

CONSTITUTION

May 3, 1983

1. **NAME:** The name of the Association shall be Salem Youth Hockey Inc, (SYHI). The address is the post office address of the Treasurer. The principal place for conducting business matters is the Kelley Library meeting room, 234 Main St. Salem NH 03079

2. **PURPOSE:** The purposes of SYHI are:

2.1 To develop and encourage sportsmanship between players for the betterment on their physical and social well being.

2.2 To encourage and improve the standard of ice hockey in the town of Salem New Hampshire and the surrounding areas served by SYHI.

2.3 To associate or affiliate with state, regional, national or international organizations dedicated to the sport of ice hockey.

2.4 Directors, officers, coaches and members shall bear in mind that stressing exceptional athletic skills is secondary to good sportsmanship.

2.5 All members shall be afforded an equal opportunity to participate.

3. **FISCAL YEAR:** SYHI's fiscal year will end annually on June 30.

4. **MEMBERSHIP:** The membership of Salem Youth Hockey Inc., consists of officers, coaches, committee members, parents, guardians, and players registered in the program. SYHI members eligible to vote will be of legal voting age.

5. **NON-PROFIT:** SYHI shall have no capital stock and shall not be conducted for profit.

6. **BOARD OF DIRECTORS:** The Board of Directors shall be comprised of nine (9) executive board members, one (1) per team divisional member (team director), and four (4) appointed non-voting members.

Amended May 1, 1984 Amended September 15, 1987 Amended December 15, 1987 Amended
May 13, 1992 Amended August 12, 1992 Amended March 12, 1997 Amended December 10, 1997
Amended September 9, 1998 Amended September 8, 1999 Amended August 9, 2000 Amended
June 13, 2001 Amended May 15, 2002
Amended June 12, 2002 Amended March 14, 2007

1. ARTICLE I LOCATION: Salem New Hampshire

2. ARTICLE II MEETINGS:

2.1 The annual meeting will be held during or around the second week of May each calendar year on a day and at a location to be determined by the Board of Directors.

2.2 The agenda for the annual meeting will be published and distributed thirty (30) days prior to the annual meeting.

2.3 Any agenda items shall be submitted in writing, signed by an association member, sixty (60) days prior to the annual meeting.

2.4 Quorum: a quorum for General Meeting purposes defined as a minimum of fifteen (15) members.

2.5 A majority vote of the voting members present will decide all issues.

2.6 General Meetings:

2.6.1 A General Meeting may be held after the Board of Directors meeting, provided that a minimum of fifteen (15) voting members are present.

3. ARTICLE III: BOARD OF DIRECTORS

3.1 Executive Board members will serve as follows:

Two-year terms, from July 1, to June 30 of odd-numbered years: President

Secretary Registrar ACE Coordinator Communication Director

Two year terms, from July 1 to June 30 of even numbered years: Vice President Treasurer

League Directors (GS & DS) The Board of Directors will serve as follows: One-year terms from September 1 to August 31:

Team Directors One-year terms from July 1 to June 30: Fund Raising Coordinator (appointed position)

Equipment Manager (appointed position) Scheduler (appointed position) -maybe split GS & DS/Practice Referee-in-Chief (appointed position)

3.1.2.1 The outgoing president shall remain on the Executive Board in a nonvoting advisory role for the first term of the new President.

3.2 There shall be no restriction of the number of terms a board member may serve.

3.3 The board consists of an indefinite numbers of members, defined as follows:

3.3.1 Nine (9) elected by the voting membership, and four (4) non-voting members appointed by the Executive Board of directors; and team directors elected by their respective teams.

1. President (Executive Board)
2. Vice President (Executive Board)
3. Secretary (Executive Board)
4. Treasurer (Executive Board)
5. Registrar (Executive Board)
6. ACE Coordinator (Executive Board)
7. League Directors (GS & DS) (Executive Board)
8. Communications Director (Executive Board)
9. Instructional Directors
10. Mite Directors
11. Squirt Directors
12. Peewee Directors
13. Bantam Directors
14. Midget Directors
15. Scheduler (non-voting)
16. Equipment Manager (non-voting)
17. Referee-in-Chief (non-voting)
18. Fund Raising Coordinator (non-voting)

3.3.2 Duties

3.3.2.1 PRESIDENT

- 1 Presides over all meetings
- 2 Makes commitments with the Board of Directors approval
- 3 Alternate Delegate to NHAHA meetings
- 4 Appoints committees as required
- 5 Arrange for two people to audit treasurer report yearly
- 6 Markets SYHI as an organization to the community/area. Promotes community involvement in community projects in SYHI and SYHI involvement in community projects.
- 7 Reviews all game misconduct penalties with Director of Coaching for possible league appeal or further disciplinary action.

