



# Code of Regulations

## Delhi Hills Athletic Assn.

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### 1. ARTICLE 1

1.1. The name of this non-profit corporation shall be the Delhi Hills Athletic Association, Incorporated.

### 2. ARTICLE 2

2.1. The Object for which this corporation is formed is to establish a non-profit club for the recreation of its members and their families and for the benefit of the community as a whole. Sponsoring and promoting athletic activities; acquiring by purchase, lease or otherwise; erecting, maintaining, holding and owning any and all land, building and personal property; appropriate to the accomplishment of the forgoing purposes and doing any and all things necessary to incident to any thereof.

### 3. ARTICLE 3


3.1. The membership of the Association shall consist of a family unit member. A family unit member is defined as an individual, parent or legal guardian and any person related to the parent or legal guardian by blood, marriage or adoption, including a ward or foster child, who resides with the parent or legal guardian. The term “member” used elsewhere in these Regulations shall mean “family unit member”. The Executive Board, at its discretion, may enlarge the definition of a family unit to include other persons in special circumstances. (Amended 12/21/06)

3.2. The membership of the Association is open to all family unit members residing within the boundaries of the Oak Hills School District or boundaries set by each sports league. (Amended 4/21/11)

3.3. A membership of this Association can be obtained by signing-up your child or children for a sport or by attending and signing in at a monthly meeting of the Delhi Athletic Association. (Amended 3/19/90)

3.3.1. The following sports participation fee shall be assessed each child per sport. This assessment shall be due and payable on the day of sign-ups of said sport. The fee assessed per child per sport per family will be determined by the Executive Board starting November 1, 1996, not to exceed two and one half (2 1/2 ) children per family. The Executive Board may at its discretion adjust the payment of this assessment for special conditions of any family and said fee shall be deemed paid. (Amended - May 16, 1996)

3.4. The application for membership (including a waiver holding the Delhi Hills Athletic Association free of liability) shall be a voluntary action taken by the applicant. Said applicant shall appear at any general meeting of the Association and state his intention of becoming a member. He will sign a mailing list of the Association.

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3.5. A member in good standing must have attended a minimum of three (3) meetings in the current month and previous eleven months. Members in good standing may vote on all business brought before the Association.

3.6. The fiscal year as defined by the Association is the twelve-month period from November 1 to October 31. (Amended 1/16/92)

#### 4. ARTICLE 4

4.1. The Officers of the Association shall include President, 1st Vice President, 2nd Vice President, Secretary, Treasurer and a Sergeant at Arms. All candidates for officer ship of the Association shall be members in good standing, as defined in Article III, Section 5.A. of The Code of Regulations, for at least two (2) years prior to their nomination and acceptance and must have attended a minimum of six (6) general monthly meetings between November of the preceding year and the month of their nomination and acceptance. (Amended 8/19/04)

4.2. All Officers and Members-at-Large of the Executive Board shall be elected by secret ballot at the regular meeting in October, to service for the term of one (1) year. (Amended 8/19/04)

4.2.1. All those who hold an elected office or honorary position on the Executive Board must attend two-thirds of all regular scheduled Executive Board meetings and two-thirds of all General Membership meetings in order to maintain their position for the balance of their term. Failure to meet these attendance requirements will result in that individual from being permitted in fulfilling the balance of their term as well as barring said individual from holding any position on the Executive Board or Manager's Committee, either elected, honorary or appointed, for one business calendar year of Delhi Athletic Association from the date in which the term of their position was to expire.

4.2.2. Any vacancies created on the Executive Board will be filled by an individual nominated by the President subject to the approval of the Executive Board, with the exception of the President Emeritus which is governed by Article IV, Section 3A of the Code of Regulations of the Delhi Hills Athletic Association, Inc. (Amended 4/21/11)

4.2.3. The President shall preside at all meetings of the membership. He shall exercise general supervision over the affairs of the Corporation and over the officers and shall be invested with general and active management of the business of the Corporation, subject to the control of the Executive Board. He shall sign checks, drafts, notes, bonds and order for the payment of money and he shall appoint and discharge agents and employees, subject to the approval of the Executive Board. He shall appoint the chairman of all standing and Special Committees, subject to the approval of the Executive Board. He shall also have such special duties as may from time to time be prescribed or delegated to him by resolution of the Executive Board. The President shall be ex-officio a member of all Committees.



