

BY-LAWS OF BUTLER VALLEY YOUTH HOCKEY ASSOCIATION

ARTICLE I: NAME: The name of this organization is the “Butler Valley Youth Hockey Association” referred to in these By-laws as “BVYHA” or the “organization”.

ARTICLE II: PURPOSE

The purpose of this organization is to provide an opportunity for children primarily in, but not limited to, the northern Allegheny and Butler counties of Pennsylvania to play competitive ice hockey under the auspices of Pittsburgh Amateur Hockey League (PAHL), to develop ice skating and hockey skills, to promote social relationships among its members, to engender community spirit and interest in ice hockey, to encourage scholastic achievement, and to help fulfill the financial obligations of the players.

ARTICLE III: MEMBERSHIP

SECTION 1: DEFINITION

1. The membership shall consist of the parents and/or guardians of any child who participates on one or more of the BVYHA Teams or Programs. To continue membership standings, the parent or guardian must maintain a status of good standing, defined below, within BVYHA. Coaches, Assistant Coaches and Team Managers are also considered members of BVYHA. The Board of Directors (Board), Coaches, Assistant Coaches and Team Managers shall be of high moral character.

SECTION 2: RIGHTS AND RESPONSIBILITIES

1. Each family as a member in good standing will be entitled to one (1) vote for each participating player on matters related to the election of the Board.
2. To maintain good standing within BVYHA, each member must:
 - a. Be current with all dues and fees required by the registration agreement, By-laws or the administration of the program.
 - b. Be the parent or guardian of any child who participates on at least one of the BVYHA Teams or Programs.
3. All members shall follow the “Code of Conduct”, as defined below, to maintain good standing.

Code of Conduct

- Members are expected to show encouragement and support for their team Coaches.
- Members are expected to know the current BVYHA team rules, support the officials and display good sportsmanship.
- Members will agree not to be critical of the hockey program or other players.
- Members must be role models for sportsmanship, teamwork and self-control.

4. Individuals are not permitted to coach or assist during a game or practice unless:
 - a. The association has been provided proof that they have met the USA Hockey coaching certification requirements.
 - b. The organization (Registrar) has been able to properly register that person on both the USA Hockey and PAHL rosters for that specific team.
5. It is the member's responsibility to provide written or electronic communication for any reported issues. The Board will take action as it deems appropriate.
6. In order to be considered for an open Board position, the member must be in good standing currently and have maintained good standing for a minimum of one year. Nominees who do not meet this requirement will be notified and removed from the voting ballot.

ARTICLE IV: BOARD OF DIRECTORS (BOARD)

SECTION 1: RIGHTS AND RESPONSIBILITIES

1. The Board will consist of members of BVYHA, who are elected by the members as Officers and Directors. There duties of the Board are to manage all BVYHA affairs.
2. The business of BVYHA shall be managed and controlled by a Board of nine (9), consisting of five (5) Officers and four (4) Directors.
3. When deemed necessary, the Board will select Head Coaches based on the recommendation from a Search Committee comprised of interested parties. A percentage, not to exceed one third, of the Search Committee members are not required to be BVYHA members.
4. The Board will designate PAHL Representatives who will represent BVYHA at all league meetings in accordance with PAHL rules.
5. The Board shall hold meetings prior to or immediately following a membership meeting.
6. The Board has the authority to take appropriate action in response to any written or electronic complaints to enforce the BVYHA Code of Conduct.
7. All members of the Board must complete USA Hockey/MIDAM clearances/training and volunteer organization clearances required by the state of Pennsylvania, by the established deadlines.
8. If a Board member no longer meets the requirements of a member in good standing at any point during their elected term, the elected position will be revoked. See Section 6: Vacancies for information on appointment of a replacement.

SECTION 2: POSITIONS AND TERMS

2. The Board shall consist of the following Officers:
 - a. President
 - b. Past President (not elected)
 - c. Vice President
 - d. Secretary
 - e. Treasurer
3. The Board shall also consist of four additional Directors (Coaching, Communication, Registration, and Scheduling) whose responsibilities are further defined in Article V, Section 6.
4. The President shall be the Chairperson of the Board.
5. Each Board position shall be for a two year term with staggered terms as follows:
 - a. President, Treasurer, Director of Communications, Director of Registration (elected in odd numbered years)
 - b. Vice-President, Secretary, Director of Coaching, Director of Scheduling (elected on even numbered years)

SECTION 3: MAJORITY

1. A majority of the Board (five Board members) shall constitute a quorum for the transaction of business.

SECTION 4: COMPENSATION

1. The Board shall not receive any monetary compensation or other benefits for their services as Officers and Directors but may be reimbursed for necessary, approved expenses.

