

**AMENDED AND RESTATED**  
**BY-LAWS OF THE**  
**ACTON-BOXBOROUGH YOUTH HOCKEY ASSOCIATION, INC.**  
**PO Box 629, Acton, MA 01720**

**ARTICLE I. GENERAL**

**1.1. Purpose:** These bylaws supplement and replace certain provisions of the articles of organization of Acton Boxborough Youth Hockey Association, Inc. (the “Association”) and chapter 180 of the Massachusetts General Laws, as amended (the “General Laws of Massachusetts”). The program shall be known as Acton-Boxborough Youth Hockey Association and is a non-profit charitable organization consistent with the provisions of Section 501 (c) (3) of the Internal Revenue Service Code. The "Acton Boxborough Youth Hockey Association" does not unlawfully discriminate against any person and participation in the Association is not based upon sex, race, creed,color, age, ethnicity, national origin, disability, sexual orientation, socio-economic background, or any other status prohibited by applicable law.

**1.2. Mission:** The mission of the Association shall be to serve the Acton-Boxborough area as an affiliate of Massachusetts Hockey and USA Hockey consistent with the by-laws, rules and regulations of Massachusetts Hockey and USA Hockey The Association strives to instill these core values with its program:

- (1) Foremost of all values is to learn a sense of fair play, become humble in victory, gracious in defeat. We will foster friendship with teammates and opponents alike.
- (2) Treat all others as you expect to be treated.
- (3) We seek to foster honesty and fair play beyond mere strict interpretation of the rules and regulations of the game
- (4) Each member of the organization, whether player, volunteer or staff, should seek to perform each aspect of the game to the highest level of his or her ability.

- (5) It is important for the hockey experience to be fun, satisfying and rewarding for the participant.
- (6) We aspire to teach loyalty to the ideals and fellow members of the sport of hockey.
- (7) We value the strength of teamwork.

## **ARTICLE II. MEMBERS AND MEETINGS**

**2.1     Members:** Any person serving as an appointed or rostered coach or team manager, or parent/guardian of any child or children participating in the Acton Boxborough Youth Hockey Association, and is in good standing with the Association and USA Hockey, shall be considered a Member of the Association.

**2.2     Annual Meeting:** The Annual Meeting, ( “Coaches Meeting”), shall occur annually in August. This meeting shall provide an opportunity for active coaches to volunteer or be nominated for positions on the Board of Directors of the Association (the “Board”).

**2.3     Special Meetings:** At least once per year, the Association will hold an open board meeting. Any member of the Association shall have the right to attend an open meeting of the Board of Directors. Notice of said meeting shall be posted at the Nashoba Valley Olympic Arena no later than five days prior to meeting.

## **ARTICLE III. BOARD OF DIRECTORS**

**3.1     Board of Directors:** No fewer than ten (10) Directors shall serve on the Board of Directors at any time. Directors shall be nominated and elected by the present members of the Board and shall serve for a term of one (1) year with no term limit. No less than 80% of the voting members of the Board of Directors will have children actively participating in the program.

**3.2     Quorum:** A simple majority of the number of directors in office shall constitute a quorum for the transaction of business at any meeting of the Board of Directors.

**3.3     Board Meetings:** Meetings of the Board of Directors may be called by any one member of the Board with the consenting votes of three or more board members. Notice of the date, place and time of such meetings shall be given, or cause to be given, to each Director, by the Secretary or President. Such notice need not be in writing. The Board shall meet at a minimum of once a month during the hockey season and as necessary during the off-season. The President, if present, shall preside.

**3.4     Elections:**     New Board Members shall be selected on a basis of need by the current Board of Directors. Any member of the association may put their name into consideration for an open board position.

**3.5     Powers of the Board of Directors:** The Board shall have, and may exercise, all of the powers of the Association in the management of the business and affairs of the Association in such a manner as the Board deem as being in the best interests of the Association and youth hockey community, provided however, that the authority to bind the Association to legally enforceable contracts shall be limited to the President and Treasurer, or such other Board Member designated by the President with the consent of the majority of the Board. Without limiting the generality of the foregoing, the Board shall have the power to fulfill any vacancies in any office of the Association with a consent of the majority of the Board.

