

CHARLESTOWN YOUTH HOCKEY ASSOCIATION, INC

CONSTITUTION AND BY LAWS

ARTICLE ONE

NAME

The name of the organization shall be the Charlestown Youth Hockey Association, Inc. The organization shall have no capital stock and shall not be operated for profit.

ARTICLE TWO

PURPOSE

The purpose of the organization shall be:

- A. To instill the concepts of good sportsmanship, teamwork, leadership and physical fitness in the organization's participants;
- B. To organize, develop and maintain a youth hockey program fostering the organization's stated purpose.

ARTICLE THREE

MEMBERSHIP

- A. All parents and guardians of youths participating in the organization's programs are eligible for membership, however, only one vote per family unit in the organization's business is allowed regardless of the number of children participating from a family unit. In order to vote, all members must be in good standing with dues fully paid.
- B. All officers, directors and coaches are eligible for membership in the organization. They may exercise voting privileges by virtue of holding these positions only to extent they do not have children in the program and they or a family member have not voted under the provisions of Paragraph A above.
- C. Any individual by virtue of past or present contributions to the organization may be eligible for voting membership upon a majority vote of the Board of Directors made annually by the Board.

ARTICLE FOUR

BOARD OF DIRECTORS

- A. There shall be a eleven member Board of Directors elected by the membership responsible for the supervision of the organization's affairs.
- B. Directors shall be elected from the membership at the Annual Meeting to be held on or about the second Wednesday in May. Directors shall serve two year staggered terms. If a vacancy shall occur on the Board of Directors by resignation or otherwise, then the remaining Directors shall, by majority vote, fill such vacancy and may be guided by the results of the previous election in their deliberations. Any such appointee shall serve the duration of the term of the Director so replaced.
- C. For purposes of staggering the terms of the Directors from the election in 1993 in which the number of Directors increased from seven to nine members, the three Directors not running for election shall serve the remaining one year of their terms and of the candidates for election to the Board, the four with the highest number of votes shall be elected to two year terms and the two with the next highest number of votes shall be elected to one year terms.
- D. A maximum of three coaches may serve on the Board of Directors.
- E. Candidates for election to the Board of Directors shall notify the Secretary of the organization thirty days prior to the Annual Meeting in order that his name may appear on the official ballot prepared by the Secretary. Notwithstanding this requirement write in candidacies shall be allowed.
- F. A majority of the Board of Directors, six in number, being present shall constitute a quorum in any regularly called meeting.
- G. No proxy votes shall be allowed.
- H. All business properly transacted by the Board of Directors shall bind the organization.
- I. Committee chairpersons shall be selected by the President and be subject to approval by a majority vote of

the Board of Directors.

J. The Board of Directors may remove any of its members by two thirds majority vote if a Director shall be absent from three or more consecutive meeting of the Board or shall act in any manner contrary to the purposes of organization or this Constitution.

K. The Board of Directors may exclude any member of the organization from participation in the organization by two thirds majority vote if a member shall act in any manner contrary to the purposes of the organization or this Constitution.

L. For purposes of staggering the terms of the Directors from the election of 2013 in which the number of Directors increased from nine to eleven members, the four Directors not running for election shall serve the remaining year of their terms and of the candidates for election to the Board, the five with the highest number of votes shall be elected to two year terms and the two with the next highest number of votes shall be elected to one year terms.

ARTICLE FIVE

OFFICERS

A. The officers of the organization shall consist of a President, Vice President, Secretary/Treasurer.

B. The officers of the organization shall be elected for one year terms from within and by the Board of Directors at the first meeting of the Board after the organization's Annual Meeting.

C. No person shall serve as President for more than two consecutive one year terms.

ARTICLE SIX

OFFICER'S DUTIES

A. President. The President shall preside at all meetings of the Board of Directors and the organization. He shall insure that all rules, regulations and stated policies of the organization are observed. He shall serve as spokesperson for the organization and he shall cosign all checks with the Treasurer except where the Board of Directors designates another officer to co-sign checks. He shall be an ex-officio member of all standing committees.

B. Vice President. The Vice President shall perform the duties of President in his absence.

C. Secretary/Treasurer. The Secretary/Treasurer shall record and make available the minutes of the meeting of the Board of Directors and the organization and shall keep all records and correspondence of the organization. He shall prepare the ballot for the annual election of the Board of directors. He shall maintain a current list of all members of the organization which shall be made available to any member of the organization upon written request therefore. He shall be responsible for the organization's finances. He shall co-sign checks, collect funds due, dispense funds and set up accounts as approved by the Board of Directors and shall keep proper books of account. He shall provide a written audit of all accounts at the Annual Meeting and as required by the Board of Directors. He shall be an ex-officio member of any fund raising committees. Upon the resignation, defeat or other termination of the Secretary/Treasurer, he shall be entitled, if necessary to serve and attend Board meetings, without a vote and without signatory authority, until the end of the succeeding August or three months from such event, whichever is shorter, in order to insure an orderly and smooth transition of the organization's financial affairs.

ARTICLE SEVEN

EXECUTIVE BOARD

A. An Executive Board consisting of the three officers of the organization shall be responsible for carrying out the directives of the Board of Directors and running the day to day affairs of the organization. The Executive Board shall meet as often as its members deem necessary without the requirement of any notice to the Board of Directors or the membership. All actions of the Executive Board shall be subject to majority vote and it may conduct its business as informally as it deems necessary. The Executive Board shall report on its activities to the Board of Directors at regularly scheduled meetings thereof and any and all its actions shall be subject to ratification by the said Board in its discretion.

