

By-Laws of Pioneer Valley Youth Hockey Association, Inc.

6/1/2012

ARTICLE I NAME

The name of the Organization shall be: Pioneer Valley Youth Hockey Association, Inc. and it shall be referred to in these Bylaws as the Association.

ARTICLE II PURPOSES

The purposes for which the Association is formed are set forth in its Articles of Organization as from time to time amended. Articles of Organization are available upon request from the Board of Directors.

The Association shall abide by USA Hockey and Massachusetts Hockey By-Laws, Rules, Regulation and Policies and Procedures.

ARTICLE III MEMBERSHIP AND DUES

1. Any person interested in the objectives of the Association, and willing to uphold its basic policies and subscribe to its Constitution and Bylaws may become a member upon proper registration and payment of dues with the Association.
 - a. All members will be required to properly fill out an application or registration form at the beginning of each season.
 - b. All new members will be required to

supply their child's birth certificate with the registration.

- c. Except in the case of suspension, expulsion, or other disciplinary action imposed by operation of the USA Hockey playing rules, disciplinary actions shall only be taken after a hearing conducted in accordance with Article XIV of the Massachusetts Hockey Bylaws for the reasons set forth therein.
 - d. A family shall be assessed a registration fee for each youth participating. All members shall be required to participate in mandatory fundraising activities as determined by the Board of Directors.
 - e. A parent or guardian of each child and said child shall be required to abide by the code of conduct. See Exhibit B attached hereto and incorporated herein.
2. The Association may conduct an open enrollment of members.
 3. Only members in good standing of the Association shall be entitled to participate in meetings of the Association.
 4. The Board of Directors may designate certain persons or groups as associate members, sponsors, contributors, advisors, or friends of the Association or such other title as they deem appropriate. Such persons or groups shall have rights, privileges and responsibilities as the Directors may designate and except as the Directors shall otherwise determine, shall in such capacity have no right to notice of or to vote at any meeting, shall not be considered for purposes of establishing a quorum, and shall have no other

rights or responsibilities.

5. The annual dues for membership and other fees shall be established by the Board of Directors and may be changed from time to time as they deem necessary.
6. By-Laws and/or Rules and Regulations, including methods of becoming an Officer or Director, method of selecting coaches, definition of membership and voting rights and a list of current Officers and Directors will be made available to all parents, coaches, players and other members of the association.

ARTICLE IV

BOARD OF DIRECTORS, OFFICERS AND THEIR ELECTION

1. BOARD OF DIRECTORS

- a. The Board of Directors shall consist of not less than five or more than fourteen (14) members of the Association. Each position on the Board of Directors shall be designated by a number, one through fourteen (14). Beginning with the election to be held in March, 2012 elections for the even numbered positions on the Board of Directors shall be held on even numbered years and the elections for the odd numbered positions on the Board of Directors shall be held on odd numbered years. Members of the Board of Directors shall serve for a two-year term. No less than 20% of the Board of Directors will be made up of individuals who have children actively skating in the association. The members of the Board of

Directors shall serve until the election and qualification of their successors.

- b. The Board of Directors shall have responsibility and authority for the general management of the affairs of the Association and without limiting the generality of foregoing, shall (a) transact all business in the intervals between meetings of the Association and such other business as may be referred to it by the Association; (b) create standing committees; (c) approve the plans of work of the standing committees; and (d) present a report at the regular meetings of the Association.

2. ELECTION OF BOARD OF DIRECTORS

- a. The first election of members of the Board of Directors shall be held at the Association's monthly meeting during the month of March, 2009. Thereafter, an election for positions with terms expiring the following April and / or open positions on the Board of Directors shall be held at the Association's monthly meeting during the month of March. The Board of Directors shall be elected by those present and voting. The voting membership shall consist of each adult member of the Association and one parent or guardian of each player in good financial standing with the Association shall have one vote per player in good standing. A majority vote of those present and voting shall be required for election of each director. New directors will take office at the conclusion of the monthly meeting in April.

- b. There shall be a nominating committee, composed of three members, selected by the President at a regular meeting at least one month prior to the election.
- c. The nominating committee shall nominate all eligible persons for each Board of Directors position to be filled and report its nominees at the annual meeting at which time additional nominations may be made from the floor.
- d. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to the Board of Directors. All nominees must be in financial good standing with the Association and must be present or send a letter of verification to the meeting.

