

**GENESEO FINGER LAKES YOUTH HOCKEY**  
**BY – LAWS**  
March 2011

1. Name
2. Affiliations
3. Purpose
4. Membership
5. Government
6. Amendments
7. Financial Obligations
8. Elections
9. Meetings
10. Outside Representation
11. Committees
12. Authority to Bind
13. Rules of Order
14. Removal from Office
15. Duties of Board Members
16. General Rules
17. General Article

## **Article 1. Name**

Section 1. The name of the organization shall be legally known as the Geneseo/Finger Lakes Youth Hockey, Inc.

Section 2. It shall also be known as GFLYH.

Section 3. It shall also be known as GYH.

Section 4. It shall also be known as Geneseo Youth Hockey.

Section 5. It shall also be known as Geneseo/Livingston Blues Youth Hockey.

Section 6. It shall also be known as Livingston Blues Youth Hockey.

Section 7. It shall also be known as Livingston Blues.

## **Article 2. Affiliations**

Section 1. This organization shall be, and is hereby governed by the rules of USA Hockey, New York State Amateur Hockey Association and the leagues with which GFLYH is affiliated.

Section 2. In the event of the dissolution of the Geneseo Finger Lakes Youth Hockey, any remaining funds will be donated to a not-for-profit amateur hockey association.

Section 3. Eligibility to participate in the Geneseo Finger Lakes Youth Hockey is not determined by sex, race, creed or color. The Geneseo Finger Lakes Youth Hockey does not discriminate against any person based upon sex, race, creed or color.

Section 4. Notwithstanding any other provisions of these articles, the Corporation is organized exclusively for one or more of the purposes as specified in Section 501 (C) (7) of the Internal Revenue Code of 1954, and shall not carry on any activities not permitted to be carried on my Corporation exempt from the Federal Income Tax under IRC Section 501 (C) (7) or corresponding provisions of any subsequent federal tax laws.

Section 5. No part of the net earnings of the Corporation shall inure to the benefit of any member, trustee, director, officer of the Corporation, or any private individual (except that reasonable compensation may be paid for services rendered to or for the Corporation), and no member, trustee, director, officer of the Corporation or any private individual shall be entitled to share in the distribution of any other corporate assets on dissolution of the Corporation.

Section 6. No substantial part of the activities of the Corporation shall be carrying on propaganda, or otherwise attempting to influence legislation, except as otherwise provided by IRC Section 501 (h) or participating in, or intervening in (including the publication or distribution of the statements), any political campaign on behalf of candidates for public office.

Section 7. In the event of dissolution, all the remaining assets and property of the Corporation shall, after necessary expenses thereof, be distributed to another organization, exempt under IRC Section 501 (C) (7) or corresponding provisions of any subsequent federal government, or state, or local government for a public purpose.

## **Article 3. Purpose**

The purpose of this organization shall be:

- To promote youth hockey in accordance with USA Hockey policy.
- To instill the necessary attitudes for team spirit and sportsmanship through success and cooperative effort.
- To foster safety, fairness and fun.

## Article 4. Membership

Section 1. Current season: The time, for which the current board sits, roughly corresponding to the hockey season.

Section 2. The GFLYH Membership: A player registered with GFLYH for the *Current Season*, in good financial standing, and not having obtained a release from the organization. A player whose registration fees are in default is NOT a registered player.

Section 3. GFLYH Membership: The membership of GFLYH consists of individuals who meet one or more of the following criteria.

- Any GFLYH registered player.
- The parents (custodial or non-custodial) or legal guardian of a GFLYH registered player.
- Any member of the current Board elected or appointed.
- Formally appointed head coaches.
- Friends of the organization duly appointed by the Board for a period of not more than one year

Section 4. Custodial Household: A household having legal custody of one or more GFLYH registered players.

Section 5. Voting Membership: The Voting Membership consists of those individuals having the right to cast votes to elect GFLYH Board Members. Voting members may cast only one vote.

- Current Board Members, whether elected or appointed.
- One representative from each custodial household.
- Current coaches.
- Current Friends of the Organization.

## Article 5. Government

Section 1. The fiscal year of GFLYH shall end each year on August 31st.

