

Cambridge Youth Hockey Organization Bylaws

(Revised 2010)

Article 1 - Entity

The organization shall:

- A. Have the name: CAMBRIDGE YOUTH HOCKEY.
- B. Be a non-profit corporation organized for charitable purposes consistent with Section 501 (C) (3) of the Internal Revenue Service Code.

Article 2 - Mission

The Cambridge Youth Hockey organization (CYH) shall develop and promote the sport of ice hockey for boys and girls primarily within the City of Cambridge beginning with basic skating and continuing with recreational hockey to competitive travel team play at all ages from Mite through Midget. Its programs shall be designed to foster skills, fitness, teamwork, fair play and enjoyment of the sport at all levels.

Cambridge Youth Hockey will not discriminate with respect to race, gender, creed, color, nationality, sexual orientation or disability.

In addition, CYH will promote programs designed to educate players and parents about the sport of hockey and develop public awareness. These programs will provide the opportunity for training for all interested parties.

Article 3 – Membership

Membership shall consist of individuals who abide by the CYH Code of Conduct and meet any of the following:

- A. Participate in any hockey programs of the organization.
- B. Are parents or guardians representing hockey participants under the age of 18.
- C. Individuals elected to the Board of Directors.
- D. Are coaches and volunteers approved by the Board of Directors and registered with Mass. Hockey.

All Members who are parents or guardians shall:

- A. Participate in a variety of duties that will benefit the organization.
- B. Act as a voting body for the purposes of electing the BOARD OF DIRECTORS.
- C. Remain current with all financial obligations to the organization.

Article 4 – General Provisions

- A. The fiscal year shall begin on June 1st and end on the following May 31st.
- B. An audit will be performed at the end of each fiscal year and prepared for review and distribution by September 1st.
- C. The board shall review all fee schedules as submitted by the President and Treasurer upon completion and will vote on the approval of the Annual budget.
- D. All operations of the organization are to be conducted in accordance with all state, federal and municipal laws.
- E. Any adoption or amendment of the Bylaws may be proposed in writing by any member of the organization. Any proposed adoption or amendment of Bylaws will be voted upon at any of the three general membership meetings in that calendar year. A majority vote of the general membership in attendance is required to pass any adoption or amendment of the Bylaws.
- F. CYH shall hold no fewer than 4 meetings per year open to all members of CYH, of which one of these meeting will be the Annual Membership Meeting.
- G. All membership meetings must have posted notice at the Gore Street rink at least two weeks prior to the scheduled meeting time.
- H. The Annual Meeting:
 - i. Will include a written financial report for the most recent year and shall be presented to the membership.
 - ii. The election for the Board of Directors shall be held.
 - iii. Shall be conducted in accordance with generally accepted Parliamentary Procedures.

- iv. Shall be held within two weeks of tryouts.
- H. CYH must forward to The Registration Committee of Mass. Hockey, within two weeks of the Annual Meeting:
 - i. Date, time and location of the Annual Meeting
 - ii. Agenda of the Annual Meeting
 - iii. Minutes of the Annual Meeting
 - iv. Nominees and winners of the annual elections
 - v. The method of communication (rink posting, newspaper and etc.) which served as notice to the eligible members of CYH regarding the Annual Meeting.
- I. The Board will make available to all members copies of the By-Laws and House Rules in accordance with the guidelines of USA and Mass. Hockey.
- J. CYH will abide by all Mass. Hockey By-Laws, Rules, Regulations and Policies and Procedures, including but not limited to, those regarding the prevention of Physical and Sexual Abuse.
- K. CYH shall Secure and Submit Individual Membership Registration forms (IMRs) for all members and prepare team rosters for all teams
- L. All members will pay required fees as established by USA Hockey and Mass. Hockey as set out in the Fee Section of the Mass. Hockey Rules and Regulations.
- M. CYH shall maintain a file of signed Waiver of Liability forms for each Player, Coach and Volunteer.