3.3.2.2 VICE PRESIDENT

- 1 Assumes the duties of the President in his absence.
- 2 Delegate to NHAHA meeting
- 3 Presides over committee meetings unless otherwise delegated
- 4 Purchasing Agent for the Association. Assigns purchasing authority as required.
- 5 Solicits bids from all local suppliers for major purchases.
- 6 Distributes information from NHAHA meetings to each Team Director.

3.3.2.3 ACE COORDINATOR

The Association Coaching and Education (ACE) Director is an experienced individual with a strong coaching background who serves as the administrative link to USA Hockey and its Coaching Education Program (CEP). In their role, ACE Directors will organize and manage many CEP requirements, assist the local association in the development of a well-trained coaching staff, promote parent education and provide clear goals and objectives for player skill development.

JOB RESPONSIBILITIES USA Hockey would expect, the ACE Director to perform the following:

1. Communicate to association coaches their certification requirements.
2. Ensure compliance with USA Hockey certification levels for all coaches.
3. Communicate with the District and USA Hockey on all issues related to coaching at the local association level.
4. Deliver Parent Education Programs to the association.
5. Encourage association to implement the Skill Development Program.
6. Communicate to players, parents and coaches USA Hockey's Player Development opportunities.
7. Ensure that the association is promoting appropriate age-specific skill development in all of their programs.
8. Organize and develop workshop clinics for coaches (i.e. Safety, First Aid, Disciplinary, ect.).
9. Oversee the training, evaluation and discipline of coaches.
10. Plan, organize and execute periodic skills workshops/meetings for coaches and players.
11. Research, recommend, and oversee skills development vendors/programs for players (Mite – Bantam).
12. Oversee the training, evaluation and discipline of players.
13. Participate in coaches and team selection process for association.

3.3.2.4 LEAGUE DIRECTORS (GS & DS)

The League director is an experienced individual with a strong coaching background who serves as the daily administrative link between coaches

and the Granite State League and the Dual state league with the direction of the President for Dual State and Vice President for Granite State.

JOB RESPONSIBILITIES:

1. Subscribes to, and ensures that all coaches follow league rules and policies.
2. Ensures that all coaches, parents, and players follow all association policies during any league event.
3. Monitors and tracks all misconduct, match, & fighting penalties occurring during league play for all association teams.
4. Manages and tracks all temporary player pull-ups during season, to ensure players do not exceed maximum game play limit.
5. Coordinates and tracks all cancelled games for all association teams for league, and ensure timely makeup. Work with schedulers to obtain makeup game times.
6. Supervises coaches and managers to ensure makeup games are completed in a timely fashion.
7. Coordinate any inter-league game conflicts with schedulers.
8. Works with head coaches to determine appropriate tier and/or level for each team to play within league.
9. Monitors team's success, and interfaces with league officials in coordinating any potential tier movement for all association teams throughout season.
10. Represent association at any league disciplinary hearings regarding player/coach suspensions.
11. Informs association of all league changes and rule changes.
12. Keep abreast of all league happenings and problems, and be point of contact for all questions/issues within league play.
13. Monitors league standings for all association teams, and interfaces with league officials to resolve any conflicts.
14. Participate in coaches and team selection process for association.

3.3.2.5 REGISTRAR

1. Collects registration forms and fees.
 - 1.1 Forward all monies collected and received to the Treasurer in a timely fashion
2. Keeps files of all players
 - 2.1 Registration Forms
 - 2.2 Birth Certificate copies of all players
 - 2.2.1 Provides team directors with copies for tournaments.
 - 2.3 Copies of IMR's (Individual Membership Registration)
3. Submits NHAHA and USA Hockey Forms and verifies all team rosters
4. Delegate to NHAHA meetings
5. Submits team applications, IMR's and rosters due to the State Registrar in accordance with deadlines established by NHAHA and/or USA Hockey.
6. Requests insurance coverage from the District Risk Manager for rink contracts, fund raising and other SYHI activities.

