



EASTERN CONNECTICUT YOUTH HOCKEY ORGANIZATION, INC.

CONSTITUTION AND BY-LAWS

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EASTERN CONNECTICUT YOUTH HOCKEY ORGANIZATION, INC.

CONSTITUTION AND BY-LAWS

CONSTITUTION

Article I Name

Section 1: The name of this organization shall be the Eastern Connecticut Youth Hockey Organization, Inc., and the acronym for the organization shall be “ECHO.”

NOTE: hereinafter, the organization called Eastern Connecticut Youth Hockey Organization, Inc. shall be referred to as “ECHO” and all mention of and reference to ECHO shall allude to said organization.

Section 2: The principal office of ECHO shall be located in the State of Connecticut.

Section 3: The address of ECHO is:
echostars.com

and

The home mail address of its then serving Treasurer.

Article II Purpose

Section 1: The purpose of ECHO shall be to provide the youth enrolled in its program with the opportunity to learn and play the game of ice hockey under supervised instruction and league play.

Section 2: ECHO shall operate as a non-profit organization. All funds expended shall be used (1) to promote the common good and serve the youth enrolled in its program and (2) for the development, maintenance, and perpetuation of its organized ice hockey program.

Section 3: In the event that ECHO ceases to exist and/or ceased to function as an organization, upon dissolution, surplus funds remaining after all of ECHO’s bills have been paid, shall be distributed to its members, successor organization, other youth hockey organization(s) or to a worthy charity_at the discretion of the Board of Directors.

Section 4: ECHO is a member in good standing of USA Hockey and the Connecticut Hockey Conference (CHC). Each of these umbrella organizations impose certain requirements for policies, rules and conduct among their member organizations, including ECHO. As such, ECHO will apply and enforce Membership Requirements on its Youth and Adult Members to assure its continued standing

and reputation in USA Hockey and CHC and among its fellow members of those organizations. ECHO also will, at its discretion, apply and impose organizational and personal accountability on its Youth and Adult Members, such requirements may impact

Article III Membership

Section 1: There shall be three classes of membership. The three classes of membership are as follows:

Youth Membership:

Youth enrolled/registered in ECHO, who have paid their enrollment registration fees and who have fulfilled other membership requirements as set forth by the Board of Directors.

Adult Membership:

A non-participating adult, eighteen years of age or older, who is a parent, step parent or legal guardian of a Youth Member, Properly Registered and in Good Standing in ECHO, or an adult who is otherwise directly involved in the program such as a Coach.

Sponsoring Membership:

An individual, group, organization or businesses who contributes funds and/or services, which help defray the operating expenses of ECHO.

Article IV Government

Section 1: The government of ECHO shall be vested in the Board of Directors, which shall consist of a President, a Vice President of Operations, a Director of Coach and Player Development, a Vice President of Mite Limited Travel/Instructional/House Limited Travel, a Vice President of Administration, a Secretary, a Treasurer, a Registrar, a Director of Marketing, a CHC Representative, an Equipment Manager, and a Past President. The President, Vice President of Operations and Director of Coach and Player Development Board of Director officers may be designated as co-directorships. Although a co-directorship is not mandatory for each role, there will be a maximum of two co-directors permitted at any one time.

Section 2: Annual Election Meeting: The prescribed officers and the directors of ECHO shall be elected in the manner prescribed by the By-laws, shall serve without pay and shall hold their respective office for a period of at least one year beginning at the Annual Election Meeting or until their successor(s) is/are duly elected and assume(s)office.

Section 3: In the event of a vacancy in office subsequent to the annual meeting, the President shall appoint an individual to temporarily fill that vacant office until the next annual meeting.

Section 4: Any elected member of the Board of Directors may serve three years without re-election. After three years they must submit their name for re-election by the membership if they wish to continue to serve.

Article V Amendment

Section 1: This constitution may be amended by two-thirds vote of the adult membership present at any regular or special meeting provided that written notice of the proposed amendment(s) has been mailed or e-mailed by the Secretary to all of the known adult members at least ten (10) days prior to the date of such meeting.