Article 5 – Board of Directors

The Board of Directors (BOD) shall:

- A. Consist of 11 voting members with no less than 20% of the voting members having children actively skating in the program.
- B. Be nominated and elected by the membership.
- C. Serve a two year term.
- D. Elect the organization's officers.
- E. Be responsible for the financial management of the organization.
- F. Have at least six members present at board meetings, one of which must be an officer, to constitute a quorum.
- G. Have the authority to implement discipline procedures on any member who violates any regulations of the organization. The board may, at its discretion, suspend or remove from the organization, any member found to be conducting themselves in a manner detrimental to the welfare of the organization.
- H. Promote the interests and mission of the organization.
- I. Approve all volunteer members.
- J. Approve the appointment of:
 - i. The ACE Director
 - ii. The Coaching Director
 - iii. The Girls Program Director
 - iv. The Learn to Skate and Instructional Hockey Director
 - v. The Learn to Skate and Instructional Program Registrar
 - vi. The Massachusetts Hockey Liaison
 - vii. The Registrar
 - viii. The Equipment Manager
 - ix. The Ice and Facilities Coordinator
 - x. All Head Coaches
 - xi. The Fundraising Coordinator
 - xii. The Corporate Sponsorship Director
 - xiii. The Banquet Chairperson
 - xiv. The Publicity and Recruitment Coordinator
 - xv. Individuals and committees to perform tasks necessary to the operation of the organization
- K. Conduct its meetings and conduct its responsibilities under the following rules and guidelines:
 - i. All proposals concerning the business of the organization must be approved with a majority vote of the quorum.
 - ii. Six votes must be necessary for any change in the status of operational issues of the organization.
 - iii. Roberts Rules of shall govern the proceedings of all meetings except where they conflict with the By-Laws of the organization.

Board membership may be terminated for less than 50% attendance at board meetings by a 2/3 majority vote of the board. All resignations from the board must be in writing.

Article 6 – Officers

Shall consist of: President, Vice President, Treasurer, and Secretary and are elected by a quorum of the Board of Directors to a two year term.

A. The President shall:

- i. Call all BOD meetings, and act as presiding officer.
- ii. Call at least 4 meetings of the general membership per year.
- iii. Call the Annual Meeting for the purpose of elections.
- iv. Be responsible for proposing matters of business for approval by the board.
- v. Serve as an *ex-officio* member of any committees created by the board.
- vi. Submit the Annual Budget and Financial Reports with the Treasurer.

B. The Vice President shall:

- i. Act on behalf of the President in his/her absence.
- ii. Conduct the annual election process for annual Board of Director elections.
- iii. Solicit applications for Coaching Directors to present to the BOD to be voted upon.

C. The Treasurer shall:

- i. Have primary responsibility for all financial matters.
- ii. Prepare, with the President, Annual Budget and Financial Reports.
- iii. May appoint, with the approval of the board, an Assistant Treasurer who is jointly responsible for all financial matters.
- iv. Manage the disbursement and collection of funds as directed by the board.
- v. Prepare financial reports at the request of the President or by vote of the board.
- vi. File appropriate forms for compliance with all applicable local, state and federal laws.
- vii. File all forms in a timely manner as required by law.

D. The Secretary shall:

- i. Record minutes of all meetings of the board and the general membership and have ready a copy of those minutes for each board member at the next meeting.
- ii. Answer any correspondence as directed by the President or by vote of the board.
- iii. Maintain an archive of all meetings minutes for review at any time by the board.
- iv. Conduct all board election procedures within the Board and all membership meetings.

Article 7 – Board Appointed Positions

Board appointed positions are appointed by a majority vote of the board and are responsible for carrying out specific tasks as directed by the board and herein defined.

A. The ACE Director

The Association Coaching & 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 organize and manage 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. The ACE Director shall:

- i. Establish safety guidelines for the program that at least meet the requirements of USA Hockey.
- ii. Inform and monitor coaches about compliance with Mass Hockey coaching regulations.
- iii. As suggested by USA Hockey to be a member of the BOD.
- iv. Shall work with the Coaching Director, the Girls Program Director and the LTS/INSTR Program Director

B. The Coaching Director shall:

- i. In conjunction with the ACE Director formulate and implement on ice programs and activities.
- ii. Have the overall responsibility for the on ice program.
- iii. Develop, with the ACE Director and coaches, an effective on ice program and rules of play guidelines for all teams and present it to the board for approval.
- iv. Conduct coaches meetings and training sessions for the betterment of the on ice programs.
- v. With the coaches, establish team rules in conjunction with the organization's Discipline Policy.

