



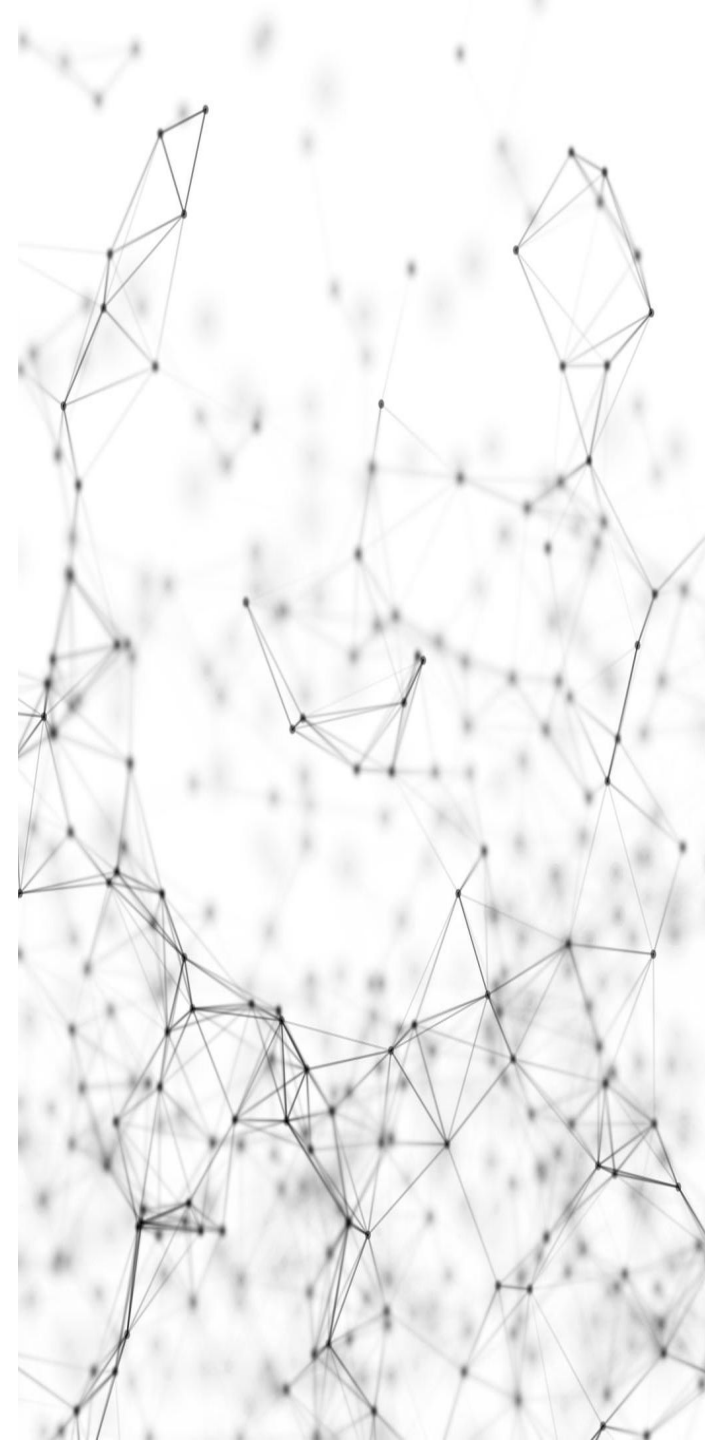
**Hamzah  
Cricket  
Community**

# **HCC MANAGING ORGANIZATION'S ("HMO")**

## **BYLAWS**

**April 2025**

v15



# **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. HMO elections should be held before the annual F2F meeting so the newly elected HMO team can set the agenda for the new year. The OD is responsible for establishing the nomination start and end dates along with the voting day.
12. 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.
13. Monthly financial statement for HCC showing revenues and expenses must be published to HMO members and captains each month.

## **Bylaws for HCC Managing Organization("HMO") (continued...)**

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.
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 members,. 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.

## **Bylaws for HCC Managing Organization("HMO") (continued...)**

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.
20. For all meetings where HMO members and captains are required to attend, the presence of 50% of captains (or designees) AND presence of 50% of HMO members shall constitute a quorum. Otherwise, the meeting shall be rescheduled.
21. HMO members should not provide their input during the live match. Umpires and playing captains should always refer to the rulebook for any clarification.