3. OFFICERS

- a. The officers of the Association shall consist of a President, Vice President, Recording Secretary, Player Registrar, and Treasurer.
- b. The officers of the Association shall be elected by and from the Board of Directors at its first meeting following the annual meeting. He/she shall assume official duties upon election by the Board of Directors and may be reelected to that office. The positions of President, Treasurer, and Collector shall be filled by a Board Member who has served on the board for a minimum of one year.
- c. Officers shall be held to a two term limit of their position unless running

unopposed with the exception of Treasurer which will have no set term limit.

4. REMOVAL / VACANCIES

- a. In addition to any disciplinary action(s) authorized herein, any board member missing 3 meetings without prior notification to the President shall be called before the Board of Directors to discuss said member's commitment to the Association and may be removed from the Board of Directors by a 2/3 vote of the Board of Directors.
- b. A vacancy occurring on the Board of Directors shall be filled by majority vote of the Board of Directors. If no one is willing to fill said vacancy, the seat will not be filled.

ARTICLE V

MEETINGS OF THE CORPORATION

- 1. A general membership meeting of the Association shall be held on the 3rd Tuesday of March, or at another time designated by the Board of Directors, at a place to be announced by the Board of Directors to coincide with the elections of members to the Board of Directors. Seven days notice shall be given of a change of date or location. A written financial report for the most recent year ending shall be presented to its members.
- 2. All meetings of the membership and the Board of Directors shall be conducted under Roberts Rules of

Order. Also, Roberts Rules of Order shall be the default document, when applicable, if our Constitution or Bylaws fail to address a particular situation.

3. Regular meetings of the Board of Directors will be held at least monthly during the year and are open to all members of the Association. Special meetings of the Board of Directors may be called by the President or by any three members of the Board. The meeting times to be fixed by the Board. The location of each meeting shall be announced at each prior meeting and the date, time and location of each meeting shall be posted on the Association website.
4. A quorum of the Board of Directors shall consist of more than half of the members of the Board of Directors (excluding any vacancies). A simple majority vote of those members present and voting shall be required for all actions, unless otherwise stated.

ARTICLE VI

DUTIES OF OFFICERS

1. President. The President shall:

- a. Preside at all meetings of the Association and the Board of Directors at which he or she may be present;
- b. Coordinate the business of the Association for the benefit of the entire Association and not for the benefit of a single team or person;
- c. Determine whether a quorum exists at each meeting of the Board of Directors;

- d. Have no vote on the business coming before the Board of Directors except in the case of a tie vote of the other members of the Board of Directors;
- e. Execute policies set by the Board of Directors;
- f. Call no less than one meeting per month of the Board of Directors. In the absence of the Recording Secretary, it shall be the President's responsibility to make the time and place of each meeting known to all Directors;
- g. Serve ex-officio as a member of all standing committees, excluding the nominating committee, and coordinate and determine the jurisdiction of each standing committee;
- h. The President shall appoint a Chairperson for all committees from the Board of Directors. The exception shall be with the chair of the coaches committee who will be chosen by the coaches committee and not the president.

2. Vice President. The Vice President shall:

- a. Preside at any and all meetings in the President's absence;
- b. Serve as the District 6 Massachusetts Hockey representative for the Association.

3. Recording Secretary. The Recording Secretary shall:

- a. Keep and maintain the records of the Association, including the minutes of all meetings of the Association and the Board of Directors and present said minutes at the next meeting of

the Board of Directors and/or the Association for approval;

- b. With the President, publicize all meetings of the Association and the Board of Directors;
- c. Upon the request of any officer or director, handle any Association correspondence.
- d. In the absence of the Secretary, the President shall assign a Board member to record the minutes.

4. Treasurer. The Treasurer shall:

- a. Have custody of all of the general funds of the Association; keeping a full and accurate account of receipts and expenditures; deposit all monies of the Association in an approved bank or trust company and make disbursements in accordance with the approved budget, as authorized by the Association, the Board of Directors, or special committees.
- b. Be responsible for presenting the books to an accountant at the end of the season for preparation of tax forms and the yearly review.
- c. Receive all revenues; write checks for all disbursements. Except for payment of ice times and officials, disbursements above the sum of \$150.00 shall be approved by a majority vote of the Board of Directors.
- d. The Treasurer shall serve as Chairperson of a budget committee that will consist of two other members, one of which may be a Board member. The Treasurer shall also give the yearend report at the Annual Meeting in March.

5. Player Registrar. The Player Registrar shall:

- a. Be responsible for the annual membership registration and all records necessary to maintain up-to-date files pertaining to membership;
- b. Keep official rosters of all teams and the membership list of the Pioneer Valley Youth Hockey Association; supply rosters and necessary forms for USA Hockey, Massachusetts Hockey, and the Greater Springfield League as mandated by said organizations.
- c. Be responsible for registering skaters, coaches, managers, and Board members with USA Hockey, Mass Hockey, and the Greater Springfield Hockey League (GSHL). Once teams are created, rosters must be sent to the appropriate GSHL and/or USA Hockey representative.
- d. Be responsible for submitting team rosters and all other required paperwork to the Mass Hockey District 6 Registrar.