**3.6     Responsibilities of the Board:** The Board of Directors shall, among other things, be responsible for the overall program and the policies and procedures of the Acton Boxborough Youth Hockey Association, Inc. The Board will set fees, and establish billing and refund policies.

#### **ARTICLE FOUR. BOARD OFFICERS**

**4.1     Officers:** The Officers of the Board of Directors shall consist of a President, Vice-President, Treasurer, Secretary, Registrar, Webmaster, League Manager, Equipment Manager, Girls Hockey Coordinator and Ice Manager. Each of such officers shall be elected by a vote of the Board of Directors. Vacancies in any of these offices shall be remedied by a vote of the Board of Directors within a reasonable time of the vacancy.

**4.2 Duties of the President:** The President shall be the chief executive officer of the Association. When present, he or she shall preside at all meetings of the membership and Board of Directors and shall be ex-officio a member of all standing committees and special committees of the Board. Subject to the Board of Directors, he or she shall have general charge and supervision over the business affairs and hockey operations of the Acton Boxborough Youth Hockey Association. He or she shall have other duties as may from time to time be assigned to him or her by the Board of Directors.

**4.3 Duties of the Vice-President:** The Vice-President shall act as an aide to the President and shall perform the duties of the President in the absence or inability of the President to carry out his or her responsibilities.

**4.4 Duties of the Treasurer:** The Treasurer shall have the custody of all of the funds of the Association, shall keep an accurate record of all receipts and expenditures of the Association. The Treasurer shall ensure that timely and accurate financial information is presented to the Board of Directors. The Treasurer shall ensure that all reports and records required by law regarding the Association's financial status are submitted or retained as required.

**4.5 Duties of the Secretary:** The Secretary shall be responsible for keeping a record of the proceedings of all duly authorized meetings of the Board of Directors. The Secretary shall also be responsible for issuing notices of Meetings and Special Meetings of both the membership and the Board of Directors and shall perform other such duties as may be delegated to him or her by the President. The Secretary shall maintain and provide upon request a collection of the policies and procedures that have been approved by the Board of Directors.

**4.6 Duties of the Registrar:** The Registrar shall manage all registration business for the Association's programs. The Registrar shall recommend registration cut-off dates. The Registrar shall assure that each program participant, both player and coach, complete the appropriate registration form and is registered with USA Hockey before participating in any Association activities. All registration payments collected shall be transferred to the Treasurer for recording and deposit. The Registrar, along with the League Manager, shall also prepare a USA Hockey roster form for each team and work with coaches to acquire proper signatures. The Registrar and

League Manager shall affect the registration of all players, coaches and teams, and oversee modifications to the initial documents required. The Registrar shall identify all financial obligations associated with Mass Hockey district registration to the Board of Directors. The Registrar shall maintain and keep current the official database of the Association's players and members. The Registrar shall also perform such other duties as may be assigned to him or her by the Board of Directors.

**4.7 Duties of the Webmaster:** The Webmaster shall be responsible for maintaining the Association's website along with assisting the Registrar with web-based programs for registration. The Webmaster will assist the Placement Committee with software designed to allow coaches to provide end of the season feedback on players for future team placement. The Webmaster shall also perform such other duties as may be assigned to him or her by the Board of Directors.

**4.8 Duties of the League Manager:** The League Manager shall be responsible for communicating with the Valley Hockey League or any other such league in which teams from the Association participate. The League Manager will confirm the purchase of ice time at Nashoba Valley Olympia Arena by Valley Hockey League and present the rate as determined by the Board of Directors. The League Manager, in his or her discretion, will communicate any concerns or objections raised by any member, player or guardian against the Valley Hockey League or other such league. The League Manager shall also perform such other duties as may be assigned to him or her by the Board of Directors.

