



HAMZAH CRICKET COMMUNITY (“HCC”)

HCC MANAGING ORGANIZATION’S (“HMO”)

BYLAWS

January 2019

v11 Draft 01

ByLaws for HCC Managing Organization (“HMO”)

1. Elections for HMO members shall be held every year.
2. Each HMO member shall be elected for a one-year term.
3. There is no limit to how many terms an HMO member can serve.
4. All HMO member positions shall be up for election every year.
5. Multiple members from the same team can serve on the HMO if elected.
6. All HMO members must conduct affairs for HCC per the rules defined in the HCC Managing Organization’s Decision Matrix (“HMODM”).
7. Any situation not listed in the HMODM shall require a majority (> 50%) of HMO members approval.

ByLaws for HCC Managing Organization(“HMO”) (continued...)

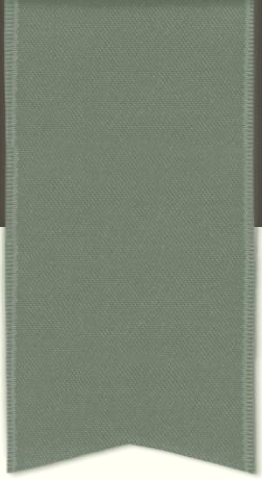
10. HMO member must recuse himself in case an issue arises pertaining to their own team. HMO members’ count for a decision as defined in HMODM, must be based on non-recused HMO members.
11. Prior to start of each year/season, a F2F meeting must be conducted with the HMO members and all Captains in which:
 - a. Annual HCC Calendar should be established.
 - b. Budget should be finalized including special assessments.
 - c. Any changes to ByLaws, Game Rules, etc., should be discussed.
 - d. Election dates must be included in the Annual HCC Calendar.
12. Monthly financial statement for HCC showing revenues and expenses must be published to HMO members and captains each month.
13. Annual F2F meeting shall be held before the election.
14. HMO members can be dismissed for “cause” as defined in this document. If the operations director (OD) leaves voluntarily or is dismissed for “cause,” then the Scheduling Director assumes the OD role until process outlined in the HMODM for OD replacement is executed.

ByLaws for HCC Managing Organization (“HMO”) (continued...)

15. Any issue that is not the sole responsibility of an HMO member per the responsibilities that are defined for each position, shall be addressed by the OD.
16. HMO is required to maintain a reserve fund for unexpected expenses. Minimum of \$2,000.00 should be maintained in the reserve fund at all times. Years when reserve fund expenditure is approved, the following year’s budget must replenish the reserve fund back to the minimal level.
17. All HMO members must conduct themselves with the highest ethical standards worthy of an organization that is (loosely) affiliated with a Masjid.
18. WhatsApp HMO members’ group shall only have active HMO members and all shall be declared “admin.”
19. All current HMO members shall have access to HCC email group and must be declared as “Manager” in the user group.

ByLaws for HCC Managing Organization (“HMO”) (continued...)

20. For all meetings where HMO members and captains are required to attend, presence of 50% of captains (or designees) AND presence of 50% of HMO members shall constitute a quorum. Otherwise, meeting shall be rescheduled.



HMO POSITIONS

HMO Positions

1. Operations Director (OD)
2. Scheduling Director
3. Groundskeeper Director I
4. Groundskeeper Director II
5. Scoresheet Director I
6. Scoresheet Director II
7. Finance Director
8. Social Director
9. Automation Director



HMO POSITIONS' RESPONSIBILITIES

Operations Director (OD)

1. Must has great oral, written and interpersonal skills.
2. Responsible for setting the agenda and timelines for ALL managing organization's operations.
3. Responsible for ensuring all HMO members fulfill their responsibilities and OD has the authority to hold HMO members accountable for deliverables on time and per discussions.
4. Responsible for bringing a complaint before the HMO members for a dismissal of an HMO Member per "cause" defined in this document.
5. Responsible for scheduling and management of all virtual and F2F meetings.
6. Responsible for all communications pertaining to HCC.
7. Responsible for drafting Annual Calendar and calendars for all leagues.
8. Responsible for registration of teams for each league.
9. Responsible for assigning the lead HMO member for each issue that is reported to the managing organization. Assignment of the lead HMO member must be inline with the responsibilities defined for HMO positions.
10. Responsible for enforcing timelines for the resolution of each issue reported to the HMO.
11. Responsible for establishing a cordial and brotherly work environment within the managing organization.
12. Commits to adhering to methods and procedures outlined in HMO DM

Scheduling Director

1. Must exercise fairness in scheduling games where same treatment is offered to all teams.
2. Must publish all leagues' schedule per calendar established by OD.
3. Published schedule must consider major US and Muslim Holidays and Hamzah Masjid's known events.
4. Promptly addresses the changes in the schedule as allowed by various rules or unanticipated events and publishes revised schedule within three days from when the change is deemed required.
5. Takes the lead on all scheduling issues that are reported and commits to addressing these within five business days from the date when the issue is reported. These include assessment and application of umpiring penalties.
6. Responsible for establishing a cordial and brotherly work environment within the managing organization.
7. Commits to adhering to methods and procedures outlined in HMODM.

