



# **Skaneateles Youth Hockey Association (SYHA)**

## **CONSTITUTION**

### **ARTICLE I: NAME**

1.0. The name of this organization shall be the Skaneateles Youth Hockey Association (hereafter known as SYHA). It shall be affiliated with the New York State Amateur Hockey Association and USA Hockey.

### **ARTICLE II: GOALS AND OBJECTIVES**

2.0. The goals of SYHA shall be:

- a. to provide an opportunity for each child in the town of Skaneateles and its surrounding areas to play organized hockey according to the established rules and regulations,
- b. to impress upon the youth of SYHA the high ideals of sportsmanship and fair play under all circumstances and conditions,
- c. and, to instill a sense of honesty, loyalty, courage and respect, so that they will be finer, stronger and happier youths who will grow up to be good, clean, and healthy adults.

2.1. The objectives of SYHA shall be:

- a. at all times SYHA will promote, encourage, and govern safe, supervised youth hockey in the town of Skaneateles and its surrounding areas,
- b. at all times SYHA will maintain capable, honest, fair coaches and Board members who shall always bear in mind that the attainment of exceptional athletic skill and the winning of any game is secondary. The molding of the youths is the prime and sole top priority,
- c. SYHA will protect the mutual interests of its members (see below for definitions),
- d. SYHA will select and govern teams fairly and ensure good representation of the SYHA in competition with other teams/associations,
- e. and, SYHA will regularly facilitate open communication throughout the organization and its members.

## ARTICLE III: MEMBERSHIP

- 3.0. There shall be three (3) types of memberships in the SYHA: youth, adult, and affiliate.
- a. Youth Membership: SYHA youth membership shall be open to any youth who in that specified annual hockey season (September through April) is registered without debt to SYHA, has submitted all requirements as to age (as determined by USA Hockey), residence (as determined by the SYHA Board of Directors), and is in good standing. Youth members shall have no voting privileges in SYHA.
  - b. Adult Membership: SYHA adult membership shall be open and provided at no charge to any parent/guardian having a youth member who is duly registered and participating in that specified annual hockey season (September through April) and is in good standing. Adult members shall be entitled to one vote per person for the election of SYHA Board Directors, and at any referendum as proposed and determined by the SYHA Board of Directors.
  - c. Affiliate Membership: SYHA affiliate membership shall be open to any person over the age of 18 who actively participates during that specified annual hockey season (September through April), is registered with SYHA as a coach, assistant coach, trainer, manager, referee, sponsor or regular volunteer, and is in good standing. Affiliate members shall be entitled to one vote per person for the election of SYHA Board Directors, and at any referendum as proposed and determined by the SYHA Board of Directors.

## ARTICLE IV: BOARD OF DIRECTORS

### Section 1: Composition

- 4.1.0. The administration of affairs of the SYHA shall be vested in a Board of Directors composed of eleven (11) Directors serving staggered two year terms who are elected by adult and affiliate members at the annual meeting. If the election should result in a tie for the last vacancy, there shall be a revote until there is one elected Board member. Board members cannot appoint members to fill vacancies on the Board.
- 4.1.1. Only the immediate past President is an Ex-Official, if not reelected, provided s/he is in good standing with SYHA.
- 4.1.2. Seven Directors (7) of the Board will constitute a quorum. A majority vote of those present shall govern.
- 4.1.3. Roberts Rules of Order, latest edition, shall be recognized as authority, governing all meetings so long as there is no conflict with the SYHA Constitution or current SYHA By-Laws.
- 4.1.4. The Board of Directors, at its option and discretion, may ask any member of the SYHA to consult, assist and/or participate at any specific or all SYHA meetings. However, only duly elected Board Directors are entitled to vote on SYHA matters.

## Section 2: Officers

4.2.0. The Officers of the SYHA shall be the President, Executive Vice President, Vice President(s), Secretary, Treasurer and Registrar.

4.2.1. The Officers shall be nominated and elected by the Board of Directors within thirty (30) days of the annual meeting. Officers will assume their duties immediately.