Section 2. The governing body of the association shall be known as the “Board” and shall consist of the following officers and Board members:

The following shall be elected positions:

- A. President
- B. Vice President
- C. Secretary
- D. Registrar
- E. Ace Director
- F. Equipment Manager
- G. Member at Large
- H. Member at Large
- I. Member at Large
- J. Member at Large

The following shall be appointed positions:

- A. Treasurer
- B. Empire Representative
- C. WNY Representative
- D. Director of Communications
- E. Referee Coordinator
- F. Ombudsman
- G. Ice Coordinator

Section 3. The term for all Board members shall be one year.

Section 4. The newly elected board shall select the appointed members of the Board by a majority vote of the total number of elected Board members. Nominations for the appointed positions may come from any member of GFLYH.

Section 5. All Board members shall have the responsibility to conduct and attend the board meetings with full voting rights on all issues in matters that are decided upon and said meetings.

Section 6. A quorum of at least 50 percent plus one of the Board members must be present at any Board meeting for valid voting to take place.

Section 7. Elected Board members shall be determined by a plurality of the total number of votes cast for that position.

Section 8. A vacancy on the board shall be filled for the remainder of the term by a board vote. To be confirmed, the candidate must receive a majority of votes based on the total membership of the Board. Any member may make nominations.

Section 9. A member of the board shall be an individual who believes in the aims and purposes of the association as outlined in the bylaws. A member of the Board is an individual who makes decisions based upon the best interests of the entire association.

Section 10. The Board members are expected to promote GFLYH in a positive manner through their actions and comments at all times.

Section 11. An applicant must have two years experience on the GFLYH board to hold the president or either Vice President position.

## **Article 6. Amendments**

Section 1. The bylaws may be amended by a two-thirds vote of the Board, provided written notice of the proposed action has been given to each board member at least 10 days prior to the time action is to be taken.

Section 2. Any Board member who shall notify the Board in accordance with section 1 may propose amendments in writing.

## **Article 7. Financial Obligations**

Section 1. The board shall determine all fees and assessments.

Section 2. The board shall set, at the start of each season, rules regarding payments and payment schedules and shall see that every member receives a copy of those rules.

Section 3. In the event that a player is to be suspended for nonpayment the President, Registrar or Treasurer shall notify that player at least seven days prior to suspension of in writing.

Section 4. The President shall notify the Ace Coordinator of all pending suspensions as soon as possible.

Section 5. Only the President may authorize suspensions of players for financial matters.

Section 6. No association funds shall be used by anyone without the Board's approval.

Section 7. No special dues, schedules or rates shall be set without authorization of the President, Registrar and Treasurer.

Section 8. All finances and financial matters shall be under the control of the Board.

Section 9. The President, Vice President of League Operations or Treasurer shall be the only endorsees authorized to disburse GFLYH funds. All funds disbursed by check require the signature of the Treasurer. The President and Vice President of League Operations shall use the organization credit cards.

## **Article 8. Elections**

Section 1. Election of Board members shall be at the "Annual Membership Meeting".

Section 2. Prior to the election of officers, at the "Annual Membership Meeting", the President and the Treasurer shall give a report. The Treasurer's report will reflect the financial condition of the association to the date of the meeting and will have been previously audited.

Section 3. Voting will be by individual ballot, as provided in article 4, each voting members have one vote. Proxies or votes in absentia will not be recognized. However, more than one adult member of each family shall be eligible for nominations and election to the Board.

Section 4. Candidates shall be nominated from the floor during the Board meeting, the month prior to the annual Membership meeting. Acceptance or refusal of candidacy must be made in person the night of the nomination. Self-nomination is not permitted. Candidates are only allowed to run for one position.

Section 5. Officers shall take office at the end of the month following the "Annual Membership Meeting".

Section 6. The first Board meeting after the annual Membership meeting shall constitute a "transition" meeting attended by all Board officers; incoming, outgoing and incumbent. The purpose of this meeting will be to ensure a smooth transition in those areas where there is a change in Board members.

Section 7. Candidates for office shall be members of the voting membership as defined in Article 4. Membership, except as modified in section 3 above.

#### **Article 9. Meetings**

Section 1. The President or a majority of the Board may call "General Membership Meetings" and board meetings.

