



*Geneva Generals
Hockey Organization, Inc.
By-Laws*



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Geneva Generals Hockey Organization Mission

- To render constructive civic services for the promotion of the social welfare of the community through the formation of an ice hockey association serving the youth of the area.
- To foster, promote and encourage the sport of hockey and sportsmanship in athletic leagues at the youth level.
- To build character, physical health and wellbeing of the players in order to prepare them for their future role in society.
- To promote interest in the sport of ice hockey at the youth level.
- To give the area youth, regardless of ability, an equal opportunity to experience, learn and enjoy organized ice hockey and to promote friendship, social interactions and physical recreation.
- To emphasize good sportsmanship and fair play, whether in winning or losing.

Preeminence of NYS Hockey and USA Hockey

The Association and its component parts and persons shall abide by and act in accord with the Membership Obligations and this Agreement, which shall take precedence over and supersede all other governing documents and/or decisions of the Association. The Association shall assist in the administration and enforcement of the Membership Obligations with respect to its members, teams and other component parts and persons.

Indemnity

The Association shall indemnify and hold harmless NYS Hockey, its Board, committees and each member thereof, and all other elected, appointed, employed or volunteer representatives of NYS Hockey, from and against any and all claims, liability, judgments, costs, attorneys' fees, charges and expenses whatsoever, arising directly or indirectly from or relating to the acts and omissions of the Association, except to the extent that: (i) NYS Hockey or its aforesaid representatives caused such claims, liability, judgments, costs, attorneys' fees, charges or expenses by their own intentional neglect or default, or (ii) such acts or omissions were the direct result of compliance with the Membership Obligations. Further, the Association understands and acknowledges that NYS Hockey and its aforesaid representatives have agreed to perform their duties and services upon the express understanding, agreement and condition that they be so indemnified and held harmless to the extent described in this provision.

NYS Hockey shall reasonably cooperate with the Association in any litigation and provide reasonable support in connection therewith, including but not limited to advice and testimony upon reasonable request; provided, however, that such cooperation shall not require NYS Hockey to incur any out-of-pocket expense not reimbursed by the Association.

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ARTICLE 1: TITLE

This Organization shall be known as the Geneva Generals Hockey Organization, Inc. (Hereinafter "Organization").

ARTICLE 2: AFFILIATIONS

The Organization shall be affiliated with USA Hockey, the New York State Amateur Hockey Association, Inc., (NYSAHA) and the Snowbelt Hockey League, Inc.

ARTICLE 3: FINANCIAL STATUS

The Geneva Generals Hockey Organization, Inc. is a 504 C not for profit corporation.

ARTICLE 4: LEGAL STATUS

The Geneva Generals Hockey Organization, Inc. was incorporated under the laws of the State of New York on October 6, 1986, with a principal place of business in the City of Geneva, NY.

ARTICLE 5: MEMBERSHIP

Membership in the Organization will be provided as follows:

- A. **Youth Membership.** Membership in the Organization shall be open to any player who, in each specified hockey season, is registered without debt to the Organization and has submitted proper forms documenting requirements as to age and residence as required by USA Hockey and the Board of Directors of this Organization.
- B. **Adult Membership.** Membership in the Organization shall be open with no charge to any parent or guardian having a player who is duly registered and participating in that specified hockey season. Adult members are entitled to one vote per person for election of the officers at the Annual Meeting and for any referendum proposed by the Board of Directors.
- C. **Affiliate Membership.** An Affiliate member is any person over the age of 18 who is participating during that specific hockey season and is registered with USA Hockey and the Organization as a coach, assistant coach, trainer, manager or referee. In addition, team sponsors, if there are any, or any person volunteering time on a regular basis and so recognized by the Board of Directors shall be considered an Affiliate Member.

ARTICLE 6: BOARD OF DIRECTORS

The Organization shall be governed by a Board of Directors (hereinafter "Board"). The Board shall consist of eight to twelve (8-12) Directors. The Directors shall be elected by the membership at the annual meeting as set forth in paragraph 7C in next section.