**4.9 Duties of the Equipment Manager:** The Equipment Manager shall be responsible for maintaining a database of Association owned hockey equipment. The Equipment Manager shall also report to the Board of Directors the state of equipment and report the need for any additional equipment. The Equipment Manager shall be responsible for obtaining, with the consent of the Board of Directors, all necessary equipment for the Association. The Equipment Manager shall also perform such other duties as may be assigned to him or her by the Board of Directors.

**4.10 Duties of the Girls Hockey Coordinator:** The Girls Hockey Coordinator will be responsible for the organization of the Association's all girls teams. When numbers allow, the

Girls Hockey Coordinator will work with the Board of Directors to place an all girls team at each age level. The Girls Hockey Coordinator will be responsible for recruitment and communication with any league in which a girls team will participate.

**4.11 Duties of the Ice Manager:** The Ice Manager shall be responsible for scheduling ice time for the Association's teams. The Ice Manager shall communicate with the coaches as to the availability of additional ice time. The Ice Manager shall also perform such other duties as may be assigned to him or her by the Board of Directors.

## **ARTICLE FIVE. COMMITTEES**

**5.1 Committees:** The Association shall have the following advisory committees: (i) the Player Development Committee; (ii) Community and Fundraising Committee; and the (iii) Disciplinary Committee. The committees shall be members of the Board of Directors. At the discretion of the Board of Directors, members of the Association may be added to committees as needed.

**5.2 Duties of the Player Development Committee (PDC):** The PDC shall consist of current Board Members. It shall be the responsibility of the PDC to recommend to the Board of Directors actions relating to the creation, development, administration and supervision of all player evaluation and/or development programs. The PDC will ensure that the program is compliant with the USA Hockey's American Development Model system (ADM). The PDC will be responsible for organizing Tryouts, Evaluations and Placements for all teams in the Association. The PDC will also meet with all coaches in the program to go over tryout results and coach evaluations collected at the end of the preceding season. The PDC shall recommend team rosters to the Board of Directors for final approval. The PDC will oversee the program's Learn to Play (LTP) program.

**5.2(a) ABYHA's Development-First Policy:** The PDC shall be responsible for establishing and maintaining a development first policy for all teams within the program. Development first shall be defined as follows: "Acton Boxborough Youth Hockey shall prioritize

hockey development over winning in all situations.” Enforcement of this policy shall be the sole discretion of the Player Development Committee.

**5.3 Duties of the Community and Fundraising Committee (CFC):** The CFC shall consist of current Board Members. It shall be the responsibility of the CFC to recommend fundraising proposals and other proposals for the growth of the program for consideration by the Board of Directors. The CFC shall also oversee the Association’s social media platforms.

**5.4 Disciplinary Committee:** The Disciplinary Committee shall convene to review any disciplinary issues that arise in the Association. This includes, but is not limited to, actions of players, coaches, Directors or guardians of players in the program. The Disciplinary Committee shall consist of an impartial, odd number of Board Members to ensure as much impartiality as possible. If the Disciplinary Committee determines that discipline should be imposed on any Association Member, it will make a recommendation on the level of disciplinary action to the Board of Directors who will vote on the recommendation as soon as reasonably possible. The recommended discipline will be imposed if supported by a simple majority of those who vote unless the recommendation involves the suspension or expulsion of a Member. In the event the Disciplinary Committee recommends a suspension of a Member, the recommendation must be supported by at least a  $\frac{2}{3}$  vote. In the event the Disciplinary Committee recommends the expulsion of a Member, the recommendation must be supported by a unanimous vote. Any disciplinary action imposed by the Board of Directors will be provided to the affected Association Member in writing.

## **ARTICLE SIX: GENERAL PROVISIONS**

**6.1 Fiscal Year:** The fiscal year of the Association shall run from May 1<sup>st</sup> to April 30<sup>th</sup>. The fiscal year may be changed by the Board of the Directors and a certificate of such change shall be filed with the Secretary of State of the Commonwealth of Massachusetts.

