

**BY-LAWS**

**Article I – ORGANIZATION**

**Section I - Name**

The name of the corporation shall be McLean County Youth Hockey Association,

hereinafter referred to as MCYHA. MCYHA shall be affiliated with and shall operate pursuant to the rules and regulations of USA Hockey and the Amateur Hockey Association of Illinois (AHAI).

**Section II – Registered Address**

The registered address of the corporation shall be at a place selected by the Board of Directors as the affairs of the corporation require.

**Section III – Registered Agent**

The registered agent of the corporation shall be the Treasurer elected by the Board of Directors.

**Section IV – Non-Profit Status**

This corporation is organized as a State of Illinois non-profit organization upon a non-stock membership basis, not involving pecuniary gain or profit for any of its members, for a term of perpetual existence.

**Section V – Exempt Status**

This corporation is organized and shall be operated exclusively as an exempt organization under the provisions of Section 501 ( c ) (4) of the Internal Revenue Code of 1954, as amended and as may be amended in the future.

**Section VI – Use of Funds**

All funds and property of this corporation shall be used and distributed exclusively for carrying out the purposes of the corporation as set forth in Article II.

**Section VII – Fiscal Year**

The fiscal year of the corporation shall begin July 1 and end on June 30 of the following year.

**Section VIII – Power to Borrow Money**

The Association may borrow money, and mortgage it’s property or issue a promissory note or bond for repayment with interest, at the recommendation of the Treasurer and with the approval of two-thirds of the Board of Directors.

**Section IX – Financial Statements**

The Treasurer shall, at least once each year or at the request of the Board of Directors, prepare a true statement of the assets and liabilities of the corporation for the preceding fiscal year. The statement shall be available to any member on their request. The Treasurer shall also prepare monthly income and expense reports and post them to the organization’s website.

**Section X – Dissolution**

In the event of liquidation or dissolution of this corporation, or in the event that it shall cease to carry out any of its purposes, the board shall, after making provisions for payment of all of the liabilities of the organization, dispose of the assets of the organization to such organization incorporated pursuant to Section 501 ( c ) ( 3 ) of the Internal Revenue Code (or the corresponding provisions of any future United States Revenue Code) as determined by the board. Any assets not disposed of by the board shall be disposed of as determined by the Court of Common Pleas in the county in which the principle office of the organization is located at the time of dissolution.

Otherwise, all funds and property of the corporation shall be distributed to non-profit corporations with purposes similar to those set forth in Article II and which are exempt organizations as set forth in Section 4 of this Article I, that the Directors of this corporation may select, and in no event shall any of the funds or property be distributed to any of the members or used for any other purpose.

**Article II – PURPOSE**

**Section I: Mission Statement**

MCYHA is a non-profit organization operating a high school ice hockey program for high school aged students living within the boundaries of all school districts in McLean County, Illinois. The purposes of the organization are:

1. To provide all of the aforementioned high school aged students the opportunity to participate in the sport of ice hockey;

2. To instill the qualities of leadership, character, responsibility, confidence, teamwork, unselfishness, initiative, fair play, sportsmanship, hard work, sacrifice and physical fitness;

3. To emphasize the importance of academics;

4. To promote, encourage and improve the standard of high school hockey;

5. To conduct a high school hockey program consistent with the rules and regulations of USA Hockey and the Amateur Hockey Association of Illinois (AHAI);

6. To perform and participate in other activities that will aid in reaching these objectives.

**ARTICTLE III – ORGANIZATION FUNDS**

**Section I: General Funds**

Funds collected by the MCYHA shall be used only to accomplish the purpose and objectives of the organization as defined in the bylaws.

**Section II: Financial Reporting**

The treasurer shall prudently manage and invest all monies of the organization, and provide financial reports at board meetings.

**Section III: Financial Review**

The financial records shall be reviewed annually by a Certified Public Accountant, who shall provide a written report on the financial condition of the organization. This report shall be made available for inspection by each member of the organization.

**Article IV – MEMBERSHIP**

**Section I: Active Member**

An active member is (1) a parent, step-parent, guardian, or other person who pays at least one dollar toward the fee of any child participating in the youth hockey programs operated by MCYHA, or (2) any other interested person who pays a membership fee of one dollar. The term of membership is the fiscal year of the Association. Funds contributed to MCYHA as part of a fund-raising activity do not entitle the contributor to the benefits of membership.

**Section II: Section Resignation**

A member may resign at any time by written notice filed with the Board Secretary. A player will no longer be allowed to participate upon receipt of the resignation.

