

**FRANKLIN YOUTH HOCKEY ASSOCIATION, INC.**  
**BY-LAWS**

Adopted March 21, 1983  
(Revised March 23, 2004)  
Revised March 2007  
Revised March 2008  
Revised March 2010  
Revised February 2017

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ARTICLE I.      NAME

Section 1.      The name of the organization shall be legally known as the FRANKLIN YOUTH HOCKEY ASSOCIATION, INC.

A. It shall also be known as the FYHA.

Section 2.      The teams belonging to the FYHA shall be known as the "FRANKLIN FLYERS".

ARTICLE II.      AFFILIATIONS

Section 1.      This organization shall be, and is hereby governed by the rules of USA HOCKEY and MASSACHUSETTS HOCKEY.

Section 2. In the event of the dissolution of the "Franklin Youth Hockey Association", any remaining funds will be donated to the Franklin Public School System and the Franklin Public Library.

Section 3.      Eligibility to participate in the "Franklin Youth Hockey Association" is not determined by sex, race, creed, or color. The "Franklin Youth Hockey Association" 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 Sec. 501 (C) (3) of the Internal Revenue Code of 1954, and shall not carry on any activities not permitted to be carried on by a corporation exempt from the Federal income tax under IRC Sec. 501 (C) (3) 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 of the 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 Sec. 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 of the remaining assets and property of the corporation shall, after necessary expenses thereof, be distributed to another organization exempt under IRC Sec. 501 (C) (3) or corresponding provisions of any subsequent federal government, or state, or local government for a public purpose.

ARTICLE III.

PURPOSE

The purpose of this organization shall be:

- A. To teach the art of skating to all participating in the program.
- B. To instruct those participating in the fundamentals of ice hockey.
- C. To instill the necessary attitudes to include:
  - a. Sportsmanship  
Foremost of all values is to learn a sense of fairplay. Become humble in victory, gracious in defeat. We will foster friendship with teammates and opponents alike.
  - b. Respect for the individual  
Treat all others as you would expect to be treated.
  - c. Integrity  
We seek to foster honest and fair play beyond mere strict interpretation of the rules and regulations of the game.
  - d. Pursuit of Excellence at the individual, team and organizational levels  
Each member of the organization, whether player, volunteer or staff, should seek to perform each aspect of the game to the highest level of his or her ability.
  - e. Enjoyment  
It is important for the hockey experience to be fun, satisfying and rewarding for the participant.
  - f. Loyalty  
We aspire to teach loyalty to the ideas and fellow members of the sport of hockey
  - g. Teamwork  
We value the strength of learning to work together. The use of teamwork is reinforced and rewarded by success in the hockey experience.
- D. To foster safety, fairness, and fun.
- E. To continually improve the standards for development and understanding of ice hockey.

ARTICLE IV.

MEMBERSHIP

Membership shall consist of:

- A. The parents or legal guardians of those participants in the FYHA program.
- B. Any volunteer without a child in the FYHA Program who participates on a regular basis in activities that are designed to further the interests of Franklin Youth Hockey (i.e. coaches).

ARTICLE V.      GOVERNMENT

Section 1.      The elected governing body of the program shall be known as the "Board of Directors" and shall consist of the following officers:

EXECUTIVE OFFICERS

- |                   |                             |
|-------------------|-----------------------------|
| A. President      | E. Program Director         |
| B. Vice-President | F. Director of Fund Raising |
| C. Secretary      | G. Registrar                |
| D. Treasurer      | H. Ice Director             |

FUNCTIONAL OFFICERS

- A. Assistant Program Director (2)
- B. Head Coach
- C. Publicity Director
- D. Equipment Manager
- E. Learn To Skate Director
- F. Team Manager Coordinator
- G. Assistant Fundraising Director

Section 2.      All "Executive Officers" shall be elected for a term of two years. All "Executive Officers" shall have terms that are staggered as outlined below. In the event that an executive officer changes roles they will inherit that the term of the position they are moving into.