Section 2. Board meetings shall be scheduled at least once a month during the regular Hockey season and shall be open to membership unless the Board deems it necessary to have a closed-door session in which case at least part of the Board meeting will be open to the Membership.

Section 3. The President or a majority of the Board will set the agenda of the General Membership Meetings.

Section 4. The "Annual Membership Meeting" for the purpose of electing officers shall be held each year in the spring toward the end of, or immediately following, the regular hockey season.

Section 5. Notice of the Annual Membership Meeting and General Membership Notice of the meetings shall be published at least one week prior to said meetings.

#### **Article 10. Outside Representation**

Section 1. The President shall be the official representative of GFLYH in all areas which, under their jurisdiction. However the President may appoint another Board member to represent GFLYH.

#### **Article 11. Committees**

Section 1. The board shall determine the committees deemed proper and necessary to fulfill the object and purpose of the association.

Section 2. The Board with the Board's approval shall appoint all committee chairpersons.

Section 3. The President and/or Vice President of League Operations shall be ex officio members of all committees.

Section 4. Committees as needed shall be made up of volunteers.

Section 5. All committee decisions and actions are subject to Board approval.

#### **Article 12. Executive Committee**

Section 1. The Board, at its discretion, may hold Executive Committee meetings not open to the General Membership.

#### **Article 13. Authority to Bind**

Section 1. No member of this association shall contract for or enter into any agreement, or otherwise obligate this association, financially or otherwise, without proper authorization from the Board.

#### **Article 14. Rules of Order**

Section 1. The rules contained in "Roberts Rules of Order" (newly revised) shall govern this organization in all cases to which they are applicable and where they are not inconsistent with the bylaws of the organization.

#### **Article 15. Removal from Office**

Section 1. Any Board member may be removed from office as a result of failure to fulfill the duties of said office or for conduct detrimental to the best interests of the association. Said removal must follow the following procedures:

- A. A petition stating the charge shall be filed with the President and signed by two-thirds of the Board.
- B. The Secretary shall notify in writing each Board member 10 days before the question will be placed on a meeting agenda.
- C. Said Board member shall be given written notice of the charge at least 10 days before the question will be placed on a meeting agenda.
- D. The petitioners shall present their case first; said Board member shall be heard second; third discussion and the vote taken forth. A two-thirds vote of the Board shall be necessary to remove said member from office.
- E. Should said Board member be the President, the Vice President of League Operations shall preside over the removal proceedings. No removal proceedings shall be based upon the same evidence more than once.

#### **Article 16. Duties of Board Members**

Section 1. President

- A. Shall be the Chief Executive Officer of GFLYH.
- B. Shall act as administrative representative and all outside activities concerning the association, or shall designate a Board member to represent GFLYH in such matters.
- C. Shall be responsible for appointing and charging all committees and appointing committee chairpersons acting on behalf of GFLYH, with the approval of the Board.
- D. Schedule the season's activities relative to administrative functions.
- E. Ensure that funds are available.
- F. Shall be responsible for making rulings not covered under the bylaws.
- G. All actions are subject to Board approval.

## Section 2. Vice President

- A. Shall be a general adviser to the President and the Board.
- B. Shall act as president when the President is unavailable.
- C. Shall perform those duties assigned to him/her by the President.
- D. Shall be responsible for all interactions with other hockey organizations.
- E. Shall be responsible for overseeing the administrative activities of the association.
- F. Develop annual operating plans and budget for all Hockey operations.
- G. Develop team operating plans and resource allocations.
- H. Coordinate coaching selection timelines with the Ace Coordinator.
- I. All actions are subject to Board approval.

## Section 3. Secretary

- A. The Secretary shall keep permanent records of the business meetings of the association, issue notice of meetings, conduct correspondents, and record the minutes of each meeting.
- B. The Secretary shall keep and publish a directory of the Board members.
- C. The Secretary shall keep a current General Membership list.
- D. The Secretary shall provide a copy of the current bylaws and policies at all meetings.
- E. The Secretary shall perform such other duties as may be assigned to him/her by the Board.
- F. All records of the Secretary shall remain the property of the organization.
- G. All actions are subject to Board approval.