**Section III: Financial Obligations**

Any member who fails to meet the financial requirements of MCYHA within the time specified shall be issued a written notice of delinquency via email. If after thirty (30) days the member is still in arrears their membership shall automatically terminate. The member and their child or legal dependent shall not be permitted to participate until all financial obligations are paid in full, unless authorized by the board. The membership shall be automatically reinstated once all financial requirements are no longer past due.

**Section IV: Expulsion**

An active member may be expelled, after due notice and an opportunity for a hearing, for conduct detrimental to the Association, by the vote of two thirds of the Board of Directors. The Secretary shall provide at least ten days notice to the person to be expelled and to the members of the Board prior to the regular or special meeting at which the matter is to be resolved. The person shall be offered an opportunity to be heard at that meeting, and to present others to testify in his or her behalf, prior to any final disposition by the Board.

**Section V: Reinstatement**

Any member who has resigned or who has been suspended or expelled may be eligible for reinstatement provided they meet all the requirements for membership and obtain the approval by a majority of the board. The board will make a decision within a reasonable amount of time after notice of reapplication is received and no later than it’s next scheduled monthly meeting if the notice of reapplication is received at least 5 days prior to that meeting.

**Section VI: Voting Rights**

Each active member at least 18 years of age and in attendance at the Annual Meeting shall be entitled to one vote by secret ballot in the election of members to the Board of Directors.

**Section VII: Right to Hold Office**

Each active member at least 18 years of age is entitled to run for a position on the Board of Directors under the procedures established by these By-Laws, and if elected, to run for any office of the Association.

**Section VIII: Referenda**

Upon the request in writing of one quarter of the membership, the Board of Directors shall, or upon its own initiative may, submit any question to the active members for an email referendum vote.

**Section IX: Activities Fund**

Any person, association, partnership, corporation, or estate may establish or participate in an activities fund administered by the Board of Directors or its designate, to further the purposes of the Association. Participation in such a fund shall carry with it no voting rights or other privileges of membership.

**Section X: Annual Meeting**

The Annual Meeting of the active members shall be held between the May and June regular Board meetings at a place and time determined by the Board of Directors.

Notice of the annual meeting shall be posted in plain view at the site of the association’s regular practice facility and on the association’s website setting the date, time, place and purpose of the meeting. Minutes from the annual meeting shall be posted in plain view at the site of the association’s regular practice facility and on the association’s website upon approval of the minutes by the Board of Directors.

**Section XI: Notice and Quorum**

A least fifteen days prior to the Annual Meeting, written notice of the time and place shall be emailed to the address of each active member entitled to vote at the meeting, and posted in locations frequented by the members. The notice of the Annual Meeting shall include the list of members selected by the Nominating Committee to run for positions on the Board of Directors, and the text of any amendments to the By-Laws which will be presented for approval at that meeting. The active members present at the Annual Meeting shall constitute a quorum.

**Section XII: Order of Business**

The order of business at the Annual Meeting, unless amended by majority vote of those present, shall be as follows:

1. Call to Order

2. Minutes of the last Annual Meeting

3. Treasurer's Report

4. Executive Committee Reports

5. Standing Committee Reports

6. Other Committee Reports

7. Nominating Committee Reports

8. Nominations from the Floor

9. Election of Members to the Board of Directors

10. Other Business

11. Adjournment

**Article V - BOARD OF DIRECTORS**

**Section I: Board of Directors**

The property and affairs of MCYHA shall be managed by a Board of Directors composed of no fewer than seven (7) nor greater than fifteen (15) directors. The Board may appoint up to three additional directors for a term of one year to serve special functions within the Association. The Board may also appoint additional directors for a term of one year for each high school that is not already represented by a current Board member. Each director shall be entitled to one (1) vote upon each matter submitted to a vote at a board meeting.

**Section II: Election of Directors**

A. Directors shall be elected at the Annual Meeting to a term of two years. A Director may succeed himself/herself for an indefinite number of terms.

B. When a position is vacant due to resignation or expulsion of a Director, the Board of Directors shall appoint a member to serve the remainder of the two year term.

C. The number of Board positions open for election at any Annual Meeting may not be less than one third of the total number of elected Directors. The number of nominees must exceed the number of positions open by at least fifty percent.