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4.2.4. The President Emeritus shall be an honorary position for the President who does not return to the office of President. The President Emeritus shall hold the position until such time as the incumbent President does not return to the office of President or the President Emeritus is no longer able to fulfill his or her duties as President Emeritus. The President Emeritus shall have full voting privileges and his or her attendance at Executive Board meetings shall be considered when establishing a quorum.

In the event of a vacancy of the President Emeritus position, for any reason, the President shall fill the position by using the following criteria:

**STEP 1:** The President shall appoint in chronological order the most recent past President of the Association, subject to the approval of the Executive Board, to fill the unexpired term of the President Emeritus. If the most recent past President declines, the President then shall appoint the next in line past President not to exceed the maximum of three (3) recent past Presidents.

**STEP 2:** In the event that the three (3) most recent past presidents all decline the Presidential appointment, the President shall then appoint any prior President of the Association, subject to the approval of the Executive Board.

**STEP 3:** In the event that all prior Presidents decline the Presidential appointment, the President shall then appoint any member of the Association (**in good standing**), subject to the approval of the Executive Board. (Adopted 11/18/04)

4.2.5 The 1st Vice President shall have such powers to perform such duties as may be delegated to him by resolution by the Executive Board. In the absence or disability of the President, the 1st Vice President shall preside at all meetings and shall be ex officio a member of all committees.

4.2.5.1 The 1st Vice President shall be the Spring Festival Chairperson. (Revised 10/16/97)

4.2.6 The 2nd Vice President shall have such powers to perform such duties as may be delegated to him by resolution of the Executive Board. In the absence or disability of the President and the 1st Vice President, the 2nd Vice President shall preside at all meetings and shall be ex officio a member of all Committees. Responsibilities of the 2<sup>nd</sup> Vice President also include Sponsor Board Chairperson, Kid Glove Chairperson (if applicable), DAA Memorial Scholarship Chairperson and Fall Monte Carlo Chairperson. (Amended 9/18/03)



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4.2.7 The Secretary shall keep the minutes of all meeting of the Executive Board and all meetings of the members. He/she shall attend to the giving and serving of all notices. He/she shall have charge of the membership book and such other books and papers as the Executive Board may direct or which may be required by law, all of which shall be open to the examination of the Executive Board and Members. He/she shall, in addition, perform such other and special duties as may from time to time be delegated to him/her by resolution of the Executive Board.

4.2.8 The Treasurer shall collect and have custody of all funds and securities of the Corporation which must come into his hands. He/she may sign checks, drafts, notes, bonds and order for payment of money. When necessary or proper, he/she shall endorse for collection, checks, notes and other obligations on behalf of the Corporation and shall deposit the same to the credit of the Corporation in such hands of depository as the Executive Board may designate. Whenever required by the Executive Board or members, the Treasurer shall render a statement of his account. The Treasurer shall, in addition, perform such other and special duties as may from time to time be delegated to him by resolution of the Executive Board. The signing of checks, drafts, notes and bonds to be signed by any two of the President, Vice President, or Treasurer.

4.2.8.1 All moneys collected by any venture of the Association shall be submitted to the Treasurer or authorized committee for verification and audit.