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- A. The Snowbelt Hockey League representatives, if not an elected member of the Board shall be an ex officio non-voting member of the Board.
- B. The Central Section Representative, if not an elected member of the Board shall be an ex officio non-voting member of the Board.
- C. The term of each Director shall be three (3) years. Renewable once. Exceptions made for Treasurer, Registrar and Scheduler.
- D. Vacancies on the Board of Directors shall be filled by appointment by the President of the Board. The term shall be from the time of appointment to the next annual election.
- E. If a Director misses two consecutive meetings, without an acceptable excuse, the Secretary shall notify the Board. That member will be requested to submit a letter to the Board advising if they have the time to commit to the Organization. A vote of the remaining Board members, after discussion, will determine if that Board member will be removed.
- F. Directors do not have to have a child participating in GGHO. However, if a director has a child/ren participating in another hockey association, they must have one playing with GGHO to serve on the Board of Directors.

ARTICLE 7: ELECTIONS TO THE BOARD OF DIRECTORS

- A. In the interest of promoting continuity within the leadership of the Organization, one-third of the Board shall be elected at the Annual Meeting each year. Exceptions to this are made for officer positions.
- B. At least thirty (30) days before the Annual Meeting of the Organization, the President shall cause to be posted, a notice at the Geneva Recreation Complex advising members of the slate of nominees, the date, time and location of the Annual Meeting.
- C. A slate of nominations of directors shall be presented for election by the Nominating Committee chairperson or designate at the Annual Meeting. Alternate nominations may be made from the floor at the Annual Meeting. The nominee must have agreed to serve.
- D. Only Organization members in good standing may vote for the officers proposed by the Nominating Committee or nominated from the floor at the Annual Meeting.

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ARTICLE 8: MEETINGS

- A. The Annual Meeting of the Organization shall be in at the conclusion of the season, the time and place to be designated by the Board of Directors.
- B. An open meeting of the Board of Directors shall be held each month commencing in August of the specified year and ending in April of the following year.
- C. The time and place of each meeting shall be determined by the Board of Directors. If necessary, the President or designee acting at his/her direction may cancel any scheduled meeting. The meetings shall, to the extent possible, be held on the second Wednesday of each month.
- D. Additional or special meetings may, at any time, be called by the President or upon written request of at least three members of the Board.
- E. The monthly meetings of the Board of Directors are open and may be attended any Organization member, excluding youth members. Organization members may submit ideas and proposal to the Board for consideration.
- F. Youth members may attend any meeting of the Board, when approved by the Board, or where necessary to present a proposal to the Board or to provide information which the Board requested or deems necessary.
- G. 2/3 members of the Board present and voting shall constitute a Quorum at the regular monthly meeting and a majority vote of those present shall govern except where otherwise specifically provided.
- H. At the discretion of the President or upon the motion of any Board member, duly seconded and approved by a majority vote, the Board may meet in executive session to discuss any issue and hold any vote it deems appropriate.
- I. Votes will be recorded by a total of "ayes/yes" or "nays/no". Only upon the request of a Director will his/her vote be noted in the minutes. Otherwise, votes will be recorded without specific director names.
- J. Except as otherwise stated in this Constitution, Roberts Rules of Order (current edition) shall be recognized as the governing rule of the Organization's meetings.

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ARTICLE 9: ADMINISTRATION

- A. The Board shall, by majority vote, elect a President, Vice President, Secretary and Treasurer of the Organization. Each shall serve a one term of three years in office, renewable once. An exception is made for the Treasurer, as well as the positions of Registrar and Scheduler all of which can be renewed twice.
- B. The President shall be the Chief Executive Officer of the Organization. The President shall preside at all meetings and shall be Chair of the Board of Directors. The President shall be the Central Section League Representative.
- C. If for any reason the President is unable to perform their duties, the Vice-President shall assume the duties of the President and shall have the same authority as the President. The Vice-President shall carry out any other duties or assignments delegated by the President.
- D. The Vice-President shall be the Board's liaison to and the Chair of the Discipline Committee. The Vice-President will conduct all meetings of the Discipline committee, prepare any necessary reports in connection therewith, and report the same to the Board.
- E. The Treasurer shall keep accurate financial statements and shall be responsible for receiving and expending all funds. The Board of Directors shall determine all matters pertaining to the finances of the Organization. All income shall be placed in a common Organization account and the Board of Directors shall approve the expenditure of such funds. The Treasurer shall also oversee the preparation and filing of all necessary Internal Revenue forms and documents. He or she also prepares a fiscally responsible budget to submit to the Board of Directors annually for review and approval.
- F. The Secretary shall keep an accurate and up-to-date record of the proceedings of the Organization. The Secretary shall carry out all correspondence requested by the officers of the Board. The Secretary shall put notices of meetings and notify members of the Board of Directors of meetings.