D. Election of Board members shall be coordinated by the Secretary. The following process applies:

1. Candidate submits a resume to the secretary
2. Members vote for elected directors at annual meeting
3. Secretary certifies election outcome

E. Proxies will be allowed for current board members. The proxy shall be in writing and delivered to the Secretary prior to the meeting. The proxy will only be effective for the meeting stated on the proxy.

**Section III: Terms of Office**

Directors elected at the Annual Meeting serve for two years, with their term expiring following the Annual Meeting of the second year. Directors appointed by the Board to perform special functions serve only until the next Annual Meeting.

**Section IV: Duties of the Board of Directors**

The duties of the Board of Directors shall include:

A. To elect the officers of the Association from within the Board of Directors;

B. To fill any vacancies that may occur in the Executive Committee or in the Board of Directors;

C. To manage the business, property and affairs of the Association;

D. To formulate the policies and determine the overall conduct and standards of the hockey program which shall be administered by the officers;

E. To establish a budget and set fees for the hockey programs;

F. To study for approval proposals to amend or revise the Association's By-Laws, rules or regulations;

G. To review and act upon any temporary decision by the President;

H. To hear and rule on appeals.

**Section V: Regular Meetings**

Regular meetings of the Board of Directors shall be held monthly at a time and place determined by the President. The Secretary shall notify all members of the Board of the date, time and place of each meeting at least 10 days in advance. Notice of the monthly meetings shall be posted in plain view at the site of the association’s regular practice facility and on the association’s website setting the date, time, place and agenda for the meeting at least 7 days in advance. Minutes from the annual meeting shall be posted in plain view at the site of the association’s regular practice facility and on the association’s website upon approval of the minutes by the Board of Directors.

**Section VI: Special Meetings**

Special meetings of the Board of Directors may be called by the President, or at the written request, to the President, of at least five members of the Board. The Secretary shall notify members of the Board of the date, time and place of the meeting at least five days in advance.

**Section VII: Closed Meetings**

The Board may also hold “closed” meetings at which attendance is limited to the Board of Directors and its invitees. The President or any board member can request a special or “closed” meeting. Minutes of special of “closed” board meeting will be posted at the site of regular play and on the website.

**Section VIII: Quorum**

At least 5 members of the Board, including at least three members of the Executive Committee, must be present to constitute a quorum at any regular or special meeting.

**Section IX: Voting**

Once a quorum is present, a simple majority of the board is required to approve any action of the board unless otherwise indicated in the by-laws.

**Section X: Election of Officers**

At the first regular or special meeting of the Board of Directors following the election of new directors, the Board as then constituted shall elect its officers.

**Section XI: Order of Business**

The order of business for meetings of the Board of Directors shall be as follows:

1. Roll call of the Board of Directors

2. Minutes of the previous meeting

3. Treasurer's Report

4. Executive Committee Reports

5. Communications

6. Standing Committee Reports

7. Other Committee Reports

8. Old Business

9. New Business

10. Adjournment

**Section XII: Parliamentary Procedure**

All meetings shall be governed by rules of parliamentary procedure. Roberts Rules of Order shall govern questions of procedure.

**Section XIII: Limited Liability**

No director shall be liable in any manner for any debts or obligations of the Association and shall not be subject to any manner of assessment by virtue of his membership.

**Section XIV: Resignation**

Any member of the Board of Directors may resign and/or withdraw from membership in the Association at any time, upon written notice of his/her desire to do so delivered to the President or Secretary of the Association.

**Section XV: Expulsion**

Any director shall be subject to removal upon missing three Board meetings within a fiscal year, or for failure to discharge the normal duties of a Board members, or for conduct detrimental to the Association, after due notice and opportunity for a hearing, by a vote of two-thirds of the Board of Directors at any regular or special meeting. The Secretary shall provide at least ten days notice to the person to be expelled and to the members of the Board prior to the regular or special meeting at which the matter is to be resolved. The person shall be offered an opportunity to be heard at the meeting and to present others to testify in his/her behalf, prior to any final disposition by the Board.

**Article VI - EXECUTIVE COMMITTEE**

**Section I: Composition**

The Executive Committee shall have seven members and be composed of the President, the Vice-President, the Secretary, the Treasurer, the Registrar, the Director of Hockey Operations and the Immediate Past President. In the event the President is elected to succeed himself/herself, or the previous President declines to serve or is elected or appointed to another Executive Committee position, the Board shall elect one of its members to serve on the Executive Committee.

**Section II: Duties**

The Executive Committee under the direction of the President, shall prepare policies, programs and budgets for discussion, revision and approval by the Board of Directors.

