

**By-Laws
of
Capital City Youth Hockey, LLC.**



Table of Contents

Revisions.....	4
Article I - Membership.....	5
Section 1 - Acceptance.....	5
Section 2 - Application	5
Section 3 - Dues	5
Section 4 - Denial of membership	5
Section 5 - Membership limits.....	5
Section 6 - Participation and Suspensions	6
Article II - Government	6
Section 1 - General Supervision	6
Section 2 - Finance.....	6
Article III - Elections-Directors	6
Section 1 - General.....	6
Article IV - Elections-Officers.....	7
Section 1 - Offices to be filled	7
Section 2 - Restrictions	7
Section 3 - Ballot	7
Section 4 - Term of office.....	7
Article V - Vacancies.....	7
Section 1 - General.....	7
Section 2 - Absence	7
Section 3 - Suspension	7
Section 4 - Resignation	8
Article VI - Officers.....	8
Section 1 - President	8
Section 2 - Vice-President	8
Section 3 - Secretary	8
Section 4 – Treasurer	8
Section 5 - ACE Coordinator	9
Section 6 - At Large	9
Article VII - Meetings.....	9
Section 1 - General.....	9
Section 2 - Annual	10
Section 3 - Startup.....	10
Article VIII - Supplementary Authority of the Board of Directors	10
Section 1 - General.....	10
Article IX - Parliamentary Authority	10
Section 1 - General.....	10
Article X – Amendments	10
Section 1 - General.....	10
Article XI – Registration Director (Registrar)	11
Purpose.....	11
Duties	11
Article XIII – Association Information Director	11

Purpose.....	11
Duties	11
Article XIV - Webmaster/Public Relations Director	11
Purpose.....	11
Duties	12
Article XV - Membership Director	12
Purpose.....	12
Duties	12
Article XVI - Statistics Director	12
Purpose.....	12
Duties	12
Article XVII – Fundraising / Sponsorship Director.....	13
Purpose.....	13
Duties	13
Article XVIII - Committees	13
General.....	13
Grievance Committee	13
Disciplinary Committee	13
Scheduling Committee.....	14
On & Off Ice Officiating Committee.....	14
Evaluation Committee	15
Hospitality Committee	15

Revisions

<i>Date</i>	<i>Who</i>	<i>Article</i>	<i>Reason</i>
10/01/06	Brian Cronin	All	Draft by-laws out for review
10/03/06	Brian Cronin	All	Approved by CCYHA LLC Board
10/01/07	Paul Erickson	I	Updated membership limits (player availability)
07/16/08	Brian Cronin	I III VI	Restored sentence about player availability removed in last revision Added option for electronic voting of directors Corrected State Reference for tax returns

Article I - Membership

Section 1 - Acceptance

Acceptance of youth into activities of this Association shall not contravene the principles of membership set forth in Article V of the Constitution.

Section 2 - Application

Membership shall be by application, completed in its entirety and accompanied by the annual dues payment or dues payment installment plan established by the Board for that year.

The "Application" and "Release and Assumption of Risk" must be signed by a parent or legal guardian for any applicant under the age of 18 years.

The Association will accept all applications and will make acceptance decisions without regard to race, color, religion, creed, sexual orientation, national origin, citizenship, gender, age, or any other legally protected status. See Section 4 below for clarification of denial.

Section 3 - Dues

The Board shall set the dues amount for each age group at each level of participation prior to the commencement of the season. This includes but is not limited to, Travel, Rec Travel and House league.

The Board prior to the commencement of the season shall also determine installment plans if applicable.

Any applicant not financially capable of paying his or her annual dues may negotiate a payment plan with the Treasurer, or apply for financial assistance through the Scholarship committee. Any payment plan other than that established above shall be in writing, signed by the applicant and supported by a two-thirds (2/3) majority vote in support by the Board.

Section 4 - Denial of membership

No application for membership shall be accepted if:

- a) Dues from prior year were not paid.
- b) Prior suspensions are still outstanding.
- c) Equipment or other obligations from a prior year are still outstanding.
- d) Proof of age within five days of request by the Association is not received.
- e) Proof of proper medical/accident insurance coverage is not received within five days of being requested by the Association.
- f) The applicant is transferring from another organization, and there are outstanding monies or other obligations due to that organization. Denial will be lifted once a letter from the previous organization is received stating all obligations have been fulfilled.
- g) Other considerations brought to the attention of the board that are inconsistent with the purpose, principles or philosophies of the organization.
- h) Official denial requires a two-thirds (2/3) majority vote in support by the Board.