ARTICLE 10: FINANCES

- A. The Board is authorized to maintain a checking account for Organization business.

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- B. The Treasurer shall provide a reconciled balance and list of expenses to the Board on a monthly basis. Included in the monthly report shall be a list of expenditures since the pervious Board meeting.
- C. The Treasurer is authorized to make any deposit necessary to either the checking or savings account of the Organization.
- D. The Organization may, in its discretion, and upon a majority vote of the Board of Directors, deposit funds into a Certificate of Deposit for a period of time to be determined by the Board.

ARTICLE 11: COMMITTEES

- A. There are hereby established standing committees as follows:
 - 1. Discipline Committee
 - 2. Fundraising Committee
 - 3. Equipment Committee
 - 4. Banquet Committee
 - 5. Fees and Scholarship Committee
- B. Committee Chairperson and Committee Members shall be appointed annually by the Board of Directors.

ARTICLE 12: APPOINTED POSITIONS

The appointed positions shall be filled annually by the Board of Directors. Appointed positions are as follows:

- 1. Coaches
- 2. Equipment Manager
- 3. Snowbelt League Representative
- 4. ACE, ADM, & Safe Sport Coordinators
- 5. Adult Education
- 6. Locker Room Monitors
- 7. Team Managers
- 8. Marketing and fundraising
- 9. Banquet Chairperson
- 10. Newsletter Editor/Bulletin Board Coordinator/Social Media
- 11. USA Initiation Administrator
- 12. USA Initiation Head Instructor

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ARTICLE 13: FORMATION OF TEAMS

- A. All teams shall be properly registered with USA Hockey and be comprised of a maximum of 20 players. The Organization may, at its discretion, determine a minimum or maximum number of players for each team in the interest of the Organization.
- B. Participants shall be divided and teams formed by USA Hockey age groups. Teams will consist of 8U, 10U, 12U, 14U, 16U, 18U. Travel Teams and "B" level teams will be authorized when approved by the Board.
- C. Girls teams will be provided whenever possible. Girls who wish to play on a combined team will be encouraged to do so.

ARTICLE 14: PLAYER MOVEMENT POLICY

- A. A request for a player to move up into the next age group above where he/she would ordinarily play shall be subject to the approval of the Board of Directors and shall be pursuant to the following procedure:
 - 1. The request shall be in writing, signed by a parent or legal guardian and must be **received by the Registrar no later than September 15th or the time of registration day.**
 - 2. The request must be accompanied by a statement in writing from the player's last coach, which shall address the following in connection with the player requested to move up:
 - a. Size and strength
 - b. Skating ability
 - c. Stick handling, shooting and passing
 - d. Emotional maturity, discipline and attitude
 - e. Effect on the team at the lower level, on which player would ordinarily be a member, of the player moving up.
 - 3. Upon timely receipt of the parent/guardian request and coach's assessment, the Board will determine whether the player should be permitted to try out for the next level, after considering the following:
 - a. The coach's assessment and any Board member's personal knowledge of the factors in the coach's assessment
 - b. The number of players on the team to which the player would go at the higher level and on the team at the lower level which the player would otherwise play on, and the possibility of bumping or reducing playing time for another player on the higher level team

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- c. Any other factor relevant to the overall good of the Organization and of the player involved
 4. If after considering the factors set forth in paragraph 3, the Board is satisfied, it shall grant permission for the player to try out for the next level. If there is a travel team at the next higher level must agree to the move up, after a tryout.
 5. In extenuating circumstances, the Board may grant permission for a player to move up to a house team. Extenuating circumstances include situations where parents with three or more players in the program have a need to have two children on the same team for travel purposes. The Board may consider any other extenuating circumstances.
- B. In the event a void exists in the age distribution of available players, which jeopardizes the existence of at least one team in the 12U, 14U or 16U/18U levels, the Board may request the movement of players upward to fill the void and provide a team of reasonable roster size. The conditions set forth in Section 14C apply.
- C. If an age group has more than twenty (20) players but less than twenty-four (24), the Board may request player movement upward in order to provide all players an opportunity to play without having to split in two teams of inadequate roster size.
- D. No player will be moved to the next higher team without his/her consent in addition to parental permission.
- E. All player movement will be with the concurrence of all coaches involved and with approval of the Board.

