

# Twin City Youth Hockey Association

## Official By-Laws

**Amended May 8, 2003**

### **Name and Purpose of Association**

**ARTICLE I - Section 1** - This Association shall be known as the Twin City Youth Hockey Association (TCYHA). It is a non-profit organization represented by a Board of Directors, elected by the general membership and composed of men and women who are interested in providing to the youth of the community an opportunity to develop their interest in the sport of ice hockey.

**Section 2 - TCYHA** shall serve the communities of Fitchburg, Leominster, Lunenburg and surrounding towns not associated with another association.

**Section 3** - The purpose of TCYHA is to provide the youth in the area with opportunities to grow both socially and athletically. This is done by assuring that the environment for learning the sport of ice hockey is structured and well defined and emphasizes sportsmanship and respect for those interested including but not limited to association members, coaches, players and officials. ***Abuse, verbal or otherwise: of officials, coaches, parents or players will not be tolerated*** and administrative action up to including suspension from this association will be considered.

**Section 4** - This Association shall welcome any and all that wish to participate; providing they are willing to abide by its policies and procedures and are otherwise eligible to join under the guidelines as set forth by ***USA Hockey*** and ***Massachusetts Hockey*** under which this association is chartered.

**Section 5** - It shall be the purpose of this association that all Travel League Divisions shall be organized into a "tiered" structure of 3 or 4 competitive levels. All players will be evaluated on technical skills and game knowledge and be placed on teams at the appropriate competitive level to promote the development of each player. Evaluations shall be carried out as stated in the Rating Section of the TCYHA guidelines or amended as the need arises. Each division will be registered with USA Hockey and Massachusetts Hockey.

**Section 6** - The TCYHA shall not be responsible for accidents in any event (other than on ice activities) to any person attending any event.

**Section 7** - Copies of the TCYHA Guidelines and By-laws which include any amendments shall be distributed to all board members and any parents, coaches, players and other members of the program who requests a copy from the secretary. Also, a listing of current Officers and Directors will be made available to any parents, coaches, players and other members of the program requesting the same from the secretary.

**Section 8** - TCYHA shall abide by Massachusetts Hockey By-laws, Rules, Regulations and Policies and Procedures.

### **The Board of Directors and their Duties**

**Article II - Section 1 - The** Board of Directors shall consist of twelve elected members from the "Association Membership" (parents/guardians of minor children, coaches and any other volunteers) of the Twin City Youth Hockey (TCYHA) program. The voting officers of this association shall consist of a President, Vice-President, Secretary, Treasurer, Fund Raising Director, Coaches Representative, Players Representative, Mass. Hockey Representative, and directors from each division namely a Mite/Mosquito Director, Squirt Director, Peewee Director and Bantam/Midget Director. The voting members of this board of directors comprise the Executive Committee of TCYHA. Any member serving in two or more capacities shall have one vote only. Members of this Board of Directors cannot consist of less than 20% of members who have children actively skating in the program. The balance of the board consists of the following non-voting positions: Scheduler, WEBMaster/Communications Coordinator, Westboro League Coordinator, Marlboro League Coordinator, Tom Hill League Coordinator, Apparel Coordinator, LTS/LTH Coordinator, Equipment Coordinator, and Tournament Coordinator.

**Section 2** - The Board of Directors shall have the authority to suspend any director, coach, player, or person whose conduct is considered to be detrimental to the best interests of this association. The disciplinary and/or suspension hearing must be held in compliance with rules and format as have set forth by Massachusetts Hockey regarding disciplinary and suspension hearings.

**Section 3** - The Board of Directors shall determine all policy matters and make such regulations as may be necessary to carry out the objectives and purposes of the association.

**Section 4** - A Board of Director missing more than 3 meetings without reasonable cause indicates a lack of commitment and it may constitute reasonable cause for dismissal.

## **Board Titles and Responsibilities**

### **Duties of the President**

**Article III - Section 1a** - It shall be the duty of the President to preside at the monthly meetings of the TCYH Association and keep order therein; and to call any special meetings he/she deems necessary or when requested by 3 members of the Board, by an order to the Secretary.

