

SOMERVILLE YOUTH HOCKEY

ASSOCIATION, INC.

BY-LAWS



Effective April 2002

Edited May 2009

ARTICLE 1: NAME

The name of this organization shall be SOMERVILLE YOUTH HOCKEY ASSOCIATION INC. Henceforth, whenever the word "Association" or "SYHA" appears in these by-laws, it shall be understood to mean SOMERVILLE YOUTH HOCKEY ASSOCIATION, INC.

ARTICLE 2: PURPOSE

SECTION 1:

The purpose of this Association shall be to promote the playing of hockey in the City of Somerville through the following means:

- a. Establish a Youth Hockey Program for the youth of the City of Somerville
- b. Provide said program with proper adult supervision
- c. Manage the fiscal responsibilities of the program by:
 1. Collecting and keeping a strict account of all funds of the program
 2. Soliciting sponsors for teams
 3. Raising of funds through special activities and by any other means determined

SECTION 2: Affirmative Action Policies

"It is as principle implicit of Somerville Youth Hockey that no applicant will be discriminated against because of such individuals Race, Color, Religion, Sex, Age, or National Origin". SYHA further agrees to comply with the provisions of the American Disabilities Act of 1990. All references in the by-laws, or rules and regulations of SYHA, which denote gender, shall be understood to mean him/her, and he/she.

ARTICLE 3: GOVERNMENT

SECTION 1:

The government of SYHA shall be under the supervision of the Board of Directors who shall oversee all matters regarding bylaws, rules and regulations (to include interpretation of) as necessary to carry out the objectives and purpose of this organization in accordance with generally accepted parliamentary procedures. The Rules of Order in the current "Roberts Rules" edition shall govern this Association, except in cases where they are inconsistent with these by-laws.

SECTION 2:

A quorum of five (5) Board Members must be present at all Association Meetings, including the Annual Election.

SECTION 3:

There will be no smoking or consumption of alcohol during any SYHA meetings.

SECTION 4: Board of Directors

There shall be a Board of Directors consisting of nine members (9) of which no less than two (2) individuals who have children actively skating in the program. The Board of Directors shall be composed of the following members: President, Vice President, Secretary, Treasurer, Director of Finance, Director of Rules, Director of Coaching, Director of Instructional Program, Director of Communication and Fundraising. All members of the Board of Directors must be bonded; this is to be paid for by SYHA.

The president shall be the Chairperson of the Board of Directors. All members of the Board of Directors shall be elected for a two (2) year term.

At any meeting of the Board of Directors, a Quorum of not less than five (5) members shall be necessary for the transaction of SYHA business. A majority vote of such quorum, or as otherwise noted in these by-laws, shall be necessary to decide any matter brought before the meeting.

Each member of the Board of Directors shall have one (1) vote. In the event that the President has assumed the duties of a vacated office, he/she shall not be able to cast a vote as that vacated Board of Directors member, but shall be limited to one (1) vote.

Any member of the Board of Directors of SYHA, may be removed from office for cause only and then only by a two-thirds (2/3) vote of the Board of Directors subject to a two-thirds (2/3) vote of the membership and provided at least seven (7) days notice has been given of the intended action, to the Board of Directors member concerned and to the membership.

SECTION 5: Elections

An election for the officers of the Board of Directors shall be held at the Annual Election in April. The offices open for election shall run as follows: President, Treasurer, Director of Coaching, Director of Fundraising and Communications and the Director of Rules shall be held during years ending in an odd number. Vice President, Secretary, Director of Finance and the Director of Instructional Program shall be held during years ending in an even number.

The term of office for all offices of the Board of Directors shall begin at the start of the Association's Fiscal year, May 1st.

In order to run for a position on the Board of Directors, you must attend three (3) regularly scheduled general meetings within a season. Individual running for a position must have attended said meetings.

There shall be an election committee appointed by the Board of Directors at least ninety days (90) prior to the scheduled election. No member of the existing Board of Directors or persons seeking a position on the Board of Directors shall be appointed to the Election Committee. The committee will continue to exist until the new members of the Board of Directors are elected. In the event of a vacancy this committee will be reactivated.