ARTICLE 15: CODE OF CONDUCT

- A. The Organization believes that it is imperative that a code of ethics and conduct be established and set forth herein to regulate the conduct of parents, coaches and players. The Code of Conduct is available on our website and is reviewed and signed by all members during registration.

ARTICLE 16: ABUSE

- A. Geneva Generals Hockey Organization, Inc. prohibits any form of abuse.
- B. All adult members including officials, coaches, team managers, locker room attendants, penalty box attendants or any member having sustained and regular contact with youth participants are screened through USA Hockey. Any member having a negative

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screening report will not be allowed to participate in the position for which they have applied.

- C. Reporting abuse and misconduct is taken seriously and will be promptly handled. Including but not limited to reporting to local authorities.
- D. USA Hockey has systems in place to protect participants from physical abuse, sexual abuse and other types of abuse and misconduct such as emotional abuse, bullying, threats, harassing and hazing that can be harmful to youth hockey players and other participants.
- E. Policies such as Codes of Conduct applicable to administrators, coaches, officials, parents, players and spectators; locker room policies, travel and billeting policies aid in education to prevent such abuse. The Safe Sport Handbook from USA Hockey is an up to date resource and education tool for all members of the Organization. All policies regarding abuse and misconduct will be adopted by Geneva Generals Hockey Organization, Inc.

ARTICLE 17: DISCIPLINE COMMITTEE

- A. Purpose: The purpose of the Discipline Committee is to investigate and review instances of serious misconduct and/or instances of any misconduct which are a repetitive nature and involve either misconduct and/or unsportsmanlike behavior on the part of any player, coach or parent/guardian.

The Discipline Committee will use as a guideline, NYS Hockey Bylaw VIII and USA Hockey Bylaw 10, "The Parents' and Coaches' Code of Ethics" and the "Code of Conduct for Athletes" when determining whether or not a particular incident, complaint or allegation is founded.

- B. Membership: The Discipline committee shall be comprised of five members. A minimum of two committee members shall be regular members of the Organization Board of Directors. The Chair of the Committee shall be the Vice President of the Organization who will have been duly elected by the Board in accordance with the By-Laws. If any member of the Discipline committee is directly involved in an allegation, a replacement shall be appointed by the Vice President.
- C. Investigation: The committee Chair shall appoint one of the members of the Discipline Committee to investigate any allegation or incident which is brought to the Board's

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attention. Any incident other than a minor incident as defined herein shall be reported to the committee Chair by any coach, member of the organization, officer, or member of the Board aware of such incident.

- D. The committee member assigned to investigate said incident shall endeavor to contact those persons believed to have knowledge of the incident including, but not limited to, any referees and coaches present when the alleged incident occurred. The investigating members shall attempt to contact the player, parent/guardian or coach involved in any infraction. That individual may give a statement if they choose; although would not be required to do so. Investigation shall be completed within fourteen days of the incident. If the investigation cannot be completed within that time frame then the investigating committee member shall notify the committee Chair.

As soon as the investigation is completed, a report will be made to the committee Chair. The committee Chair shall contact all members of the committee and disseminate the investigating member's report either verbally or in writing. The committee Chair shall make a determination as to whether or not it is necessary to convene the committee to determine a course of action. The discretion of the committee Chair in this matter is absolute. If the committee Chair feels that the committee needs to convene, the Chair shall so order. If the committee Chair decides that the matter can be discussed via e-mail or telephone, the discretion to make that decision is absolute.

On presentation to the committee, a vote shall be taken with regard to the recommendation and a report to be made to the President of the Organization. A majority vote will control. In the event of a tie, the Chair shall cast the deciding vote.