- a. Odd Year Nominations
  - i. Vice President
  - ii. Treasurer
  - iii. Ice Director
  - iv. Registrar
- b. Even Year Nominations
  - i. President
  - ii. Secretary
  - iii. Director of Fundraising
  - iv. Program Director

All "Functional Officers" shall be elected for a term of one year.

Section 3.      All Officers shall have the responsibility to conduct and attend the Board of Directors meetings with full voting rights on all issues and matters that are decided upon at said meetings.

Section 4.      A "quorum" of at least eight (8) Officers must be present at any Board meeting for valid voting to take place.

Section 5.      All elected officers shall be determined by a vote of the majority (greatest number of votes) of the eligible vote, of the program membership present and voting.

Section 6.      A vacancy on the Board of Directors shall be filled, for the remainder of the year, by an appointee selected by the President.

ARTICLE VI.      AMENDMENTS

- Section 1.      The by-laws may be amended by a majority vote (greatest number of votes) of the members present at any general membership meeting, provided written notice of the proposed action has been given to each member ten days prior to the time action is to be taken.
  
- Section 2.      Amendments may be proposed in writing by any member to the Board of Directors, who shall notify the membership in accordance with Section 1.

ARTICLE VII.      FINANCIAL OBLIGATIONS

- Section 1.      The Board of Directors shall determine all fees and assessments.
  
- Section 2.      The Board of Directors 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 non-payment, that player shall be notified at least seven (7) days prior to suspension by the President or Treasurer, in writing.
  
- Section 4.      The President shall notify the Program Director of all pending suspensions, as soon as possible.
  
- Section 5.      Only the President or Treasurer may authorize suspensions of players for financial matters.
  
- Section 6.      No program funds shall be used by anyone without the Board of Directors approval.
  
- Section 7.      No special dues schedules or rates shall be set without authorization of the Board of Directors.
  
- Section 8.      All finances and financial matters shall be under the control of the Board of Directors.
  
- Section 9.      The President, Treasurer or Secretary shall be the only endorsees authorized to disperse FYHA funds. All funds are to be dispersed by check and require the signature of the Treasurer and the President or the Secretary.
  
- Section 10.      Financial obligations shall also include the contribution of time worked for the program by the parents or legal guardians of the child participating in the program, or in lieu thereof, a monetary assessment, will be made by the Board of Directors.

ARTICLE VIII.      ELECTIONS

- Section 1.      Election of officers shall be at the "Annual Membership Meeting". Elections shall be proceeded by a nomination process for all officers. Members will be asked to submit their nominations at least 30 days prior to the "Annual Membership Meeting". The President shall appoint a nomination committee to review all nominations. Nominees should have a CORI on file with Mass

Hockey, Be in good standing with Franklin Youth Hockey Association as well as Mass Hockey and USA Hockey. Nominations will also be accepted at the "Annual Membership Meeting" for all officer positions on the "Board of Directors". Prior to the "Annual Membership Meeting", FYHA will release the accepted nominations as well as the officers that are seeking nomination for an additional term.

- Section 2. Prior to the election of officers, at the "Annual Membership Meeting" a report shall be given by the President, Program Director, and the Treasurer. The Treasurer's report will reflect the financial condition of the program to the date of the meeting and will have been previously audited.
- Section 3. Voting will be by individual ballot and no member shall cast more than one vote. Proxies or votes in absentia will not be recognized.
- Section 4. Candidates shall be nominated from the floor during the annual membership meeting. Acceptance or refusal of candidacy may be made by absentee letter.
- Section 5. The Program's fiscal year shall end in April. Officers shall take office at the end of the program season. The Program season shall be defined to be the period running June 1st to May 31st.
- Section 6. The first two Board of Directors meetings, after the annual membership meeting, shall constitute "transition" meetings attended by all board officers; incoming, outgoing, and incumbent. The purpose of these meetings will be to insure a smooth transition in those areas where there is a change in officers.
- Section 7. Candidates for office shall be members of the Program as defined in ARTICLE IV. MEMBERSHIP.