## Section 4. Ice Coordinator

- A. Shall be responsible for scheduling all ice time for GFLYH in accordance with Board approved plans.
- B. Develop relations with resource providers.
- C. All actions are subject to Board approval.

## Section 5. Treasurer

- A. Shall keep current detailed financial records.
- B. Shall keep the board up to date on all financial matters affecting the running of the association.
- C. Shall outline the financial status at all GFLYH general meetings.
- D. Shall only dispense funds in accordance with the bylaws and other rules pertaining to expenditure of GFLYH funds.
- E. Shall prepare an audited report for the GFLYH "Annual Membership Meeting", for presentation to the association membership.
- F. Shall be responsible for obtaining and retaining tax-exempt status and filing of appropriate reports with the state and federal agencies.
- G. Shall check the postal box weekly.
- H. All actions are subject to Board approval.

## Section 6. Registrar

- A. Shall be responsible for registering all members.
- B. Shall collect all tuition and annual fees.
- C. Shall submit all individual member rosters.
- D. Shall submit all required rosters on a timely basis.
- E. Shall maintain a current list of members.
- F. Shall maintain current and accurate records of all registration activities.
- G. Shall ensure all statutory requirements are met.
- H. All actions are subject to Board approval.

#### Section 7. Ace Coordinator

- A. Shall ensure that all coaches are properly certified for their level.
- B. Develop and manage the player's selection process for the association.
- C. Shall monitor and take prompt, appropriate action as necessary on all matters relating to coaching complaints or any other similar coaching difficulties.
- D. Responsible for recruiting, screening and training of GFLYH coaches.
- E. Deliver parent education program to the association.
- F. Maintain historical records of all past, current, and interested coaches.
- G. Hold coaches meetings as necessary to review GFLYH aims and purposes.
- H. Organize and coordinate necessary coaches training programs to maintain the highest possible skill levels.
- I. Ensure that the NYSAHA screening information form is completed by all coaches and mailed per NYSAHA direction.
- J. To advocate on behalf of players and coaches before the Board.
- K. Create player and coaching development plans.
- L. Develop a system to move players to the highest feasible level of competition within GFLYH.
- M. Coordinate coaching selection timelines.
- N. Submit coaching recommendations to the Board.
- O. Shall be responsible to appoint the coaches for each team, and to approve all assignments of players to teams.
- P. Develop behavior standards for players and parents.
- Q. Develop formal processes for player's selection and movement.
- R. Develop team designation protocols.
- S. All actions are subject to Board approval.

#### Section 8. Equipment Manager

- A. Shall be responsible for all GFLYH hockey related equipment.
- B. Shall obtain the approval by a majority of the Board for all equipment purchases.
- C. Shall be responsible for the reporting of the accountability and distribution of equipment.
- D. Shall delegate responsibilities as necessary with the Board approval.
- E. All actions are subject to Board approval.

#### Section 9. Referee Coordinator

- A. Shall be responsible for the scheduling of all officials for GFLYH.
- B. Shall be responsible for ensuring all officials used are currently certified.
- C. Shall provide payroll to Treasurer.
- D. Shall review evaluations as available and take necessary action.
- E. All actions are subject to Board approval.

#### Section 10. Ombudsman

- A. Shall be responsible for addressing all issues that the General Membership would like to have addressed.
- B. Shall act as a filter to ensure that issues that the Board needs to address will be brought to the Board's attention.
- C. All actions are subject to Board approval.

#### Section 11. Empire Representative

- A. Shall act as the interface between the Board and the Empire Hockey Conference.
- B. All actions are subject to Board approval.

#### Section 12. Western New York Representative

- A. Shall act as the interface between the Board and the Western New York Hockey Conference.
- B. All actions are subject to Board approval.



Section 13. Director of Communications

- A. Shall be responsible for maintaining the association's web page.
- B. Shall be responsible for procuring server space with the Board approval.
- C. Shall be responsible for General Membership communications.
- D. All actions are subject to Board approval.

Section 14. Member at Large

- A. Shall be responsible for carrying out tasks assigned by the President.
- B. Shall be responsible to fill in, as needed, any empty Board positions.
- C. All actions are subject to Board approval.

**Article 17. General Rules**

- A. Section 1. Complaints, problems or suggestions should be brought to the attention of the ombudsman.