

**“BYLAWS” HMSG
HERSHEY’S MILL SPORTS GROUP**

November 21, 2019

The **HMSG** operates under By-Laws of the Hershey’s Mill Homeowners Association and is identified as “**Hershey’s Mill Sports Group**”.

Robert’s Rules of Order shall be used as a reference for all parliamentary proceedings.

The intent is for this to be a living document that can be appropriately modified by approved amendments as the HMSG evolves over time for the betterment of Hershey’s Mill.

References to HMSG BOS refers to the Supervisors of the HMSG (see Article IV – Management and Elections)

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ARTICLE I

NAME

Hershey’s Mill Sports Group (HMSG)

ARTICLE II

PURPOSE

1. To help organize and promote Hershey’s Mill’s active lifestyle within the Mill, which consists of a variety of sports, activities and social events.
2. To work closely and provide 2-way communication with the various sports and activities leaders so that opportunities are not missed to further enhance the facilities and/or the enjoyment of all that Hershey’s Mill offers.
3. To encourage the promotion of the Hershey’s Mill lifestyle through guest and league use of active sports at The Mill.

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**ARTICLE III
MEMBERS**

Member: Since all homeowners and residents of Hershey’s Mill are eligible members already, they need only to sign up for one or more HMSG activity to be considered an active member of the HMSG.

A **Resident** is defined as either a Homeowner or Renter of a Unit within Hershey’s Mill and a temporary resident above the age of 18, who resides with and provides care and/or assistance for a homeowner or renter.

- a. There will never be a participation fee for any resident. (“HO” agreement)
- b. They can participate in any of the activities and/or events available
- c. Only active members have voting rights on all HMSG issues

A **Guest** is someone brought in on any day by a HM resident.

- d. There is no fee for a Guest.
- e. They can participate in any of the activities and/or events available if their resident is present.
- f. Guests must follow all rules and guidelines that members adhere to.
- g. Guests do not have voting rights on HMSG issues.

**ARTICLE IV
MANAGEMENT AND ELECTIONS**

The government and management of the HMSG shall be vested in the Board of Supervisors (BOS). The HMSG BOS shall consist of 6 elected Officers – President, Secretary, Treasurer, Executive Vice President (EVP) of Sports Activities, Associate Vice President (AVP) of Membership and Finance, and Associate Vice President (AVP) of Facilities.

Management

1. The HM Sports Board of Supervisors:
 - a. President -- is responsible for the overall function of the HMSG, shall preside over all meetings of the HMSG, BOS and act as liaison to the

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HM BOD liaison. The President shall be a member of all HMSG standing committees.

- b. EVP of Sports Activities -- shall interface with all sports activities and shall exercise all duties of the President in the President’s absence.
- c. AVP of Membership and Finance -- shall be responsible for recruiting and maintaining members and supporting the income side of the balance sheet.
- d. AVP of Facilities -- shall be responsible for the overall management of the entire group of HMSG facilities and interface with the HM BOD liaison and Management contact concerning all needed maintenance and improvements
- e. Treasurer -- shall be responsible for the maintenance of the HMSG income and expense finances of the HMSG and work together with the AVP of Membership and Finance in their listed responsibilities.
- f. Secretary -- shall be responsible for minutes, administering elections and articles to appear in HM Digest.

2. Volunteer leaders of various sport activities to include but is not limited to:

- a. Billiards
- b. Bocce
- c. Paddle Tennis
- d. Pickle ball
- e. Shuffleboard
- f. Table Tennis
- g. Tennis
- h. CPR
- i. Cycling
- j. Bowling
- k. Horseshoes

3. Other volunteer leaders

- a. Communication leader -- responsible for promoting HMSG through frequent articles. Public relations and support for activity leaders.
- b. ROCO leader -- responsible for maintaining and upgrading scheduling system for the various sport activities

ELECTIONS

Subject to the approval of the of President and the BOD of the HMMA; Officers shall be elected at the fall meeting by a simple majority of attending members.

President, Treasurer and AVP (Membership) shall be elected in odd numbered years;

EVP, Secretary and AVP (Facilities) shall be elected in even numbered years.

