

The Henniker Youth Hockey Association, Inc.

By-Laws

Article I: Membership

Associate Membership

Associate membership in the Association shall be open to any person submitting the requirements as to age, residence, paid registration, and insurance fees, as determined by the Board of Directors. Eligibility for player membership, as determined by the Board of Directors, shall be in accordance with the most current published criteria of the New Hampshire Amateur Hockey Association and U.S.A. Hockey. However, any youngster presently participating in Henniker Youth Hockey Program may continue to do so, regardless of his or her residence.

Adult Membership

Adult membership in the Association shall be open, at no charge, to parents having a player participating in the program, and to any other adult actively participating in the program at the request of the Board of Directors. Only adult members of the Association are eligible to vote at all general Association meetings. Voting at all such meetings limited to one vote per family.

Article II: Government

The affairs of the Association shall be managed by a board of Directors each of whose term of office shall be for a period of three years. A Director, upon completion of his or her term of office, may be eligible for re-election.

At an annual meeting to be held at a date designated by the Directors during the month of April each year, the Association shall elect from its membership 4/5 persons to serve on the Board of Directors for three years except as herein-after provided, or until his successor has been elected.

A meeting of the Board of Directors shall be held each month. The date, time and place of such meetings shall be determined by vote 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 3 members of the Board of Directors.

The monthly meetings of the Board of Directors are open and may be attended by an 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 shall retain the right to vote at such meetings.

Within thirty (30) days of the Annual Meeting, the Board of Directors shall meet and, by a majority vote, shall elect the four (4) officers of the Association, namely the President, Vice-President, Secretary and Treasurer.

The government of the Association shall be under the direction and supervision of the duly elected officers and members of the board.

Seven (7) members of the Board of Directors shall constitute a quorum at the regular monthly meetings and a majority vote of those present shall govern, except where otherwise specifically provided.

At such time as any duly elected member of the Board of Directors shall miss two consecutive regular meetings of the Board of Directors, or who shall miss a total of 3 regularly scheduled meetings of the Board of Directors, during the period of April to March 31, shall be subject to Dismissal based on the results of a secret ballot by the Board of Directors. A two-thirds (2/3) vote of the Board of Directors present shall be required to dismiss a Director.

When a vacancy occurs on the Board of Directors, it will be filled until the next Annual Meeting by a majority vote of the remaining Board of Directors. Nominations for such vacancies shall be made by the Nominating Committee.

“Robert’s Rules of Order, Revised” shall govern the proceedings of all meetings, except where there is a conflict with the Constitution or By-Laws of the Association.

Article III: Appointments by the Board

Specific functional appointments by the Board shall include head coaches and assistant coaches of competitive teams and skill development groups, various committee member positions and other such appointments as may be required.

Article IV: Financial Policy

The Board of Directors shall determine all matters pertaining to the finances of this Association. The fiscal year of the corporation shall end as of March 31, 1992 and on March 31st of each successive year thereafter. It shall be a general policy to place all income in a common Association treasury and the Board shall direct the expenditures of such funds. It shall be the responsibility of the said Directors to apply for, obtain and protect a tax exemption status of this non-profit voluntary corporation and to encourage thereby the philanthropic contributions from those persons, organizations and associations that are encouraged to support and assist the furtherance of the aims and objectives of this corporation.

Article V: Duties of Officers

The officers of the Association, together with the Board of Directors, shall have control of the affairs of the Association and shall have power to fill any vacancy which may occur in the Association, except as indicated by Article II of the Constitution and to amend or alter the By-Laws of the Association.

Duties of the President

The president shall be the chief executive officer of the Organization, preside at all meetings and shall be the Chairman of the Board of Directors. He may issue the call for regular monthly and special Board meetings. He shall appoint and supervise functions of various committees. He shall see that regular elections are held in accordance with the Constitution of the Henniker Youth Hockey Association, Inc.. The President shall serve a two-year term in office.

Duties of the Vice-President

The Vice-President shall perform the duties of the President, if for any reason the President is unable to perform his duties and shall have the same authority as the President. The Vice-President should

carry out all other duties or assignments as may be delegated to by the President. The Vice-President shall serve a one-year term in office.

Duties of the Secretary

The secretary shall keep an accurate and up-to-date record of the proceedings of the Association and shall conduct other such business as is necessary for the welfare of the organization. The Secretary shall provide minutes of each regular meeting to members of the Board of Directors, coaches and to one member of any subcommittee. The minutes should state the time and location of the next regularly scheduled meeting of the Board. The secretary shall serve a one-year term in office.

Duties of the Treasurer

The Treasurer shall pay all accounts by check, signed by himself and the President or one other Officer as delegated. The President may authorize the Treasurer to issue checks under one signature. He shall keep an accurate and up to date record of all monies received and disbursed and report same at each regular meeting and present an audited financial statement at the annual association meeting. He shall prepare and file in a timely manner such annual returns as may be required by the federal, state or local authorities. The treasurer shall serve a two-year term in office.