#### ARTICLE IX      MEETINGS

- Section 1. "General Membership Meetings" and Board of Directors Meetings may be called by the President or a majority of the Board of Directors.
- Section 2. Board of Directors meetings shall be scheduled at least once a month and shall be open to the membership.
- Section 3. The agenda of the General Membership Meetings will be set by the President or a majority of the Board of Directors. No other business, other than that on the agenda, shall be transacted at the meeting.
- Section 4. An Annual Membership Meeting for the purpose of electing officers, shall be held each year in the month of March
- Section 5. Notice of the Annual Membership Meeting and General Membership Meetings shall be published prior to said meetings.

ARTICLE X.            OUTSIDE REPRESENTATION

The President and the Program Director shall be the official representatives of the FYHA in all areas which come under their jurisdiction. However, other delegates may be appointed by them.

ARTICLE XI.           COMMITTEES

- Section 1.        The Board of Directors shall determine the committees deemed proper and necessary to fulfill the object and purpose of the program.
- Section 2.        All committee chairpersons shall be appointed by the President.
- Section 3.        The President and/or Vice-President shall be ex-officio members of all committees.
- Section 4.        Committees, as needed, shall be made up of volunteers.
- Section 5.        Special committees may be appointed by the President, as needed.

ARTICLE XII.           AUTHORITY TO BIND

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

ARTICLE XIII.           RULES OF ORDER

The rules contained in "Robert's 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 by-laws of the organization.

ARTICLE XIV.           REMOVE FROM OFFICE

Any officer or director 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 Program. 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 of Directors.
- B.        The Secretary shall notify, in writing, each Board member ten (10) days before the question will be placed on a meeting agenda.
- C.        Said officer or director shall be given written notice of the charge at least ten (10) days before the question will be placed on a meeting agenda.
- D.        The petitioners shall present their case first; said officer or director shall be heard second; and the vote taken third. A two-thirds vote of the Board of Directors shall be necessary to remove said officer or director from office.
- E.        Should said officer or director be the President, the Vice-President shall preside over the removal proceedings. No removal proceedings shall be

based upon the same evidence, more than once.

ARTICLE XV      DUTIES OF BOARD MEMBERS

Section 1.      PRESIDENT

- A.      Shall be the Chief Executive Officer of the FYHA.
- B.      Shall act as Administrative Representative at all outside activities concerning the Program.
- C.      Shall be responsible for appointing and charging all committees and appointing committee chairpersons, acting for or on behalf of FYHA, with the approval of the Board of Directors.
- D.      Schedule season's activities relative to administrative functions.
- E.      Ensure that funds are available.
- F.      Execute or appoint a committee to review the FYHA Bylaws annually and note in the minutes of a scheduled meeting that the Bylaws were reviewed.

Section 2.      VICE-PRESIDENT

- A.      Act as President when the President is unavailable.
- B.      Perform those duties assigned to him/ her by the President.
- C.      Shall be responsible for scheduling and running tryouts.

Section 3.      SECRETARY

- A.      Shall keep permanent records of the business meetings of the organization and of events of importance.
- B.      Shall be in charge of all correspondence.
- C.      Shall keep current a general membership list.
- D.      Shall provide a copy of the current By-Laws at all meetings.
- E.      Shall issue notices of meetings unless this duty is specifically delegated by the President to another Director.
- F.      All records of the Secretary shall remain the property of the organization.

Section 4.      TREASURER

- A.      Shall keep detailed financial records.
- B.      Shall keep the Board of Directors up to date on all financial matters affecting the running of the program.