BY-LAWS

Article I Membership

Section 1: There shall be three classes of membership in ECHO. The three classes of membership are as follows:

Youth Membership:

Youth enrolled/registered in ECHO, who have paid their enrollment registration fees and who have fulfilled other membership requirements as set forth by the Board of Directors.

Adult Membership:

An adult, eighteen years of age or older, who is a parent, step parent or legal guardian of ~~has~~ a Youth Member, Properly Registered and in Good Standing in ECHO, or an adult who is otherwise directly involved in the program such as a Coach.

Sponsoring Membership:

An individual, group, organization or businesses who contributes funds and/or services which help defray the operating expenses of ECHO.

Section 2: Properly Registered
All Youth Members, and Adult Members who have children participating in ECHO's program, and are current in their skater fees, shall be considered Properly Registered.

Section 3: Good Standing
Youth and Adult Members will be considered to be in Good Standing unless otherwise designated by the Board or its designee.

ECHO retains the right to establish, entirely at its discretion, rules of conduct for both Youth and Adult Members. These rules of conduct will be enforced by the Board, who may delegate authority to a Disciplinary Committee as it sees fit.

Failure to comply with rules of conduct established by the Board and enforced by the Board or its designee may result in loss of Good Standing as well as other sanctions including warnings, suspensions and expulsion.

Article II Fees

Section 1: The annual fees for participating in ECHO's skating program shall be determined by the Board of Directors. All fees shall be payable as prescribed by the Board of Directors in accordance with the approved payment schedule.

Article III Government

Section 1: The government of ECHO shall be vested in the Board of Directors who shall serve without pay.

Article IV Election of Board of Directors

Section 1: At the annual election meeting there shall be elected a President, a Vice President of Operations, a Director of Marketing, a Director of Coach and Player Development, a Vice President of Administration, a Vice President of Mite Limited Travel/Instructional/House Limited Travel, a Secretary, a Treasurer, a Registrar, a Website Representative, a CHC Representative, and an Equipment Manager. In addition, the immediate Past President may also continue to serve in an ex officio capacity on the Board.

Section 2: Nominating Committee: Not less than thirty days prior to the annual election meeting, the President shall appoint, subject to the approval of the Board of Directors, a Nominating Committee. The Nominating Committee shall consist of a minimum of three adult members of ECHO. At least one member of the Nominating Committee shall be a currently serving Director, and a Director shall Chair the Nominating Committee.

Section 3: Notice of Election: The Nominating Committee will not less than thirty days prior to the Annual Election Meeting, notify or see that notification is made, by mail or e-mail, to the adult membership for their availability to serve in a position of an elected office on the ECHO Board of Directors.

Section 4: No additional names may be placed in nomination at the time of balloting at the Annual Election Meeting.

- Section 5: Where there are more than two candidates for one office and none of them receives a majority of the votes cast, the name of the candidate receiving the lowest number of votes on each ballot shall be removed from the succeeding ballots. This procedure shall be followed until one candidate shall receive a majority of the votes cast.
- Section 6: Voting shall be by each Adult Member Properly Registered and in Good Standing and present at the Annual Election Meeting. The names of all successful candidates shall be announced after each individual election for each vacancy.
- Section 7: Newly elected Members of the Board of Directors shall take office immediately following the election. Directors completing their term as of the most recent election may continue to serve as Directors for the remainder of the fiscal year.
- Section 8: Removal: Any member of the Board of Directors may be removed for cause by the vote of at least two-thirds majority of the Board at any regular or special Board Meeting.

Article V Meetings

- Section 1: Annual Election Meeting:
The annual election meeting of ECHO shall be held in April of each year at such time and in such place as may be determined by the Board of Directors, and notice of such meeting shall be mailed or e-mailed to each adult member by the Secretary at least thirty days prior to the Annual Election Meeting.
- Section 2: Regular Membership Meeting:
A regular membership meeting shall be held on such dates as may be set by the Board of Directors.
- Section 3: Meetings of the Board of Directors:
All meetings of the Board of Directors shall be held at prearranged intervals and on preset dates or at the call of the President. The general membership may be invited to attend all or portions of certain meetings at the discretion of the Board, but only Board of Directors members may vote.
- Section 4: Special Meetings:
Special Membership Meetings or Meetings of the Board of Directors shall be called by the President or Secretary at the request of at least five members of the Board of Directors, or by a petition drawn by at least ten percent of the adult membership.
- Section 5: At all of the meetings discussed in Sections 1 through 4 in the above Article V, six Directors shall constitute a quorum, but less than a quorum shall have the power to sojourn from time to time until a quorum can be present.