- vi. Review the disciplinary actions of the Head Coaches and present serious infractions to the board for approval.
- vii. Widely solicit applications from individuals for the position of Head Coach of traveling teams and present all candidates for such positions for board approval for the next season, together with a recommendation or ranking of each candidate based on level of hockey experience, depth of general coaching experience, coaching experience with specific teams, coaching effectiveness, respect for League and USA Hockey rules, and communication skills with players, parents and other coaches.
- viii. Conduct tryouts in the spring for the following year's traveling teams and establish rosters with the Head Coaches.
- ix. Review and approve rosters and changes with the Head Coaches and the Registrar.
- x. Be responsible for establishing on ice schedule for all practices.

NOTE: If the Coaching Director is on the BOD, he/she may not participate in the Coaching Director selection except in the role of candidate.

When a new Coaching Director is appointed, the Coaching Director Elect shall, in conjunction with the present season's Coaching Director,

- xi. Solicit applications from individuals for the position of Head Coach as stated in Article 7, section B, vii.
- xii. Conduct tryouts in the spring for the following year's traveling teams as stated in Article 7, section B, viii.

C. The Girls Program Director shall:

- i. Have overall responsibility for the on ice aspects of the Girls Program, including those responsibilities that are detailed for the Coaching Director in Section B.
- ii. These responsibilities will include, but not be limited to, serving as liaison to external organizations, including leagues, instructors and other youth hockey associations, as appropriate for the implementation of an effective girls program.

D. The Learn to Skate and Instructional Hockey (LTS/INSTR) Director Shall:

Have overall responsibility for the on ice aspects of the LTS/INSTR Program, including those responsibilities that are detailed for the Coaching Director in Section B.
Work with the LTS/INSTR Program Registrar

E. Learn to Skate/Instructional Program Registrar Shall:

Register all LTS/INSTR participants.
Collect tuition in conjunction with the Treasurer.
Work with the LTS/INSTR Director.

F. The Mass Hockey Liaison shall:

- i. Attend all appropriate meetings of Mass Hockey.
- ii. Report to the board on all issues of compliance with Mass Hockey.
- iii. Act on behalf of the organization with Mass Hockey.

G. The Registrar shall:

- i. Determine the eligibility of all participants in the on ice program.
- ii. Administratively coordinate the tryout process in conjunction with the Coaching Director.
- iii. Oversee the registration process for all participants, including but not limited to, obtaining completed Cori forms and waivers.
- iv. Implement and monitor all insurance requirements for players and coaches.
- v. Prepare and coordinate all roster requirements for the leagues, associations, and tournaments.
- vi. Coordinate with the Coaching Director any roster changes within the organization.

H. The Equipment Manager shall:

- i. Work with the Coaching Director to fulfill all equipment requirements for the on ice program.
- ii. Insure that all equipment is of top quality and in safe condition.
- iii. Be responsible for distribution and collection of all CYH program owned property, including but not limited to game jerseys.
- iv. Present to the board an annual budget proposal.
- v. Submit all equipment receipts to the Treasurer.
- vi. Submit all equipment requests, exceeding the equipment budget, to the board for approval.

- vii. Be responsible for distribution and collection of all CYH program owned property, including but not limited to game jerseys.

I. The Ice and Facilities Coordinator shall:

- i. Act as a liaison with rink officials.
- ii. Review all ice bills to ensure accuracy.
- iii. Coordinate tournament activities with rink official for any tournaments held at the home rink.
- iv. Be responsible for selling excess ice time.

J. The Head Coaches shall:

- i. Have the overall responsibility for the management of their assigned team.
- ii. Appoint assistant coaches with the approval of the Coaching Director.
- iii. Appoint team managers and submit names and contact information to the BOD.
- iv. Satisfy all requirements of Mass Hockey and USA Hockey.
- v. Follow the rules and guidelines created with the Coaching & Ace Directors.
- vi. Promote good sportsmanship on and off the ice.
- vii. Operate in a positive and value based approach with the best interest of the players in mind.
- viii. Attend all practices and games.

