

SOUTHEAST CYCLONES YOUTH HOCKEY ASSOCIATION, INC.

BY LAWS

PREAMBLE:

The preamble of the **Southeast Cyclones Youth Hockey Association, Inc.**, will be read before the annual meeting of the general membership meeting.

The objective of the **Southeast Cyclones Youth Hockey Association, Inc.**, here and after to be called the Association, a Non Profit ORGANIZATION, is to provide the youth of the Association regardless of race, sex, color, religion or national origin with the opportunity to practice the ideals of sportsmanship and fair play.

The program functions are to familiarize the youths with the fundamentals of ice skating and hockey, to provide the opportunity to play the game in a supervised, organized and safety oriented manner, to keep participant's welfare of prime importance and to instill the necessary attitudes for TEAM Spirit and Sportsmanship.

The Association may hold or obtain real, tangible or intangible property solely for the benefit of the Association.

The informal name of the teams and the Association will be the "Cyclones".

ARTICLE I

ORGANIZATION

Section 1:

The Association is and shall remain a member of the USA Hockey and the Massachusetts Hockey Associations. The Association shall be responsible for the organization and the maintenance of the teams. The Association will elect senior members to an eight (8) member Board of Directors will be responsible to the membership and will ensure that the Association is functioning effectively. The Board of Directors will manage and maintain all materials and equipment owned by, leased and or in control of this Association.

Section 2:

The Association is and shall consist of player members and senior members. The Board of Directors, through the President, may suggest and appointment certain individuals to the Association as Associate Members for a one (1) year period.

ARTICLE II

CLASSIFICATION

The Association shall be divided into such playing and instructional classifications as the Board of Directors may designate.

ARTICLE III

MEMBERS

Section 1:

The Player Members are those youths properly registered in the Association, in the manner designated by the Board of Directors. The membership is contingent upon maintaining a current status with respect to an ice assessment and payment schedule for the fiscal year (1 June - 31 May).

Section 2:

The Board of Directors shall award the Senior Membership to coaches and assistant coaches upon their appointment or to persons that are appointed to assigned positions as required by the Board of Directors.

An Associate Membership shall be awarded to other persons, by the nature of their efforts, in support of this Association. The Board of Directors may award all other persons involved with the Association, a general membership.

The Senior Membership shall be given to a parent or guardian of a player member. No more than two (2) Senior Memberships shall be awarded to any family. Each Senior Member shall have ONLY ONE VOTE. This membership and voting privilege is contingent upon maintaining a current status with respect to Assessment payments/Fees for the fiscal year. Any Senior Member who is under suspension, revocation or banishment from USA, MASS Hockey or by any Conference in which this Association is affiliated, at the date and time of the Annual Meeting, shall forfeit their right to vote.

Section 3:

A Membership for those Members who attain status as Parents or Guardians of Player Members shall be awarded Senior Member Status and will continue for the fiscal year in which the Player member is registered.

Section 4:

Any class of the Association membership may be suspended or revoked for cause. The member shall be invited before the Board and shall be heard on this matter. At the members choice, a committee consisting of a minimum of three(3) and a maximum of five(5) of senior

members and two(2) members selected by the Board of Directors, shall review the case information and make recommendations to the Board. Such committee findings and recommendations shall be held as binding by the Board of Directors UNLESS the findings and or recommendations are in violation of other portions of these BY-LAWS or the Policies of this Association, or in violation of the rules set forth by USA or MASS Hockey. The Board of Directors decision shall be final.

Section 5:

All Senior Member's player assessments / fees must be paid in full for the previous fiscal year, or said members / families shall not be eligible to either register or to participate in the program for the next or future fiscal seasons / years. The senior Member(s) status shall continue to be suspended or revoked until such time as all of the past assessments and or fees are paid in full.

Any Senior Member(s) that are in violation of this section and have been elected to the Board of Directors, appointed to assigned positions or to committees shall immediately vacate said positions. Said Senior Member(s) will not be elected or be appointed to any Association positions for the next fiscal year.