The involved individual(s) may, at the discretion of the committee Chair, be invited to attend the meeting of the committee if said meeting is called.

- E. Minor Incident: Any incident which is defined as one that occurs on the ice and involving only a penalty of a minor, double minor or game misconduct for minor fighting. This can be handled by the coach of that team at that coach's discretion. The coach may, however not required to, refer the incident to the Discipline Committee providing that no other provision herein is violated.
- F. Mandatory Referral: the following incidents must be automatically referred to the Discipline Committee for investigation:
1. Any penalty assessed for involvement in the striking of any referee or coach, whether it occur on the ice or not;

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2. Any incident which occurs off the ice, whether in the locker room, general facility or any facility outside the Organization which brings discredit on the Organization.
- G. Disciplinary Action: If, after review by the Discipline Committee, a particular complaint, incident or allegation involving a player, coach, or parent/guardian is determined to be founded, the Discipline Committee may take any action and impose any or all of the following sanctions or penalties that it deems appropriate:
1. A determination that no action is warranted and the matter is closed
 2. Refer the matter back to the coach of the team with or without a specific disciplinary action to be taken
 3. A written censure issued by the Discipline Committee and Board President
 4. Probation for a specific period not to exceed 90 days
 5. Partial or full game suspension
 6. Expulsion

If after review of an incident, complaint or allegation, the Discipline Committee determines that the incident is founded and is determined to be of a serious nature and their recommendation of the game suspension of two games or more or program expulsion is deemed appropriate, the Discipline Committee's findings, along with its recommendations, will be forwarded to the Board President for a final determination and adjudication.

- H. Appeal: If a determination and adjudication have been issued to a player, coach or parent/guardian by the Discipline Committee, said player, coach or parent/guardian may within three days from the date of receipt of the Discipline Committee's decision, file an appeal to the Board President. Said appeal shall be in writing and shall be directed to and certified mail, return receipt requested or e-mailed to the Board's Secretary. Upon notification by the Board's Secretary of said appeal, the Board President shall, within ten days from the date of the receipt of the appeal, issue a written response granting or denying said appeal. The granting or denying of said appeal is completely within the discretionary authority of the Board President. A failure to respond to a request for an appeal within said ten days shall be construed as the denial of the appeal by the Board President.
- I. No Review by Discipline Committee: The Discipline committee will not review the following:
1. Complaints involving players and the amount of ice time or game time they are receiving
 2. Complaints relating to the player's or parent/guardian's displeasure with a coaching philosophy provided that said complaint does no deal with issues of morality or moral conduct.

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3. Any incident which involves review by NYSAHA.

ARTICLE 18: EQUIPMENT

- A. Safety equipment is encouraged but shall be no less than that presented by USA Hockey Rules.

ARTICLE 19: COACHES

- A. Coaches' Role: the coaches' role upon the young players is profound. How players relate to the game of hockey depends in large measure upon the coach. His/her role is vital and heavy with responsibility.
- B. The coach plays a prominent role in the lives of these youngsters. His/her actions and attitudes help to shape the views of the players. The coach is a teacher and a leader.
- C. Coach's code of Conduct:
 1. Honest representation and skills should decide final outcome of games
 2. Both players and opponents are to be respected and complimented
 3. Rules and regulations are to be viewed as mutual agreements in spirit and trust
 4. Officials are to be viewed as honest arbitrators
 5. Winning is a consideration, but not the only one, nor the most important one
 6. Hockey is fun for all to enjoy
 7. Set a good example of behavior
 8. To assure the Organization players their Bill of Rights:
 - a. Right to participate in sports
 - b. Right to participate at a level commensurate with each child's maturity and ability
 - c. Right to have qualified adult leadership
 - d. Right to play as a child and not as an adult
 - e. Right of children to share in the leadership and decision making of their sport participation
 - f. Right to participate in safe and healthy environments
 - g. Right to proper preparation of participation in sports
 - h. Right to an equal opportunity to strive for success
 - i. Right to be treated with dignity
 - j. Right to have fun in sports