Section 5 - Membership limits

The Association will accept as many applicants as budgetary quantity of fielded teams and available slots will permit. Depending on player availability & coaches, more teams will be added. If it is necessary to limit the number of member/participants, tryouts will be held.

Section 6 - Participation and Suspensions

Any member can be suspended from participation in the activities of this organization by a two-thirds (2/3) majority vote in support by the Board, if said member violates any rule or regulation, as set forth, by the Constitution, By-Laws, or Rules Governing the Game of Ice Hockey as amended.

No Member may commence participation in any activities of this Association until he or she has met the requirements as set forth in these articles.

Article II - Government

Section 1 - General Supervision

The Board of Directors shall have general supervision of the affairs of the Association and are charged with carrying out the Articles of the Constitution and these By-Laws.

Section 2 - Finance

Funds of the Association shall be withdrawn from the bank with which they are on deposit by the signatures of the President and/or Treasurer.

No obligations shall be made in the name of the Association without prior approval of the Board.

No monies over \$250.00 shall be disbursed without approval of a two-thirds (2/3) majority in support by the Board. Approval may be at a Board meeting or via e-mail. Normal operating costs identified, as part of the annual operating budget, shall deemed to be approved with acceptance of the budget.

The organization may receive gifts and contributions and may raise and use funds in any manner compatible with status as a tax-exempt organization and as a donee for tax-deductible gifts. Gifts, which would prejudice such status, may not be accepted.

Special functions such as tournaments or development programs outside of normal league functions shall have a budget submitted to the Board for a majority approval.

The fiscal year shall be established as July 1 through June 30.

Article III - Elections-Directors

Section 1 - General

- a) Directors shall be elected by the general membership of voting age at the annual meeting., or if said meeting can not be scheduled in accordance with these by-laws, then the President, Secretary & Treasurer will execute a vote by email. They will be responsible to email the general membership a ballot, and verify the voting rule (one vote per player).
- b) Each year, three (3) or four (4) directors shall be elected to the Board for a term of two (2) years. By alternating the numbers, this shall ensure continuity across the board.
- c) Outgoing members may be re-elected for another term.
- d) Voting shall be by secret ballot.
- e) All parents or legal guardians of registered members shall be entitled to attend the annual meeting and vote.
- f) Membership will be solicited in each February and/or March for those interested in serving on the Board.

Article IV - Elections-Officers

Section 1 - Offices to be filled

Immediately following the annual election for Directors, the new Board shall elect in the following order:

President	ACE Coordinator
Vice-President	At-large (2)
Secretary	
Treasurer	

This election of Officers may be held at the Annual election meeting after the Directors have been elected, or at the 1st Board meeting following the annual election meeting.

All of the above constitute the Officers of the Association.

Section 2 - Restrictions

All officers must be elected from the Board of Directors

No officer shall hold more than one office in the same term.

Section 3 - Ballot

Voting shall be by secret ballot for each office.

Section 4 - Term of office

Officer positions will be effective starting during the Board meeting that they were elected to their position. They shall serve for one (1) year, or until their successor has been duly elected and qualified.

Article V - Vacancies

Section 1 - General

Vacancies on the Board or in any office shall be filled by a two-thirds (2/3) majority vote in support by the Board of an appointee. Such appointee shall serve out the remainder of the term to which appointed. This is necessary to facilitate Article III Section 1 (b)

Section 2 - Absence

A vacancy is deemed to exist if any Director has been absent from two (2) consecutive Board meetings without good cause. Such vacancies shall be filled as described in Section 1, and the absent Director shall be notified in writing or via e-mail.

Section 3 - Suspension

A Director may be removed from the board by a two-thirds (2/3) majority vote in support by the Board. The subject Director shall be informed in writing or via e-mail five (5) days prior to a meeting of the Board to discuss and vote on such action. Following said meeting, the outcome of the Board's decision shall be immediately conveyed to subject Director in writing or via e-mail.