Article VI Offices of Duties Thereof

Section 1: President:

The President, as Chief Executive Officer of ECHO, shall supervise ECHO's affairs and activities. The President shall see that all required documents are filed with State and Federal agencies to establish and maintain ECHO as a non-profit organization. The President shall preside at all Board meetings. The President shall make an annual report to all of the members who are at the Annual Election Meeting. The President shall see to it that the Constitution and the By-Laws of ECHO are strictly and firmly upheld without exception. The individual elected President is expected to serve at least one year as Past President upon completion of his/her term of office as President.

Section 2: Vice President of Administration:

The Vice President of Administration shall be responsible for coordinating and organizing all Organizational tournaments, such as an annual holiday tournament, and all fundraising. Examples of fundraising activities may include, but are not limited to, an annual golf fund raising event, developing corporate sponsorships, an annual social, and concessions at ECHO hosted tournaments.

Section 3: Vice President of Operations:

The Vice President of Operations shall be in charge of ECHO's travel team try-outs, selection and supervision of all coaches, and maintaining the Organization's practice and game master schedules .

Section 4: Director of Marketing:

The Director of Marketing provides leadership and direction to the organization to attract and maintain healthy youth membership numbers in all ECHO programs as well as play a vital role in projecting the public persona/face of ECHO. He/she shall be responsible for preparing and submitting all articles to newspapers, periodicals, and magazines. The Director of Marketing will work with other Directors, including but not limited to the VP of Administration.

Section 5: Director of Coach and Player Development:

Provides organizational leadership and direction to optimize the performance and development of Coaches and Players.

As relates to Coaches; assuring that Coaches are properly certified, serving as the lead interface between coaches and parents and/or players on coaching issues, and communicating player safety information to Coaches.

As relates to players, coordinates player development activities including but not limited to preseason clinics, in-season skills clinics, PeeWee checking camps and other pre-tryout camps.

Section 6: Vice President of Mite Limited Travel/Instructional/House Limited Travel:
The Vice President of Mite Limited Travel/Instructional/House Limited Travel Clinic shall be in charge of promoting ECHO to young, beginner and uninitiated skaters and families. He/she will create ideas and implement objectives to increase exposure and enrollment of skaters in ECHO, and the game of hockey in general. This individual will be the ECHO Grow the Game delegate to CHC and, as such, be expected to attend meetings and actively participate, through CHC, in this national initiative.

This individual will be responsible for the overall success, including selection of coaches/instructors, of the mite limited travel program and any other instructional or introductory programs sponsored by ECHO. This individual will interface as necessary with rink officials to coordinate instructional skater programs and promotion between ECHO and its home rink. The Instructional Clinic shall be for skaters based on their skating ability and shall not be determined by age.

Unlike the other Board positions the Vice President of Mite Limited Travel/Instructional/House Limited Travel is a position vetted and recommended by the President, Past President and/or Vice President of Operations and voted on by the Board of Directors.

Section 7: Treasurer:
The Treasurer shall be responsible for the collection of all moneys. The Treasurer shall be responsible for maintaining records to show balances owed and/or fees paid by members.

The Treasurer shall submit an annual budget and upon its approval by the Board of Directors, shall be responsible for tracking and periodically reporting the organizational performance against budget. The Treasurer shall be responsible for disbursement of ECHO's funds in accord with the aforementioned budget and at the discretion of the Board of Directors.