4.3. The business and property of the Corporation shall be managed by an Executive Board consisting of the President, President Emeritus, 1st Vice President, 2nd Vice President, Secretary, Treasurer, Sergeant at Arms, and three Members-at-Large. The Executive Board may hold meetings, both regular and special, at such time and place as they may determine and at which a quorum of seven (7) Executive Board Members are present, all having received notice of time and place of said meeting or meetings. (Amended 8/19/04)

4.3.1. The Sergeant at Arms shall be an active member of the Executive Board and shall attend all Executive Board meetings. The Sergeant of Arms shall be a voting member and shall be counted in determination of a quorum. (Amended 10/15/92)

4.3.2. To be eligible to run for a Member-at-Large of the Executive Board, the candidate must be a member in good standing, as defined in Article III, Section 5.A. of The Code of Regulations of the Association, for two (2) years prior to their nomination and acceptance, must have held an elected position in the Association and must have attended a minimum of six (6) general monthly meetings between November of the preceding year and the month of their nomination and acceptance of the current election year.(Amended 8/19/04)



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4.3.3. To be eligible to run for the Managers Committee, the candidate must be a member in good standing, as defined in Article III, Section 5.A. of The Code of Regulations of the Association, for one (1) year prior to their nomination and acceptance and must have attended a minimum of six (6) general monthly meetings between November of the preceding year and the month of their nomination and acceptance of the current election year. (Amended 8/19/04)

4.3.4. The Managers Committee will consist of a chairman appointed by the President, subject to approval of the Executive Board, and eight (8) members elected by secret ballot per Article IV and all Sections under this article of the Code of Regulations of The Delhi Hills Athletic Association, Inc. (Amended 5/17/01)

4.4. All members of the Managers Committee must attend two thirds of all regular monthly meetings for their respected elected position. Any first year Managers Committee member failing to comply with the attendance requirement will be suspended from serving out the second year term of their two year term and from seeking election or appointment for any elected position during the year of what would have been their second year term. Any second year Managers Committee member failing to comply with the attendance requirement will be suspended from seeking election or appointment for any elected position for a period of one year. (Amended 2/18/99)

4.4.1. Beginning fiscal year 1980, four previous members will be elected to a one-year term.

4.4.2. Four members will then be elected to a two-year term.

4.4.3. Each following year four members will be elected to a two-year term. (Amended 8/16/79)

4.4.4. In the event the President would select an existing member of the Managers Committee, or a newly elected two year member as his or her chair of the Managers Committee, the First Alternate will fill the vacancy of the existing member or newly elected two year member and the Second Alternate will become the First Alternate. The First Alternate will have the power to vote when one or more members of its committee are missing from a regular or special meeting of the Manager's Committee. When all members of the Manager's committee are present at a regular or special meeting, the alternate will have no voting power but can partake in any discussions within any meeting. The Alternate will be governed by the same rules of attendance as the other members of the Manager's Committee. (Amended 8/16/01)

4.4.4.1. In the event of any other vacancy of an existing member or newly elected two-year member, the First Alternate will fill that vacancy and the Second Alternate will become the First Alternate.

4.4.4.2. The First Alternate will be the candidate with the 5<sup>th</sup> highest vote count. The Second Alternate will be the candidate with the 6<sup>th</sup> highest vote count. All remaining candidates will be placed in numerical order in accordance to the number of votes each received. All ties in the Alternate results will be broken by a flip of a coin unless one of the Alternates voluntarily steps down from the position.



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4.4.5. An Alternate filling any vacancy will serve the remaining term of that vacancy. The First Alternate shall serve a one-year term. The first Alternate position shall be considered as an elected position. The secretary shall retain the votes for the Managers Committee election. (Amended 2/18/99)

4.4.6. The following procedure will be followed when a tied has occurred during the regular elections in October.

- 4.4.6.1 A re-election will occur for only those candidates that created the tie.
- 4.4.6.2 The re-election will be by secret paper ballot
- 4.4.6.3 It will occur that same evening as the regular election held in October.
- 4.4.6.4 All members in good standing will be able to vote.
- 4.4.6.5 Not all members who voted in the initial election need to be present for the re-election to occur.
- 4.4.6.6 Each member in good standing will be entitled to cast only one vote for those candidates that created the tie.
- 4.4.6.7 This process will continue until such time as all ties are broken.
- 4.4.6.8 The election polls will be re-opened for this re-election. The roll of the Membership will be called for those who voted in the initial election and the polls will remain open for then (10) minutes after the last name has been called. The polls will then be closed and the ballots counted. (Adopted 5/17/01)

4.5. Regular meetings of the membership shall be held on the day and said time as designed by the Executive Board. Special meetings of the membership may be called by the Executive Board or a majority of the members present at a regular meeting.