ARTICLE VII

OTHER POSITIONS

The Board of Directors shall appoint one of its members, or any other member of the Association, to serve in the following key positions:

- 1. **Ice Coordinator.** The Ice Coordinator shall be responsible for scheduling all of the Association's ice time. The Ice Coordinator shall work with the President and Treasurer to determine what shall be required for ice time for

an up-coming hockey season based on numbers of skaters and financial considerations. The Ice Coordinator shall to the best of his/her ability; ensure that ice is distributed equally and fairly. The Ice Coordinator shall also be responsible for working with the GSHL for the scheduling of league games. The Ice Coordinator will work with Head Coaches to schedule scrimmage games as requested.

2. **Equipment Manager.** The Equipment Manager shall be responsible for storage, inventory and control of all Association equipment. The Equipment Manager shall be responsible for distributing all necessary Association equipment to the teams. The teams will be responsible for all assigned equipment until it is returned to the Equipment Manager. The Equipment Manager shall maintain a record of each piece of equipment with the dates and names of who the equipment is assigned to and when it is to be returned. The Equipment Manager shall upon approval of the Board of Directors purchase equipment as needed or as necessary. The Equipment Manager shall be responsible for the storage of shirts, and to ensure that a sampling of different size shirts is available for registrations for the purpose of fitting the participants.

2. **ACE Coordinator.** The ACE Coordinator shall be responsible for: ensuring that the association is promoting age specific skill development in all of their programs; encouraging coaches of the association to implement the USA Hockey Skill Development and Cross-Ice programs; communicate certification

requirements to association coaches and ensure compliance with USA Hockey & Affiliate certification levels; deliver Parent Education programs to the association; plan, organize and execute periodic skills workshops for coaches, players and parents; communicate with the District ACE Administrator and USA Hockey on all issues related to coaching at the local association level; communicate USA Hockey's Player Development opportunities to players, parents and coaches; establish and maintain a resource center for coaches, players and parents that would include all available USA Hockey materials; evaluate practice sessions and provide feedback to coaches to improve the coaching capability of local association coaches; and assist the Player Registrar in ensuring that all coaches complete and return to the Player Registrar any and all required forms.

3. **Team Rep Coordinator.** The Team Rep Coordinator shall be the liaison between the Board of Directors and the Team Reps. The Team Rep Coordinator will ensure that the Team Reps are filtering information back to the parents and are in fact consulting the parents as to their views on issues and matters of the Association. In the event a Team Rep is not performing their duties and responsibilities, then the Team Rep Coordinator will bring a recommendation back to the Board of Directors for discussion and disposition.

4. **Public Relations Director.** The Public Relations Director shall be responsible for disseminating all

Association news and announcements to the public, through publication in local newspapers, websites and/or community access channels and through association newsletters

5. **Webmaster.** The Webmaster shall be responsible for maintaining and updating the Association website.
6. **District 6 Rep.** The District 6 Rep shall attend all monthly meetings scheduled by Mass Hockey District 6 and act on behalf of the Association.
7. **GSHL Rep.** The GSHL Rep required to attend monthly meetings scheduled by the GSHL and act on behalf of the Association.
8. **Collector.** The position of Collector shall be appointed by the Treasurer with approval from the board. The collector shall be responsible for collecting all monies from each association member as designated by the Treasurer.
Keep accurate records of what each player pays and what he/she owes; inform the Treasurer if a player is behind on payments for more than two (2) consecutive ice times; payments will be accepted on a monthly basis. Disciplinary action will be determined by the board only upon direction of the Treasurer and supported by the Collector. Parents maintain the right to inspect the Collector's records pertaining to their own child.
8. **Learn to Skate (LTS) Coordinator.** The LTS Coordinator will be responsible for the organization of the Association's Learn to Skate and Learn to Play programs. They are

responsible for disseminating information to prospective participants for publication and distribution through the associations Public Relations Director, organizing and appointing "Bench Parents" to support participants during sessions, maintaining a First Aid Kit for sessions, screening potential coaches and forwarding the necessary coaching and participant registration documents to the Registrar.