7. Compiles and distributes the Directors' package to Team Directors at the beginning of each season.
8. Holds periodic Directors' meetings to help Team Directors function as a consistent group across teams.
9. Appoints assistant registrars as needed for roles defined by the Registrar.

3.3.2.6 SECRETARY

- 1 Takes minutes of all Board and General Meetings, and writes reports on these minutes for membership.
- 2 Takes care of all correspondence that is necessary.
- 3 Keeps files of correspondence and minutes
- 4 Submits monthly Newsletter to the membership which includes reports on meetings from other Board Members.
- 5 Recruits volunteers for publication of monthly newsletter
- 6 Maintains SYHI's Historical Log available at each Board meeting upon request.

3.3.2.7 TREASURER

1. Receives all funds due SYHI, depositing in a chartered bank, and paying a rightful obligation of SYHI
 - 1.1 Submits a budget including tuition schedule prior to the start of the season, for Board approval.
 - 1.2 All non-budgeted expenditures over \$500. must be approved by Board vote.
 - 1.3 Monitor expenditures and submits an updated budget for Board approval if net expenditures will overrun the budget by more than the lower of 10% of the original budget or 50% of the lowest annual cash reserve.
2. Shall sign checks along with one of the following members:
 - 2a. President
 - 2b. One other identified Executive Board Member
- 1 Submits a monthly and an annual Treasurer's Report to the general membership
- 2 Shall arrange for a certified audit of the books of his office when requested by a majority of voting members.
- 3 Collects tuition from members and informs the Board of chronically overdue accounts.
- 4 Shall be covered under a Surety Bond for a minimum level of \$100,000. The premium of this coverage shall be paid by SYHI.

3.3.2.8 COMMUNICATIONS DIRECTOR:

- 1 Shall be responsible for coordinating all advertisements and program announcements (ie. flyers, posters, brochures, newspaper or cable media).
- 2 Shall work to effectively market all SYHI events and activities.
- 3 Shall be responsible for the composition, publication, and distribution of related program material to association members (via mail, email or website).
- 4 Shall be responsible for the maintenance of the association website and SYHI Bulletin Board at home rink, as it relates to events, program announcements, advertisement, and marketing.
- 5 Shall be responsible for coordinating the collection of team sponsors, and the advertisement of sponsors on website.

3.3.2.9 TEAM DIRECTORS:

1. Collect all team monies except tuition, on time and turn monies over to the proper person.
2. Complete final USA Hockey rosters (except instructional) and submit to the Registrar by November 15.
3. Send in State game sheets postmarked within 72 hours of the game
4. Maintains up-to-date scheduling and notifies parents/players.
5. Acts as mediator when problems between parents/players/coaches/ SYHI cannot be settled, and report such problems to the board.
6. Acts as communication liaison; distributes information to parents/players from Board meetings and elsewhere in SYHI.
7. Encouraged to foster a spirit of kinship and fun in the team.
8. Appoints an Assistant Director as needed for the roles defined by the Team Director.
9. The Team Director, Assistant Director attends Board Meetings
10. In the absence of the Team Director, the Assistant Director shall represent the team.

3.3.2.10 SCHEDULER

- 1 Schedules the use of all ice purchased by SYHI in coordination with the Director of Coaching.
- 2 Coordinates and schedules all Granite State League games for all appropriate levels within SYHI. To the extent possible, games will be scheduled with other organizations at multiple levels in the same day.
- 3 Coordinated Granite State League games with scheduler for any other league in which SYHI is involved to minimize schedule conflicts.
- 4 Obtains schedules from other leagues in which SYHI participates.
- 5 Maintains a master schedule for all teams in SYHI.
- 6 Reviews all ice bills and referee bills with the Treasurer before payment.
- 7 Appoints Assistant Schedulers as needed for roles defined by the Scheduler.