4.6. Twenty (20) members in good standing shall constitute a quorum at a regular meeting of the membership. To constitute a regular or special meeting, or to commit the Corporation on any action or proposal, quorum must be present. (Amended 11/19/98)

4.7. This Code of Regulations may be amended, repealed or altered in whole or part by a vote of two thirds of all members present at a regular meeting, provided that said proposed amendment, repeal or alteration has been properly moved and seconded, read again to the members at the next monthly meeting and then read again and voted on at the next regular monthly meeting.

4.8. Standing Committees shall be as follows: Fields and Facilities, Managers, Purchasing, Nominations, Rules and Regulations, Hall of Fame, Ways and Means (to include dance, raffle, festival and Kid Glove game), Welfare, and District 14. All Business concerning these committees must be processed through these committees for final approval.



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### 5. ARTICLE 5

- 5.1. Awards will be made to all players of League Championship Teams. Awards will also be made to all teams that finish as runners-up to their league champions. All teams receiving awards must be sponsored by the Corporation. Awards shall be as recommended by the Executive Board. The Corporation shall pay for such individual awards, for all Corporation sponsored sports, to the extent of the number of participants in each sport, as set forth in the managers or coaches rules. (Amended 8/18/94)
- 5.2. The Corporation will not pay travel expense in any sport.
- 5.3. In the case of a participant of a team sponsored by the Corporation whose family unit moves out of the area stipulated for membership during the course of the year, such family membership shall be valid for the duration of the current membership but void from future membership unless such member complies with all the qualifications for membership.
- 5.4.
- 5.5. All team trophies, awards and other symbols of achievement, whether for team participation for standing in league or other competition or honorary, won by any team, group or other increment of the Association shall be owned and controlled by this Association.

### 6. ARTICLE 6

- 6.1. The Hall of Fame organized September 23, 1965 shall be continued under this Code of Regulations.
- 6.2. The purpose shall be to honor those members who have given their time and put forth exceptional effort for the advancement of the Delhi Hills Athletic Association and by so doing have helped the youth of the area.
- 6.3. The nomination committee is comprised of all elected Hall of Fame members. To be nominated for the Hall of Fame, a member must meet the following requirements:
  - 6.3.1. Been an active member for seven years.
  - 6.3.2. Held an Elected office for (1) year or serve on two (2) separate committees.
  - 6.3.3. A team manager, a coach, a supervisor for the farm system or intramural of a field manager. One or any of the forgoing sub paragraph C for a period of five (5) years.
- 6.4 Each regular July meeting will be designated "Hall of Fame Night". Each member elected to the Hall of Fame will at said meeting be presented the following:
  - Individualized "Hall of Fame" Plaque
  - "Hall of Fame" Membership Certificate
  - "Hall of Fame" Hat
  - "Hall of Fame" Shirt

Newly elected member will have his or her name engraved on the permanent "Hall of Fame" Plaque which will be permanently displayed in the Association's meeting place. (Amended 11/21/02)



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6.5 Each Hall of Fame member in attendance at the June 2003 nominations meeting and every member in attendance at the June nomination meeting every 4 years thereafter (i.e. 2003, 2007, 2011, etc.) will be entitled to receive from Delhi Athletic Association, if member so elects, their choice of a new Hall of Fame Hat or Hall of Fame Shirt. A copy of the June nomination meeting attendance log, noting member’s choice or a hat or shirt, will be provided to the President of Delhi Athletic Association who in turn, or other designated individual appointed by the President, will be responsible for ordering said shirt or hat for the July Hall of Fame Night. (Adopted 11/21/02)