# HMO POSITIONS



## **HMO Positions**

1. Operations Director (OD)
2. Scheduling Director
3. Groundskeeper Director (2)
4. Scoresheet Director
5. Finance Director
6. Automation Director

# HMO POSITIONS' RESPONSIBILITIES





## **Operations Director (OD)**

1. Responsible for bringing a complaint before the HMO Must have great oral, written and interpersonal skills.
2. Responsible for setting the agenda, timelines and teeing up items within HMO that require resolution via voting as per HMODM 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 in line with the responsibilities defined for HMO positions.

## **Operations Director (OD) (continued ...)**

10. Responsible for enforcing timelines for the resolution of each issue reported to the HMO.
11. Responsible for coordination, communication, and execution of all joint events between Hamzah Masjid and HCC – GaSSO, etc.
12. Responsible for coordination, communication and execution of all HCC events – HCC Family Picnic, Annual Trophies Presentation, etc.
13. Responsible for being a single point of contact between Hamzah Board and HMO.
14. Responsible for being single point of contact for area neighborhoods/Homeowners Associations.
15. 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.
16. Responsible for drafting sponsors' proposals to gain Hamzah Board and HMO approvals.
17. Responsible for coordination of marketing emails to HCC players from sponsors per each sponsor's agreement.
18. Responsible for establishing a cordial and brotherly work environment within the managing organization.
19. Commits to adhering to methods and procedures outlined in HMODM.
20. Responsible for drafting the changes for Bylaws and Rulebook - subjected to required approvals.

# **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. If a change in schedule is anticipated on the following weekend for any reason, playoff games, etc., the updated schedule – whether new games or updated games, must be published by Tuesday EOD and the Scheduling Director must notify all team captains in the HCC Captains' WhatsApp group who are impacted by the new schedule – playing teams and umpires.
6. 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.
7. Responsible for establishing a cordial and brotherly work environment within the managing organization.
8. Commits to adhering to methods and procedures outlined in HMODM.

## **Groundskeeper (two positions)**

1. Must reside close to Hamzah Masjid as the position requires to be onsite at the field frequently.
2. Since Groundskeeper positions require personnel to frequent the field often, responsibilities should be divided b/w the two directors as they see fit.
3. Takes the lead on all ground improvement/maintenance activities.
4. Responsible for publishing quarterly mowing, trash pickup, re-creasing and pitch re-rolling schedules.
5. Responsible for posting upcoming/completion activities for mowing, trash pickup, re-creasing and pitch rolling activities to the HMO team on weekly basis.
6. Responsible for posting a reminder to captains via the HCC Captains' WhatsApp group every Friday to ensure they pick up trash after each game.

## **Groundskeeper (two positions) (continued ...)**

1. Must inspect the field prior to each weekend to ensure:
  - a) silt fence is properly installed in all required areas
  - b) boundaries are still clearly marked – ropes plus swimming noodles
  - c) creases are clearly marked
  - d) safety components are in place
  - e) field and the gazebo are free of all trash
  - f) trash cans/bags are available for teams to deposit trash
10. Responsible for monitoring the weather conditions on Friday (or prior to Friday) and making the assessment whether the games can be conducted on Saturday and/or Sunday. Findings should be posted to the HMO group directed to the Operations Director. Post this update, the GDs and OD will make the final decision for postponing the games on Saturday and/or Sunday – either one or more games or all games. The OD will act as the 3<sup>rd</sup> party to ensure the decision is being made fairly without bias to any team. The OD must delegate this 3<sup>rd</sup> party responsibility to another HMO member in case OD's team is scheduled to play on that given day. After the decision is made, whether to cancel games or leave the decisions to the umpires, this update should be posted to all captains at the earliest on Friday. The same process should be repeated on Saturday night and Sunday morning in case inclement weather continues through the weekend.
11. Responsible for establishing a cordial and brotherly work environment within the managing organization.
12. Commits to adhering to methods and procedures outlined in HMODM.

## **Scoresheet Director**

1. Must ensure all scoresheets are reviewed and certified for completeness and correctness.
2. Responsible for validating scoresheets on CricClub App within two business days of scoresheet submission.
3. Responsible for picking up umpiring penalties from scoresheet and entering these per game on CricClub App.
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 statements 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 CricClub App by 10<sup>th</sup> 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.