- C. Shall outline the financial status at all FYHA general meetings.
- D. Shall only dispense funds in accordance with By-Laws and other rules pertaining to expenditure of FYHA funds.
- E. Shall prepare an audited report, for FYHA "Annual Membership Meeting", for presentation to the Program membership.
- F. Shall be responsible for obtaining and retaining tax exempt status and filing of appropriate reports with the State and Federal agencies.

Section 5. PROGRAM DIRECTOR

- A. Shall be responsible for all "ice related" activities.
- B. Shall act as representative at all "ice related" activities concerning FYHA. These include MASSACHUSETTS HOCKEY "District Meetings".
- C. Shall act as liaison between Team Managers, Coaches, Head Coach and the FYHA Board.
- D. Shall assist team coaches where needed.
- E. Shall be responsible for all "team related" activities. Section 6.

DIRECTOR OF FUND RAISING

- A. Shall schedule all Programs' fund raising activities.
- B. Shall chair all fund raising activities.
- C. Responsible for assembling volunteers for all fund raising activities.

Section 7. REGISTRAR

- A. Shall be responsible for registering all members
- B. Shall collect all annual fees.
- C. Shall submit all IMRs.
- D. Shall submit all required rosters
- E. Shall maintain a current list of members.
- F. Shall maintain records of all registration activities.
- G. Shall ensure all statutory requirements are met.

Section 8. ASSISTANT PROGRAM DIRECTOR (2)

- A. Shall assist the Program Director as needed.

Section 9. HEAD COACH

- A. Shall be responsible for all coach related responsibilities and activities.
- B. Shall ensure that all coaches are properly patched for their level.
- C. Shall be responsible for ensuring that an adequate attempt is made for all teams to participate in sufficient tournaments during the given season/year.
- D. Shall monitor all complaints regarding potential coaching difficulties.
- E. Shall have input in coaching selections.

Section 10. PUBLICITY DIRECTOR

- A. Shall be responsible for the FYHA website as well as any other social network accounts or internet based tools managed or owned by FYHA.

Section 11. EQUIPMENT MANAGER

- A. Shall be responsible for all FYHA hockey related equipment.
- B. Shall obtain approval by a majority of the Board of Directors for all equipment purchases over \$250.00.
- C. Shall be responsible for the reporting of the accountability and distribution of equipment.

Section 12. LEARN TO SKATE DIRECTOR

- A. Shall be responsible for running all aspects of the Learn To Skate Program for FYHA, i.e.
  - Must have competent instructors
  - Must communicate with Publicity Director and Treasurer
  - Shall ensure that all participants are properly equipped (e.g. helmets, skates, etc.)

Section 13. TEAM MANAGER COORDINATOR

- A. Shall coordinate the team managers.
- B. Shall serve as a liaison between the Board, coaches and parents.

Section 14. ICE DIRECTOR

- A. Shall be responsible for the scheduling of all ice times for FYHA activities.
- B. Shall be responsible for the negotiating and contracting of all FYHA ice.

- C. Shall be responsible for distributing and communicating of all ice schedules.
- D. Shall attend all ice related meetings. Section

Section 15      ASSISTANT DIRECTOR OF FUNDRAISING

- A. Shall assist the Director of Fundraising as needed

ARTICLE XVI.      GENERAL RULES

Section 1.      Complaints, problems or suggestions should be brought to the attention of the Board member responsible for that area.

- A.      Regarding suspension for financial matters, contact the President or Treasurer.
- B.      Regarding fund raising or payments on raffles, etc. contact the Director of Fund Raising or the President.
- C.      Regarding scheduling of international activities, contact the Registrar.
- D.      Regarding coaching or team player matters, contact the Program Director, Assistant Program Director, or the Head Coach.
- E.      Regarding Publicity, contact the Publicity Director.
- F.      General program information, contact the President.
- G.      Regarding the scheduling of ice, contact the Ice Director.

Section 2.      If a member feels that they did not get a satisfactory response to their inquiry, complaint, or suggestion after contacting one of the Board members, they may request to be heard by the board of directors by writing to the President and stating their inquiry, complaint or suggestion. The President shall then schedule for that member to be heard at the next Board meeting.