**Section 1b** - The primary function of the president shall be the overseeing of the organization. He or she will chair all meetings and administer and implement the will of the board and shall be the primary executive officer of this organization. When the board decides on an action that does not fall specifically within the area of responsibility of a board member, the president shall assign those tasks to a committee of board members.

**Section 1c** - It shall be the duty of the President to act as chairperson of all social functions concerning this association.

**Section 1d** - The President shall carry one vote, which is to be used in the event of a tie only.

### **Duties of the Vice President**

**Section 2a** - It shall be the duty of the Vice President to assist the President in the administration of his duties; and to assume the duties of the President in his absence. It shall also be the duty of the Vice President to oversee non-officer positions of the board of directors and report to the president such actions taken on behalf of the organization by said members.

**Section 2b** - The Vice President shall be the second to the primary executive officer of this organization.

**Section 2c** - The Vice President shall carry one vote. Should the Vice President be chairing a meeting of the TCYHA due to the absence of the President then his vote can only be cast in the event of a tie.

### **Duties of the Massachusetts Hockey Representative**

**Section 3a** - The responsibilities of the Mass. Hockey Rep. consist of the formal registration of all players and coaches with USA Hockey. The Mass. Hockey Rep. is also responsible for all team rosters, roster changes, player waivers, CORI form database, coaching credential database with Coaches Representative and communications between USA Hockey and Massachusetts Hockey (District Seven). The Mass. Hockey Rep's responsibilities also include the control and maintenance of the USA Hockey database for all active players and coaches. The Program Registrar shall also be the liaison between TCYHA and USA Hockey / Massachusetts Hockey (District Seven), and shall attend monthly meetings as scheduled by USA Hockey / Massachusetts Hockey. As formally stated in the Massachusetts Hockey Rules and Regulations handbook, Article 1, Section 1.Registration, the Program Representative shall:

8. Secure and submit Individual Membership Registration forms (IMR's) from all members and prepare team rosters for all teams; and

9. Arrange payment for required fees as established by USA Hockey and Massachusetts Hockey and as set out in the Fee Schedule herein:

**Section 3b** - The Mass. Hockey Rep. shall carry one vote at any and all TCYHA Board meetings.

### **Duties of the Treasurer**

**Section 4a** - The responsibilities of the Treasurer shall consist of overseeing all the financial operations of the organization. This shall consist of the paying and posting of bills as well as maintaining all financial records of the organization. The officer shall also be responsible for the filing and maintaining of all federal and state tax records as well as preparing and presenting a written financial report for the most recent year ending to its members during an annual general membership meeting.

**Section 4b** - The Treasurer shall carry one vote at any and all TCYHA Board meetings.

### **Duties of the Secretary**

**Section 5a** - The Secretary shall be responsible for maintaining all the official records of this organization. This shall include the recording of minutes of all meetings, maintaining attendance records and setting and maintaining the agenda of such meetings. In addition, the secretary will be responsible for the posting of said meetings in a manner commensurate with the policies of the organization.

**Section 5b** - The Secretary shall maintain a meeting agenda and determine the order of priority of all actions added and shall provide each board member with a copy of the agenda at the beginning of each board meeting.

**Section 5c** - The Secretary shall be responsible for the acquisition and maintenance of insurance (in conjunction with the treasurer) for this organization and its board of directors.

**Section 5d** - The Secretary shall carry one vote at any and all TCYHA Board meetings.

### **Duties of the Fundraising Director**

**Section 6a** - The Fundraising Director shall be responsible for all fund raising activities of this organization. This shall include the brainstorming of and implementation and managing of all fund-raising activities undertaken by this organization. At the beginning of the season the director shall set a target for fund raising so that the President and Treasurer and then approved by the voting members of the board of directors. The Fundraising Director will report to the Treasurer all financial activities.