Section 4 - Resignation

Any Director desiring to resign may do so by giving notification of their intent to the President or Vice-President in writing or via e-mail. The President or Vice-President will convey this information to the Board prior to the next Board meeting.

The minutes of the next Board meeting must record this resignation, and it is at this Board meeting when the resignation becomes effective.

Such vacancy shall be filled as outlined in Section 1.

Article VI - Officers

Section 1 - President

- a) It shall be the duty of the President to preside at all meetings and to enforce all rules and regulations relating to this Association.
- b) Responsible for creating Agenda for all Board meetings and deliver said Agenda at least seven (7) days prior to that meeting where applicable.
- c) Shall call meetings of the Association, or upon request of a two-thirds (2/3) majority vote in support by the Board.
- d) Shall appoint all committees.
- e) Shall be an exofficio member of all committees.
- f) Shall act as official spokesman of the Association.
- g) Shall handle all correspondence of the Association.
- h) Shall be custodian of all official records of the Association excluding current year financial records in the possession of the Treasurer necessary for performing the duties outlined in Article VI Section 4.
- i) Does not vote on any issue, except to resolve a tie.

Section 2 - Vice-President

- a) It shall be the duty of the Vice-President to preside at all meetings in the absence of the President.
- b) Is responsible for becoming familiar with all duties of the President.
- c) Is responsible for assuring all committee chairmen are performing their assigned tasks/duties.

Section 3 - Secretary

- a) Record proceedings of all meetings. Shall distribute copies of the meeting minutes to all Directors within seven (7) days of meeting.
- b) Shall circulate all correspondence of interest.
- c) Responsible for maintaining a file of capable and interested persons for use in obtaining talent for the Association.

Section 4 – Treasurer

- a) All monies payable to and disbursed from the Association shall be the responsibility of the Treasurer. Reference Article II, Section 3 of the By-Laws.
- b) Shall deposit receipts of the Association at least weekly.
- c) Shall keep a detailed hard copy of all transactions with verified balances on a monthly basis. Said hard copy shall be of a format acceptable for the Internal Revenue Service.
- d) Shall submit a financial report at each meeting of the Board or when called upon by the President to do so.

- e) Shall submit to the President, at the end of each fiscal year, a report detailing all receipts and expenditures of the organizations for the previous year and verification of all balance sheet accounts.
- f) Shall provide documentation of the financial affairs of the association as requested by the Board.
- g) Shall submit a proposed annual operating budget detailing income and expense line items within 30 days prior to the beginning of the fiscal year.
- h) Shall file all sales tax reports or forms required by the South Carolina Department of Revenue.
- i) Shall file annual tax return or other forms as required by the Internal Revenue Service.
- j) Contact person for financial assistance request.

Section 4 – ACE Coordinator

- a) USA Hockey ACE Coordinator contact point.
- b) Contact point between association and CAHA/CHL on team/travel issues.
- c) Maintains the library of reference material. This library can be sourced from internal resources (coaches, members, etc.), USA Hockey, or 3rd party hockey related parties.
- d) Organize and lead coaching meetings.
- e) Notify all coaches of scheduled coaches meetings.
- f) Maintain a list of all Association coaches and their pertinent information, and communicate requirements for compliance with USAHockey & CAHA.
- g) Communicate and accept the applications from coaches for the upcoming season.
- h) Provide recommendations to the board for coaching candidates at all levels of participation
- i) Coordinate with coaches and Board to develop and maintain the Association’s philosophy.
- j) Responsible to ensure coaches are accountable for following the Association’s philosophy.
- k) Work closely with the Evaluation committee.
- l) Contact point for all “play-up” requests. Consult with coaches and present results to Board for final decision.
- m) Communicate parent education initiatives between USAHockey and the association.

Section 4 – At-Large

Two at-large board members will be selected following the criteria for board members listed in the by-laws. These board members will provide additional knowledge and leadership to the board of directors. The board members may also function as directors or committee leaders as listed later in the by-laws.

Article VII - Meetings

Section 1 - General

There shall be regular meetings of the Board, duly announced, and not less than quarterly. It is recommended that the Board meet monthly during the playing season. These meetings are open to the membership, but said members have no vote.