Groundskeeper Director I and II (two positions)

1. Since Groundskeeper positions require personnel to frequent the field often, responsibilities should be divided b/w Director I and Director II as they see fit.
2. Takes the lead on all ground improvement/maintenance activities.
3. Must ensure grass is mowed on timely basis.
4. Must ensure gazebo and the field is free of trash post each game day – which is Saturday and Sunday.
5. Must ensure trash cans/bags are available at all times for teams to deposit trash.
6. Must ensure trash is picked up on timely basis.
7. Must ensure first-aid safety kit is readily available in the gazebo at all times.
8. Must ensure silt fence is properly installed in all required areas.
9. Must ensure all safety-related items (short and long-term) are addressed so the field is safe for playing.

Groundskeeper Director I and II (two positions) continued ...

10. Must reside close to Hamzah Masjid as the position requires to be onsite at the field frequently.
11. Must take the lead on rendering decision for games that are cancelled due to inclement weather so points can be split between the teams. Point-split situations must be addressed within three business days from the scheduled game date.
12. If either of the two Groundskeeper Director is part of the game (either as playing teams or umpiring teams) that needs to be cancelled, the Groundskeeper Director shall be recused from the decision and the authority for cancelling the game shall be transferred to a different HMO member in the following priority to the first two members who do not have such conflict – Non-Conflict Groundskeeper Director, Operations Director, Scoresheet Director, Finance Director, Social Director, Automation Director. Decision to cancel a game must always be two HMO members deep. If two HMO members who do not have a conflict, cannot be found, then the decision will rest with the umpires for the game and it should be made at the field with other two teams present, just like any other decisions by umpires.
13. Responsible for establishing a cordial and brotherly work environment within the managing organization.
14. Commits to adhering to methods and procedures outlined in HMODM.

Scoresheet Director I and II (two positions)

1. Must ensure all scoresheets are reviewed and certified for completeness and correctness.
2. Responsible for digital entry of scoresheets for each game and upload of scoresheets on the HCC website within two business days of scoresheet submission.
3. Responsible for picking up umpiring penalties from scoresheets and entering these per game on HCC's website.
4. Responsible for publishing and auditing weekly rankings for the teams for all leagues where applicable.
5. Responsible for establishing a cordial and brotherly work environment within the managing organization.
6. Commits to adhering to methods and procedures outlined in HMODM.

Finance Director

1. Responsible for creation of HCC Annual Budget prior to annual F2F meeting.
2. Responsible for the collection of annual dues from teams.
3. Responsible for paying all bills per the annual budget.
4. Responsible for producing monthly financial statement showing revenues and expenses. Invoices, receipts and payment checks should be included in the monthly statement. Statements should be generated Mar-Dec, each year.
5. Responsible for publication of monthly financial statements on HCC's website by 10th of each month (for prior month).
6. Responsible for establishing a cordial and brotherly work environment within the managing organization.
7. Commits to adhering to methods and procedures outlined in HMODM.

Social Director

1. Responsible for coordination, communication, and execution of all joint events between Hamzah Masjid and HCC – GaSSO, etc.
2. Responsible for coordination, communication and execution of all HCC events – HCC Family Picnic, Annual Trophies Presentation, etc.
3. Responsible for being a single point of contact between Hamzah Board and HMO.
4. Responsible for being single point of contact for area neighborhoods/Homeowners Associations.
5. Responsible for attending Hamzah Board Meetings on as needed basis to ensure any concerns/asks from Hamzah Masjid and HCC are addressed and bilateral updates are provided.
6. Responsible for drafting sponsors' proposals to gain Hamzah Board and HMO approvals.
7. Responsible for coordination of marketing emails to HCC players from sponsors per each sponsor's agreement.
8. Responsible for establishing a cordial and brotherly work environment within HMO.
9. Commits to adhering to methods and procedures outlined in HMODM.

Automation Director

1. Responsible for all process automations that are required to streamline HCC operations.
2. Responsible for management of HCC's website:
 - a. Automate upload of games' schedule
 - b. Housing all HCC documents
 - c. Automation of team registration, nomination and voting processes, upload of scoresheets, etc.
 - d. Preservation of all yearly data
 - e. Granting of admin rights to HMO members
 - f. Management of users
3. Responsible for establishing a cordial and brotherly work environment within HMO.
4. Commits to adhering to methods and procedures outlined in HMODM.