Section 3.      Any Board member who receives a written inquiry, complaint, or suggestion shall present it before the Board at the next Board meeting.

Section 4.      After an inquiry, complaint, or suggestion has been heard by the Boar and if it is found to be of merit, any action taken shall be by approval by the vote of the Board. If the matter is found to be without merit, or if the Board votes to table or dismiss the issue, the petitioner shall be notified of the outcome, in writing, by the President.

Section 5.      FYHA voting Board members be made up of no less than 20% of those individuals who have children actually skating in the program.

ARTICLE XVII. SELECTION OF COACHES, ASSISTANT COACHES AND TEAM MANAGERS

- Section 1.
- A. All prospective coaches must apply for a coaching position to the Head Coach, using an official FYHA application form which has been approved by the "Board of Directors".
  - B. All coaches must be appropriately patched according to the MASSACHUSETTS HOCKEY and USA HOCKEY guidelines.
  - C. All team Head Coaches must be able to adequately demonstrate skating skills to instruct their players on ice during functions.
  - D. All applicants must be given every opportunity to participate in coaching. If there is more than one applicant for a particular team, the applicants not selected may be given the option to coach at a different level if there is another coaching slot open.
  - E. A coach may select his/her own assistant coach only if there is a position open without an available applicant, with the approval of the Board of Directors.
  - F. The Program Director, Assistant Program Director and the Head Coach may decide that a certain applicant lacks the proper coaching credentials or attitude to fill a coaching or assistant coaching position. In such cases they must present their reasons for rejecting an applicant to the Board of Directors for final approval.
- Section 2. All teams must have at least one assistant coach. If a team loses their assistant coaches to the point that there aren't any assistant coaches on the team, then it shall be the responsibility of the team coach to select an assistant of his/her choice. If a coach does not select an assistant within seven (7) days of being without one, then the Head Coach will assign one.
- Section 3. Team coaches shall ask for a volunteer to be the Team Manager. Each team must have a Team Manager. If there are no volunteers for Team Manager, the Coach or Assistant Coach will assume those duties.
- Section 4. The Team Manager shall be responsible for distributing all supplemental schedules, notices and other materials to the team players, and the collection of monies, when applicable, with the exception of ice payments. The purpose of this position is to relieve the Coach so that he/she may concentrate on coaching the team and will not have to worry about all of the team players receiving any of the above information.
- Section 5. The first Assistant Coach or delegate will act as the Coach in the Coach's absence.

ARTICLE XVIII. COACH'S RULES

- Section 1. A. All players shall receive equitable ice time in all practices, games, and scrimmages.
- B. No coach will use physical force, abusive language, or publicly chastise any player as a means of discipline.
- Section 2. The team coach shall ensure that his/her team has:
- A. Assistant Coach(es)
- B. Team Manager
- C. First Aid Kit
- D. All proper and necessary equipment.
- Section 3. Coaches may publish team rules that are non-conflicting with USA HOCKEY or FYHA rules with regard to:
- A. Discipline
- B. Practice time
- C. Parents meeting
- Section 4. The team coach should notify the Program Director of all scrimmage games and tournaments.

ARTICLE XIX. TRY-OUTS AND TEAM PLACEMENTS

- Section 1. All FYHA team assignments will be determined by a selection process involving a minimum of three (3) try-outs developed by the Vice-President and approved by the Board of Directors.
- Section 2. All try-out formats must involve the following:
- A. A numerically based rating system for the evaluation of all players.
- B. The standings of all players and their scores must be made available to any FYHA member who requests to see them. The final ratings and scores of all players must be kept on file until at least the end of the program year.

- C. All players must be placed according to their final overall scores in the try-out process. All players will have an equal opportunity to determine their placement by their "on-ice" performance. In the case of a tie in points between players, where the players are to be divided for team assignments, the placement will be made by the Tryout Committee.