Directors only meetings may be scheduled as deemed necessary by the Board.

Meeting minutes will be approved by a two-thirds (2/3) majority vote in support by the Board within 10 days of the meeting. If approval is not met and requires further discussion, said

discussion must be held at the next Board meeting. Directors can approve the minutes in writing or via e-mail. The Secretary must record the voting results at the next Board meeting.

Section 2 - Annual

There shall be an annual meeting of the membership to be held in late February or March. Reference Article III, Section 1.

Section 3 - Startup

It has been the custom of this Association to hold a general meeting at the season's start-up to acquaint new and old members with the coming season's plans. This meeting should be held after all tryouts and team selections have been completed.

Article VIII - Supplementary Authority of the Board of Directors

Section 1 - General

The Board shall have the power to:

- a) Amend any rule covered in the "Official Playing Rules" governing the game of Ice Hockey to meet local needs.
- b) Select or transfer any player from one team to another to balance play.
- c) Shall sanction all "travel teams" which play against teams outside this Association.
- d) Make final decision(s) regarding requests for players to "play up".
- e) Make final decision(s) regarding rosters selected by coaches.
- f) Make final decision(s) regarding assistant coaches.

Article IX - Parliamentary Authority

Section 1 - General

The rules contained in the current edition of "Roberts Rules of Order Newly Revised" shall govern proceedings of the Association in all cases where applicable providing they are consistent with these By-Laws and any special rules of order the Association may adopt.

Article X – Amendments

Section 1 - General

These By-Laws may be amended at any regular Board meeting by a two-thirds (2/3) majority vote in support by the Board, provided the amendment was submitted in writing at the previous Board meeting.

Article XI – Registration Director (Registrar)

Purpose

The Association is required by USA Hockey to ensure all players have the correct paperwork and are registered with USA Hockey.

This position does not carry a vote within the Association.

Duties

- a) USA Hockey contact point for all registrations.
- b) Maintains and is knowledgeable of USA Hockey Registrar software.
- c) Attend any seminars for Registrars.
- d) Coordinates registration of all players in the Organization.
- e) Work closely with Team Managers and coaches to ensure teams are properly rostered.

Article XII – Association Information Director

Purpose

One of the Association's goals is to present one single image within and outside the Association. This is an important role as the Association continues to increase in membership in that it becomes even more important that the Association present one single image.

This position does not carry a vote within the Association.

Duties

- a) May form sub-committees. Such committees must be approved by a two-thirds (2/3) majority vote in support by the Board.
- b) Compile and maintain the Team Managers handbook.
- c) Educate and communicate with all Team Managers.
- d) Research and put together informational packet for visiting teams about the area. Should include but not limited to: hotels, restaurants, directions, etc.
- e) Work with Webmaster to present this information in an electronic medium for easy use outside our Association.
- f) Research and present recommendations to the Board for team pictures.
- g) Coordinate team picture sessions with Vendor and Team Managers and or coaches.
- h) Research and present recommendations to the Board for uniforms (jerseys, socks, etc).
- i) Research and present recommendations to the Board for clothing articles (Wind suits, shirts, caps, etc.)
- j) Create, distribute, and collect membership surveys as needed.
- k) Research and present recommendations to the Board for trophies/plaques for end of year.
- l) Order and obtain trophies/plaques

Article XIII - Webmaster/Public Relations Director

Purpose

The Association wishes to use the website and other media for communicating with our membership, and the outside public for the purposes of promoting youth hockey in our area.

This position does not carry a vote within the Association.

Duties

- a) May form sub-committees. Such committees must be approved by a two-thirds (2/3) majority vote in support by the Board.
- b) Ensures the website contains the most up-to-date information.
- c) Sends a monthly backup of the website to the Secretary for safekeeping.
- d) Experience with website creation/updating preferable.
- e) Work with the Board, committees, and membership for content.
- f) Creates the monthly newsletters (Sept – Mar). Content can be provided by other sources.
- g) Develops annual public relations plan for board approval.
- h) Executes annual public relations plan as approved by the Board.
- i) Coordinates and develops all promotional and advertising material for the Organization.
- j) Work closely with fundraising and sponsorship coordinator to ensure a consistent image is presented by the Organization.