A list of positions open for election and Nomination Papers will be included in the January and February minutes of the General meetings, or may be obtained from the Election Committee.

No one (1) person shall be able to run for more than one (1) position on the Board of Directors.

Only one (1) member from each family unit may serve on the Board of Directors at a time.

Nomination papers must be submitted to the Election Committee on or before March 15th.

A ballot with the candidate's names will be prepared by the Election Committee and distributed to the membership at the Annual Election. No floor nominations will be allowed, although write in votes of eligible members are accepted. Listing of eligible Members may be obtained from the Election Committee.

The election shall be by secret ballot. The Election Committee shall tabulate ballots. The results will be announced prior to the adjournment of the Annual Election, and maintained by the Secretary for a period of sixty-days (60).

In the event that a person declines an office to which he or she has been elected within thirty-days (30) of the election, the candidate who received the next largest vote shall be determined to have been elected. In the event that the person is unable to fulfill the office after the thirty-day (30) period expires, the Board of Directors will reconvene the Election Committee and hold a special election. At which time the membership would vote a replacement to finish the term.

In the event of a special election, only the Members eligible to vote at the previous Annual Election will be allowed to vote in a special election.

SECTION 6: General Meetings

There shall be seven (7) General Membership meetings in Sept., Oct., Nov., Dec., Jan., Feb., Mar. Strict attendance will be taken, only members in good standing with dues fully paid, will be allowed to vote at the Annual Election.

Any member of the Board of Directors may, at any time, with a majority vote of the Board of Directors, call a general meeting. Seven (7) days notice will be given to all members regarding the impending general meeting.

If a minimum of ten (10) members in good standing presents a petition to the Board of Directors for a General Meeting for any purpose, the Board of Directors will call a General Meeting within fourteen (14) days of receiving the petition.

The operating procedure for all scheduled general meetings will be:

- a. Call to Order
- b. Attendance
- c. Secretary's Report
- d. Treasurer's Report
- e. President's Report
- f. Director's Reports
- g. New Business
- h. Old Business
- i. Adjournment

SECTION 7: Board of Directors Meetings

The Board of Directors shall meet a minimum of once (1) a month throughout the fiscal year. Any Board of Director may call a meeting of the Board of Directors at any time, provided all members are notified seventy- two (72) hours in advance. Members of the Board of Directors must attend eight (8) out of twelve (12) Board of Directors scheduled meetings in order to run for re-election.

SECTION 8: Annual Elections

The Annual Election shall be held within the first two (2) weeks in April, at which time election of the Board of Directors shall be conducted.

ARTICLE 4: MEMBERSHIP

SECTION 1: Eligibility

All Parents/Guardians of youths participating on travel teams in the Association are eligible for membership. Each member of a family unit is eligible to vote in Association business at any general meeting; provided that each member is in good standing.

All Officers, Directors and Coaches in our travel program are eligible for membership in the organization. They may exercise voting privileges by virtue of holding these positions only to the extent they do not have children in the Association and have not voted under the provisions of the above paragraph.

SECTION 2: Function of Membership

In order to vote in the Annual Election, all members must be in good standing, having attended 3 complete general meetings and have all dues fully paid.

The Membership Shall:

- a. Propose policy matters, rules and regulations, which would enhance the objectives and purpose of the organization.
- b. Propose any suggestions, which would benefit the management of the organization

SECTION 3: Special Membership

Any individual by virtue of past or present contributions to the Association may be eligible for voting membership upon a majority vote of the Board of Directors made annually by the Board of Directors prior to the first General Meeting in September.

SECTION 4: Termination of Membership

The Board of Directors, by a two-thirds (2/3) voice vote at any duly constituted meeting, shall have the authority to suspend any Member or Coach whose conduct is considered detrimental to the best interest of SYHA or for any monies and/or properties owed to SYHA.

SECTION 5: Player Waivers

Any Member desiring a Waiver in or out of SYHA must apply in writing to the Board of Directors, by September 15th of the current season.

SECTION 6: Charter Membership

The five (5) Charter Members listed were the original organizers of the Association and cannot be dropped from the membership rolls. John Doncaster, Joseph Guidi, George Hughes, James Papuluca, and Ray Deeran.