Any Senior Membership shall be suspended or revoked when player(s) assessments / fees have not been paid by the final payment date(s). All payment dates and fees are posted in the annual Association Payment Booklets / plan, posted at the rink and on the Website. Player(s) and Senior Members failing to pay all assessments according to the payment plan shall be notified by the Association, through the Treasurer, by telephone, in person or in written letter to the recorded address as registered in the current fiscal year.

The Senior Members will have fifteen (15) days to pay the outstanding balance by Certified Bank Check, Money Order ,cash (US Currency), or Credit Card. If at the end of the fifteen days, the Senior Members have not paid the balance in full, all player(s) of the Senior Members family shall be suspended from all practices, games, playoffs, tournaments and trips as well as part or of all of the Association events.

All assessments and fees shall be collected In Accordance With (IAW) the Association Payment Plans:

Midget Players paid by: June 1st for that fiscal playing year.

U19 Players paid by: June 1st for that fiscal playing year.

Goalies at all levels by: June 1st for that fiscal player year.

All Other Players paid by: October 1st for that fiscal playing year.

The senior member(s) status may be reinstated, if in the judgment of the Financial Committee and approved by the Board of Directors, suitable arrangements have been made to justify said reinstatement.

A Hardship Participation Request may be completed and turned into and approved by the Board of Directors, when Senior Member(s) abilities to complete the assessment payments due to special circumstances.

ARTICLE IV

FISCAL YEAR

The fiscal year shall be from 1 June of the calendar year to 31 May of the following year. The Treasurer and the financial committee will complete all financial business and report on the financial status at the Annual Meeting in the month of March. The Board of Directors will present the Treasurer's report to the general membership at the Annual Meeting, for their approval.

ARTICLE V

MEETINGS

Section 1:

The Annual Meeting of the General Membership shall be held in the month of March, on or before March 31, as designated by the Board of Directors, in each year. The meeting will be held to hear the reports of the Officers and transact any part or all of the scheduled business matters. The Senior Members will vote to elect new members to the Board of Directors. At the annual meeting, the Senior Members will elect, by separate vote, the Executive Officers (President, Vice President, Treasurer, Secretary) of the Association for the next year.

Section 2:

The secretary will have published the notice of the Association's Annual Meeting date, time and location for the meeting. The notice shall be published in in the Association Website thirty (30) days prior to the Annual Meeting. This shall constitute FULL NOTICE of such meeting to the general membership.

Section 3:

The Secretary shall post the schedule of the monthly scheduled (regular) meetings of the Board of Directors, as designated by the President. The notices shall be posted, at least seven (7) days prior to the scheduled meeting date. It shall include the time and location of the meeting. The notices shall be posted at the rink, on the Association information Board and communicated through the Association Website,.

Section 4:

A quorum at the Annual Meeting of the Senior Members or at any regular scheduled Board of Directors meeting or any Special meetings as required, shall require a presence of two-thirds (2/3rds) of the Board of Directors. At any meeting, a quorum may transact business, but a lesser number may adjourn to a future specified meeting date, time and location. A majority of those present and voting shall be the decision of the membership for that meeting.

Section 5:

Any three (3) Board Members may call for a Special Meeting of their body provided that a reasonable attempt is made to contact all Board Members. Any three (3) Board Members may call a Special meeting of the senior members, provided that notice is given the manner in the specified in Article V, Section 2.

ARTICLE VI

BOARD OF DIRECTORS

Section 1:

The Board of Directors shall consist of a minimum of eight (8) Senior Members, in good standing. The Board of Directors can appoint a member not having Senior Member status should their not be a Senior Member available for consideration to an elected position. The Board of Directors will include the following Executive Officers; President, Vice President, Secretary and Treasurer. Each member will have one vote in decisions pertaining to the daily operations of this Association. The President shall vote only when considering the election of new Board members to fill vacancies or in the case of a TIE vote, on any decisions pertaining to the operation of this Association.

The Southeast Cyclones By Laws and Policies will ensure that the membership and voting powers of its governing body shall consist of not less than 20% of the voting members who have children actively skating in the Association.