A statement of the finances of ECHO shall be submitted periodically, at intervals determined by in the Board of Directors. Treasurer will report on budget performance and work with the Board to remediate any unfavorable variances. The Treasurer shall keep accurate records, and adhere to generally accepted accounting principles, so that an accurate audit of the books may be made at the end of the fiscal year. The Treasurer shall be responsible to prepare and deliver, in a timely manner as required, tax returns and all other reports that may be required by State or Federal governments

Section 8: Secretary:
The Secretary shall record the minutes of all meetings of ECHO and shall maintain a permanent record of its business. All external correspondence pertinent to ECHO business, not including accounts payable/receivable, shall be handled by the Secretary. Such correspondence includes, but is not limited to, sending Coaching applications and background checks and injury reports to the

appropriate CHC official. He/she will also be responsible for website posting & upkeep and share in all social networking done under the moniker Eastern Connecticut Hockey Organization, ECHO or ECHO Stars. The Secretary shall give notice to all regular and special meetings. The Secretary shall compile Team Books and the annual ECHO book.

Section 9: Past President:

This office shall be held by the individual who immediately last served as President of ECHO. The Past President's main function shall be to serve as advisor to the present President. The Past President retains his voting rights until he no longer is a Past President. There shall be a term limit of three years for the Past President.

Section 10: CHC Representative:

The CHC_(Connecticut Hockey Conference) Representative will be responsible for attending all CHC meetings throughout the year. This individual will also be responsible for conveying all pertinent information from CHC to the ECHO Board and vice versa. The CHC representative will serve as a voting member of CHC, and will be expected to cast all votes in accordance with direction provided by the ECHO Board.

Section 11: Registrar:

The Registrar is responsible to assure that all ECHO players and coaches are registered with CHC and USA Hockey. The Registrar shall also prepare accurate team rosters for signature and submission to CHC. The Registrar will work with other Directors, including but not limited to the Secretary and Vice President of Operations to assure that all Coaches have the appropriate level of training. The Registrar must also attend all CHC Registrar meetings.

Section 12: Equipment Manager:

The Equipment Manager shall be responsible for the inventory, supply, maintenance, storage, distribution, collection, and, with Board approval, purchase of all equipment, jerseys, and supplies provided by ECHO to its members skaters, coaches, and/or teams. The Equipment Manager shall advise the Board as to the condition of equipment and advise the Board as to the need to replace equipment, jerseys and supplies.

Article VII Committee

Section 1: The Board of Directors shall determine the committees that are proper and necessary to fulfill the objectives and purposes of ECHO.

Section 2: All committee chairpersons shall be appointed by the President and subject to the approval of the Board of Directors.

Section 3: Prior to the end of ECHO's fiscal year the incumbent President shall appoint a qualified professional accountant, an auditing committee or three adult members of ECHO who shall not be incumbent officers or officers-elect. This committee or accountant shall audit the books and the records of the Treasurer and the Secretary shall submit a written report of the findings to the membership no later than ninety days from the end of the fiscal year.

Article VIII Delegation

Section 1: Delegations of special committees shall be appointed by the President subject to the approval of the Board of Directors, to represent ECHO at any convention, meeting, or assembly, as may be necessary. Such delegations or committees shall exercise only those powers specifically vested in them by the Board of Directors and by these By-Laws.

Section 2: The President shall appoint, subject to Board approval, such administrations or delegates necessary to carry out the function of ice scheduling and association representation.

Article IX Voting

Section 1: Except where specifically stated otherwise in these By-Laws, all issues voted upon by the members of the Board of Directors, as the case may be, shall be determined by a majority vote of those present and legally entitled to vote.

Article X Rules of Order

Section 1: Robert's Rules of Order shall govern the proceedings of all meetings of ECHO and its constituent parts, except as provided by these By-Laws.

Article XI Evaluation Process

Section 1: The Board of Directors shall specify team selections and the evaluation process. This selection process should be available and readily communicated to all Adult Members.

Article XII Amendments

Section 1: These By-Laws may be amended by a two-thirds vote of the adult membership present at any regular or special meeting provided, however, that no such vote shall be valid unless written notice of the proposed action has been sent or given to each adult member by the Secretary at his last known address at least ten days prior thereto.

END OF CONSTITUTION AND BY-LAWS

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