

# **BY-LAWS OF IRONDALE YOUTH HOCKEY ASSOCIATION**

## **Article 1: Membership**

### **Section 1: Qualification**

Any person who is a resident of that area of Independent School District Number 621 whom shall attend Irondale High School (herein after referred as the “Irondale” area) and such other persons as shall be designated from time to time as members by the board of Directors shall be eligible for membership.

### **Section 2: Number**

The number of members shall be unlimited.

### **Section 3: Membership**

Each person 18 years of age or older, meeting qualifications (above), shall be a member of the Irondale Youth Hockey Association (subsequently referred to as “IYHA”) if he/she has made a contribution to this association during the immediate preceding twelve month period. A contribution is defined as:

- a. Having a child in the IYHA program.
- b. Being recognized by the board as having contributed financially to the IYHA.
- c. Being recognized by the board as having contributed services to the IYHA

### **Section 4: Rights**

Each member of the association shall be entitled to one vote on general membership issues and elections.

## **Article 2: Board of Directors**

### **Section 1: Powers**

The Board of Directors shall be the governing body of the IYHA. It shall approve the budgets and programs of the association in order to effectively and efficiently perform the business of the association.

### **Section 2: Officers and Members**

The Board of Directors shall have the following officers:

President

## BY-LAWS OF IRONDALE YOUTH HOCKEY ASSOCIATION

Vice President

Secretary

Treasurer

The Board of Directors shall have seven additional members (voting members):

Minnesota Hockey District Representative

Initiation Program Coordinator

Girls Program Coordinator

Boys Program Coordinator

Registration Coordinator

Equipment Manager

Tryout Director

The Board of Directors shall have six additional members (appointed and non-voting members):

Promotion & Retention Coordinator

S.K.A.T.E. Coordinator

Website Administrator

Ice Commissioner (paid position)

Girls High School Coach

Boys High School Coach

### Section 3: Elected Terms

The Officers shall have two-year terms. The election of the officers will be staggered in such a way that the President and Secretary will be elected one year and the Vice President and Treasurer will be elected in the subsequent year. Terms of office shall be from the April election meeting until the April election meeting of the year in which their term expires.

The additional members of the board shall be elected to three-year terms. The Equipment Manager and Registration Coordinator will be elected one year, the Minnesota Hockey District Representative, Initiation Coordinator and Ice Commissioner will be elected the second year, and the Boys Program Coordinator and the Girls Program Coordinator will be elected the third year. Terms of office shall be from the April election meeting until the April election meeting of the year in which their term expires.

### Section 4: Position Duties and Key Responsibilities

The IYHA Board shall adopt position descriptions for each Board position, which shall be maintained on file by the Secretary of the IYHA.

### Section 5: Vacancies / Removal Board of Directors

#### A. Voluntary Vacancies

- A voluntary vacancy can result: by the death, written resignation, or the incapacity of an elected member of the board of directors.

## **BY-LAWS OF IRONDALE YOUTH HOCKEY ASSOCIATION**

- A voluntary vacancy must be documented by the secretary and distributed to members of the board prior to the next regular monthly board meeting.
- The voluntary vacancy will be voted upon at the soonest meeting after notification. A simple majority of board members present is needed for acceptance.

### **B. Board Directed Vacancies**

- **Board Member Misses Meetings:**
  - If a board member misses four meetings within a twelve-month period, the board may choose to remove the offending member.
- **Board Member No Longer Qualifies as a Member of the IYHA:**
  - If a board member moves away from the IYHA area, or no longer provides personal or financial service, or no longer has a child in the program, the board may choose to remove the offending member.
- **Board Member Service Becomes Detrimental to the Welfare of the IYHA.**
  - If a board member, through action, deed, or verbal occurrence inhibits the association from carrying out its business in an effective or efficient manner, the board may choose to remove the offending member.

### **C. Board Directed Process**

- Any board member may initiate a board directed vacancy by documenting the case and distributing the letter to all board members prior to regularly scheduled meeting.
- The case will be reviewed and discussed at the next meeting after the documented case has been distributed.
- The board directed vacancy under consideration will be voted on at the second meeting after the documented case has been distributed.
- Acceptance of the board directed vacancy must pass by two-thirds (eight or more) votes of the current board members.

## **Article 3: Meetings**

### **Section 1: Meeting Parameters**

#### **A. Quorum**

- For all meetings a majority of all the Directors shall constitute a sufficient quorum to transact business. Under the current structure, a minimum of six board members must be present.

#### **B. Voting**

- Each member of the Board of Directors shall have only one vote in matters which come before the board at meetings.

## **BY-LAWS OF IRONDALE YOUTH HOCKEY ASSOCIATION**

- The President shall not exercise his / her vote except in the event of a tie.

### C. Parliamentary authority

- Robert's Rules of Order shall be the parliamentary authority on all matters covered by the by-laws of this association.

### Section 2: Meetings

#### A. Standing Board Meetings

- The Board of Directors must meet at least monthly on a regular basis.
- The announcement of the next board meeting must be published in the Newsletter prior to the board meeting.
- Minutes from the meetings must be published in the monthly newsletter.

#### B. Annual meetings

- There will be an annual meeting each April.
- The notice for the annual meeting will be in the March newsletter.
- The annual election for board positions with expiring terms shall take place at this meeting.

#### C. Special Meetings

- A special meeting of the board may be called by any officer of the board.
- Notification of a special meeting must be given in writing to the board members at least one week prior to the meeting.
- Notification of a special meeting must be communicated to the members at large at least one week prior to the meeting via publication in at least one newspaper serving the area serviced by the IYHA.

### **Article 4: Elections / Vacancies**

#### Section 1: General Elections

##### A. Calling the General Election

- There will be a general election each April to elect board members into positions with expiring terms.
- Notification of the annual election meeting will be sent to the members at large in the March Newsletter prior to the annual meeting.

##### B. Nomination process

- A Nominating Committee will be established. The committee will consist of five members. One member will be an officer of the board (appointed by the board). The other four members can be any member within the association.

## **BY-LAWS OF IRONDALE YOUTH HOCKEY ASSOCIATION**

- The Nominating Committee will acquire candidates for all expiring board positions.
- Candidates will: 1) write a paragraph for the Newsletter indicating interest and qualifications. 2) will address the membership at large at the annual election meeting.

### **C. Procedures for Election**

- Elections will be done one position at a time.
- Elections will be by closed ballot. Candidates on the ballot will be listed in alphabetic order. The ballot may be by-passed if only one candidate exists for the position up for election.
- There shall be no nominations from the floor.
- The results of the election for a position will be announced prior to proceeding to the election for the next position.
- Candidate will be deemed elected having acquired a simple majority of ballots tallied.

### **Section 2: Filling Vacancies**

- The board shall solicit the members at large for a viable candidate for the vacant position. This shall be done by notification in the Newsletter.
- The board shall consider all interested parties.
- The vacancy will be filled by a majority vote of board members present.
- The newly appointed board member shall serve out the remainder of the vacant position's term.

### **Article 5: Amendments**

#### **Section 1: Amendments of by-laws**

- These by-laws may be altered or amended by a two-thirds vote of the board members in attendance. Proposed amendments to the by-laws shall be presented at any meeting of the Board of Directors, tabled, and voted on at the next subsequent meeting. A copy of the amendments shall be sent to each board member prior to the voting meeting.

### **Article VI: Suspension of the By-Laws**

#### **Section 1: Suspension of the By-Laws**

- These by-laws may be suspended, in case of emergency, by unanimous vote of all present board members at a meeting in which there is a quorum.