SECTION 5: ELECTION OF THE BOARD

1. The Vice President shall appoint a Nominating Committee when he/she takes office and be responsible for administering the nomination process.
2. The Nominating Committee will solicit nominations for each open Board position from the membership. This slate of nominees will then be presented to the membership.
 - a. A nominee must be a BVYHA member in good standing for a minimum of one year in order to serve on the board.
 - b. It is recommended that the Presidential nominees have previously served a minimum one-year term as a board member with BVHYA in any capacity.
3. A ballot will be prepared from all eligible nominees. The ballot will be presented to the members of the organization via the BVHYA website through an online voting mechanism. Voting will be conducted electronically.
4. A minimum of 15 ballots must be electronically accepted from active members in good standing to constitute a valid election.
5. Ballots will be calculated by the voting mechanism within the website and the final board positions will be announced to the organization.
6. The new Board will assume their duties once the organization has been notified.

SECTION 6: VACANCIES

1. Upon vacancy of any Officer position the Board will request an active member in good standing fulfill the remainder of the term of the vacated Officer position.
2. The Board will appoint an active member in good standing to fulfill any vacated Director position regardless of the time remaining in the term.

SECTION 7: REMOVAL

1. The Board will receive a written report concerning the questionable actions of any Officer or Director.
2. The Board will investigate the reported grievance.
3. The Board will reply, in writing, to the grievant concerning the investigation.
4. The Board may present, to the membership, any recommendation for removal.
5. The Officer or Director will be given the opportunity to resign his/her position or be heard at the next membership meeting.
6. Removal will be per Article XI, Section 2.

ARTICLE V: DUTIES OF THE BOARD

SECTION 1: OFFICERS

1. The duties of the **President** are:
 - a. To set the time and place of all membership meetings.
 - b. To preside over all meetings using “Robert’s Rules of Order, Revised” as a guideline.
 - c. To serve as Chairperson of the Board.
 - d. To see that BVYHA operates within the BYYHA By-laws.
 - e. To authorize payment of bills and other expenditures which necessitate action between Board meetings.
 - f. To present an annual report, showing the condition of the affairs of the BVYHA, and the yearly activities to the membership either in writing or verbally at the March membership meeting.
 - g. To direct communication between the Board and/or the membership.
 - h. Maintain communication and a working relationship between the rink owner and BVYHA.
2. The duties of the **Past President** are as follows:
 - a. Consult and assist the President in his/her duties.
 - b. To perform duties as may be assigned by the President.
3. The duties of the **Vice President** are:
 - a. To assume the duties of the President in his/her absence.
 - b. To automatically become President if for any reason the office of President becomes vacant until that vacancy is filled per Article IV: Section 6 of these By-laws.
 - c. To appoint all committee and fundraising chairpersons upon his/her installation or other chairpersons as needed.
 - d. To periodically meet with chairpersons to ensure chairpersons are keeping detailed records of each committee action or fundraising drive, including individual team member’s participation and transmission of funds to the Treasurer.
 - e. To coordinate reports to the membership, either via the chairperson or on the chairperson’s behalf, regarding the status of each committees’ actions or gross and net profits of each fundraiser.
4. The duties of the **Secretary** are:
 - a. To record minutes of all BVYHA Board meetings, all BVYHA membership meetings, any special meetings and meetings of any other Executive Committee that may be established.
 - b. To notify the membership of all meetings.
 - c. To acquaint prospective and new members with BVYHA policies.
 - d. To become temporary presiding Officer in the absence of the President and Vice President.
 - e. To keep on file a copy of the By-laws and amendments and ensure a copy of same is available on the BVYHA website.
 - f. Maintain the By-laws and lead By-law reviews on an annual basis.
 - g. To make available to the various Board members and/or committees, any BVYHA records or documents necessary for the performance of their duties; and upon request, to make these records or documents available to any active member in good standing.
 - h. To take roll call of the Board and attendance of members at each meeting.