Section 2:

Vacancies on the Board of Directors, due to resignation or for any other reason, shall be filled. A notice of such vacancies shall be posted at the rink, and on the Association Website.

The notice shall be posted, at least twenty (20) days prior to the regular or special meeting and action of the Board. The election will be by a two-thirds (2/3rds) vote of the remaining Board Members. The Board Members elected in this manner, shall serve ONLY for the remainder of the fiscal year. The remainder of the term, if any, will be filled by election at the Annual Meeting of the Association.

Section 3:

The election to the Board of Directors, by action of the senior members, at the Annual Association Meeting, shall be for a period of two (2) years. At the end of that period, the member must submit their voluntary resignation. However, the Senior member can announce that he/she is available for consideration by the Senior members to be re elected for another two (2) year term, if there are not enough new nominees seeking election to the Board of Directors, for the next fiscal year.

Under certain circumstances, where there are not enough new nominees, the President may reappoint an outgoing member. The outgoing member will still require a two-thirds (2/3rds) vote of the Board of Directors.

If the outgoing board member is no longer a Senior Member, the President shall have the authority to reappoint the said member to the Board for a one (1) year term.

It is stipulated that any Board member who fails to attend 2/3 of the eight (8) regularly scheduled meetings, during the fiscal year, shall be removed from the Board of Directors, forthwith. Any vacancy so created shall be filled in the manner prescribed in Section 2, above.

Section 4:

Nomination to the Board of Directors shall be allowed to any Senior Member that this in good standing. The Senior Member shall submit his/her nomination papers after acquiring the signatures of twenty-five (25) Senior Members, also in good standing. The nomination papers will be submitted to the Board of Directors, through the Secretary, at least thirty (30) days before the Association Annual Meeting. The election of the nominees will be by popular vote of those Senior Members present and voting at the Annual Meeting. The Senior Members will be elected, by separate vote, by ballot, by the members, to the Executive Officers of the Association for the next 2 year period.

Section 5:

In order to ensure that the Association and the Board of Directors of a Minimum of eight (8) members continue to function effectively, the expiration dates for the Board Members are as follows:

<u>POSITION NAME:</u>	<u>ELECTED DATE:</u>	<u>TERM EXPIRES:</u>
President	by May 31	On May 31 st 2 years later
Vice President	by May 31	On May 31 st 2 years later
Treasurer	by May 31	On May 31 st 2 years later
Secretary	by May 31	On May 31 st 2 years later
Coaching Director (ACE)	by May 31	On May 31 st 2 years later

<u>POSITION NAME:</u>	<u>ELECTED DATE:</u>	<u>TERM EXPIRES:</u>
Registrar/USA Hockey Rep	by May 31	On May 31 st 2 years later
Fundraising /Activities Director	by May 31	On May 31 st 2 years later
LTS Director	by May 31	On May 31 st 2 years later
Girls Program Director	by May 31	On May 31 st 2 years later
South Shore Conference Rep	by May 31	On May 31 st 2 years later
Yankee Conference Rep	by May 31	On May 31 st 2 years later
Safety & Risk Manager	by May 31	On May 31 st 2 years later

Note: Level Coordinators will be appointed if enough members wish to join the Board of Directors.

Section 6:

The Board of Directors shall be in complete control of all Association property and monies for the benefit of the Association and said property shall not be leased, mortgaged, transferred, sold or disposed of in any manner without two-thirds (2/3rds) vote of the Board of Directors.

Section 7:

The Incidental replacement of equipment and for purchasing the replacement stock for the Association First Aid Kits, will not to exceed one hundred (\$100.00) dollars. These purchases must be approved by the President and the Treasurer. All other purchases of equipment will require a minimum of three (3) bids from venders. The final approval for purchases shall be by the Board of Directors.

