



## **ASSOCIATION BYLAWS**

### **ARTICLE 1                    NAME**

1.1 The name of this organization shall be the Cortland County Youth Hockey Association, Inc. (CCYHA or Association), and shall be affiliated with USA Hockey and the New York State Amateur Hockey Association.

### **ARTICLE 2                    OBJECTIVES**

2.1 The objectives of this Association shall be:

- A. To provide an opportunity for children between the ages of four (4) & seventeen (17) in Cortland County and the surrounding areas to experience hockey. Subject to USA Hockey birthday guidelines.
- B. To impress upon the players, coaches and spectators the high ideals of sportsmanship and fair play under all circumstances and conditions.
- C. To provide instruction in hockey with a positive learning environment in compliance with all USA Hockey standards of play.
- D. To instill a sense of honesty, loyalty, courage, and respect.
- E. To promote, encourage, represent and govern Youth Hockey in the Cortland County area.
- F. To protect the mutual interest of its members.
- G. To field teams at a variety of competitive levels which may include but not be limited to recreational and competitive teams.
- H. To strive to treat each player fairly.
- I. To advance the skill level of our players and coaches.

### **ARTICLE 3                    MEMBERSHIP**

3.1 Membership in the Association shall be available to all children and the parents of children who have paid the necessary registration fees. Such membership shall run until the registration date for the following year.

3.2 Only adult members of the Association are eligible to vote at all general Association meetings. Each family will have one vote for every registered player.

3.3 It shall be the Registrar's responsibility to maintain a current accurate roll of adult voting members according to the stipulations set forth in 3.1.

#### **ARTICLE 4** **OFFICERS**

4.1 Officers: The officers shall be the following:

A. President

B. Vice President

C. Secretary

D. Treasurer

E. Director of Operations

#### **ARTICLE 5** **DUTIES OF DIRECTORS**

5.1 The President shall be the chief executive officer of the Organization and shall have prior experience on the board. The President shall preside at all meetings and shall be Chairman of the Board of Directors. He/she shall issue the call for regular and special Board Meetings, appoint and supervise functions of various committees, see to it that regular elections are held, in accordance with the Bylaws of the Cortland County Youth Hockey Association, Inc. The President shall sign all agreements and contracts made by the Association, upon approval of the Board of Directors.

5.2 The Vice President will assist the President in his/her absence to assume the President's duties and officiate in his/her stead, and shall have prior experience on the board. Vice President will also set-up the year-end banquet/annual meeting and oversee the election process, oversee/train the team managers and keep list of team sponsorships. The Vice-President is responsible for parent education and will chair the discipline/conflict resolution committees.

5.3 The Registrar will maintain team rosters, USA hockey registration, and team registrations. It is the Registrar's responsibility to maintain a current accurate roll of adult voting members according to the stipulations set forth in Article 3, 3.1.

5.4 The Tournament Director shall coordinate/facilitate all tournaments. The Tournament Director is responsible for appointing a tournament chair for each tournament, and establishing a committee to support the chair, to market all tournaments, assist coaches/team managers in lining up teams, obtaining team entrance fees, lining up vendors and sponsors.

5.5 The Secretary shall keep accurate and up-to-date minutes of the meetings, ensure posting on website after approval, maintain and update all policies, original documents, and all controlling and storing all archive files.

5.6 The Treasurer shall keep an accurate and up-to-date record of all moneys received,

financial statements, provide a summary of association financials at the annual Association Meetings and ice bill management. Expenditures shall be approved by the Board of Directors. The Treasurer shall pay all accounts by check, signed by him/herself. Any check exceeding \$5000 shall require the additional signatures of the President and/or the Director of Operations.

5.7 The Director of Operations will be responsible for supervising all reports and documents connected with the business of the Association. Other duties and responsibilities include Coaches & Coaching Director, Central Section Representative, Snowbelt Representative, clinics and scheduling.

5.8 The Fundraising Director shall be responsible for the overall coordination and pursuit of fundraising opportunities for the Association, not to be confused with the individual team fundraising efforts. The Director will form committees and appoint a chair for said committees, and oversee those committees for any CCYHA fundraising event.

5.9 The Communications Director shall be responsible for communications and events, and effectively develop communication strategies for the Association. Duties will include website, newsletters/updates, bulletin board, association marketing and team/tournament sponsorship recognition.