- i. Provide a copy of the duties of the nominated position to share with the membership in nomination communications.
5. The duties of the **Treasurer** are:
- a. To keep current BVYHA financial records and provide a written report of all income and expenses incurred since the last meeting at each Board and membership meeting.
 - b. To maintain records of the BVYHA checking account and any other bank account of BVYHA.
 - c. To enforce established BVYHA payment policies and alert the Board of any delinquent accounts.
 - d. To keep the membership advised of the financial condition of the BVYHA by submitting a bi-monthly, written financial statement.
 - e. To provide the membership with a proposed budget for vote for the upcoming year.
 - f. To provide the membership with a summary report of the income and expenses of BVYHA for the term served.
 - g. To deposit all funds of BVYHA upon receipt.
 - h. To initiate a payment policy, with Board approval, of individual accounts.
 - i. To notify the Team Managers of ineligible players due to delinquent accounts.
 - j. To provide written or electronic notification to members with delinquent accounts.

SECTION 2: DIRECTORS

1. A **Director of Coaching** will be responsible for:
 - a. Manage and hold periodic meetings for coaching staff.
 - b. Coordinate and administer the BVYHA tryout process.
 - c. The inventory of all equipment (i.e.: jerseys, pinnies, pucks, water bottles, etc.) and shall seek the best quality at the best price for all new purchases as directed by the Board and coordinating all equipment procurement requirements and distribution activities with the Team Managers and maintaining regular reports and communication as directed by the Board.
 - d. Enforcement of non-compliance of coaches and team managers related to all required USA Hockey/MIDAM certifications and training.
2. A **Director of Communications** will be responsible for:
 - a. Maintaining BVYHA website, which includes the following tasks:
 - i. Communicate with website management company to ensure proper functionality
 - ii. Update activities and fundraisers/online registrations for BVYHA events.
 - iii. Release/Update with pertinent tryout information before and during tryouts.
 - iv. Training of team managers on individual team modules and mobile application.
 - v. Maintain all documents listed on the BVYHA website (Parent/Player Handbook, By-Laws, etc.).
 - b. Maintain all BVYHA social media pages.
 - c. Providing communication (articles/pictures/game schedules/fundraisers/tryout information, ect.) to local newspapers and promote increased public awareness and participation through various advertising methods.
 - d. Creating and sending organizational communications including events, rink communications, fundraising BV board statements, ect.
 - e. Maintain and protect the use of the Butler Valley logo

3. A **Director of Registration** (Registrar) will be responsible for:
 - a. Rostering all players, coaches and team managers on Butler Valley team via the USA Hockey/MIDAM registry and maintaining those rosters throughout the season.
 - b. Creating tournament-specific team rosters as deemed necessary and approved by the President.
 - c. Submitting and maintaining all player, coach and team manager information with PAHL throughout the season.
 - d. Collecting copies of birth certificates for all players with non-verified birthdates for submission to the MIDAM registrar.
 - e. Obtaining approval from the Director of Coaching prior to rostering any coach (head and assistants).
 - f. Tracking the compliance of coaches and team managers related to all required USA Hockey/MIDAM certifications and training.
 - g. Communicating with the Coaching Director and SafeSport Coordinator regarding non-compliance of coaches and team managers related to all required USA Hockey/MIDAM certifications and training.
4. A **Director of Scheduling** will be responsible for:
 - a. Work with the rink scheduler to verify BVYHA ice slots.
 - b. Relay to the Board members any ice slot issues with the rink owners and notify the President if there is a need to intervene.
 - c. Scheduling of all practices in and out of season for all BVYHA teams.
 - d. Must attend the PAHL meeting to schedule all PAHL placement and regular season games.
 - e. Following the PAHL meeting to schedule placement and regular season games, the scheduler will send the schedule to the President, Coaching Director, Communication and all team managers within 24-48 hours so they can promptly notify their teams.
 - f. Must attend PAHL meeting for all age groups.

ARTICLE VI: CONTRACTS, CHECKS, DEPOSITS AND FUNDS

SECTION 1: CONTRACTS

1. The Board must approve all contracts and contractual obligations on behalf of BVYHA prior to entering into such contracts.

SECTION 2: CHECKS

1. All checks, drafts, or orders for the payment of money, notes or other evidence of indebtedness issued in the name of BVYHA shall be signed by the Treasurer or another board member with board approved bank signing privileges.

SECTION 3: DEPOSITS AND FUNDS

1. All funds of BVYHA shall be deposited upon receipt to the credit of BVYHA in such banks or other depositories as selected by the Board.

ARTICLE VII: COMMITTEES**SECTION 1: APPOINTMENT AND PARTICIPATION**

1. The Vice President will form committees as deemed necessary throughout the year with the support the Board. The Vice President will name a chairperson for each approved committee. This chairperson will report back to the Board any financials or information regarding the committee.