Section 8:

The Board of Directors, through the President and the Treasurer shall secure the services of a CPA Firm, CPA practitioner or a Licensed Book keeper. The purpose is to improve the overall financial operations. The CPA Firm, CPA practitioner or Book keeper will record / document all of the financial transactions and prepare monthly, quarterly and annual reports for the Association. They will prepare all State and or Federal Tax Forms as required, annually, for this Association. All papers regarding bills paid, deposit slips, monies owed and etc., shall be transported to the CPA Firm, CPA practitioner or Book keeper by the treasurer for processing. The Treasurer shall receive the reports and present them to the Board of Directors at the regularly scheduled meetings.

The Treasurer and or the Finance Committee shall receive three (3) bids for services and present the Bids to the Board for its approval. It will require a two-thirds (2/3rds) majority vote

to hire the services of the CPA Firm, CPA practitioner or Book keeper. They will be hired for one (1) year and the contract will be reviewed annually. The cost of the services will be borne by the Association.

ARTICLE VII

OFFICERS OF THE BOARD OF DIRECTORS

Section 1:

The election of the Executive Officers shall, by a separate vote, be by the Senior Members at the Annual Meeting. The newly constituted Board will take office on the following June Board of Directors Meeting, by absolute majority vote. Any member of the newly seated board may be elected to an Executive Office position. Under certain circumstances, where there are not enough Senior (2nd year) or returning Board Members, the President shall have the authority to invoke such a waiver to allow 1st year or Junior Board members be nominated to the Executive Officer positions. It will still require a two-thirds (2/3rds) majority vote of the Senior Members at the Annual Meeting.

Section 2:

The Term of Office for the Executive Officers shall be two (2) years. It shall be for the next two fiscal years. The new Board Members and newly elected Officers shall be invited to attend all meetings of the Board of Directors, prior to the effective date of the Office for the purpose of ensuring the Associations' continuity.

Section 3:

The President shall be an ex officio member of all committees and shall have general charge and control over the affairs during the meetings. The President, subject to the decisions of the Board of Directors, shall delegate duties and responsibilities, as necessary to complete the affairs of the Association. The duties and responsibilities shall be delegated to the other Executive Officers, Board Members and the appointed Senior Members assigned to the various committees. This will include the Senior Members and Associate Members whose duties include specialty skills training and skating instruction.

Section 4:

The Vice President shall assist the President in discharging his/her duties, and in the absence of the President, act in his/her behalf. And have such duties and responsibilities as the Board may designate. The President shall decide with Vice President on which committees the Vice President will oversee and will be responsible to ensure that the committee completes the assigned tasks. The Vice President shall keep the President and the Board of Directors informed

of the status of these Committees. A verbal or written report shall be made at the regularly scheduled Board of Directors Meetings.

Section 5:

The Secretary shall notify the membership of all regular and special meetings. The Secretary shall receive, answer and maintain an up to date file of all correspondence pertaining to the Association.

The Secretary shall ensure that all Senior Members requesting to submit their nomination papers have been received and presented to the Board of Directors, at least thirty (30) days before the Association Annual Meeting.

The Secretary shall ensure that the notice of the Board of Director vacancies shall be, posted at the rink, and on the Association Website . He / She will ensure that the notice is posted, at least twenty (20) days prior to the regular or special meeting and action of the Board.

The secretary will have published the notice of the Association's Annual Meeting date, time and location for the meeting. The notice shall be published thirty (30) days prior to the Annual Meeting. Communication to membership via email distribution in addition to posting on the Association website. This shall constitute FULL NOTICE of such meeting to the general membership.

The Secretary shall post the schedule of the monthly scheduled (regular) meetings of the Board of Directors, as designated by the President. The notices shall be posted, at least seven (7) days prior to the scheduled meeting date. It shall include the time and location of the meeting. The notices shall be posted on the Association website.

Section 6:

The President and the Treasurer shall be bonded for a minimum of ten thousand (\$10,000.00) dollars. The cost of the services shall be borne by this Association. Any Senior Member appointed to the Finance Committee and shall have the duties and or responsibilities to receive and or disburse monies, check for payments or be responsible to transport any or all financial documents, receipts and or records shall also be bonded. All costs shall be borne by this Association.