HMO DECISION MATRIX (“HMODM”)

HMODM

Number	Item	HMO Members	Captains	Procedure
1	Amendments to ByLaws	2/3 of HMO members in Attendance	2/3 of Captains or Designees in Attendance	Must be conducted during the annual F2F meeting prior to start of a new season. OD must email the details to entire distro for each amendment that was rectified along with the names of HMO members and captains that had agreed.
2	New Managing Member Position	2/3 of HMO members in Attendance	2/3 of Captains or Designees in Attendance	Must be conducted during the annual F2F meeting prior to start of a new season. OD must email the details to entire distro for new Managing Member Position that is approved along with the names of HMO members and captains that had agreed.
3	Elimination of Managing Member Position	2/3 of HMO members in Attendance	2/3 of Captains or Designees in Attendance	Must be conducted during the annual F2F meeting prior to start of a new season. OD must email the details to entire distro for the Managing Member Position that is eliminated along with the names of HMO members and captains that had agreed.
4	Changes to HCC Managing Organization's Decision Matrix	2/3 of HMO members in Attendance	2/3 of Captains or Designees in Attendance	Must be conducted during the annual F2F meeting prior to start of a new season. OD must email the details to entire distro outlining the changes made to the decision matrix along with the names of HMO members and captains that had agreed.
5	Annual Budget (including any special assessments)	2/3 of HMO members in Attendance	2/3 of Captains or Designees in Attendance	Must be conducted during the annual F2F meeting prior to start of a new season. OD must email the approved annual budget to entire distro along with the names of HMO members and captains that had agreed.

HMODM (continued...)

Number	Item	HMO Members	Captains	Procedure
6	Annual Rules Changes	2/3 of HMO members in Attendance	2/3 of Captains or Designees in Attendance	Must be conducted during the annual F2F meeting prior to start of a new season. OD must email the details to entire distro for each rule change along with the names of HMO members and captains that had agreed.
7	Mid-Season Rules Changes	2/3 of HMO members in Attendance	2/3 of Captains or Designees in Attendance	Must be conducted live via audio and net meeting conference. OD must send out a notice to all captains and HMO members at least two weeks in advance. OD must email entire distro the details for each rule change along with the names of HMO members and captains that had agreed.
8	HMO Member Dismissal	> 50% of HMO members		OD must email the dismissal of a HMO Member to all captains along with the "cause" and the names of the HMO members that had agreed with the decision to dismiss an HMO member.
9	OD Dismissal	> 50% of HMO members		Acting OD must email the dismissal of OD to all captains along with the "cause" and the names of the HMO members that had agreed with the decision to dismiss the OD.
10	Replacement of an HMO member	> 50% of HMO members		If a HMO member is dismissed due to "cause" or in case of voluntary separation, OD can nominate a replacement HMO member until the next election. Once the replacement HMO member is confirmed, OD must email all captains the name and the position of the new HMO Member along with the names of HMO members that voted in favor of the replacement HMO member.

HMODM (continued...)

Number	Item	HMO Members	Captains	Procedure
11	Replacement of OD	> 50% of HMO members		If OD is dismissed due to "cause" or in case of voluntary separation, acting OD can nominate a replacement OD until the next election. Once the replacement OD is confirmed, acting OD must email the entire distro the name of the new OD along with the names of HMO members that voted in favor of the replacement OD.
12	Issue Resolution	> 50% of HMO members		OD is responsible for directing the issue to a particular HMO member for resolution. If a particular issue falls within the responsibility of an HMO member, then this HMO member is responsible for taking the lead in addressing the issue. If a particular HMO member is not available, or if a particular issue does not fall within the responsibilities of a HMO member, the OD can decide to take the lead himself or appoint another lead. Responsible HMO member or OD findings should be presented to the HMO for approval. Once approved, the lead HMO member must email the impacted captains and umpires the decision along with the names of the HMO members who agreed with the decision.
13	Selection of Sponsors	> 50% of HMO members		OD must email all captains on the selection of a sponsor along with the reasons why the sponsor was selected and benefits it offers to HCC.
14	Out-of-Budget Expenditures	> 50% of HMO members		OD must email all captains the amount and the reason for the new out-of-budget expenditure along with the names of HMO members that had agreed with the decision to approve the expenditure.

HMODM (continued...)

Number	Item	HMO Members	Captains	Procedure
15	Spending from Reserve Fund	2/3 of HMO members		OD must email all captains the amount and the reason for tapping the reserve fund along with the names of HMO members that had agreed with the decision to approve the expenditure.
16	Support for Hamzah Masjid Events	> 50% of HMO members		Once the support for the event is approved, Social Director takes the lead on coordination, communication and execution of the joint event.