ARTICLE VIII: COACHES AND ASSISTANT COACHES**SECTION 1: COACHES**

1. All decisions regarding on-ice play including, but not limited to, amount of playing time for each player, are entirely in the hands of the coaching staff.
2. The coaching staff is required to assist at tryouts.
3. Additional duties of the Coaches are as follows:
 - a. To provide instruction for all BVYHA players.
 - b. To coordinate and supervise all practices and scrimmages.
 - c. To coach or provide a qualified substitute coach for all regular season games and exhibition games.
 - d. To foster and encourage good sportsmanship among players.
4. Profanity by Coaches will not be tolerated by BVYHA.
5. Physical or verbal abuse will not be tolerated.
6. Coaches will follow USA Hockey, MIDAM, PAHL, BVYHA rules and disciplines to teams and/or individual coaches handed down from these governing bodies.
7. Coaches must complete USA Hockey/MIDAM clearances/training and volunteer organization clearances required by the state of Pennsylvania, by the established deadlines.
8. Coaches will be reimbursed for USA Hockey/MIDAM certifications/training and volunteer organization clearances required by the state of Pennsylvania, with the following stipulations:
 - a. USA Hockey/MIDAM annual registration fees are not reimbursable.
 - b. USA Hockey coaching certifications will be reimbursed to level 4; reimbursement for level 4 will not occur until the end of the season.
 - c. No reimbursement is provided for USA Hockey coaching certification level 5.
 - d. State of Pennsylvania clearances must be applied for under "volunteer" status, not employee status.
9. Coaches cannot be rostered as a coach or assistant coach for another PAHL ice hockey team outside of BVYHA.
10. Coaches are not permitted to take a BV team or players to a non-USA Hockey sanctioned tournament during the PAHL season; violators will be immediately removed from the BV coaching position.

SECTION 2: HEAD COACH

1. The Head Coach shall interview prospective team coaches and if the Head Coach deems that the candidate has sufficient character, skills and temperament, the Head Coach will request the approval of the Board to appoint the individual as an assistant coach.
2. Ensures all necessary equipment is available for every game (pucks, water bottles).
3. The Head Coach will ensure that a minimum of two assistant coaches will be provided for his team immediately upon a vacancy.

4. The Head Coach will be responsible for the actions of all other Coaches. Should a problem arise which cannot be resolved by the Head Coach, said problem will be turned over to the Board.
5. The Head Coach must obtain pre-approval from the Board for all Coaches' clinics.
6. Additional duties as deemed appropriate by the Board.

SECTION 3: ASSISTANT COACHES

1. Assistant Coaches shall support the philosophy of the Head Coach.
2. Assistant Coaches shall perform the duties of their team's Head Coach if he/she is not available.

SECTION 4: REMOVAL OF COACHES

1. The Board will respond to any written report concerning the questionable actions of a Coach.
2. The Board will serve as a fact finding body to investigate the grievance.
3. The Board may present to the membership, at a special meeting, its recommendation for removal.
4. The Coach will be given the opportunity to be heard at the meeting or resign his/her position.
5. Removal will be by a vote per Article XII, Section 2.

ARTICLE IX: TEAM MANAGER

SECTION 1: DEFINITION

1. The Team Manager will be a voluntary position.
2. Each team will have one Team Manager, at the discretion of the Coach.

SECTION 2: DUTIES OF TEAM MANAGER

1. Prepares the score sheet prior to every game.
2. Coordinates volunteers for the score sheet, game clock and penalty box for each game.
3. Submits the scoresheet and game information through the required channels to PAHL within the required timeframe.
4. Coordinates team equipment requirements with the board designated Equipment Manager.
5. Provides accurate information to players and parents on all BVYHA activities in a timely manner.
6. Ensures the BVYHA Team Book is complete and available for review at every game.
7. Works with the Registrar to ensure all volunteers have completed BVYHA/PAHL requirements and that USA Hockey numbers are provided for all players, coaches and team manager.
8. Reports any non-compliance or Code of Conduct issues to the Director of Coaching, SafeSport coordinator, and/or Registrar as necessary.
9. Must complete USA Hockey/MIDAM clearances/training and volunteer organization clearances required by the State of Pennsylvania, by the established deadlines.
10. Support the Board by assisting with communications to the players' families and coaches as requested.

ARTICLE X: PLAYERS

SECTION 1: ACTIVE PLAYER

1. An active player is a student who was selected for a BVYHA team and has met all USA Hockey and PAHL eligibility rules.
2. Each player is encouraged to participate in all appropriate fundraisers.