**Section 6b** - The Fundraising Director shall carry one vote at any and all TCYHA Board meetings.

### **Duties of the Coaches Representative**

**Section 7a** - The Coaches Representative shall be in contact with Massachusetts Hockey Representative regarding the coaches credentials and shall be the official liaison between the coaches of this organization and the board of directors. He shall hold a voting seat on the board and shall represent the coaches as a body with his vote. The Coaches Representative shall be a coach within the organization.

**Section 7b** - The Coaches Representative shall be responsible for representing individual coaches in the event of a complaint or concern. If it should become necessary for the Coaches Representative to need representation in any matter, he/she can either represent himself or appoint a second for that particular event (this second shall not have a board vote in any matter not pertaining to this specific event).

**Section 7c** - The Coaches Representative shall conduct all meetings between coaches at regular intervals. In addition this office should be present at the draft of players to aid and represent the coaches if the need arises.

**Section 7d** - The Coaches Representative shall be responsible for all on-ice and rating personnel relating to the ratings procedure.

**Section 7e** - The Coaches Representative will work with the ACE Coordinator, for TCYHA.

**Section 7f** - The Coaches Representative shall carry one vote at any and all TCYHA Board meetings.

### **Duties of the Player Representative**

**Section 8a** - The Players Representative shall be the official liaison between the players/parents of this organization and the Board of Directors. He shall hold a seat on the board and shall represent the players and their parents as a group or individually with his vote.

**Section 8b** - In the event of a dispute that requires intervention by the board he shall be the official representative of the player in the matter.

**Section 8c** - The Players Representative shall be responsible for the maintenance and implementation of data relating to the player rating process. The representative shall be present at the players draft to assure those players' ratings are available to the coaches as well as having players interests represented properly at the draft.

**Section 8d** - The Players Representative shall carry one vote at any and all TCYHA Board meetings.

### **Duties of the Division Directors**

**Section 9a** - The Division Directors (Mite/Mosquito Director, Squirt Director, Pee wee Director, and Bantam/Midget Director) shall be responsible for the day-to-day maintenance and administration of their respective divisions. The directors shall be responsible for the distribution of schedules and other official materials to his coaches and players and be the source of all organizational information to the parents, players and coaches within their division.

**Section 9b** - The Division Directors shall be responsible for the submission of official rosters to the program director and aiding him in maintaining them as well as insuring that all players are registered and in good standing.

**Section 9c** - Division Directors will be responsible for contacting the Coaches Representative and acquiring coaches in the event that a regular coach cannot be present at a game or practice.

**Section 9d** - The Division Directors in cooperation with the Coaches Representative is responsible to insure that all coaches within their division are properly "patched" to coach at their divisional level for the year, which they are coaching.

**Section 9e** - Learn to Skate/Learn to Hockey Coordinator - It will be the duty of the LTS/LTH Coordinator to enroll each player into the appropriate program and ensure that each player is enrolled as a USA/Massachusetts Hockey member. The LTS Director shall also administer the LTH program to develop hockey skills to progress the players to the House Mosquito or House Mite League.

**Section 9f** - The Mite/Mosquito Director shall be in charge of those players to develop their skills for use in the Travel

League. The Mite/Mosquito Director will prepare schedules of games of teams within each level and conduct an awards banquet at the conclusion of the season.

**Section 9g** – The following Division Directors including shall carry one vote each at any and all TCYHA Board meetings: Mite/Mosquito, Squirt, Peewee, and Bantam/Midget.

#### **Duties of the Scheduler**

**Section 10a** - The Responsibilities of the Twin City Scheduler will be to develop the practice schedule for all teams in Twin City. He will work with rink managers securing ice time to implement the Season Practice Plan and approved by the board.

**Section 10b** - The Program Scheduler shall not carry any vote in regard to any matter before the TCYHA Board.

#### **Duties of the Equipment Coordinator**

**Section 11a** - The Equipment Coordinator shall be responsible for assuring that all teams participating in the TCYHA have adequate and sufficient equipment for the normal operation of the game. The Equipment Coordinator shall assure that all equipment is distributed properly to all coaches in order for use. The Equipment Director shall also collect any and all equipment at the end of each season. The Equipment Director will present to the President, Treasurer and Coaches Representative a list of necessary and required equipment in advance of the following season.