4.2.2. The duties of the Officers shall include the following:

- a. The President shall be the Chief Executive Officer of the SYHA. S/he shall preside at all meetings and shall be Chairman of the Board of Directors. S/he shall issue the call for regular and special Board meetings. S/he shall appoint and supervise all non-Officer positions and committees. S/he shall see that regular elections are held in accordance with the **SYHA Constitution**.
- b. The Executive Vice President shall occupy the office of the President, perform her or his duties with the same authority if for any reason the President is unable to perform her/his duties. S/he shall act as the Ex-Officio member of all committees. S/he shall carry out all other duties or assignments as delegated by the President. S/he will develop and oversee programs that will improve the quality of instruction and provide opportunities for members to reach their potential. Specifically, the Ex. Vice President shall ensure Association and player growth by helping set the overall current and future vision of SYHA and defining the criteria by level for basic hockey skills of players.
- c. The Vice President(s) shall have the same duties as the Executive Vice President if s/he is unable to perform her/his duties and shall assist and support the President and Ex. Vice President in all responsibilities. The Vice President shall serve as the third member of the Finance Committee.
- d. The Secretary shall keep accurate and up to date records of all proceedings of the SYHA and shall carry out all correspondence requested by the Officers of the Board of Directors. All minutes shall be maintained current in a book kept for this purpose, and a copy of the last Board minutes shall be emailed to each Board member prior to the next meeting. The minutes shall record all financial transactions approved by the Board of Directors. S/he shall carry on all correspondence requested by the officers of the Board, and keep on file copies of all outgoing and incoming correspondence. S/he shall send the President a copy of all correspondence.
- e. The Treasurer shall pay all accounts by check, signed by s/he and the President (or one other Officer so delegated). S/he shall keep an accurate and up to date record of all funds received and disbursed, and report the same at each regular meeting. S/he shall present an organized financial statement at the annual meeting with copies available for all members of the SYHA. At such times as the Board of Directors may require or direct, the Treasurer shall present for examination all books, papers, vouchers, or other data that may be necessary for the proper auditing of the accounts and shall submit financial statements upon request of the Board.

Budgeting: The Finance Committee (President, Treasurer and Vice President) shall recommend prepared budgets for the one year operation of the programs of the Association no later than the regularly scheduled July Board of Directors' meeting. The final budget must be adopted by the Board of Directors at that or the next regular Board meeting. After the final budget has been adopted, all expenditures by the SYHA during the following fiscal year must be within the limits of appropriations therein made. When a proposal is made for any

expenditure in excess of the final budget, it shall be submitted to the Financial Committee for consideration.

Recommendations of the Finance Committee shall be presented at the next regular Board meeting. Such proposals may then only be adopted by a majority vote of the Directors present at that meeting.

Bonding: The Finance Committee is responsible for determining which officers, directors, employees and members hold positions that require bonding. The Committee, with Board approval, shall instruct the Secretary to secure performance bonds covering the President, Treasurer, Registrar, Tournament Director and any other individuals holding positions of trust.

- f. The Registrar shall be responsible for the annual registration of all SYHA Members as determined by the Board of Directors. S/he shall obtain satisfactory proof of age for all players and coaches, and register all players and coaches with USA Hockey, Inc. S/he shall obtain from each Head Coach a team roster by the third week of the regular season and keep those rosters up to date. S/he shall register each team with USA Hockey, Inc. by the last week of November. S/he shall be responsible for the provision and distribution of all printed material required at the annual registration, collection of all registration and insurance fees and other financial commitments. S/he shall make a financial report on the registration to the treasurer. All registration money collected will be turned over to the Treasurer no later than one (1) week after received. S/he shall be responsible for submitting insurance forms for all players, coaches, Team Coordinators, and referees with the proper insurance agency on time as required by the insurance company and USA Hockey.

## ARTICLE V: ELECTIONS

### Section 1: Board of Directors

5.1.0. The election for vacancies on the Board of Directors shall be held at each annual meeting of the SYHA. The elected Directors shall resume their duties immediately.

5.1.1. At least forty-five (45) days prior to the annual meeting of the SYHA, the Board of Directors shall send an email and post a conspicuous notice at the rink(s) informing the SYHA members of the annual election and the registration procedure. Any SYHA adult or affiliate member can register to seek election.

5.1.2. At least thirty (30) days prior to the annual meeting of the SYHA, the Board of Directors shall advise its members of the date, time and location of such meeting.

### Section 2: Board Vacancies

5.2.0. A vacancy shall be defined as one of the eleven Director positions not currently being held for any of the following reasons; a Board member stepping down, a Board member's two year term being completed, or a position never being filled.

5.2.1. The Board of Directors cannot appoint members to fill vacancies on the Board – all Directors are voted in by the membership. If there are not enough Board members to fill the quorum, the immediate past President can sit as a voting member until a quorum is filled by special election.