The Treasurer shall be responsible for all of the financial transactions, during the daily operation of this Association. All collections, payments and deposits and records, documents and forms that are required to be kept and or filed shall be the responsibility of the Treasurer.

Treasurer shall secure the services of a CPA Firm, CPA practitioner or a Licensed Book keeper. The purpose is to improve the overall financial operations. The CPA Firm, CPA practitioner or Book keeper will record / document all of the financial transactions and prepare

monthly, quarterly and annual reports for the Association. They will prepare all State and or Federal Tax Forms as required, annually, for this Association. All papers regarding bills paid, deposit slips, monies owed and etc., shall be transported to the CPA Firm, CPA practitioner or Book keeper by the treasurer for processing.

The Treasurer and or the Finance Committee shall receive three (3) bids for services and present the Bids to the Board for its approval. The Treasurer shall recommend the best resource to be hired by the Board of Directors. It will require a two-thirds (2/3rds) majority vote to hire the services of the CPA Firm, CPA practitioner or Book keeper.

The Treasurer shall receive the reports and present them to the Board of Directors at the regularly scheduled meetings. At the end of the fiscal year, the Treasurer will deliver to the successor all monies, records, forms, letters, and other Association property in his/her possession. In the event that the Treasurer must resign and or for other reasons, leave before the end of his/her term of office, the Finance Committee and its Senior Member shall be appointed to continue with the duties until a designated treasurer is appointed by the Board.

Section 7:

A Player Agent shall be appointed by the President, annually, and must be a Board Member. If the Player Agent is not selected or if the appointed Player Agent must resign, then the President will take over the responsibilities until another Player Agent is appointed. The duties of the Player Agent are as follows:

- A. Keep all team rosters up to date.
- B. Maintain the paper generated files as well as the electronic files.
- C. Ensure that all paper and electronic files are secured in the Association office and filing systems.
- D. Make sure that the proper insurance coverage is in force for all selected members of this Association.
- E. Handle all official complaints between the players, senior members and the coaches.
- F. Coordinate and process all Travel Permit requests.
- G. Advise the Board of Directors and the Head Coaches when any Player(s) do not have assessments / fees paid in full. Make sure that they do not participate during the off ice training, on ice practices, games, playoffs, tournaments and that the player(s) are not rostered on any tournament team.
- H. Carry out any additional duties assigned by the President.

ARTICLE VIII

COACHES

Section 1:

All Head Coaches must be twenty-one (21) years old. Assistant Coaches must be at least eighteen (18) years old. All coaches must serve on a non-compensated basis. All coaching staff must be CORI (see Addendum A) checked prior to their coaching assignment. All coaches must be trained and patched according to USA Hockey regulations. The Association will absorb the cost after the coaches have completed the training and submit the receipt to the Treasurer for reimbursement.

All Coaches will abide by the Rules and Regulations of USA Hockey, MASS Hockey, the Conferences with which this Association is affiliated, and the By-laws and Policies of this Association.

Section 2:

The Head Coaches shall submit a “letter of intent” on a yearly basis. The letter must contain the coach’s name, current patching level qualifications and the intended level(s) at which they would like to coach. The letters shall be sent to the Board of Directors through the Coaching ACES Coordinator on a yearly basis. The letters shall be received by the 25th of March for the next fiscal year.

The Coaching ACES Coordinator shall compile a list of all members who have submitted their letters of intent. It will indicate the member’s qualifications, the level of patch/training and choices for coaching by level and by team. The list will be presented to the Board of Directors during the March meeting for review.

Before the tryouts, the Board of Directors will assign the Head Coaches. The Head Coach shall select his assistant coaches for the upcoming season. The Head Coaches will submit, in writing, the names of the assistant coaches to the Board of Directors through the Coaching ACES Coordinator. The Board of Directors and the Coaching Coordinator will review and by majority vote approve the Assistant Coaches for all teams.