ARTICLE 5: FINANCIAL POLICY

SECTION 1: Budget

The SYHA Annual Budget will be subject to approval by the Board of Directors. The Annual Budget will be presented to all members at the first (1st) General Meeting in September.

The SYHA Fiscal Year begins May 1st and ends April 30th.

SECTION 2: Financial Policy

The financial policy of SYHA shall comply with all local, state and federal regulations.

All monies or properties owed to SYHA must be paid in full or returned to SYHA prior to the Annual Election in April or membership may be revoked.

ARTICLE 6: BY-LAWS

SECTION 1: By-Laws

The Director of Rules shall maintain a set of by-laws, which will be binding on all Members. The acceptance of and amendments of shall be by a two-thirds (2/3) vote of the members present at a regular or special meeting. In order to change any by-law, a quorum of twenty-one (21) members, of which a minimum five (5) Board of Directors must be present. Ten (10) days notice is required in writing announcing a meeting in which a by-law change is to be discussed. Said notice shall include a copy of the current and proposed change.

ARTICLE 7: RULES

SECTION 1: Rules and Regulations

The Director of Rules shall maintain a set of Rules and Regulations, which will be binding on all Members. The acceptance of and amendments to shall be by a two-thirds (2/3) vote of the members present at a regular or special meeting. In order to change any rule or regulation, a quorum of twenty-one (21) members, of which a minimum five (5) Board of Directors must be present.

ARTICLE 8: COMMITTEES

SECTION 1: Special Committees

The Board of Directors shall appoint committees for special purposes when deemed necessary for the good of SYHA. The Board of Directors, by a majority vote, shall appoint a chairperson, who will form his/her own committee. All special committees will report their progress to the Board of Directors.

All special committees will continue to exist unless until discharged by the Board of Directors or the end of the Fiscal Year, April 30th.

SECTION 2: Appointed Committees

Members of the Board of Directors may appoint committees to assist them in their positions. These committees will report to the respective Board of Director with their progress.

ARTICLE 9: DUTIES

SECTION 1: President

The President shall be responsible for the following:

- a. Shall preside at all SYHA meetings
- b. Will ensure that all policies and principles of SYHA are understood and observed
- c. Will serve as Chairperson of the Board of Directors and also oversee all activities of SYHA

In the event that any member of the Board of Directors resigns or is unable to perform his/her duties, the President will discharge these duties and/or appoint a replacement, subject to the majority approval of the Board of Directors.

The President shall be able to sign all documents and other formal instruments on behalf of the Association. In the absence of the Treasurer, the President shall have the power to write checks to meet the rightful obligation of SYHA

SECTION 2: Vice President

The Vice President shall be responsible for the following:

- a. Ice scheduling
- b. Tryouts
- c. Coordination of player identifications at tryouts
- d. End of the Season Banquet or Team Parties
- e. Preside as Chairperson of the Discipline Committee
- f. Preside in the absence of the President

He/She will carry out such duties as delegated by the President and/or the Board of Directors

SECTION 3: Secretary

The Secretary shall be responsible for the following:

- a. Keep an accurate up to date list of the names, addresses and phone numbers of all members
- b. Give notice of all meetings
- c. Keep the proceedings and minutes of all meetings of SYHA
- d. Verify that a quorum is present at all meetings
- e. Maintain permanent minutes in a bound book with numbered pages, or by means of electronic media. All electronic files are to be backed up
- f. Verify eligibility of voting members
- g. All correspondence of SYHA delegated to him/her by the Board of Directors
- h. Maintain certified copies of all players birth certificates

He/She will carry out such duties as delegated by the President and/or the Board of Directors

SECTION 4: Treasurer

The Treasurer shall be responsible for the following:

- a. All SYHA related finances
- b. Signing of checks on behalf of SYHA
- c. Dispense SYHA funds as approved by the Board of Directors
- d. Proper keeping of books and prepare any financial statements as required by federal, state and local laws
- e. Provide a written financial report at the 1st and 6th General Meeting of each fiscal year
- f. Required to sit on the Finance Committee
- g. Required to obtain a financial review by an outside, non-interested CPA yearly and a full audit when the Treasurer is leaving office. There shall be a thirty-day (30) transition period. All transitions shall be completed prior to May 30th
- h. Preside in the absence of the President and Vice President

He/She will carry out such duties as delegated by the President and/or the Board of Directors

SECTION 5: Director of Finance

The Director of Finance shall be responsible for the following:

- a. Consider, develop and interpret the budget of SYHA in conjunction with the Treasurer
- b. Collaborate with the Treasurer and the Director of Fundraising and Communications to establish and set yearly goals
- c. Billing and collection of all tuition
- d. Electronic registration of all members and IMR's
- e. Retaining the registration forms, as required by USA Hockey
- f. All USA Hockey related insurance matters
- g. Preparation of a master roster, which includes sub-grouping of each age category
- h. Will act as Assistant Treasurer

He/She will carry out such duties as delegated by the President and/or the Board of Directors

SECTION 6: Director of Rules

The Director of Rules shall be responsible for the following:

- a. Maintaining the by-laws and rules and regulations of SYHA, along with dated revisions
- b. Upholding and requiring compliance to all by-laws, rules and regulations and codes of conducts of SYHA
- c. Make recommendations to the Board of Directors with regards to interpretation of the by-laws, rules and regulations and the codes of conducts of SYHA
- d. Review by-laws, rules and regulations and codes of conducts on an annual basis to ensure compliance
- e. Make available, upon request, a hard copy of the by-laws, rules and regulations and codes of conducts, to any member in good standing
- f. Serve on the Discipline Committee

He/She will carry out such duties as delegated by the President and/or the Board of Directors

SECTION 7: Director of Coaching

The Director of Coaching shall be responsible for overseeing the following:

- a. Interview all prospective Team Coaches and Assistant Coaches
- b. Make recommendation to the Board of Directors for appointment of said Coaching Positions
- c. Coaching Staff
- d. Maintenance of all travel team rosters
- e. Supervision of all clinics for league play
- f. League Representatives

He/She will carry out such duties as delegated by the President and/or the Board of Directors

SECTION 8: Director of Instructional Program

The Director of Instructional Program shall be responsible for overseeing the following:

- a. Coordination and implementation of the instructional skating program
- b. Recruitment and scheduling of all clinic volunteers
- c. Plan and select instructional materials, along with training for all clinic instructors
- d. Evaluate all instructional players as to their ability and see that they are placed at their proper level, initially and throughout the season

He/She will carry out such duties as delegated by the President and/or the Board of Directors

SECTION 9: Director of Fundraising and Communications

The Director of Fundraising and Communications shall be responsible for the following:

- a. Operation of all forms of media communications and the SYHA website
- b. Fundraising activities for SHYA
- c. Collaborate with the Director of Finance and Treasurer to establish yearly fundraising goals
- d. All activities undertaken by SYHA related to the generation of fundraising and sponsorships
- e. It is recommended that a Business liaison be appointed for the term of the Director of Fundraising and Communications. The Business liaison will work directly with the business community, obtaining sponsorships
- f. Advise the Board of Directors as to communication policy

He/She will carry out such duties as delegated by the President and/or the Board of Directors

ARTICLE 10: CONCESSION STAND AND SKATE SHOP

SECTION 1: Appointments

The Board of Directors shall appoint a person(s) to be in charge of the Concession Stand and Skate Shop. The contract for the Concession Stand and Skate Shop will be a two (2) year contract, changing with the President's term. In the event that a contract is voided or unable to be fulfilled by either party, a one (1) year contract will be signed, ending with the President's term.

SECTION 2: Regulations

Any person(s) who is appointed by the Board of Directors to be in charge of the Concession Stand and Skate Shop is required to obtain liability insurance and sign a lease with SYHA.

ARTICLE 11: APPOINTMENTS

The Board of Directors will appoint all League, State, National and Charitable Representatives of the Association, as well as any other appointments deemed necessary.

James (Buddy) O'Meara is a lifetime member of SYHA as long as he so desires.