### 7. **ARTICLE 7** (Adopted 11/18/99)

7.1. Any rule changes to the Managers & Coaches rules shall be adopted at the sports year-end sports meeting. This meeting shall be deemed official if there is a quorum of Managers and coaches, of that said sport present. A quorum consists of seventeen minimum or twenty percent of the managers and coaches of that said sport. Each year-end sports meeting must be held, a maximum of ninety days, after that sports regular season, is completed. The year end sports meeting shall be presided over by the Managers Committee or current President of Delhi Hills Athletic Association. All year-end sports meetings are open to all member of Delhi Athletic Association. Managers, Coaches and all members in good standing shall be allowed to vote on any issue raised during these proceedings.


7.1.1. Managers and Coaches Rules denoted with an asterisk shall be considered general code of ethics rules which cannot be changed without the approval of the Managers and Coaches of that sport, Managers Committee and Executive Board. This by law shall be adopted as rule number one of the Managers and Coaches Rules, and cannot be changed unless agreed upon as outlined per the Delhi Athletic Association, Code of Regulations: Article III Section 5 and Article IV Section 10.

7.1.2. If this proposal is accepted, current article seven of the Code of Regulations of Delhi Hills Athletic Association becomes article eight. (Adopted 11/18/99)

### 8. **ARTICLE 8**

8.1. Robert’s “Rule of Order” shall be the Corporation’s final authority on all questions of procedure and parliamentary law not covered by this Code of Regulations.



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### 9. **ARTICLE 9** (Adopted 6/17/04)

9.1 All individuals applying for a coaching position for any team or squad sponsored by Delhi Hills Athletic Association as either a Head Coach or Manager voluntarily agrees to a background check. Any and all designated Assistant Coaches listed on any team roster or league roster also voluntarily agree to a background check. Any Head Coach, Manager or Assistant Coach not voluntarily agreeing to a background check will not be considered, approved or permitted to act any capacity as a Head Coach, Manager or Assistant Coach.

9.1.1. The Managers Committee Chairman and the Managers Committee will be responsible to conduct the background check. The background check for individuals applying for a Head Coach or Manager position will be conducted prior to said individual being approved for the position applied for. The background check for all Assistant Coaches will be conducted no later than two (2) weeks prior to the first regularly scheduled season game for said sport. The Head Coach or Manager will provide the complete named and address of all Assistant Coaches to the Managers Committee Chairperson. In the event of any Assistant Coach changes (addition, deletion, replacement, etc.) after the first regularly scheduled league game, the Head Coach or Manager will submit the complete name and address of any addition or replacement to the Managers Committee Chairperson for a background check prior to said individual participating in any coaching role.

9.1.2. The Managers Committee Chairperson will conduct an investigation involving any Head Coach, Manager or Assistant Coach in which the background check reveals any incident which could be considered harmful to DAA and/or to the youth of DAA.

9.1.3. Upon conclusion of any investigation, the Managers Committee will decide what action, if any, will be taken against the investigated person. Action by the Managers Committee could include, but is not limited to, dismissal from current coaching position; a suspension from future coaching opportunities and even a permanent suspension of any involvement of a DAA sponsored activity.

9.2 Any Head Coach, Manager or Assistant Coach accused of falsifying any league document (i.e. league roster, league contract, league average age sheet) or permitting a non-registered participant with DAA or a non-rostered team participant in any league game or tournament (unless tournament rules permit “guest players”) will be investigated by the Managers Committee Chairperson. Should the Managers Committee find the accused Head Coach, Manager or Assistant Coach guilty of knowingly and/or intentionally falsifying the aforementioned documents, he/she will be subject to immediate dismissal of their coaching role and will be permanently suspended from coaching any team sponsored by DAA.