may take such action only after having exhausted all remedies available for corrected deficiencies unless it can be shown by clear and convincing evidence that those remedies would have resulted in unnecessary delay. A copy of the complaint shall also be served on the applicable local, sectional, or national group."

*Section 2. "Within 30 days after filing of the complaint, the USAFH Executive Board shall determine whether the complaint had exhausted all remedies in seeking a resolution to the grievance within the applicable local, sectional, or national group. If the USAFH Executive Committee determines that such remedies have not been exhausted, it may direct that such remedies be pursued before further consideration of the complaint."

*Section 3. "Within 90 days after the filing of a complaint if the USAFH Executive Committee determines that all such remedies have been exhausted, it shall hold a hearing to receive testimony for the purpose of determining a resolution to the grievance. If the USAFH Executive Committee determines, as a result of the hearing conducted that the local, section, or national group concerned is in compliance with Article XVIII (USAFH Bylaws - Eligibility), it shall so notify the complainant and the concerned group. If the

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USAFH Executive Committee determines, as a result of the hearing conducted that the local, section, or national group concerned is not within compliance with Article XVIII (USAFH Bylaws - Eligibility), it shall place such a group on the probation for a period of time, not to exceed ISO days, which it considers necessary to enable such a group to comply with the requirements.”

*Section 4. "If the USAFH Executive Committee places a local, sectional, or national group on probation, it may extend the probationary period if the concerned group on probation has proven by clear and convincing evidence that, through no fault of its own, it needs additional time to comply with such requirements. If, at the end of the period allowed by the USAFH Executive Committee the concerned group does not comply with such requirements, the USAFH Executive Committee shall revoke recognition of such local, sectional, or national group.”

*Section 5. "Within 30 days of the USAFH Executive committee determination the complainant can appeal to the USOC for a review of such determination.”

* Section 6. "The USAFH agrees to submit to Binding Arbitration conducted in accordance with the commercial rules of the American Arbitration Association in any controversy involving its recognition as an NGB or involving the opportunity of any amateur athlete, coach, trainer, manager, administrator or official to participate in amateur competition.”

Article XV-PARLIAMENTARY PROCEDURES

Section 1. Robert's Rules of order, Newly Revised shall be followed as deemed fit by the Executive Board.

Article XVI-AMENDMENTS

Section 1. Amendments to the Bylaws may be made at any General Meeting by a two thirds majority of all votes cast.