ARTICLE EIGHT

MEETINGS

- A. Meetings of the Board of Directors shall be held once a month during the playing season and as often as deemed necessary by a majority of the Board during the off season.
- B. Additional meetings of the Board of Directors may be called by a majority vote of the Board or upon the written request of at least ten members in good standing of the organization.
- C. Special meetings of the organization may be called by two thirds majority vote of the Board or upon the written request of at least twenty five members in good standing of the organization.
- D. At all special meetings of the organization, a majority of the Board of Directors and twenty five members shall constitute a quorum. At special meeting of the Board of Directors, the Board's normal quorum requirements will apply.
- E. The Annual Meeting of the organization shall be held on the second Wednesday of each May and shall include the following as agenda items:
- 1 election of Directors;
 - 2 an annual report by the President; and
 - 3 an annual report by the Treasurer.
- F. All meetings of the organization, including meetings of the Board of Directors, shall be governed by Roberts Rules of Order, except to the extent said Rules conflict with this Constitution and By Laws.

ARTICLE NINE

BY LAWS

- A. **Team Eligibility:** All residents of Charlestown are eligible to participate in the organization's programs; all former residents of Charlestown who participated in the organization's programs are eligible, provided however they have not registered with another program; residents of other communities without certified hockey programs are eligible to participate; no resident of a community with a certified hockey program may participate unless waived by said program; there is no limit on the number of teams at each age level of competition and in league play.
- B. **Coaches:** Coaches shall be selected by majority vote of the Board of Directors; no person may coach more than one team; parents may coach teams on which their children play; coaches are responsible for the conduct of their players at all times during organization activities; they shall compile game sheets and turn in the game sheets to the person designated by the Board of Directors to compile statistics; coaches shall assist as directed in the completion of all required Massachusetts Hockey registration forms.
- C. **Finances:** No team, coaches and/or parents shall be allowed to engage in independent fund raising activities for any purpose without permission of the Board of Directors.
- D. **Organization Colors:** The organization's colors shall be red, white and blue.
- E. **League Competition:** To the extent possible, all organization teams shall be entered in the same league; the organizations shall sponsor teams only in normal winter competition; where reasonable, the organization will support, but not be responsible for, teams in spring or summer competition upon majority vote of the Board of Directors; no player shall be penalized for failing to play in summer or spring league competition or in winter competition outside of the league in which all organization teams are participating.
- F. **Suspension and Expulsion:** Players may be suspended for just cause by the head coach of a team at any time for one game and upon notification to the Board of Directors; if a player is to be suspended for more than one game, then the coach must secure the approval of the Executive Board prior to implementing additional suspensions.
- G. **Playing Policy:** Coaches are required to adhere to a policy of equal ice time for all players regardless of the score in or importance of individual games, except that during the last two minutes of any game a coach may use his discretion in allocating ice time; no player will play outside his age group without approval of the Board of Directors; each player shall meet the requirements for participation in the program or shall be subject to suspension and expulsion as provided in this Constitution.
- H. **Equipment, Trophies and Jackets:** all equipment belongs to the organization and may not be used for any purpose without approval of the Executive Board; all trophies awarded to any team are the property of the

organization, however, the Board of Directors may by majority vote, award such trophies to any individual, sponsor or other organization in its discretion; organization jackets may not be awarded to individual teams, players, coaches or others, nor may any team or individual raise funds for that purpose, except that the Board of Directors in its discretion may award jackets upon a majority vote for any championship team; the Board of Directors may, from time to time, designate an individual or group of individuals to choose and order jackets for program participants.

I. Tournaments: Individual teams shall be responsible for expenses associated tournament play; the organization may help with funding to the extent possible and upon approval of the Board of Directors.

J. Miscellaneous: The organization shall maintain organizational insurance; the organization shall abide by the rules and regulations of Massachusetts Hockey and United States Hockey except where they conflict with this Constitution; the organization shall allow team sponsors upon guidelines formulated by the Board of Directors.

ARTICLE TEN

INDEMNIFICATION

The organization hereby consents and declares that each officer, member of the Board of Directors, Chairman and members of committees and all elected or appointed officials in any capacity shall be deemed to have assumed office on the express understanding, agreement and condition that each one of them and his heirs successors and assigns and executors and administrators respectively shall from time to time and at all times be indemnified and saved harmless from and against all liabilities, judgment, costs, charges and expenses whatsoever which such member may sustain or incur in any action, suit or proceedings brought or commenced against him for and in respect of any act, deed, matter or thing made, done or permitted to be done by him in the execution of the duties of his office and also from and against all other costs, charges and expenses which he sustains or incurs in or about or in relation to the affairs thereof, except that which is occasioned by his willful and intentional neglect or default.

ARTICLE ELEVEN

GRIEVANCES

Any member aggrieved by the actions or conduct of any officer, director, coach, fellow member or player may request in writing a hearing before the Board of Directors which shall take action it deems appropriate consistent with this Constitution and which shall report its findings and said action to the general membership.

ARTICLE TWELVE

COMPLETENESS

This Constitution adopted by vote of the Board of Directors on the date written below is the sole document governing the operation and management of the organization and any and all earlier documents, policies etc. are hereby superseded with the adoption of this Constitution.

ARTICLE THIRTEEN

AMENDMENTS

This Constitution may be amended by two thirds majority vote of the Board of Directors at any time upon submission of the proposed amendment in writing to the full Board of Directors at any regularly scheduled or specially called meeting thereof with the vote to adopt or refuse such amendment being taken at the next subsequent scheduled meeting of the Board of Directors.

As amended by a duly constituted Board of Directors on April 1, 2013.