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ARTICLE 20: FEES

- A. The Board shall set the fees for each age classification and team before the beginning of the specified season.
- B. Any parent/guardian who has a player who is a member of the general Organization agrees to pay:
 - 1. Registration fee at the time of registration
 - 2. Player fees in one payment or via payment plan, paid in full no later than January 31
- C. The Treasurer will send out itemized bills or invoices. It is the duty of the parent/guardian to pay the fees when due.
- D. If a member falls behind the payment schedule, the Treasurer shall notify the member and the player's coach. If any balance remains on February 1, the player will not be able to participate in practices or games.
- E. Any families with outstanding fees will not be able to register for the upcoming season until past due fees are paid.
- F. Any parent/guardian or player who cannot comply with the above must petition the Board in writing and explain why. The Board may make any exception to any rule above as it sees fit by majority vote.

ARTICLE 21: FEES AND EQUIPMENT SCHOLARSHIP COMMITTEE

- A. Membership: The committee shall be comprised of not more than five or fewer than three members. A minimum of two members shall be regular members of the Organization Board of Directors. The Chair of the committee shall be the Treasurer of the Organization who will have been duly elected by the Board in accordance with the By-Laws. A permanent member of the committee shall be the chair of the coaches Committee. In the event that any scholarship request involves a Board member's or committee chair's child, the President will designate a replacement.
- B. Scholarship Availability: The Board will determine whether or not there are sufficient funds in the Organization fund balance to offer either full or partial scholarships. The decision to offer scholarships for a given season shall be made no later than the Board

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meeting prior to the month in which Organization registration is to be held. At the same time, the amount of money to be allocated for scholarships shall be made by the Board.

- C. Committee Procedures: The Chair will appoint one of the members of the committee to ensure the completeness of each application before the committee's formal review of all of the scholarship applications received. The Chair will then determine, if and when the committee will convene to consider factors such as the availability of funds, applications received and any other circumstances applicable.
- D. Scholarship Criteria: The criteria set forth for determining a player's eligibility is to be used as guidelines rather than a definitive rule governing the appropriation of scholarships.

Scholarships are to be used to cover the cost of fees to a player or players who have expressed economic hardship due to loss or reduction of parent/guardian income, having three or more players in one family, a combination of these factors, or other circumstances affecting a player's ability to cover the full cost of fees or equipment.

Preference will be given to players who are not able to play the sport or return to playing with the Organization as a result of economic hardship.

- E. Review Process: Economic hardship must be attested to in writing by the player or his/her parent/guardian in the application document. Similar information is required from at least one other reference that can attest to the player's economic limitations. This additional reference shall not be an Organization Board member or cannot be related by blood or marriage to the player(s) who seeks financial assistance. All documents are to be provided to the committee Chair based on a deadline set by the Chair. These letters must be presented to the committee Chair prior to the committee meeting that is scheduled to review said applications.

The Chair has the option to ask the player and/or his/her parent/guardian to meet with the committee, although not required as part of the scholarship application review. The committee chair shall call a meeting of the committee to review applications.

The Chair shall notify players and their parent/guardian who are awarded any level of scholarship in writing before registration for the season. The player receiving the scholarship will be required to write a letter to the Chair indicating whether or not they accept the scholarship. This letter must be received by the Chair no later than one month following the scholarship award letter if the scholarship is to remain in effect.

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ARTICLE 22: EQUAL OPPORTUNITY

The Association must provide an equal competitive opportunity, taking into account ability, physical size and other athletic criteria, to Participants, to participate consistent with the requirements of the Amateur Sports Act of 1978, as amended, in amateur athletic competition without discrimination on the basis of race, color, religion, age, sex, or national origin.

ARTICLE 23: AMENDMENTS, DELETIONS, and ADDITIONS

- A. Any member of the Board may propose amendments, deletions, or additions to the Constitution.

- B. The Board members proposing such change must:
 - 1. Provide each Board member written copies of the proposed change at least thirty (30) days before the proposed change is to become effective.
 - 2. Request the Chairperson to place the proposed change on the Agenda of a meeting to be scheduled not earlier than thirty (30) days of the proposed change is sent to each Board member.

- C. Two-thirds (2/3) of the Board must vote to adopt any change.