DISMISSAL OF AN HMO MEMBER

“CAUSE”

Dismissal of a HMO Member

1. Unable to fulfil position's responsibilities more than once.
2. Demonstrated favorable bias towards his own team or any other teams.
3. Demonstrated prejudice against a team or an HMO member.
4. Unable to abide by ByLaws more than once.
5. Benefitting financially or otherwise in any way that is associated with HCC.
6. Unbrotherly like conduct.
 - a. Name calling more than once
 - b. Unruly disruption more than once
 - c. Promotion of conspiracies more than once
 - d. Deliberate misstatements more than once
7. Disclosing the privacy of voters that vote in an HMO election.

Issue Resolution

1. Impacted individual or captain should send an email to HMO members at hcc-managing-organization@googlegroups.com.
2. Email should include all pertinent details.
3. The OD will deal with the issue as outlined in the HMODM.
4. Once all required information has been gathered/provided, the HMO should put the best effort forward to provide a resolution within five business days.

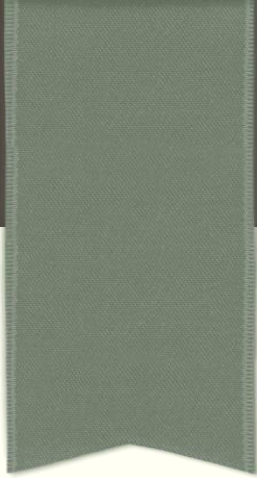


HMO MEMBER NOMINATION PROCESS

HMO Member Nomination Process

1. Captains form the HCC Executive Board and are responsible for submitting HMO nominations and voting for the nominees to elect HMO members. If a captain chooses to nominate himself for an HMO position, then the captain must appoint a replacement voter on behalf of his team. The captain cannot be the voter in this case.
2. HMO Nomination Submission Eligibility Criteria (team/captain):
 - a. Team was registered to play in at least one 'HMO Election Eligible'* league in the prior year
3. HMO Members' Nomination Eligibility Criteria (player):
 - a. Player was part of at least one 'HMO Election Eligible' league in the prior year
 - b. Player had signed the waiver in the prior year
 - c. Player is currently not banned from HCC
 - d. A player can only be nominated from one team for one HMO position
4. Eligible teams/captains are responsible for submitting HMO nominations.
5. Eligible teams/captains must submit all nominations during the nominations start and end dates.
6. Each eligible team/captain can submit nominations of up to three players for HMO positions.
7. Prospective HMO member must be able and willing to fulfil the responsibilities of the HMO position for which the nomination is sent.

* Election Eligible Leagues are any leagues during a particular year where the league format is either Round-Robin or Grouped. Typically these will be Spring and Fall Leagues.



HMO ELECTION PROCESS

HMO Election/Voting Process

1. HMO Voting Eligibility Criteria (team/captain):
 - a. Team was registered to play in at least one 'HMO Election Eligible' league in the prior year
2. Eligible teams/captains can vote to elect HMO members.
3. Voting Process:
 - a. Voting shall be done in person via a paper ballot on the day/hour approved during the annual F2F meeting.
 - b. Only registered voters, captains who either designate themselves or someone else from their team to be the voter for the team via the HCC website, shall be allowed to vote on the voting day.
 - c. Voter must be registered by the nomination end date and must possess a picture ID on the voting day/hour.
 - d. Voting ballot shall be anonymous and it will be provided to the voter on the day/hour of the voting. Nominees shall be listed in order of nominations received – early to latest for each HMO position.
 - e. Operations Director shall lead the voting activities or he can designate another HMO member to serve as the voting lead.
 - f. Ballot shall be collected in a locked box and the box will not be opened until the final minute of the voting hour has passed.
 - g. At least two HMO member shall be present during the voting hour at all time. Operations Director or his designee plus one other HMO member.
 - h. All voters and HMO members shall be allowed to stay for the voting hour and for the ballots to be opened/counted at the end of the voting hour.
 - i. Voters shall not ask any questions about the nominees during the voting hours. Conversely, HMO members shall be prohibited from campaigning for any nominee during the voting hour. However, HMO member can advise voter on how to cast their vote for each position.
 - j. Sample voting ballot, with fictitious name shall be available to the voters during the voting hour.
 - k. Operations Director (or his designee) shall reveal the voting results along with publication of anonymous ballots to all captains. Results shall be published within an hour after the voting hour has passed.
4. In case there is a tie for a particular HMO position, HMO member shall be selected from a draw between all that may have tied for an HMO position. Draw shall be conducted in the presence of at least two HMO members and at least two voting-eligible captains.