5.2.2. If there are one, two, three or four Board vacancies after the election, the position(s) shall remain vacant unless the Board of Directors vote to hold a special meeting for elections. If a meeting is called, the Board of Directors shall use the same procedure as required at the annual meeting.

5.2.3. If there are more than four vacancies (fewer than the quorum of seven (7) exists) then a special meeting shall be called to elect member(s) to fill the vacancies. The Board of Directors shall use the same procedure as required at the annual meeting.

### Section 3: Voting

5.3.0. Only SYHA adult and affiliate members in good standing are eligible to vote for Board of Directors at the annual meeting.

5.3.1. The Board of Directors shall register each voter prior to issuance of a ballot. Ballots must be cast during the annual meeting.

5.3.2. Absentee ballots shall be available to SYHA adults in good standing by mid-to-late February. Absentee ballots shall be requested from the Registrar or President and shall be sent by first class mail to SYHA's address, postmarked no later than seven (7) days prior to the annual meeting.

5.3.3. All absentee ballots shall remain sealed until the tallying of the electoral votes at the annual meeting.

5.3.4. Tallying of the electoral votes and announcement of the newly elected Directors shall take place at the end of the annual meeting.

## ARTICLE VI: MEETINGS

### Section 1: Annual Meeting

6.1.0. The annual meeting shall be held each year in March or April. The Board of Directors shall determine the time, date and location.

### Section 2: Closed Board Meetings

6.2.0 The Board of Directors shall meet no less than six (6) times during the annual hockey season (September through April). The Board of Directors shall determine the time, date and location of each meeting.

### Section 3: Open Board Meetings

6.3.0. An open meeting of the Board of Directors shall be held no less than once a month commencing in October and ending in March of the following year. The Board of Directors shall determine the time, date and location of each meeting.

6.3.1. Additional open meetings of the Board may be called by the President, upon the written request of at least three (3) SYHA Directors or by a petition of at least twenty-five (25) SYHA adult and/or affiliate members.

6.3.2. Open Board meetings may be attended by any adult or affiliate member of SYHA. Youth members may attend if there is written permission from the Board of Directors.

6.3.3. SYHA adult and affiliate members may submit ideas and proposals to the Board of Directors or any one member of the Board of Directors for consideration.

6.3.4. Only current Board Directors shall retain the right to vote at any open meeting.

## ARTICLE VII: FINANCE

7.0. The Board of Directors shall determine all matters pertaining to the finances of the SYHA. It shall be a general policy to place all income in a common SYHA treasury. The Board of Directors shall direct expenditure of such funds fairly so that there is no preferential treatment over any individual or team.

7.1. No assets shall inure to the benefit of any member.

7.2. The Board of Directors shall retain the right to provide scholarships to SYHA youth.

## ARTICLE VIII: AMENDMENTS

8.0. The SYHA Constitution may be amended if the following occurs:

- a. an affirmative vote of two thirds (2/3) of the members present at any regular, annual or special meeting of the SYHA,
- b. the amended SYHA Constitution shall have been on the agenda for such a meeting,
- c. and, the amended SYHA Constitution be published in writing and received by SYHA members at least ten (10) but not more than fifty (50) days prior to the meeting.

## ARTICLE IX: LIQUIDATION OF SYHA ASSETS

9.0. In the event that SYHA should cease to function, any and all assets remaining after all creditors are paid shall be donated to any charitable hockey association(s) within the greater Skaneateles area pending Board of Directors approval. If no such association(s) exists in the greater Skaneateles area, the Board of Directors may donate the assets to any charitable association(s) in the area, to be determined at such a time.

## ARTICLE X: AVAILABILITY OF SYHA DOCUMENTS

10.0. The current SYHA Constitution shall be in the possession of all Board of Directors and available to SYHA members upon request.

10.1. The current SYHA By-Laws document shall be updated regularly, supported by minutes of closed and open Board of Directors meetings, and available at all times to any SYHA member upon request.

Amended December 13, 2007

Amended April 9, 2002

Amended March 20, 2000

Amended February 4, 1992

First drafted January 30, 1992

Board of Directors for amendment:

Lynne Jones, President

Walter Benson, Ex. Vice President

Jim Mills, Vice President

Keith Krieger, Treasurer

Ed Kupp, Secretary

Jim DeWitt, Registrar

Peter Adams

Dan Babbage

Kevin Gretskey

Claudine Labeille

Karen Lilly