3. Each player must attend all games and practices, and is responsible for notifying the Coach of their team or the Team Manager (if the Coach cannot be reached) when/if, he or she is unable to attend or participate in games or practices.
4. A new player may be added to the roster after the initial tryouts. The player's fee may be prorated based on their start date and the team with which they will be rostered.
5. BYAHA reserves the right to roster up to 18 skaters and 2 goalies on all teams Squirt and up.
6. Each player must complete all paperwork as requested by BVYHA.
7. Profanity by players will not be tolerated by BVYHA.
8. Players are not permitted participate in non-USA Hockey sanctioned tournaments (such as AAU) during the PAHL season.

ARTICLE XI: PARLIAMENTARY AUTHORITY

SECTION 1: LIMITATION OF DISCUSSION

1. Each person shall be permitted to speak no more than five minutes on each subject. This rule may be waived by the President by motion from any Board member.

SECTION 2: VOTING

1. A quorum shall consist of three (3) Board members and at least four (4) BVYHA active members in good standing. All matters being voted on must pass by a majority vote.

SECTION 3: SPECIAL MEMBERSHIP MEETING

1. A special meeting of members may be called at any time by the President, or upon written request signed by at least three (3) members of the Board, or upon written request signed by at least fifteen (15) members of BVYHA. Due notice of a special meeting, showing the purpose thereof, shall be given to the membership electronically or in writing not less than ten (10) days prior to the meeting.

SECTION 4: ROBERT'S RULES OF ORDER

1. The manual, "Robert's Rules of Order, Revised," will serve as a guideline of this Association not herein provided for.

ARTICLE XII: MISCELLANEOUS

SECTION 1: INDEMNIFICATION

1. The Organization shall reimburse or indemnify each Officer, Director, and employee of the Organization (and any other organization which he served at the request of the Organization) for or against all liabilities and expenses reasonably incurred by or imposed upon him in connection with or resulting from any claim, action, suit or other proceeding (whether such proceeding be civil, criminal, administrative or investigative, hereinafter called "action") in which he may become involved as a party or otherwise by reason of his being or having been such Officer, Director, or employee or by reason of any action taken if such liabilities or expenses are incurred and whether or not such action or omission to act occurred before or after the adoption of this by-law, provided that (1) in respect of any action by or in the right of the Organization or such other organizations, and (2) in respect of all other actions such person acted in good

faith in what he reasonably believed to be in the best interest of this Organization or such other organization, and in addition in any criminal action, had no reasonable cause to believe that his conduct was unlawful.

2. As used in this by-law, the term “liabilities and expenses” shall include but not be limited to counsel fees, expenses, disbursements and amounts of judgments, fines or penalties against and amounts paid in settlement, by an Officer, Director, or employee, but shall not include amounts paid to this Organization itself (or to such other organization) unless approved by a court.
3. Where such person has been wholly successful on the merits in such action, or where indemnification of such person has been awarded by a court, he shall be entitled to indemnification as a right; otherwise, the Organization shall reimburse or indemnify him only if it shall be determined that such person has met the standards set forth in Article IV.
4. Expenses incurred with respect to any action may be advanced by the Organization prior to the final disposition thereof, upon receipt of an undertaking by such person to repay any amounts for which it shall ultimately be determined that he is not entitled to indemnification.
5. The foregoing right of reimbursement or indemnification shall not be exclusive of other rights to which any such person may otherwise be entitled and, in the event of his death, shall extend to his legal representatives.
6. The Organization may maintain insurance to protect any such Officer, Director, or employee against any liabilities and expenses incurred by him in connection with any action.
7. The provisions of this section shall be applicable to actions commencing after the adoption hereof, whether arising from acts or omissions occurring before or after the adoption hereof.

SECTION 2: PERSONAL LIABILITY OF OFFICERS AND DIRECTORS

1. An Officer or Director shall not be personally liable, as such, for monetary damages for any action taken or not taken unless:
 - a. The Director has breached or failed to perform the duties of his/her office under the Subchapter B of Chapter 57 of the Nonprofit Corporation Law of 1988; and
 - b. The breach or failure to perform constitutes self-dealing, willful misconduct or recklessness.

SECTION 3: DISSOLUTION

1. Upon the dissolution of the organization, the Board of Directors or trustees shall, after paying or making provision for the payment of all of the liabilities of the organization, dispose of the assets of the organization in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under the Internal Revenue Code, as the Board of Directors or trustees shall determine.
2. Any such assets not so disposed of shall be disposed of by the Clerk of Courts of Butler County, Pennsylvania, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.