## **Automation Director**

1. Responsible for all process automations that are required to streamline HCC operations.
2. Responsible for management of HCC's website and CricClub App
  - a) Automate upload of games schedule
  - b) Housing all HCC documents
  - c) Automation of team registration, validating nominations, registered voter and scoresheets and preservation of all yearly data
  - d) Granting of admin rights to HMO members
  - e) Management of users
3. Responsible for supporting Scoresheet Director for any scoresheet and penalty updates in CricClub App
4. Responsible for establishing a cordial and brotherly work environment within HMO.
5. Commits to adhering to methods and procedures outlined in HMODM.



# How to Add a New Team to HCC



# **Addition of a New Team**

1. No team can be added to a series/league if the series/league has already started/in progress.
2. If an existing team exits HCC at any point in the year after the annual registration fee has been paid, then this team will be given the priority to rejoin in subsequent series/leagues or at the start of the next season. The team that was added to fill the vacated position will be subjected to the rules defined herein for adding a new team, if the vacated team opts back in to join a series/league.
3. Whenever an opportunity is presented to add a new team to a series/league, all HCC players should be given a fair opportunity to form a new team as follows:
  - a) OD sends an email to all HCC players and to the personnel outside HCC, to make them aware of the vacancy (one or more teams).
  - b) From the time the email is sent, five (5) business days for the first series/league of the year and three (3) business days for any subsequent series/league – not counting the day the email is sent - must be allowed to receive responses before the window for new team submission is closed.
  - c) Players should send the new team request to HMO via [HCC-Managing-Organization@googlegroups.com](mailto:HCC-Managing-Organization@googlegroups.com).
  - d) If the new team requests exceed the number of new team vacancies, then the OD or his designee must conduct a drawing to fill the vacancies.
  - e) All requestors should be invited to the drawing and an offer should be made to all HMO members and captains to attend the drawing. Minimum of two HMO members, including the OD or his designee, AND two players, captains or otherwise, from two different teams should be present for the drawing.
  - f) OD should notify all submitters of the drawing results.
  - g) The new team(s) will have three (3) business days to pay the registration fee – whether for the entire year or partial year as established in the rulebook. If new teams are being added at the start of the year, then the new teams will follow the same registration fee deadline as the existing teams. If this deadline is less than three (3) business days, then the new team should be afforded three (3) business days to pay the registration fee.
  - h) If the new team does not pay the registration fee on time, then the next team that was drawn and not selected will be given the chance if they are able to meet the deadline for the registration fee, as established above.

# HMO DECISION MATRIX (“HMODM”)



# HMODM

#	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 the start of a new season. OD must email the details to all HCC players. The email should include the list of meeting participants – captains and HMO members, link to the redlined bylaws document so the players can easily view the changes, and the link to the final bylaws document.
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 the start of a new season. OD must email the details to all HCC players. The email should include the list of meeting participants – captains and HMO members, link to the redlined bylaws document so the players can easily view the changes, and the link to the final bylaws document.
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 the start of a new season. OD must email the details to all HCC players. The email should include the list of meeting participants – captains and HMO members, link to the redlined bylaws document so the players can easily view the changes, and the link to the final bylaws document.

## **HMODM (continued ...)**

#	Item	HMO Members	Captains	Procedure
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 the start of a new season. OD must email the details to all HCC players. The email should include the list of meeting participants – captains and HMO members, link to the redlined bylaws document so the players can easily view the changes, and the link to the final bylaws document.
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 the start of a new season. OD must email the details to all HCC players. The email should include the list of meeting participants – captains and HMO members and the link to the approved budget document.
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 all HCC players. The email should include the list of meeting participants – captains and HMO members, link to the redlined rulebook document so the players can easily view the changes, and the link to the final rulebook document.

## HMODM (continued ...)

#	Item	HMO Members	Captains	Procedure
7	Mid-Season Bylaws and 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 the details to all HCC players. The email should include the list of meeting participants – captains and HMO members, link to the redlined bylaws and rulebook documents so the players can easily view the changes, and the link to the final documents.
8	HMO Member Dismissal	> 50% of HMO members		OD must email or post in the WhatsApp Captains + HMO group, 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 or post in the WhatsApp Captains + HMO group, 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 or post in the WhatsApp Captains + HMO group, 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 ...)