**Section 11b** - The Equipment Coordinator shall not carry any vote in regard to any matter before the TCYHA Board.

#### **Duties of the League Coordinators**

**Section 12a** - The responsibilities of each League Coordinator shall consist of being the official liaison of this organization and each youth hockey league in which the majority of Twin City's teams participate. They shall be responsible to attend the monthly meetings of that league and will vote for Twin City on any matters at that meeting.

**Section 12b** - The League Coordinators shall be responsible to report activities and incidents to the Vice President and are welcome to attend monthly meetings of the TCYHA.

**Section 12c** - None of the League Coordinators shall carry any vote in regard to any matter before the TCYHA Board.

#### **Duties of the Tournament Coordinator**

**Section 13a** - The Tournament Coordinator shall notify the BOD, TCYH Coaches Representative and coaches of as many tournaments, which could be attended by members of the TCYHA. The Coordinator shall post these tournaments in a visible area, and supply the BOD with names and dates of available tournaments. The Coordinator shall also obtain all schedules and dates of each of the enrolled tournaments.

**Section 13b** - The Tournament Coordinator shall attend TCYHA Board meetings to report transactions that occur relative to tournament participation.

**Section 13c** - The Tournament Director shall assure permits to USA/Hockey Massachusetts District registrar three (3) weeks prior to traveling outside of the State of Massachusetts.

**Section 13d** - The Tournament Coordinator shall not carry any vote in regard to any matter before the TCYHA Board.

#### **Duties of the Apparel Coordinator**

**Section 13a** - The Apparel Coordinator shall research and develop a line of apparel that will be honorably representative and appealing to the general membership. It shall never contain any profanity or distasteful content. The Apparel Coordinator will present to the Treasurer a proposed budget for the season in advance. The Apparel Coordinator will coordinate with the Treasurer receipts of sales and payment of invoices for the same. The Apparel Coordinator will deal only with local vendors as approved by the Board of Directors.

**Section 13b** - The Apparel Coordinator shall attend TCYHA Board meetings to report transactions that occur relative to apparel sales.

**Section 13c** - The Apparel Coordinator shall not carry any vote in regard to any matter before the TCYHA Board.

#### **Duties of the WEB Master/Communications Coordinator**

**Section 13a** - The WEB Master will be responsible for maintenance of the organization's WEB Site. The WEB Master will not post any links or new material without Board approval. The WEB Master will either coordinate with the Communications Coordinator or be responsible for producing and disbursement of at least four newsletters per season. Costs associated with both the WEB and the newsletter will be presented to the Treasurer and approved by the Board of Directors. The WEB Master will always be extremely cautious and ever mindful of the extreme sensitivity of the WEB and will never post any personal information relating to any child beyond names and only when associated with TCYHA.

**Section 13b** - The WEB Master/Communications Coordinator shall attend TCYHA Board meetings to report updates relating to this area of responsibility.

**Section 13c** - The WEB Master/Communications Coordinator shall not carry any vote in regard to any matter before the TCYHA Board.

## Committees

### Article IV -

**Section 1 - Committees** - The President shall appoint any special committee consisting of members of TCYHA in good standing to handle individual situations as they arise. Any actions by these committees shall be subject to the approval of the Board of Directors.

**Section 1a** – Finance/Audit Committee – The President shall appoint a committee to work with the Treasurer. The purpose of this committee will be to review transactions and assure proper compliance with Twin City, District 7, Mass. Hockey, USA Hockey, local, state and federal rules and regulations relating to proper filing and reporting of all necessary and proper documents.

**Section 1b** – Other recommended committees – The president should appoint a committee to review any and all complaints that may require discipline, a committee for awards, banquets, dance and tournaments.