**Section III: Disciplinary Committee**

The Disciplinary Committee shall be created as needed to review and act upon all disputes regarding infractions of the MCYHA rules and regulations. The committee shall consist of the Vice President, the High School Director and the Immediate Past President or their appointee. Decisions of the committee shall be final, subject only to review by the full Board at the next regular or special meeting.

**Article VII - OFFICERS and ADMINSTRATORS**

**Section I: President - Elected**

The duties of the President shall include, but not be limited to, the following:

A. To preside at all regular or special meetings of the membership or Board;

B. To call special meetings of the Association or Board;

C. To make decisions on questions not provided for in the By-Laws or rules until the next regular or special meeting of the Board of Directors;

D. To represent, or designate suitable representation for, this Association at other ice hockey meetings;

E. To appoint a Chairperson for the standing committees of the Association, subject to approval of the Board of Directors;

F. To serve as Chief Executive Officer of the Association

G. To serve as an ex-officio member of all committees;

H. And such other duties as may be specifically assigned by the Board of Directors.

**Section II: Vice-President - Elected**

The duties of the Vice-President shall include, but not be limited to, the following:

A. To assume the duties and powers of the President in his/her absence;

B. To chair the Fund-Raising Committee;

C. To chair the Disciplinary Committee;

D. And such other duties as may be specifically assigned by the President or the Board of Directors.

**Section III: Secretary - Elected**

The duties of the Secretary shall include, but not be limited to, the following:

A. To record the attendance and Minutes of all regular or special meetings of the Board or the membership;

B. To assume the responsibility for the Association's correspondence;

C. To receive and register all memberships of the Association;

D. To notify the membership of the Association of the date, time and location of the Annual Meeting or any special meetings;

E. To provide an Annual Report of the affairs of the Association, to be presented to the membership at the Annual Meeting;

F. To notify the members of the Board of all regular and special meetings of the Association;

G. To ensure that all meeting minutes and other important Association communications are posted on the website and at other accessible locations.

H. And such other duties as may be specifically assigned by the President or the Board of Directors.

**Section IV: Treasurer - Elected**

The duties of the Treasurer shall include, but not be limited to, the following:

A. To receive all funds due the Association and deposit them into a charter bank or banks. The Treasurer shall furnish a security bond as the Board of Directors shall deem necessary, the cost of which shall be paid by the Association;

B. To pay the rightful obligations of the Association, as approved by the Board of Directors;

C. To keep an accurate record of all funds received and disbursed for MCYHA;

D. To provide a regular monthly report and an Annual Report as to the financial condition of the Association;

E. To prepare and file any financial reports that may be required by state or federal regulations;

F. To keep and maintain ledgers and other books of account, which may be audited at the request of the Board of Directors;

G. And such other duties as may be specifically assigned by the President or the Board of Directors.

**Section V: Registrar - Elected**

The duties of the Registrar shall include, but not be limited to, the following:

A. To supervise the registration of teams, coaches and players with USA Hockey and AHAI;

B. To maintain complete and accurate records of Association membership;

C. To maintain all team rosters and stats;

D. To attend all annual registrar training, as required;

E. And such other duties as may be specifically assigned by the President or the Board of Directors.

**Section VI: Director of Operations - Appointed**

The duties of the Director of Operations shall include, but not be limited to, the following:

A. To assist the teams in the selection of coaches. All coaches require the approval of the Board of Directors to participate;

B. To obtain sufficient ice time for the hockey programs and to allocate ice hours to each team in an equitable manner;

C. To formulate and announce the Varsity tryout and JV evaluation schedules;

D. To assign referees for non-league games and exhibitions;

E. To establish a budget and fees for each team for approval by the Board;

F. To supervise the daily operations of all on ice activities throughout the year, including but not limited to spring/summer sessions and ice conditioning;

G. To serve on the Disciplinary Committee;

H. Coordinate all off ice activities including but not limited to fundraising, team pictures, end of season banquets and the senior night program;

I. And such other duties as may be specifically assigned by the President or the Board of Directors.

**Section VII: Association Coaching and Education Coordinator (ACE) - Appointed**

The duties of the ACE shall include, but not be limited to, the following:

A. To serve as the administrative link to USA Hockey and its Coaching Education Program (CEP);

B. To organize and manage all CEP programs;

C. To assist the association in the development of a well-trained coaching staff;

D. To provide clear goals and objectives for player skill development;

E. To promote parent education;

F. And such other duties as may be specifically assigned by the President or the Board of Directors.

**Section VIII: Ice Commissioner – Appointed**

The duties of the Ice Commissioner shall include, but not be limited to, the following:

A. To work with ice center managers to secure ice time for the association;

B. To work with the league schedulers to secure home games;

C. To update the website with accurate ice schedules for all on ice activities;

D. To serve on the disciplinary committee;

E. And such other duties as may be specifically assigned by the President or the Board of Directors.

**Article VIII - COMMITTEES**

**Section I: Chairpersons**

Chairpersons for the following standing committees shall be appointed annually by the President from those members of the Board who are not on the Executive Committee, except where noted otherwise.