K. The General Fund Raising Coordinator shall:

- i. Coordinate activities that raise monies for the benefit of the organization.
- ii. Communicate and coordinate activities with the Corporate Sponsorship Director.
- iii. Report to the Treasurer and the board on all activities.

L. The Corporate Sponsorship Director shall:

- i. Coordinate a fundraising program through the civic and private donations
- ii. Communicate and coordinate activities with the General Fund Raising Coordinator.
- iii. Report to the Treasurer and the board on all activities.

M. The Banquet Chairperson shall:

Oversee all aspects of the Annual CYH Banquet, including but not limited to:

- i. Coordinate time and place of Banquet.
- ii. Work with Coaching Director to order trophies.
- iii. Have tickets, programs, etc., printed.
- iv. Organize all raffles at the banquet.

N. The Publicity and Recruitment Coordinator shall:

- i. Arrange for publicity for CYH in the local media, city billboards and in the schools, especially for CYH registration periods and tryouts and events such as the Jamboree.
- ii. Organize recruitment opportunities such as the Jamboree and Danehy Park Family Days, in conjunction with the Mite, Girls and Instructional Coaches.
- iii. Oversee the CYH Website and work with coaches, team managers and others to ensure that it is current and correct.
- iv. Maintain the database of the CYH members' e-mail addresses and administer the listserv(s)
- v. Present to the board an annual budget proposal for publicity activities
- vi. Submit all receipts to the Treasurer.
- vii. Submit all publicity-related requests, exceeding the publicity budget, to the board for approval.

Article 8 – Elections

- A. Any member may nominate themselves for a position on the Board of Directors.
- B. All nominees must be in good standing with the program.
- C. Nomination applications will be available to all members.
- D. Nominees must include a statement of intent with their application.
- E. A question and answer session of nominees will be scheduled prior to the election; nominees are not required to attend.
- F. Elections will be held once a year at the Annual Meeting by secret ballot.
- G. Only one member of a household may serve on the board at any one time (Current board members of the 2006-2007 season are grandfathered in this clause and are eligible to run again).

- H. The tally of votes will first decide the BOD positions up for election followed by positions that have been vacated during the previous year
- I. Positions vacated from the previous year will be filled for a one year term only.
- J. In the event that more than one member of a household runs for election to the BOD, the member with the least amount of votes is disqualified.
- K. Each on ice participant in a hockey program will be allowed one vote; votes for those under the age of 18 must be cast by only one parent or guardian.
- L. Coaches and Mass. Hockey registered CYH volunteers who do not have children in the program are allowed one vote each.
- M. In the event of a special election, only the Members eligible to vote at the previous Annual Election will be allowed to vote in the special election.
- N. All voters at the annual meeting must be certified by the CYH Treasurer as having no unresolved financial obligations.

Article 9 - Disciplinary Action

- A. Any disciplinary action involving any member of the organization shall be reviewed by a Grievance Committee who will make its recommendations to the BOD. The board will vote on the recommendations and take appropriate action.
- B. All disciplinary actions taken by the board must have notifications to the affected parties in writing.
 - i. Suspensions: a two thirds vote of the board members present is required to suspend any member of the organization.
 - ii. Expulsions: expulsion from the organization shall require a unanimous vote by the board members present at the meeting.
- C. The board shall establish an appeals process for any member seeking review.
- D. All parental concerns with the on ice program must be dealt with through the Head Coach and the Coaching Director. The parent or guardian may appeal to the board in writing if it is felt that the concerns were not addressed. The board may then decide by majority vote to direct the Coaching Director on an equitable resolution.

Definitions:

BOD/Board	The Board of Directors
CYH	The organization of Cambridge Youth Hockey
Program	The Recreational activity provided <u>to</u> the participants
LTS/INSTR	The Learn to Skate and Instructional Hockey program
Household	All members living in the home address listed on the participant's registration form.
Members in Good Standing	A member not in arrears of their financial obligation to this or any other Association and/or Program and who is not subject of disciplinary action by CYH and/or any Program. League or Mass. Hockey.