Article XIV - Membership Director

Purpose

The Association must maintain a list of all members and this information needs to be accurate. This information will be used for mailings, e-mails, team lists, etc.

This position does not carry a vote within the Association.

Duties

- a) Maintaining a current record of Association membership including a database of e-mail and postal addresses for communication purposes as well as player participation records.
- b) Circulates requested pertinent information to Directors when needed.
- c) Sends a monthly backup of the information to the President for safekeeping.
- d) Each February begins analysis of members for upcoming season and reports to Board for planning purposes.
- e) Work with Web-Master to ensure required communications are on web-site.
- f) Responsible for sending all member communication pieces as requested by the Board.
Not responsible for content
- g) Coordinating and soliciting volunteers for Association mailings.
- h) Facilitates all member communication both e-mail and postal mail.
- i) Work with Fundraising / Sponsorship Director to communicate objectives to membership.

Article XV - Statistics Director

Purpose

The Association is responsible for ensuring proper recording of games within the league it plays in. In order to best understand where the teams are at any given time, statistics need to be compiled for analysis.

Duties

- a) Maintain records of all teams. This will include but not limited to: Win/Loss/Tie records, Goals for, Goals against, Shots for, Shots against, penalties, etc.
- b) Work with the Disciplinary committee to ensure they are updated as to any new infractions.
- c) Work with On & Off Ice Officiating committee to receive game results.
- d) Liaison to the Association's league representative to ensure proper recording of records and infractions.

- e) Work with Webmaster to ensure website is up-to-date with results.
- f) Ensures game results are posted as determined by the Board.

Article XVI – Fundraising / Sponsorship Director

Purpose

The Association will pursue fundraising options and financial support other than dues to defray the cost of participation or supplement the efforts of the Organization.

Duties

- a) Develop a fundraising / sponsorship plan for approval by the Board.
- b) Execute fundraising / sponsorship plan as adopted by the Board.
- c) Maintain a record of all sponsorship received including contact information and amounts.
- d) Work with Membership Director to communicate fundraising goals and plans to membership.
- e) Work with Treasurer to collect and deposit fundraising or sponsorship monies.

Article XVII - Committees

General

The Association will require the formation and running of committees to ensure a smooth and efficient operation. Volunteers from the Membership will be required to help run these committees. All committees will have one (1) spokesperson selected by that committee to update the Board at meetings, or when requested to do so.

Grievance Committee

Purpose

During the season, a member may require explanation of a decision, or may have an opinion on an action that took place. This committee is in place to deal with such requests, and ensure fair and adequate resolution.

Duties

- a) Should consist of 3 representatives. 1 each from the following levels; Travel, Rec Travel, House
- b) Spokesperson is selected from within the committee. At least one (1) representative from this committee must attend all Board meetings to provide updates.
- c) Representatives will be the contact point for their respective level. All representatives will discuss each request and make a unanimous decision. All representatives will support the final decision.
- d) The request from a member and the resulting response will be done in writing or via e-mail with a copy provided to the Board.
- e) Escalation will be to the President who will discuss the request at the next Directors meeting. Member making the request may be asked to attend to provide information to the Directors. The resulting response will be communicated in writing or via e-mail to the member, and the Board's decision will be final.

Disciplinary Committee

Purpose

During the season there will be infractions caused by players, coaches, and possibly parents. It is in the Associations best interest if these were all tracked in a central area. This

committee will ensure that the proper steps are taken to resolve the infraction, and that the Association has communicated to other Associations where necessary.

Duties

- a) Should consist of 3 representatives. One (1) each from the following levels; Travel, Rec Travel, House.
- b) Spokesperson is selected from within the committee. At least one (1) representative from this committee must attend all Board meetings to provide updates.
- c) Will submit disciplinary guidelines with recommendations for suspensions or other disciplinary to the Board for approval,
- d) Representatives will be the contact point for their respective level. All representatives will discuss each infraction and make a unanimous decision. All representatives will support the final decision.
- e) Committee will work closely with each of the Associations teams and it is the team's responsibility to notify this committee of any infraction.
- f) The response or resolution will be provided in writing or e-mail to the party necessary and the Board. The response needs to be decided within six (6) days of the incident
- g) This committee will work closely with the Association's league contact to ensure all infractions are properly logged at the league level.
- h) Escalation will be to the Vice-President who will discuss the issue at the next Directors meeting. Member in violation may be asked to attend to provide information to the Directors. The resulting response will be communicated in writing or via e-mail to the Member, and the Board's decision will be final.