#	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 or post in the WhatsApp Captains + HMO group, all captains 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		<p>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.</p> <p>Responsible HMO member or OD findings should be presented to the non-recused HMO members 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.</p>
13	Selection of Sponsors	> 50% of HMO members		OD must email or post in the WhatsApp Captains + HMO group, all captains on the selection of a sponsor along with the reasons why the sponsor was selected and benefits it offers to HCC.

## HMODM (continued ...)

#	Item	HMO Members	Captains	Procedure
14	Out-of-Budget Expenditures	> 50% of HMO members		OD must email or post in the WhatsApp Captains + HMO group, 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.
15	Spending from Reserve Fund	2/3 of HMO members		OD must email or post in the WhatsApp Captains + HMO group, 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, OD takes the lead on coordination, communication and execution of the joint event.



# DISMISSAL OF AN HMO MEMBER

“CAUSE”



## **Dismissal of an HMO Member** (After the new HMO team has been elected and have begun work)

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



## **Issue Resolution**

1. Impacted individual or captain should send an email to HMO members at [hcc-managing-organization@googlegroups.com](mailto: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. All eligibility criteria is based on teams, captains and players from last year. In addition, all KO leagues/series are excluded from all eligibility criteria. All information is verified via last year's records in the CC app.
2. Team's Eligibility:
  - a) Team paid the annual or prorated registration fee.
  - b) Team was enrolled in at least one non-KO league/series.
  - c) Team played at least one game in at least one non-KO league/series.
  - d) If the team was registered in multiple non-KO leagues/series, either with the same name or different name(s), the team gets only ONE vote.
  - e) Only the captain from the last non-KO league, which is typically our Fall League, per eligible team, is eligible to vote AND submit HMO nominations. If this captain is not available for a valid reason, then the HMO will conduct a conversation with team representative(s) to determine the person who should replace the captain.
  - f) A team can submit up to two nominations for two distinct HMO positions – via the eligible captain.
3. Captain's Eligibility:
  - a) You become an eligible nominator and voter ("eligible captain") based on the team's eligibility defined above, for only ONE team.
  - b) You can only submit up to two nominations, including yours, for two distinct HMO positions by selecting the eligible players from the same team that made you the eligible captain. The players that you may select, must also meet the Nominee Eligibility criteria below.
4. Nominee's Eligibility:
  - a) Must be at least 18 years old.
  - b) Not banned from HCC during the nomination period.
  - c) Must have played at least one game with the eligible team.
  - d) Can only be nominated from ONE team for ONE HMO position. In other words, a nominee cannot be submitted from either more than one team or for more than one HMO position.

# HMO ELECTION/VOTING PROCESS



# **HMO Election/Voting Process**

1. HMO Voting Eligibility Criteria (team/captain):
  - a. Team was registered to play in either the Spring or the Fall League series in the prior year.
2. Eligible teams/captains or alternate voter can vote to elect HMO members.
3. Voting Process:
  - a) Voting shall be done in person via a paper ballot on the voting day established by the OD.
  - b) Captains of qualifying teams are eligible to vote by default unless they have nominated themselves for an HMO position. If this is the case, the captain must designate an alternate voter before the voting commences on the voting day. This can be done either by sending an email to [hcc-managing-organization@googlegroups.com](mailto:hcc-managing-organization@googlegroups.com) or by posting a message in the HCC Captains/HMO WhatsApp group. Without this notification for an alternate voter, no one will be allowed to vote on team's behalf. Furthermore, the alternate voter must have been on either the Spring or Fall Leagues series roster in the prior year. Captains are responsible for checking this criterion before they submit the name of the alternate voter.
  - c) 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.



## **HMO Election/Voting Process**

- d) Operations Director shall lead the voting activities, or he can designate another HMO member to serve as the voting lead.
  - e) Ballot shall be collected in a box and the box will not be opened until the final minute of the voting hour has passed.
  - f) At least two HMO member shall be present during the voting hour. Operations Director or his designee plus one other HMO member.
  - g) 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.
  - h) 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 – that is defining the voting form layout and how to indicate your selection for each position.
  - i) Operations Director (or his designee) shall reveal the voting results along with publication of anonymous ballots to all captains.
  - j) 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 or alternate voters.