



NORTHERN CALIFORNIA FIELD HOCKEY ASSOCIATION

BY--LAWS OF THE NORTHERN CALIFORNIA FIELD HOCKEY ASSOCIATION

ARTICLE I: NAME

- 1.1 The name of this organization shall be the NORTHERN CALIFORNIA FIELD HOCKEY ASSOCIATION, hereinafter referred to as NCFHA.

ARTICLE II: PURPOSE

- 2.1 The purpose of this association shall be to advance the best interests of field hockey for women development of young players in the greater San Francisco bay area.

ARTICLE III: MEMBERSHIP

- 3.1. Only individuals having amateur standing shall be eligible for membership. Amateur standing shall be interpreted to mean not receiving remuneration for playing field hockey.
- 3.2. A member is considered in good standing when complying with the annual dues regulations as prescribed by the Executive Board.
- 3.3. Members who are in good standing shall be placed on an Association team within the NCFHA as prescribed in the regulations.
- 3.4. The NCFHA Executive Board will determine the minimum age of players permitted to play in the adult league, as prescribed in the regulations.
- 3.5. Membership categories shall be determined by the NCFHA Executive Board as prescribed in the regulations.

ARTICLE IV: ORGANIZATION

- 4.1. NCFHA shall be formed of a minimum of 11 active members, and such other members as indicated in Article 3.
- 4.2 The USFHA Charter, USFHA Bylaws, and the playing rules adopted by the USFHA, shall bind the NCFHA with any exceptions explicitly noted in the regulations. Exceptions to USFHA playing rules must be approved by a majority of the Executive Board.
- 4.3 NCFHA will be governed by an Executive Board whose members are selected without regard to race, color, religion, sexual orientation, or national origin.
- 4.4 The fiscal year shall be from January 1 through December 31.



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ARTICLE V: EXECUTIVE BOARD AND THEIR ELECTION

5.1 Any member of NCFHA in good standing shall be eligible for office.

5.2 The affairs of the Association shall be conducted by an Executive Board composed of the following:

5.1 President, Vice President, Secretary, Treasurer, New Player Chair, Umpires Chair, Youth Chair, and Marketing Chair, Founder's Chair.

5.2 The Executive Board shall be elected via email, website, or other electronic communication with a quorum of active members voting, provided members have at least fourteen (14) days to register a vote. Voting shall take place at the end of the fall season with results available for the Annual General Meeting.

5.3 The Executive Board shall serve for a term of two years. The President, Secretary, New Player Chair, Youth Chair and Marketing Chair being elected at Up Scheduling Chair odd--numbered years and the Vice President, Treasurer, Umpires Chair and Founder's Chair being elected at even--numbered years. Newly--elected officers shall take office at the end of the annual meeting. Each NCFHA member in good standing shall have one vote when casting her ballot for open Executive positions.

5.4 Any vacancies in the offices shall be filled by appointment of the Executive Board for the remainder of the two year term.

ARTICLE VI: DUTIES OF OFFICERS

The officers shall complete these tasks as described elsewhere in the Bylaws. Each position except President may be shared by two individuals. No individual may serve in more than one position, with the exception of Founder's Chair. The Founder's Chair may be filled by someone already holding another chair position.

6.1 The President shall:

- Schedule and run the Annual General Meetings and the Executive Board meetings
- Oversee nominations and awards for end--of--season superlatives (most improved, etc.) as described in the regulations
- Oversee elections to the Executive Board
- Oversee changes to the bylaws, regulations and management changes
- Assist with regular season and playoff schedule development (with the Vice President)
- Oversee major financial programs of NCFHA (fundraising, dues, major capital expenditures, etc.)



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6.2 Vice President shall:

- Schedule field space, with assistance from the Scheduling committee as described in the regulations
- Manage contracts, insurance and other requirements for the use of such space
- Schedule trainers/other support staff for league events
- In the absence of the President at meetings or other NCFHA functions, assume the duties of the President.

6.3 The Secretary shall

- Take roll at all meetings
- Keep minutes of the Annual General Meetings of the NCFHA and Executive Board and ensure dissemination such minutes via the league website or other such manner
- Send notice of special meetings
- Conduct and preserve copies of all correspondence, via league email lists or other methods
- Manage league roster

6.4 The Treasurer shall

- Oversee collection of dues
- Complete an account of all money received and expended
- Present financial report to Executive Board at end of fiscal year
- Assist with major financial programs of the NCFHA (fundraising, dues, etc.)

6.5 The New Player Chair shall:

- Manage the assignment of players to team, including the annual draft as prescribed in the Regulations, with an emphasis on team performance parity in the league.