### Elections/Board Membership

**Article V - Section 1** - The election of officers to the Board of Directors shall be conducted at an Annual meeting, which shall be held before the end of the regular season, in accordance with the by-laws of this organization. Each “Parent/Guardians” of minor children, coaches and any other volunteers, in the program (“Association Membership”) shall elect the Board of Directors of TCYHA, at the annual meeting.

**Section 1a** - All association members in good standing are eligible for election to the Board of Directors of TCHYA and will be considered after proper nomination from the general membership in attendance at the Annual Meeting.

**Section 1b** - Candidates will be elected by a simple majority vote and shall become effective June 1<sup>st</sup>.

**Section 2** - Each position on the TCYHA Board will be a term of 2 years, after which a member can be renewed for an additional term by a simple majority vote at the annual meeting, providing the member still meets eligibility requirements. Each year a maximum of six (6) “Voting Members” of the Board of Directors seats will be up for election.

**Sections 3** - Should a seat be vacated during the season, the board shall seek to fill that vacancy as follows:

- a) Announce vacancy on WEB and post on bulletin boards for a period of time that shall not be less than two weeks.
- b) The board shall consider any and all members in good standing interested in filling the vacancy for the balance of the season. The voting board will vote on the replacement of said board member. Said replacement will then take on the duties and responsibilities of the position until the next general membership meeting. It is at this time that the position will be voted on by the general membership under the same rules as in Article V, Section 1a and outlined above.

**Section 5** - The President of TCYHA must be a current voting member of the TCYHA Board of Directors and must have been a voting member for at least two (2) years.

**Section 6** - The Player Representative must have been a voting member of the TCYHA Board of Directors for at least two (2) years.

### Conduct Of Meetings

**Article VI - Section 1** – There will be at least four open meetings of the Board of Directors per year. Board meetings will be open to all interested association members (parents/guardians of minor children, coaches and any other volunteers) except only when discussing personal and/or confidential information relating to specific individual members of the association. At this time, the meetings shall be closed to all persons except those voting officers of the Board of Directors. Meetings held specifically for disciplinary action, selection of coaches and selection of teams are closed and will include only voting board members.

**Section 2 – There** shall be annual meeting held before the end of the regular season. At this meeting the election of the board of Directors shall be held. The Association Membership at this meeting will receive a copy of the most recent financial report of TCHYA and vote on any By-law changes.

**Section 3** - The President shall call special meetings of the Board whenever he shall deem it necessary, or when requested by 3 or more Board members.

**Section 4** - Since provisions are made within these by-laws which make all regular board meetings open to the general membership of this association, a printed or written notice stating the day, place and hours of regular meetings of the Board

shall be given by the Secretary at least seven (7) days before such meetings.

**Section 5** - Two-thirds (2/3rds) of the voting members of the Board of Directors present at any meeting of this association shall constitute a quorum for the transaction of business. This Association without a quorum may conduct no business.

**Section 6** - No subject or question of any kind shall be introduced for discussion at the meetings of the TCYHA Board of Directors except such that are immediately connected with the management of its affairs and purposes.

**Section 7** - Each meeting shall have an agenda, which shall be maintained by the Secretary, and all issues brought before the Board of Directors must be on that agenda in order to be considered for discussion. Members of TCYHA, who want to place any issues on a meetings agenda, must submit these issues to the Secretary two weeks prior to the meeting.

**Section 8** - The conducting of meetings and business shall be done so in accordance with generally accepted parliamentary procedures and practices.

#### **Amending of By-Laws**

**Article VIII - Section 1** - No officer, agent or member of this association shall have the power or authority to waive any of the provisions of these by-laws except as herein before provided and these by-laws shall be binding on the Association and every member thereof.

**Section 2** - These by-laws may be added to, altered, appealed or amended at any meeting of the board of directors by a 2/3rds vote of the Executive Committee. Any member of the association in good standing may submit proposed changes to these bylaws in writing to the Secretary and/or the President of TCHYA for consideration. Any and all changes made by the Executive Committee shall go into affect immediately. Any and all changes will be ratified by a simple majority vote of the general membership present at the organizations annual meeting.