ARTICLE VIII

STANDING AND SPECIAL COMMITTEES

1. The Board of Directors may create standing committees as it deems necessary to promote the purposes and carry out the work of the Corporation. Said committees shall be appointed by the President and approved by the Board of Directors. All committees shall consist of a minimum of two (2) members with no more than five (5) members; one (1) member must be board members.
2. The Chairman of each standing committee shall present a plan of work to the Board of Directors for approval. No committee work shall be undertaken without the prior consent of the Board of Directors.
3. There shall be a standing Evaluation Committee. The Evaluation Committee will be responsible for reporting to the Board of Directors at the February meeting their detailed written evaluation policy for conducting evaluations for the upcoming hockey season. The Board of Directors shall approve or amend the

evaluation policy. The Board of Directors will also review the results of the evaluation and subsequently assign skaters to their respective teams based on the criteria set in the written evaluation policy.

4. There shall be a standing Fundraising Committee. The Fundraising Committee will oversee development and implementations of a Fundraising Plan; which will identify and solicit funds from external sources for support.
5. There shall be a standing Coaching Committee. The Coaching Committee shall be responsible for the review of all coaches selection, training, regulation and oversight of the coaches for all of the Corporation's programs Learn to skate, Novice, Mite, Squirt, PeeWee, Bantam, and Midget.
6. The Board of Directors may create ad hoc committees with such powers and duties as the Board may determine. The chair of said committees shall be appointed by the President and approved by the Board of Directors. These committees may be dissolved at the discretion of the board.

ARTICLE IX

MISCELLANEOUS PROVISIONS

1. **Fiscal Year.** Except as from time to time otherwise determined by the Board of Directors, the fiscal year of the Association shall be the twelve months ending the last day of May.
2. **Seal.** The seal of the Association shall, subject to alteration by the

Directors, bear its name, the word "Massachusetts" and the year of its incorporation.

3. **Execution of Instruments.** All deeds, leases, transfers, contracts, bonds, notes and other obligations authorized to be executed by an officer of the Association in its behalf shall be signed by the President and the Treasurer or the Vice president and the Treasurer except as the Board of Directors may generally or in particular cases otherwise determine.

4. **Indemnification of Officers, Directors, and Agents.** The Association shall indemnify any Directors, Officers, or Agents (including any former Director, Officer, or Agent) of the Association against all expenses actually incurred by him in connection with any claim asserted against him or in connection with any action, suit or proceeding, civil or criminal, in which he may be involved as a party by reason of his having been such Director, Officer or Agent or by reason of any action alleged to have taken or omitted by him in such capacity, except that no indemnification shall be provided for any such person with respect to any matter as to which he shall have been adjudicated in any proceedings not to have acted in good faith in the reasonable belief that his action was in the best interests of the Association, and provided that, with respect to any claim, action, suit, or proceeding which is settled without such adjudication, the Corporation shall have found that such person has acted in good faith as afore said and that such indemnification is permissible under the law, and provided further that such indemnification may include

payment by the Corporation of such expenses incurred in advance of final disposition of such action, suit, or proceeding upon receipt of an undertaking by the person indemnified to repay such payment if he shall be adjudicated to be not entitled to indemnification there under.

ARTICLE X

RULES AND REGULATIONS OF THE ASSOCIATION

The Board of Directors shall establish a set of rules and regulations. These rules and regulations shall be enforced by the Board of Directors and may be amended, repealed, or added to by a 2/3 vote of the Board of Directors at a regular or special board meeting, or by a 2/3 vote of members at the Annual Meeting provided a quo-rum exists. Such changes shall become effective the following season. Exceptions to the rules and regulations may be made by a 2/3 majority vote of the Board of Directors at a regular scheduled or special meeting. All families of the Association shall receive a current copy of the rules and regulations at the time of registration.

ARTICLE XI

AMENDMENTS

Except as otherwise required by law, the Constitution and/or By-Laws of the Association may be amended or altered in whole or in part by a two-thirds majority vote of the Board of Directors, if such

amendment(s) or alteration(s) have been submitted in writing to each of the member of the Board of Directors, at least 14 days prior to the Board meeting at which such amendments are to be considered.

ARTICLE XII

FINANCIAL AUTHORIZATION AND LIABILITY

1. The President, Treasurer and/or Player Registrar shall be authorized to sign checks for the Association. All receivables and/or other income shall be paid to the Treasurer.
2. The financial books of the Association shall be reviewed by a qualified person within 90 days of the close of the fiscal year.
3. The Association shall not be responsible or held liable for any injuries or loss sustained by individuals participating in its programs. Each parent or legal guardian will be required to sign waivers for such, at the time of registration, or the child will not be allowed to take the ice until so done.
4. Failure of a parent or legal guardian to maintain the financial responsibility requires as a participant of the Association shall result in the removal of the participant from further activity with the Association, including removal from the ice, until the financial obligation has been met and/or rectified.