5.10 The Directors have the option to enlist volunteer help to accomplish the above assigned responsibilities.

## **ARTICLE 6** **BOARD OF DIRECTORS**

6.1 The Board shall consist of 9 active members.

6.2 Method of Election:

A. The Vice-President shall solicit and obtain nominations and bios from the general membership. In January he/she shall establish an election committee consisting of VP and two non-board members. The VP shall chair that committee.

B. General election will be held in month of March.

C. Candidates will be elected on a plurality vote from the eligible members on ballots designed by the Vice-President.

D. In the event of a tie, the affected candidates shall be re-balloted and a tie breaking vote will be taken at a special meeting of the Board of Directors within 10-days of the membership vote. This meeting will be composed of all the current Board members for the purpose of breaking the tie(s).

E. All members of the board shall sign the Code of Ethics form annually.

6.3 Elections:

A. Each year three people shall be elected to 3-year terms.

B. The immediate Past President of the Association shall automatically become an *Ex-officio member* of the Board of Directors for the subsequent year.

## **ARTICLE 7**                      **POWER AND DUTIES OF THE BOARD OF DIRECTORS**

### 7.1 Meetings:

A. A meeting of the Board of Directors shall be held a minimum of six times during the year. The date, time, and place of such meetings shall be determined by a consensus of the members of the Board. Additional or special meetings of the Board of Directors may be called by the President or upon written request of at least three (3) members of the Board of Directors.

B. The meetings of the Board of Directors are open and may be attended by any adult member of the Association. Association members may submit ideas and proposals to the Board or a member of the Board for consideration. However, only Board members have the right to vote at such meetings.

C. In April the Board of Directors shall meet and by a majority vote shall elect the officers of the Association, namely the President, Vice-President, Secretary, and Treasurer, Director of Operations, and the following Director positions: Registrar, Tournament, Communications, Fundraising.

### 7.2 Quorum:

A. Majority plus 1 (6) members of the Board of Directors shall constitute a quorum at the regular meetings and a majority vote of those present shall govern, except where otherwise specifically provided.

### 7.3 Authority:

A. The government of the Association shall be under the direct supervision of the duly elected officers and members of the Board.

### 7.4 Vacancies:

A. Vacancies created on the Board of Directors shall be filled by appointment by the President and approved by the Board of Directors for the remainder of the vacated term.

### 7.5 Review of Membership:

A. A board member shall be subject for a review of their "active" membership status should they fail to:

- attend three consecutive Board Meetings without notifying the President, or,
- if they fail to maintain their involvement in assigned responsibilities, or,

- conduct themselves in any manner that violates the Code of Ethics.

B. Should any member be recommended for a review of their active status the President may place the review proceedings on the agenda of a subsequent meeting, which can result in a formal vote and potential removal from the Board by a two-thirds majority of the Board.

7.6 Rules of Order:

A. "Democratic Rules of Order" by F. Francis shall govern the proceedings of all meetings, except when in conflict with the Bylaws of the Association.

**ARTICLE 8** **STANDING COMMITTEES**

8.1 The Board of Directors shall establish a Discipline and Conflict Resolution Committee by October 1<sup>st</sup> to review all infractions and conflicts on an as-needed basis and will consist of the Vice-President as chair and a cross-section of representation of three members to be selected by the Vice-President and approved by the Board of Directors.

8.2 The committee will be called to order by a recommendation from the President and approved by at least two additional members of the board of directors.

8.3 The chairperson for each committee shall be a Director of the Board and shall be appointed at the annual reorganization meeting.

**ARTICLE 9** **FINANCIAL POLICY**

9.1 The Board of Directors shall determine all matters pertaining to the finances of this Association. It shall be a general policy to place all income in a common treasury and the Board of Directors shall direct the expenditures of such funds in such a manner as to give no individual or team any advantage over another. All matters regarding fund raising will be channeled through the Board. A treasury report shall be presented at each board meeting by the Treasurer, except when not on the agenda. The Board of Directors shall submit a balanced or surplus annual budget prior to the beginning of the fiscal year.

9.2 The Board of Directors shall fix fees, dues, and assessments annually.

**ARTICLE 10** **AMENDMENTS**

10.1 Amendments to the bylaws must be submitted in writing to the Board of Directors at a regular Board meeting. The amendment shall be read and discussed by the members present, after which the proposed amendment shall be tabled until the next regular meeting. The Secretary shall send to all Board Members a copy of the proposed amendment at least two (2) weeks prior to the next Board Meeting. A Two-thirds (2/3) vote of the entire Board of Directors shall be required to pass an amendment. The exception to this will be board policies in Article XIII. Policies can be voted in and out of the bylaws at a board meeting.