**Section II: Committee members**

Each chairperson shall select at his/her discretion at least two members of the Association to serve on the committee. Members may serve on more than one committee, or as an officer or administrator and on a committee.

**Section III: Meetings**

Each standing committee is required to meet formally at least three times prior to the Annual Meeting. A committee member should be delegated to take attendance and minutes at any meetings of the committee.

**Section IV: Annual Report**

Prior to the Annual Meeting, each committee chairperson shall file a written report with the Secretary of the Association on the committee's membership, activities and recommendations. The Secretary shall make such reports available to any Association member at his/her request.

**Section V: Coaching Committee**

The Coaching Committee shall assist the Board in securing viable candidates for the coaching staff. This Committee shall ensure that MCYHA has a sufficient number of qualified coaches to serve the Association’s needs.

**Section VI: Suspension Committee**

The Suspension Committee shall be chaired by the Vice President of the Association, and its additional members shall be the Director of Hockey Operations and the Ice Commissioner. In the event that one of them is not available, a person will be appointed by the President. This committee shall meet when a coach or referee recommends disciplinary action for an Association player or member which would result in a 30 day or longer suspension. If recommended for a minor player, that player’s parents should be in attendance at the resulting Suspension Committee meeting. The committee shall also establish rules regarding suspensions and resulting dues refunds, if any. These would be subject to Board approval.

**Section VII: Fund Raising Committee**

The Fund Raising Committee shall select, subject to Board approval, the fund raising activities of the Association and supervise the participation of the membership in these activities. The Vice-President shall be the chairperson of the Fund-Raising Committee.

**Section VIII: Equipment Committee**

The Equipment Committee shall maintain an inventory of all hockey equipment and other supplies of the Association, and distribute such equipment and supplies to members of the Association as required to support the Association's programs. New equipment or supplies shall be purchased or authorized by this committee. Prior Board approval shall be required for purchases above a limit set by the Board.

**Section IX: Rules Committee**

The Rules Committee shall investigate, consider and may recommend for adoption by the Board of Directors, supplemental playing rules and/or regulations not specifically provided for by AHAI or USA Hockey.

**Section X: Publicity Committee**

The Publicity Committee shall promote the Association and its programs among the general public and keep the membership informed of the policies, issues, programs and activities of the Association.

**Section XI: Tournament Committee**

The Tournament Committee shall be responsible for the organization of any tournaments hosted by MCYHA, including publicity, scheduling, team contacts and lodging, collection of entry fees, awards, rules, and game volunteers such as timekeepers, scorers, and referees (in coordination with the Referee Committee). The Committee shall coordinate its financial needs with the Board Treasurer.

**Section XII: Special Committees**

The President, or a majority vote of the Board, may establish other committees for specific purposes as necessary. The chairperson may be any active member of the Association, and the committee may meet as required for its purposes. A report on its membership and activities shall be submitted to the Annual Meeting. The committee shall terminate at the completion of its assignment or at the next Annual Meeting.

**Article IX - AMENDMENTS TO THE BY-LAWS**

**Section I: Board of Directors**

The Board of Directors may amend these By-Laws by presenting the amendment at a regular or special meeting and voting on the amendment at a subsequent regular or special meeting. At least 15 days prior to the presentation of the amendment, written notice of the time and place of each meeting shall be emailed to the address of each active member entitled to vote at the meeting, posted on the association’s website and posted in plain view at the association’s regular practice facility. All active members present at the meeting will be allowed to vote by secret ballot. The approval of two-thirds of the votes cast at the meeting is required to pass the amendment.

**Section II: Annual Meeting**

These By-Laws may be amended at an Annual Meeting by including the amendment in the notice of the Annual Meeting and having the members vote on the amendment by secret ballot at the Annual Meeting. The approval of two-thirds of the votes cast is required to pass the amendment.