The Head Coaches along with the Coaching Director (ACE) shall make decisions pertaining to the selection of players during tryouts. They shall make all decisions regarding the team organization, training sessions (Off Ice and On Ice), and team and player development skills employed during ice practices. The Head Coach will supervise the team during the playing of games.

The Head Coaches shall bring the team first aid kit to all practices and games. He/she will notify the Board of Directors for replacement stock for the kids and for ice packs as needed.

Section 3:

The Head Coach and or the Assistant Coaches will notify the Board of Directors, through the Safety and Risk Manager, of any injuries sustained by players and or coaches during practice sessions or games. If the player(s) or Coach(s) injuries require medical attention and are transported to a hospital or a medical facility to seek treatment from the family physician, the Head Coach is responsible for initiating incident/injury reports for the Association. The Head Coach will call the Safety and Risk Manager as soon as possible after the incident and turn in the incident/injury report within twenty four (24) hours.

Section 4:

The Head Coach will inform the player(s) and their family that after being treated at the hospital or by the family physician, a letter is required before the player(s) or coach can return to practices, and Association events. The letter shall indicate that the player or the coach is fully recovered from the injury and is fit to play hockey.

Section 5:

The Coaching Director (ACE) will hold at least 2 coaching meetings during the season. The Head Coach or one of the Assistant Coaches will attend the Coaches Meetings. The meetings are scheduled to review policies, new skills to teach or target certain learning requirements, and to work out any problems that may arise involving coaches. The coaches will address changes in the ice practice dates, times, and locations. These will give coaches the opportunity to discuss and trade teaching techniques/new ideas to target development, and players having a difficult time with certain skill areas.

Section 6:

The Head Coaches shall attend meetings, and as required, participate in the implementation of the Player Development and Coaches Training Program. The coaches may make recommendations to improve or change the program as needed.

Section 7:

In the event that the Head Coach is absent, the Assistant Coaches shall substitute for him/her until their return. All coaches will conduct themselves in accordance with the Coaching Ethics and guidelines as mentioned in Article VIII, Section 1 above.

ARTICLE IX

CONTROL OF BY LAWS

Section 1:

The by-laws may be amended and any new By-laws may be adopted by a two-thirds (2/3rds) vote of the Senior Members and the Board of Directors. However, a notice of the proposals(s) to amend these By-laws or adopt new Bylaws shall be in accordance with Article V, Section 5 (Special Meeting) and Article V, Section 2 (Notification). Included in the notice of the meeting shall be a date, time and location for the membership to review the proposed amendment(s) or adoptions(s) no less the forty-five (45) days prior to the Annual Meeting.

Section 2:

Nothing in the By-laws shall be construed as to permit the funds of the Association to insure the benefit of any member, Director or Officer of the Association or any private individual. No part of the funds of the Association shall be used in carrying on propaganda or otherwise attempting to influence legislation and the Association shall not participate in any political campaign on behalf of any candidates for public office.

Section 3:

Notwithstanding any other provisions of these By-laws, the Association shall not carry on any activity not permitted to be conducted by an Organization exempt under Section 501C(7) of the Internal Revenue Code and its regulations as they exist from time to time.

The purposes of the organization are exclusively: to encourage the instruction, practice and advancement of its members in amateur ice hockey and basic ice hockey skills; to encourage and cultivate a spirit of fraternal feeling among skaters; to participate, sponsor, to organize, or cooperate in ice hockey games and practices and generally to perform such other acts as may be necessary, advisable, proper or incidental to the realization of the objects and purposes of this organization; and to carry out the general policies of the USA Hockey and Massachusetts Hockey Association, as amended from time to time for such other purposes as are permitted to a corporation organized under Chapter 180 of the Massachusetts General Laws.

Disposition of Earnings. No part of the net earnings of the corporation shall insure to the benefit of, or be distributable to its members, Board of Director members, officers or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the immediately preceding Section 1 and the Articles of Organization of the corporation. No substantial part of the activities of the corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation (federal, state or local), and the corporation shall not participate in, nor intervene (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public

office. Notwithstanding any other provisions stated herein, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Notwithstanding any other provision contained herein and the Articles of Organization of the corporation as may be amended from time to time, the corporation shall not engage in any activities nor exercise any powers that are not in furtherance of the purposes of this corporation.