- a. 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

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- in attendance during the tally process. Elections to be supervised by the HM BOD liaison.
- b. Residents interested in serving as officers are required to submit their name to the secretary 30 days prior to the Fall Meeting (including existing officers). On the 30th 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 30 day filing deadline, candidates may be nominated from the floor at the Fall meeting.
 - c. The candidates for election who receive the highest number of votes shall be elected.
 - d. Cumulative voting by members shall not be permitted. A ballot that is submitted which casts multiple votes for candidates shall be void and shall not be counted in the vote total.
 - e. Bullet voting by members shall not be permitted. Members must cast votes for the total number of vacancies on the Board. A ballot that is submitted that does not cast votes for the total number of vacancies shall be void and shall not be counted in the vote total.
 - f. Except for elected officers, all HMSG leaders may be removed from their position, at the discretion of the HMSG president, upon a showing of GOOD CAUSE.

VACANCIES

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

In the event *no one runs for a vacant office position*, the President, with HMSG BOS approval, has the authority to appoint a replacement to complete that term of office

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**ARTICLE V
FINANCIAL**

BUDGET

The HMSG BOS shall prepare and submit, to the HMMA Finance Committee, an annual budget by July 31st, (or earlier as requested by the HM finance committee) for the upcoming calendar year.

The budget shall include, but not be limited to:

- Income from events and social activities. (FUNDRAISING)
- Expenditures associated with activities and facilities.
- Requests and recommendations for capital for maintenance, improvements and additions.
- The HMSG financials shall be reviewed, by the HM Finance Committee, quarterly, or as otherwise required by the HMMA Finance Committee.

LIMITATION OF POWERS

- a. The HMSG BOS has full discretion on how funds are distributed up to \$1,000; however, consideration must be given that expenditures are reasonably allocated between the various sports groups as to the number of their active members and specific needs of each group.
- b. No individual group, within the HMSG, shall be permitted to retain their own checking account(s). All monies collected, by ANY HMSG team, shall be put into the:

Hershey's Mill Homeowners Association (Checking Account)
Hershey's Mill Sports Group
1389 E. Boot Road
West Chester, PA
- c. Purchases or projects requiring amounts in excess of \$1,000 should be submitted to the HMMA Finance Committee for approval. Such submission should include statements of the purpose or need for the purchase or project, the total cost including the bidding process, if any, and an accounting of the, then current, HMSG available financial resources, what contributions, if any would be required of the MA and what contribution would be made by the HMSG.
- d. If approved by the HMMA Finance Committee, the purchase or project will be referred to the MA BOD for approval. If the amount exceeds \$25,000, the matter will be referred to the MA for approval.

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FEES (see **Section III – Members** for additional information on member types)

- a. There shall be no fees for residents or Guests type to partake in any of the sports group activities or use of facilities.
- b. There may or may not be fees associated with a particular event.

**ARTICLE VI
MEETINGS**

There shall be four (4) quarterly meetings, which shall be open to all HMSG members.

- I. The spring (Kickoff) meeting shall typically be held on the second Wednesday of May.
- II. The summer (Update) meeting shall typically be held on the second Wednesday of July.
- III. The fall (Recap) meeting shall typically be held on the second Wednesday of September and includes the election of officers as appropriate.
- IV. The winter (Ready) meeting shall typically be held on the second Wednesday of March.

Special Meetings:

The HMSG BOS may call a special meeting at any given time when deemed necessary. Public notice shall be published and made available to all HMSG members 30 days prior to the scheduled meeting date. The subject of the meeting must be included in the notice and no other business shall be conducted at that meeting.

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**ARTICLE VII
COMMITTEES**

STANDING, EVENT and SPECIAL COMMITTEES

There are a few different types of Committees

- We have volunteer standing committees for some of our sports groups where members have stepped up to take on the responsibility of running that sport on a day to day basis.

2-way communication between these committees and the HMSG BOS is mandatory so that support can flow both ways.

In those cases where there is no apparent standing committee for a Sports group, it is the responsibility of HMSG BOS to locate a volunteer from those players with the hope that they in turn can then form that committee (whether that be a committee of 2 or 10). The intent the HMSG working with these committees is to ensure that each sport group can be heard and included in the evolution of the HMSG while also understanding any guidelines they may be bound to.
- We also have those committees that have a particular focus and tend to be temporary in nature. The HMSG BOS is responsible for recruitment and assignment of such committees.