Duties of the Board of Directors

All other members of the Board of Directors (non-officers) shall be appointed to head a specific committee or serve a specific function for the duration of their elected term in office. These positions and committees shall include, but not be limited to:

State League Representatives

One primary individual and two alternates shall be appointed from the Board of Directors. Attend, as a voting member, all state meetings as called for by the New Hampshire Amateur Hockey Association. Gather and disseminate all information between NHNHA and appropriate bodies of HYHA regarding USA Hockey regulations, state league requirements and other matters as deemed relevant.

Equipment Manager

Shall be responsible for the procurement of all HYHA equipment as authorized by the officers and directors including but not limited to; uniforms, practice shirts, goal equipment, group purchased player equipment and other misc. purchases, i.e. pucks. The equipment manager shall maintain a current inventory of all equipment and location and arrange for repairs as necessary. Provide recommendation to budget committee for annual consideration. Responsible for receiving competitive bids on all procurements in excess of \$300.

Fundraising Committee

One director shall be appointed to head, identify, organize, coordinate and carryout all activity related to raising working capital for HYHA with the objective to contribute to the general fund or tuition assistance fund for the purpose of minimizing the participants annual out of pocket tuition expense.

General fundraisings will be held twice annually through player participation sales events and an annual used equipment sale to be conducted at the time of player registration.

This committee shall also be responsible for targeting and committing prospective team sponsors and other local businesses and organizations for contributions to the above mentioned funds.

Public Relations Director

The Public Relations Director shall be responsible for developing and maintaining a progressive program aimed at keeping the activities of the organization in the public eye. Responsible for

gathering inputs, preparing and organizing registration and the annual banquet notices for distribution, media public services announcements and making organization information and highlights available to the local media.

Budget Committee

Responsible for preparing budget estimates for upcoming year for the purpose of making recommendations to the board regarding financial planning matters.

This budget should be revised not later than two (2) months following registration to reflect any changes mandated by actual vs. planned participation levels.

This committee shall consist of the four (4) officers.

Scheduler

Sole point of contact for all issues regarding allocation of ice time and facility resources. Shall be responsible for obtaining and allocating all facility requirements to support games, tournament, clinics, courses, etc. shall be responsible for committing and scheduling all required league games both home and away.

Coaching Director

The Coaching Director shall be responsible for identifying and recommending all team-coaching positions for the organization. Responsible for making available information and materials to keep coaches up to date regarding coaching techniques and certification programs as may be required by local, state or national affiliations.

Registrar

Serve as the focal point for all player registrations. Assure that all players conform to the eligibility requirements as provided by local, state or national affiliates.

Prepare and file all team rosters and all players and coaches insurance forms as required.

Maintain historical records of player registration by various formats (age/team/year) as may be required.

Tournament Director

Responsible for the planning and organization of all aspects of tournament structure and play for all tournaments hosted by the organization.

Referee-in Chief

The Referee in Chief shall be responsible for identifying and obtaining qualified referees for all home state league games and other referees for home league games as requested.

Other duties include identifying potential referee candidates and assisting those individuals in acquiring AHAU certification as required by state league rules. Interface with NHAHA delegates to obtain and disseminate local and national rule changes.

Concessions

The director of concessions shall be responsible for all aspects of the operation of the concession stand including procurement of capital equipment, state licensing and goods for resale.

Director of Parent Coordinators

Responsible for directing the activities of the parent coordinators chosen to represent each team representing the association. Duties include coordinating snack bar staffing by the teams and acting as the conduit between the parents and the board of directors.

Nominating Committee

Responsible for identifying and recruiting qualified persons, to fill open Board positions due to early termination and term expiration, who are current adult members or eligible as adult members, of the Association. The committee will place a person or persons, in nomination as vacancies on the Board of Directors occur. For Board positions to be nominated, voted and filled at the Annual Meeting, the committee will prepare and distribute at the Annual Meeting, resumes of the persons it will place in nominations to fill all the positions. The committee shall consist of three persons, each serving terms of at least one-year, which commenced at an Annual Meeting, and shall be appointed by the Officers.

The directors may choose to enlist the assistance of as many association members as deemed necessary to effectively carry out these duties.

Directors may, upon mutual agreement, choose to alternate duties, on an annual basis, so as not to be restricted in contribution during any term in office.

Article VI: Parent Handbook

The association shall develop and distribute a parent handbook, which shall reflect the official policies and operating procedures of the association. The handbook may be updated at any time on a simple majority vote of the board and shall be available on an annual basis.

Article VII: Amendments

Amendments must be submitted in writing to the Board of Directors at a regular monthly 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 proposed amendment at least two 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.