6.6 The Umpires Chair shall:

- Manage the weekly umpire scheduling for the fall season
- Oversee umpire recruitment and training
- Communicate rules changes with the umpires and players in the league
- Oversee and manage, with discussion with the Executive Board, any exceptions to USFHA rules adopted by NCFHA and noted in the Regulations (as discussed in section 4.2)

6.7 The Youth Chair shall promote the advancement of youth field hockey in the greater bay area as described in the Regulations.

6.8 The Founder's chair shall provide insight into previous decisions of the Executive Board and evolution of the league over time. The Founder's Chair must have been an active member of NCFHA for at least 10 years. The Founder's Chair shall also promote the interests of USFHA eligible Masters players at the discretion of the Executive Board.

6.9 The Marketing Chair shall:



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- Oversee outreach for new players
- Expand and extend awareness of NCFHA
- Oversee maintenance of website (either as webmaster or oversight of webmaster)
- Maintain social media presence (such as Facebook and Twitter) for NCFHA
- Alert league members to practice/pick--up opportunities, important league dates, tournaments and general hockey information of interest to NCFHA members

6.10. Team Captains may attend Board meetings and shall communicate to her team on Board decisions or policy/procedures that affect them, and act as a liaison to the Board.

ARTICLE VII: BOARD AND MEETING PROCEDURES

7.1. Meetings of the Executive Board shall be called as often as the President deems necessary. The Board shall meet a minimum of twice (2) a year. A quorum exists for the purposes of conducting regular or special meetings when at least half (1/2) of the Executive Board members are in attendance. The Board may meet in person, by phone or other electronic means.

7.2. The Executive Board shall decide on issues presented at Board Meetings by a 50% majority of the quorum. In the case of a tie, the President shall have the deciding vote. Each Board member is entitled to one (1) vote on each issue submitted to the Board.

7.3. The Executive Board shall keep regular minutes of its proceedings. The minutes shall be placed in the minute book of the Association and be distributed to all Board members.

7.4. Members of the NCFHA may attend Executive Board meetings without a vote. All visitors are permitted to address the meeting.

7.5. There shall be an Annual General Meeting of the Association in December. Other Association meetings may be called as the Executive Board deems necessary. An email and/or written notice of meetings and the Agenda for the Annual General Meeting shall be sent to all Association members (via distribution to Team Captains) at least 7 days prior to the meeting.

7.6. The presence of fifteen (15) members shall constitute a quorum at Association meetings. If NCFHA is comprised of less than 15 members then a quorum shall 50% of all members.

7.7. Robert's Rules of Order, Revised, shall be the authority governing all matters of procedure not otherwise covered by these Bylaws.

ARTICLE VIII: VOTING

8.1. Members in good standing shall be entitled to one vote each at all Association meetings or via email, website, or other electronic communication. In the event of a tie, the President shall cast the sole deciding vote.

8.2. All Executive Board members, including the President, shall be entitled to one vote at all Board



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ARTICLE IX: COMMITTEES

9.1 Special Committees shall be established as deemed necessary by the Executive Board. Any member in good standing is eligible to serve on a Committee.

ARTICLE X: DUES

10.1 Each member shall pay the amount designated in the Regulations by the second weekend of games during the Fall League or they shall be ineligible to play.

10.2 Each player shall pay an amount for each practice, training or special tournament attended, as designated by the Executive Board in the regulations.

ARTICLE XI: ASSOCIATION TEAMS AND SEASON

11.1 The regular Fall Season for the NCFHA will run annually from approximately August to December. The number and makeup of teams, the dates and format of games, the rules, the umpiring, the playoffs, and special situations regarding goalies, will be run as prescribed in the Regulations.

11.1 The Executive Board may designate additional seasons or team events as deemed appropriate.

11.2 The Executive Board may designate any team or group of members in good standing, to represent the NCFHA in any tournament or event as deemed appropriate.

ARTICLE XI AMENDMENTS

12.1 The By-laws may be amended by the NCFHA membership 1) at any Association Meeting by a two-thirds favorable vote of all votes cast, a quorum of active members being present, provided such amendment has been submitted in writing to active club members at least seven (7) days prior to the meeting, or 2) via email, website, or other electronic communication by a two-thirds favorable vote of all votes cast, with a quorum of active members voting, provided members have at least fourteen (14) days to register a vote.

12.2 The Regulations may be amended by the Executive Board 1) at any Board Meeting by a 50% favorable vote of all votes cast, a quorum of Executive Board members being present, provided such amendment has been submitted in writing to the Executive Board members at least seven (7) days prior to the meeting, or 2) via email or other electronic communication by a 50% favorable vote of all



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votes cast, with a quorum of Executive Board members voting, provided Executive Board members have at least seven (7) days to register a vote.

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