A committee to organize **an event** such as an Open house event or holiday event (July 4th, Memorial Day, Labor Day) where this committee would work with the standing sports committees, along with various other entities, both within and perhaps outside of Hershey’s Mill. The intent of such a committee would be coordination and administration of tasks towards the goals outlined by the HMSG BOS.
- The HMSG BOS may also have occasion to put **special committees** together for research and reporting around various other topics as they relate to HMSG planning objectives.

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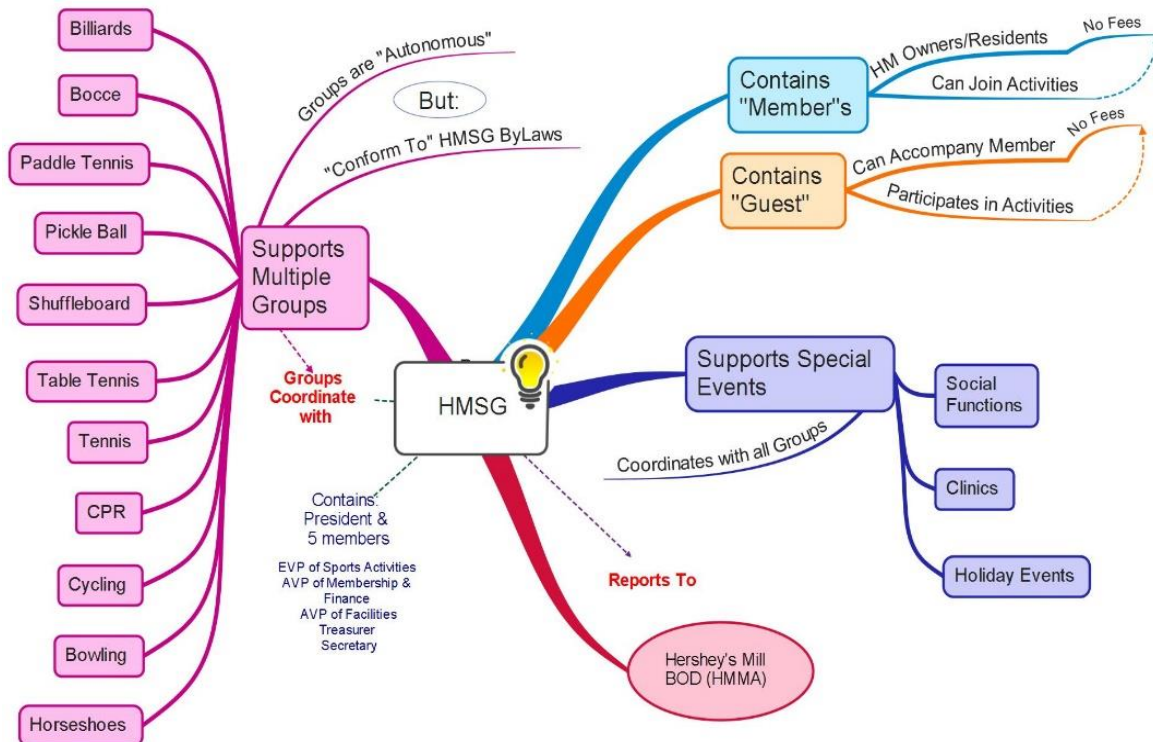
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**ARTICLE VIII
BYLAWS PROCESS**

By-Laws may be amended at the spring or fall meeting by a vote of 2/3rd majority of attending members. Written notice must be posted and emailed to all members 30 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. Final approval of the amended By-Law(s) is subject to the approval of the HM BOD.

The following diagram depicts the HMSG and where it fits in the Hershey’s Mill hierarchy. In Summary:

- The Hershey’s Mill Sports Group reports to and works under the direction of the Hershey’s Mill Board of Directors, who are responsible for authorization and approval of the HMSG By-Laws.
- Sport Activity groups, while autonomous in their day to day operations, must conform to the By-Laws set down by the HMSG BOS.
Sports Activity Group leaders will be given ample notification and time to review all changes to the bylaw’s before they become effective.



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**ARTICLE IX
AMENDMENTS**

- With the full re-write of the existing Bylaws (11/20/2019), existing Amendments are now part of this base Bylaws document.
- New Amendments, after they gain approval, will be added below