Distribution of Assets Upon Dissolution. Upon the dissolution of the corporation its assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of competent jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations as said Court shall determine, which are organized and operated exclusively for such purposes.

Section 4:

This Association will have full control and affect all team sponsor donations/funds. The use of these funds will be for equipment and game jerseys or as necessary and approved by the Board of Directors. Team and General Sponsorship Policies will address this issue and Board Members will insure that all prospective team and general sponsors receive the policy regarding DIRECT or INDIRECT INFLUENCE witching this Association. No sponsor shall have CONTROL or SUPERVISION of the sponsored team(s). No sponsor shall be given a Senior Member Classification based solely on his or her sponsorship or funds.

Section 5:

To cover all situations not contained in these By-laws, the Board of Directors may issue Policy Statements that are temporary or periodic in nature. Such statements shall be binding on all members until suspended, revoked, or unless a conflict occurs with these By-laws. Policy Statements shall be in effect for the fiscal year in which they are issued. The Board of Directors must approve all Policy Statements.

Copies of the By-laws and the Policy Statements will be issued to the Board Members, Head Coaches, Level Coordinators and Team Representatives. This will allow the opportunity, upon request, for the Membership to review.

ARTICLE X

RULES OF ORDER

All meetings will be conducted according to “Robert’s Rules of Order for Parliamentary Procedure”, a copy of which will be present at all meetings.

ADDENDUM A

MODEL CORI POLICY

Where Criminal Offender Record Information (CORI) checks are part of a general background check for employment, volunteer work or licensing purposes, the following practices and procedures will generally be followed.

- I. CORI checks will only be conducted as authorized by CHSB. All applicants will be notified that a CORI check will be conducted. If requested, the applicant will be provided with a copy of the CORI policy.
- II. An informed review of a criminal record required adequate training. Accordingly, all personnel authorized to review CORI in the decision-making process will be thoroughly familiar with the educational materials made available by CHSB.
- III. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on CORI checks will be made consistent with this policy and any applicable law or regulations.
- IV. If a criminal record is received from CHSB, the authorized individual will closely compare the record provided by CHSB with the information on the CORI request form and any other identifying information provided by the applicant, to ensure the record relates to the applicant.
- V. If the Southeast Cyclones Youth Hockey Association, Inc. is inclined to make an adverse decision based on the results of the CORI check, the applicant will be notified immediately. The applicant shall be provided with a copy of the criminal record and the organization’s CORI policy, advised of the part(s) of the record that make the individual unsuitable for the position or license, and given an opportunity to dispute the accuracy and relevance of the CORI record.
- VI. Applicants challenging the accuracy of the policy shall be provided a copy of CHSB’s *Information Concerning the Process in Correcting a Criminal Record*. If the CORI record provided does not exactly match the identification information

provided by the applicant. The Southeast Cyclones Youth Hockey Association, Inc. may contact CHSB and request a detailed search consistent with CHSB policy.

VII. If the Southeast Cyclones Youth Hockey Association, Inc. reasonably believes the record belongs to the applicant and is accurate, based on the information as provided in section IV on this policy, then the determination of suitability for the position or license will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to the following:

- a. Relevance of the crime to the position sought;
- b. The nature of the work to be performed;
- c. Time since the conviction;
- d. Age of the candidate at the time of the offense;
- e. Seriousness and specific circumstances of the offense;
- f. The number of offenses;
- g. Whether the applicant has pending charges;
- h. Any relevant evidence of rehabilitation or lack thereof;
- i. Any other relevant information, including information submitted candidate or requested by the hiring authority

VIII. The Southeast Cyclones Youth Hockey Association, Inc. will notify the applicant of the decision and the basis of the decision in a timely manner.

Submitted by:

Southeast Cyclones Youth Hockey

By-laws Committee 2013 - 2014

Created on: March 6, 2012

Revised on: January 9, 2014