3.3.2.11 FUND RAISING COORDINATOR (non-voting)

- 1 Coordinates fund raising activities to minimize duplicate solicitations from potential donors
- 2 Presents a coordinated fund raising presence to the community; provides a range of choices and opportunities to participate.
- 3 Appoints assistants and committees as needed for roles defined by the Fund Raising Coordinator.

3.3.2.12 EQUIPMENT MANAGER (non-voting)

- 1 Secures off season storage for all league equipment
- 2 Avails oneself for disbursement of equipment and collection of same at season's beginning and end, and throughout the season.
- 3 Keeps records of equipment and its' whereabouts.
- 4 Assess condition of equipment at season.

3.3.2.13 REFEREE-IN-CHIEF (non-voting)

- 1 Assigns referees as needed to officiate Granite State League games.
- 2 Updates referees and the Director of Coaching with rule changes.
- 3 Attends meetings held by the Chief Referee of the Granite State League (NHAHA) for referees-in-chief.
- 4 Appoints Assistant Referees-in-Chief as needed defined by the Referee in chief.

3.3.3 The Executive Board consists of the President, Vice President, Registrar, Secretary, Treasurer, ACE Coordinator, League Directors (GS & DS), and Communication Director.

3.4 Coaches and Assistant Coaches may not serve on the Board of Directors in the capacity of Registrar, or Divisional Director for a team that they are coaching.

3.4.1 In the absence of the Team Director, and the Assistant, an Assistant Director may represent the team at Board meetings

3.5 The Board of Directors Issues meetings will be held during the second week of each month on a date to be determined by the Executive Board, and announced at least 15 days in advance.

3.5.1 The Executive Board Decisions meeting will be held after the issues meeting during the month. At that time all issues will be reviewed and voted on by the Executive Board.

3.6 All issues meetings will be open to the public.

- 3.7 Minutes of all board meetings will be open to the public.
- 3.8 The Executive Board shall be responsible for control and management of affairs, property and interest of SYHI.
- 3.9 Special meeting of the Executive Board shall be held whenever called by the President or any Director.
- 3.10 A quorum for an Executive Board of Directors meeting purposes will be defined as six (6) voting Board members present.
- 3.11 A majority vote of the all Executive Board members present is required to decide all issues.
- 3.12 The Board shall have the right to conduct business in executive session when dealing with personal matters concerning any member, volunteer or other related individual, at the request of any one member of the Board.
- 3.13 If a vacancy occurs in the Executive Board by death, resignation or otherwise, it will be filled by a majority vote of the Board of Directors within thirty (30) days. Said positions will terminate after election of a replacement by members at the next annual meeting.
- 3.14 Any Board member may be removed with cause by vote of the Board.
- 3.15 Board of Directors shall not be personally responsible for any contracts entered into on behalf of Salem Youth Hockey, inc. so long as there has been a vote by the board.
- 3.15.1 No member, coach, or director may enter into any contract on behalf of Salem Youth Hockey, Inc without authorization of the Board of Directors unless otherwise stated herein.
- 3.15.2 If any member, coach, or director wishes to enter into a contract on behalf of Salem Youth Hockey, Inc., the request for authorization must be done so in writing, with reason for doing so clearly stated. The request is not valid until approval is granted at a monthly board meeting.
- 3.15.3 Salem Youth Hockey, Inc. will not be responsible for any contracts entered into by unauthorized persons.
- 3.16 Conflict of interest Policy-Every new member of the board will be advised of this policy upon entering the duties of his or her office, and shall sign a statement acknowledging, understanding of and agreement of this policy. The board will comply with all the requirements of New Hampshire state law in this area, and the New Hampshire requirements are incorporated into and made a part of this bylaw. The Secretary will administer the required statements from directors and the recording of conflicts brought to the attention of the Board.

Any possible conflict of interest on the part of any member of the Board, officer or employee of the Corporation, shall be disclosed in writing to the Board and made a matter of record through an annual procedure and also when the interest involves a specific issue before the Board. Where the transaction involving a board member or officer exceeds five hundred dollars (\$500) but is less than five thousand dollars (\$5000) in a fiscal year, a two-thirds vote of the disinterested directors is required. Where the transaction involved exceeds five thousand dollars (\$5000) in a fiscal year, then a two-thirds vote of the disinterested directors and publication in the required local newspaper is required. The minutes of the meeting shall reflect that a disclosure was made, the abstention from voting, and the actual vote itself.