**6.2 Written Notice:** Any written notice required hereunder may, without limitation, be issued by regular mail, hand delivery, electronic means for facsimile.

**6.3 Parliamentary Procedure:** The Association shall conduct its affairs in accordance with generally accepted parliamentary procedures, specifically Roberts Rules of Order.

**6.4 Tuition and Fees:** The tuition and fees to participate in the program shall be set annually by the Board of Directors and presented to the community upon registration. The Board of Directors will take into account goalie registration and shortened seasons into account when setting tuition.

**6.5 Loyalty to the Program:** At the time of registration, participants who register and are placed on an Acton-Boxborough team shall agree to only play for the Acton-Boxborough team they are assigned. <sup>1</sup> In order to be faithful to USA Hockey's American Development Model, it is the duty of the Board to keep the amount of ice time per week consistent with the guidelines provided by USA Hockey and Massachusetts Hockey. Violation of this Article shall result in a hearing before the Disciplinary Committee and punishment shall be at the discretion of the Disciplinary Committee and Board of Directors. At the sole discretion of the Board of Directors, this clause may not apply and waived for special situations.

**6.6 Alternate Policy:** In order for teams to compete with a sufficient roster size, it may, at times, be necessary for teams to require, or call up, alternate roster members that will be used to complete a roster. The alternate players, or call ups, shall not be done for a competitive need, but rather a need for a sufficient number of players to participate in a game. The number of players that determine need shall be dependent on the age-level, with the upper age levels requiring more skaters. The policy of Acton-Boxborough Youth Hockey shall be that alternate players shall be sought in the following order: 1) Players from lower leveled Acton-Boxborough teams in the same age group; 2) Players of similar skill level from a lower age group within Acton-Boxborough; and 3) players not affiliated with Acton-Boxborough Youth Hockey.

In determining what players are asked to be alternates, the following criteria may be considered:

1) Skill level; 2) Safety of alternate player; and 3) Reliability. Coaches shall communicate all

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<sup>1</sup> See Article 6.6 regarding the alternate policy for other Acton-Boxborough teams



alternate player usage to a representative of the Player Development Committee to ensure alternate use is within scope of league restrictions. If alternate players are required for a tournament, the approval of the Player Development Committee and Registrar is required.

**6.7 Coach Requirements:** In order for coaches to be in good standing with the Association, each coach shall; 1) be required to attend the annual coaching meetings as scheduled by the Player Development Committee; 2) complete level certification courses as mandated by USA Hockey and Massachusetts Hockey; 3) complete SafeSport course as mandated by law; 4) agree to and abide by “development-first hockey” coaching policy as established by the Player Development Committee and stated herein; 5) agree to work with the Player Development Committee and level coordinators to provide best possible development practices; 6) be subject to Player Development Committee hearings for any violations of “development-first hockey” policy; 7) without Board approval, may not participate in the organization of a non-ABYHA hockey team at the same age group while coaching an ABYHA team.

Violations of clauses 1-6 may be referred to the Disciplinary Committee if necessary. Violation of clause 7 will result in immediate termination. The coach accused of such behavior shall bear the burden of proof.

**6.8 Representations of the Program:** In order to maintain a consistent public image to the community, any and all initiatives or teams that are associated with Acton-Boxborough Youth Hockey; or have the appearance of an association with Acton-Boxborough Youth Hockey, shall be governed by these By-Laws. Board Members, Coaches, Team Managers, Players and Parents shall all be held to a standard of conduct in compliance with USA Hockey and Mass Hockey’s conduct policy. The Board of Directors shall have the authority to remove any board member, coach or team manager for conduct detrimental to the program following a disciplinary hearing in accordance with Article 5.5 stated herein

**6.9 Amendments:** These By-Laws, or any section thereof, may be amended or repealed by a two-third majority vote of the Board of Directors.

**6.10   Dissolution:** In the event that the Association shall need to be dissolved, all assets of the Association shall be distributed to the Acton-Boxborough Public School System.