"Coaches Evaluation" Exception: The only exception to try-out placements based upon the final overall scores will be "coaches evaluation" placements. "Coaches evaluation" will only be used to accommodate players who cannot make some or all tryout sessions due to an approved absence for one of the following reasons: 1) substantiated illness or injury; 2) a family emergency (such as a death, serious illness or serious injury in the family); 3) other related emergencies; or 4) for a reason that the Tryout-Committee deems acceptable. The "Coaches Evaluation" exception will only be applied if a player received the prior approval of the Vice-President to miss a try-out session.

If a player received such prior approval, then the head coach of that player's team will provide the Try-Out Committee with a player evaluation which includes a comparison to three other players at his/her age level. Subject to the unanimous approval of the Tryout Committee, the player will be placed on a team commensurate with his skill level.

- D. The number of players trying out, at a given age level, must be divided as equally as possible between the teams at that level. No team may have more than one additional player than any other team at a given age level unless the "Qualified Head Coach" exception is applied.
- E. Once the teams have been selected by the Tryout Committee, the Tryout Committee will determine and ensure that each team has a Qualified Head Coach. If a "Qualified Head Coach" is not available for a team, then the Tryout Committee may move up the highest scoring player who has a parent that is a Qualified Head Coach and the parent has accepted the head coaching position. Any such player movements can only be made by a unanimous vote of the Tryout Committee.
- F. "Qualified Head Coach": Qualified Head Coach is defined as a head coach who meets the requirements described in Article XVII (A)-(C) and who the Tryout Committee deems an appropriate coach for a specific team.
- G. "Tryout Committee": The Tryout Committee will consist of the Vice-President, President, Head Coach and two other Board of Directors selected by the Vice-President. The Vice-President will be the chairperson of this committee. The Tryout Committee will calculate the final scores and determine placement of all players. The President-Elect and Vice President-Elect for the incoming year's Board of Directors (if different from the people above) shall be invited to attend all Tryout Committee meetings as observers.

- Section 3. A. No player may try-out at a level outside his/her appropriate age group.
- B. "Dominant Player" Rule: Players who wish to be considered for advancement to a level within their appropriate age group must comply with the following procedure:
- (1) The player must play a minimum of five games at his/her appropriate level.
- (2) The head coach for that player must submit a statement to the Board of Directors that the player is justified to be advanced as a "Dominant Player".
- (3) After submission of the head coach's statement, the head coach, the player's parents, and the Program Director must submit verifiable evidence to the Board of Directors for approval to be advanced. (A prime example of "verifiable evidence" would be copies of game reports.)
- (4) With Board approval, the player could then be moved to a higher level.

Section 4. Members of travel teams, once selected, may not be moved to a lower level team without the approval of the Board of Directors.

ARTICLE XX      GENERAL ARTICLE

Any circumstance, rule or regulation not covered herein, shall fall under the jurisdiction of the Board of Directors.

We, the undersigned, representing at least a quorum of the Executive Officers of the Board of Directors of the Franklin Youth Hockey Association, Inc. do hereby attest that the by-laws contained within this document, are the latest revision of the Franklin Youth Hockey Association By-Laws, as voted at the Special Membership Meeting February 15, 2017.

These By-Laws shall supersede all other by-laws established before this date, and shall be the governing by-laws of the Franklin Youth Hockey Association until such time as the general membership of this organization shall elect to alter or amend them.

\_\_\_\_\_  
Shawn Dennett  
President

\_\_\_\_\_  
Jeff Brown  
Treasurer

\_\_\_\_\_  
Seth Jackson  
Vice-President

\_\_\_\_\_  
Dave Moses  
Program Director

\_\_\_\_\_  
Lance Harry  
Secretary

\_\_\_\_\_  
Mark Weber  
Registrar

\_\_\_\_\_  
Chris Kane  
Director of Fundraising