4. ARTICLE IV: COACHES AND ASSISTANT COACHES

- 4.1 Coaches shall be responsible for their teams and their conduct at the rink.
- 4.2 Coaches will be responsible providing each player with written progress evaluations during a format developed by the ACE Coordinator, during December-January, and at the end of the season.

4.3 Coaches and Assistant Coaches shall comply with USA Hockey Coaching guidelines requirements.

4.4 Responsible for team equipment in season.

4.5 Complete temporary rosters (except Instructional) by the earlier of either September 30, or the first state game, and forward to the Registrar.

5. ARTICLE V: ELECTIONS

5.1 Each year, the President shall appoint and Board shall approve an Election Manager for the election.

5.2 The Election Manager shall hold the election in accordance with the Bylaws of SYHI.

5.3 Election of officers will be accomplished by nominations from the floor and placed on a ballot when accepted by the nominee. Those eligible to vote will be SYHI members of legal voting age. One vote will be cast for each player registered for the current year and his/her account (either up to date with payments or with an up to date payment plan). Plurality vote will determine the election results.

5.4 Election of Team Directors shall occur at the Team level. After team selections have been accomplished, prior to September 1st, each team will elect one representative from that team to serve as a representative member as described in 3.3.2. (Team Directors). This term will be for one (1) year and will expire on August 31st of the following year.

6. ARTICLE VI: ORDER OF BUSINESS Customary procedures such as Robert's Rules shall govern each meeting of the association.

7. ARTICLE VII: AMENDMENTS Constitution, bylaws, and operating rules of this Association may be amended repealed or altered, in whole or in part by a majority vote at any general meeting, provided notice of the changes are posted in writing for all members, and published in the Newsletter fifteen (15) days prior to the meeting

8. ARTICLE VIII: SUSPENSION AND EXPULSION OF MEMBERS

8.1 The Executive Board shall have the power to suspend any member (player or adult volunteer) for conduct detrimental to hockey either on or off the ice.

8.2 The right-of-appeal is granted to any member who is suspended. A hearing will be granted at the next general meeting within fifteen (15) days of the written request for appeal. Suspended members may not attend SYHI functions.

9. ARTICLE IX: PLAYER LEVEL SELECTION

9.1 Tryouts will be conducted to field multiple levels of Teams. The objective of SYHI will be to find a place on a team for every player. Every effort will be made toward the accomplishment of this objective.

9.2 Player level selection will be based on ability/skill of the player as determined by the tryout selection process.

9.3 If SYHI cannot place all players on teams, players will be placed in the following order:

- Returning players and siblings of returning players registered by the registration cutoff with no outstanding balances, in order of number of years of participation with SYHI
- New Players registered by the registration cut-off date, in the order of the date the registration form and fee are received.
- Returning and new players who registered after the registration cut-off date, in the order of the date the registration form and fee are received.
- 9.4 If SYHI does not have a place for a player due to a limit of players on a team or a limit of the number of teams, the Executive Board will make a reasonable attempt to find a place for the player.
- 9.5 Tryout processes and formats will be made available thirty (30) days prior to tryouts by the Executive Board to the Board of Directors for approval.

— 10. ARTICLE X: TEAM ROSTERS

— 10.1 We will adhere to the USA Hockey rules, however general guidelines governing team roster will be used:

— 10.1.1 Mite – Midget: Typically 15 players plus 2 goalies

— 10.2 Every effort will be made to expand the number of teams at each level as opposed to the cutting of players when rosters exceed acceptable levels

— 10.3 The previous season's Salem Youth Hockey, Inc. players will be given priority when filling roster positions in accordance with Article 9.

— 10.4 In the event that two (2) or more players will be given priority from the same family are eligible to play in the same age group and are selected for different level teams, the parent may request that they skate together on the same team. The Executive Board shall make the final decision on team placement.

— 11. ARTICLE XI: PAYMENTS

11.1 All members dues will be paid in full or payments current in accordance with an established payment schedule.

11.2 The Executive Board shall have power to suspend the skating privileges of members who are delinquent according to the established payment schedule.