Scheduling Committee

Purpose

The Association needs to provide a structured schedule for all levels of hockey within the Association. Due to the complexity of this task, it is necessary to have more than 1 person create schedules for all levels.

Duties

- a) Should consist of three (3) or four (4) representatives. One (1) each from the following levels; Travel, Rec Travel, and House. A fourth representative could be chosen as the head or lead scheduler from any of the levels, or one of the representatives can perform both functions.
- b) Head scheduler will be spokesperson for committee. At least one (1) representative from this committee must attend all Board meetings to provide updates.
- c) Head scheduler is contact point for all ice providers.
- d) Head scheduler will gather all ice requirements from each of the levels.
- e) Head scheduler and one additional scheduler will represent the Association at the league scheduling meetings.
- f) Head scheduler will work with all levels to finalize all ice allocations.
- g) All other schedulers will be the contact person for their respective level.
- h) All schedulers will work to ensure all ice is used. Head scheduler must be notified of any unusable ice, and is the only person who can turn back ice to the providers.
- i) Provide Treasurer with any changes to schedule once finalized within five (5) days of changes.

On & Off Ice Officiating Committee

Purpose

As we all know, a hockey game cannot take place without referees or people to run the score clock and penalty box doors for home games. This committee will ensure the Association has proper coverage.

Duties

- a) Should consist of 3 representatives. 1 each from the following levels; Travel, Rec Travel, House.
- b) Spokesperson is selected from within the committee. At least one (1) representative from this committee must attend all Board meetings to provide updates.
- c) Representatives will be the contact point for their respective level.
- d) Committee will work closely with the Team Managers, Coaches and Scheduling committee.
- e) Solicits and maintains a list of “volunteers” and ensures the necessary paperwork is completed.
- f) Coordinates with the Treasurer the payment of officials.
- g) Maintains at a minimum, monthly updates to officials.
- h) Coordinates and provides education on score clock operation for all levels.

Evaluation Committee

Purpose

This is the Association’s most critical committee even though it is for only a short period of time at the beginning of the season. Ensuring this process goes smoothly gets the season off to a good start, and ensures all members are aware of what is happening.

Duties

- a) Will consist of multiple representatives. Depending on the energy level of the representatives it could be as little as 4 but most likely should comprise of 6-8 volunteers.
- b) Spokesperson is selected from within the committee. At least one (1) representative from this committee must attend all Board meetings in July, August, and September.
- c) Work closely with the Coaching Director
- d) Engaged at the 1st July Board Meeting, with soliciting of representatives in June
- e) Responsible for all Travel, Rec Travel, and House evaluations.
- f) Work with Coaching Coordinator to develop specific evaluation format for each age group and participation level for approval of the Board.
- g) Responsible for soliciting and assigning volunteer duties for all evaluations. This will include all on and off ice volunteers.
- h) Ensures the evaluation process is fair and equitable for all participants.

Hospitality Committee

Purpose

The purpose of a year-end banquet is to have the membership come together to celebrate the culmination of what should be a successful season. This is the way we can recognize the efforts of various volunteers for efforts that are required to run this organization. It is also an opportunity to recognize all of the players for their efforts and dedication to the sport.

Duties

- a) Should consist of multiple representatives.
- b) Spokesperson is selected or appointed by the Board in December. At least one (1) representative from this committee must attend Board meetings in January, February, March, and April.
- c) Work with team managers and solicits feedback from the membership to research banquet and award options and ideas.
- d) Solicit the membership for attendance estimates and dates.
- e) Submits a budget for Board approval in February to include banquet and award cost if applicable.
- f) Obtains trophies and plaques for presentation at the annual banquet.
- g) Responsible for forming various sub-committees as necessary.
- h) Coordinates all planning necessary to facilitate an annual banquet.