

BYLAWS
HERSHEY'S MILL SPORTS GROUP
HMSG

Amended: September 14, 2016

The HMSG operates under bylaws of the Hershey's Mill Homeowners Association and is identified as "Racquet Club Committee". Robert's Rules of Order shall be used as a reference for all parliamentary proceedings.

ARTICLE I
NAME

Hershey's Mill Sports Group (HMSG)
55 Hershey's Mill Drive West Chester, Pa. 19380

ARTICLE II
PURPOSE

- To organize and promote Hershey's Mill's lifestyle, which consists of a variety of sports, activities and social events
- To provide up-to-date facilities.
- To encourage the promotion of the Hershey's Mill lifestyle to outside groups and potential home owners through guest and league use of active amenities at The Mill.

ARTICLE III
MANAGEMENT AND ELECTIONS

The government and management of the HMSG shall be vested in the Board of Directors (BOD). The BOD shall consist of 9 members; including the 4 Officers and the President's Council of Directors.

- **MANAGEMENT**
The BOD elected officers are: President, Vice President, Treasurer, and Secretary. The President's Council of Directors includes non-elected Directors, appointed by the president. The President's Council of Directors consists of personnel with specific responsibilities. (See # 2 below)
 - 1. Elected Officers:**
 - a. President: is responsible for the overall functioning of the HMSG, shall preside over all meetings of the HMSG, BOD and act as liaison to the HM Master Association. The President shall be ex-officio of all committees.
 - b. Vice President: shall exercise all duties of the President in the President's absence.

- c. Treasurer: shall be responsible for all financial functions of the HMSG and financial interaction with the HM Master Assoc. as related to the HMSG.
- d. Secretary: shall be responsible for minutes, administering elections and written correspondence.

2. President's Council of Directors:

- a. Activity Director: responsible for recruiting and supporting activity leaders
- b. Clinic and special events Director: responsible for creating clinics and events, and recruiting and support of event leaders.
- c. Facility Director: responsible for monitoring, managing and recommending upgrades of all facilities.
- d. Communication Director: responsible for promoting HMSG through frequent articles, public relations and support of activity leaders.
- e. Social Director: is responsible for creating events, recruiting and supporting event leaders.

3. Activity Committees:

Activity leaders are responsible for promoting and managing their specific activity. (See Article VI; Committees)

• **ELECTIONS**

Officers shall be elected at the fall meeting by a simple majority of attending members, provided the quorum is satisfied.

- a. President and Treasurer shall be elected in odd numbered years.
- b. Vice President and Secretary shall be elected in even numbered years.

1. HMSG Officers will be elected for a term of two years. Elections will be tallied/reported/recorded at the fall meeting. At no time shall any candidate be in attendance during the tally process.
2. Residents interested in serving as officers are required to submit their name to the secretary 60 days prior to the Fall Meeting (including existing officers). On the 60th day, preceding the election, the secretary shall send notification to all HMSG members a list of the candidates running and the respective office. Should no candidates file before the afore mentioned 60 day filing deadline, candidates may be nominated from the floor at the Fall meeting.
3. With the exception of elected officers, all directors and leaders serve at the pleasure of the president.

• **VACANCIES**

In the event a position becomes vacant, the President, with BOD approval has the authority to appoint a replacement to complete that term of office

ARTICLE IV
FINANCIAL

- **BUDGET**

The BOD shall prepare and submit, to the HM Master Association, an annual budget by July 31st, (or earlier as requested by the HM finance committee) for the upcoming calendar year.

1. The budget shall include, but not be limited to:

- a. Income from events and social activities.
- b. Expenditures associated with activities and facilities.

2. Requests and recommendations for capital for maintenance, improvements and additions.

- **LIMITATION OF POWERS**

An officer may not spend in excess of \$500.00 without approval of the all elected officers.

- **LIMITATION OF LIABILITY OF OFFICERS AND DIRECTORS**

Pursuant to Title 42 of the Pennsylvania Consolidated Statutes, Section 8364, as added Liability Act No. 145 of November 28, 1986, effective January 27th, 1987, a Director of a corporation shall not be personally liable for monetary damages for any action, or failure to take action unless: (See statute: “breached or failed to perform ---“;”Willful misconduct or self-dealing---“,etc.

- **FEES**

There shall be no fees assessed for HMSG membership.

There may be fees associated with events.

ARTICLE V MEETINGS

There shall be two annual meetings (spring and fall) which shall be open to all HMSG members. 10% of the latest registered membership* represents a quorum.

- a. The spring meeting shall typically be held on the second Wednesday of May.
- b. The fall meeting shall typically be held on the second Wednesday of September.

Agenda

1. Review and approval of prior meeting minutes and Treasurer’s report
2. President’s Report
3. Directors’ Reports
4. Committee Reports
5. Deferred Business
6. *See “Fall Meeting” below*
7. New Business
8. Adjournment

Fall Meeting

9. Fall Meeting: Election of Officers
10. Fall Meeting: Ratification of Officers

11. Fall Meeting: former president adjourns meeting
12. Fall Meeting: New President opens meeting
13. President's comments
14. New Business
15. Adjournment

Special Meetings:

Upon the written request of 10% of the membership or the HMSG BOD a special meeting may be called. Public notice shall be published and made available to all members 15 days prior to the said date. The subject of the meeting must be included in the notice and no other business shall be conducted at that meeting.

*Registered members are those as listed in the most recent directory, as published by the HMSG

**ARTICLE VI
COMMITTEES**

- **STANDING COMMITTEES**

The BOD shall annually appoint the following committees, but not limited to: Tennis, Pickleball, Bocce, Shuffleboard, Horseshoes, Paddle Tennis, Ping Pong, Non-member Golf, CPR, Social Functions, Clinics and Special Events.

- **ADDITIONAL COMMITTEES**

The BOD may create additional committees as required.

**ARTICLE VII
VISITORS**

- Visitors are welcome to use the facilities provided they are accompanied by a HM resident.
- Organizations, which do not have a 50% representation of HM residents, may use the facilities upon approval by the HM Master Association. Fees may be assessed.

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**ARTICLE IV
BYLAWS**

Bylaws may be amended at a spring or fall meeting by a vote of 2/3rd majority of attending members. Written notice must be posted and emailed to all members 15 days prior to the meeting. The amended by-laws; both present and as amended, must be on the agenda and included as part of the meeting notice.

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