



**BY-LAWS OF
THE WHITESTOWN YOUTH HOCKEY ASSOCIATION INC.**

A Not-For-Profit Corporation
P.O. Box 61
Whitestown, New York 13492

**ARTICLE I
NAME**

SECTION 1: NAME: The Corporation shall be known as **WHITESTOWN YOUTH HOCKEY ASSOCIATION, INC.**, and/or referred to hereinafter as “**WYHA**”.

SECTION 2: INCORPORATION: The Association was incorporated under the laws of the State Of New York, on July 11, 1984.

**ARTICLE II
MISSION**

WYHA’s mission is to foster an environment in which everyone works together to provide a hockey program that facilitates life and hockey skills.

**ARTICLE III
GOVERNMENT**

USA Hockey, Inc. and the New York State Amateur Hockey Association, Inc., bylaws, policies and governing documents and decisions of **WYHA** to the extent applicable.

The **WYHA** Board as defined in Article III shall determine all policy matters and make reasonable rules and regulations. All normal monthly **WYHA** meetings are open to the public. ~~To be eligible for consideration of any Office or of any WYHA Board position, both voting and non voting, the association member must be a member in good standing at the time of election, qualify for the position, and must pass a USA Hockey background screening.~~ (MOVED TO D)

A. Description of Executive Board

1. PRESIDENT (~~non-voting as presiding officer unless there is a tie~~): 2 year term - Must have held previous WYHA board position within Youth Hockey Association and/or officer lead position on another non-profit Board. Preferred experience in contract negotiations and leading and promoting Board meetings. Act as Board facilitator and meeting moderator. Responsible for the creation of a meeting agenda, an open dialogue amongst Members and Board, and liaison between other Youth, High School, and College Hockey Programs. Attend Sectional and State Meetings. Co-signatory to checks.

Lead negotiator and signatory for contracts, drafts, or other agreements of **WYHA** with “other” parties.

2. VICE PRESIDENT TRAVEL (voting): 2 year term - Must have held previous WYHA position within Youth Hockey Associations and/or officer lead position on another non-profit. Preferred experience in leading and promoting Board meetings and/or committees. Assume the duties of President in his/her absence. Attend Sectional and State Meetings. Chair Travel Coaching and Player Selection Committees. Will direct level coordinators for travel teams and travel coaches along with coordinators and coaches for Mite and LTS/LTP programs.

3. VICE PRESIDENT HOUSE (voting): 2 year term - Must have held previous WYHA position within Youth Hockey Associations and/or officer lead position on another non-profit. Preferred experience in leading and promoting Board meetings and/or committees. Chairs House Selection Committee. Oversees and works with level coordinators and house coaches. Must attend monthly Snowbelt meetings beginning in August. Travel reimbursement will be provided for monthly Snowbelt meetings.

4. SECRETARY (voting): 2 year term - Must have ability to record and archive WYHA meeting minutes. Email will be checked and distributed in a timely manner. Record and distribute minutes to Board and bulletin Board. Give all notices in accordance with the By-Laws. Maintain Board roster with addresses and phone numbers. Keep copies of all necessary forms and documents. Will also be responsible for the election process including ballots.

5. TREASURER (voting): 2 year term - Should have experience in professional budget management, finance and/or accounting for private business and/or non-profit organization. Must be financially secure enough to obtain bonding if required. Have custody of all moneys and securities of the **WYHA**, receive and give receipts for all money due and payable to **WYHA**; registration, sponsorship, and tournament fees. Check physical PO box for mail. Make deposits, issue and sign checks from all **WYHA** accounts, pay bills, payroll for concession and referees. Prepare and deliver monthly financial reports, year-end reports, and projected budgets for the year. Co-signatory to checks, drafts or other agreements of **WYHA**. Collects tryout fees during al travel tryouts.

The Executive Board is responsible for By-Law and Policy interpretation and Committee Management.

B. Description of Board of Directors

1. REGISTRAR (voting): 2 year term - Coordinate and administer USA Hockey registration; IMR's, fees, etc. Maintain rosters; assist Treasurer with registration fee payment monitoring. Provide all teams with official USA Hockey rosters in a timely manner. Is responsible for attention the registration table for travel tryouts and during elections.

2. LEVEL COORDINATORS (voting) (MIDGET, BANTAM, PEE WEE, SQUIRTS, MITES(A,B,C), LTS: 1 year term - Act as liaison between Board, level coaches and members. Level Coordinators will also submit the head coach's suggestions for

placement of house teams by the October 1 board meeting. Mite Coordinator will act as Tournament Director for Mite Tournament.

3. EQUIPMENT MANAGER (voting): 2 year term - Maintain all **WYHA** equipment and storage areas. Arrange for the ordering of game jerseys with supplier. Insure that coaches have the necessary **WYHA** provided equipment. Provide jerseys for all travel tryouts.

4. ICE SCHEDULER (voting): 2 year term - Book ice with town for all **WYHA** functions, Report monthly on practice ice distribution and scheduling of all referees for **WYHA** events. Attend meetings for league games and scheduling games.

5. CONCESSION MANAGER (voting): 2 year term - Obtain inventory items to be sold and coordinated transactions with treasurer and set-up schedules for volunteers. Monitor equipment maintenance and repairs; ensure cleanliness of stand and conformance to health regulations.

6. ACE/SAFESPORT COORDINATOR (voting): 2 year term - Reference USA Hockey manual for position specifications and requirements.

C. Description of Non-voting Members

1. WEBMASTER: Maintain WYHA website data and social media in a timely manner. Emergency notices will be posted within one hour and rosters will be posted within 48 hour of notification.

2. HONORARY BOARD MEMBER: Will be limited to one Whitesboro high school hockey coach.

3. PAST PRESIDENT: The immediate Past President will serve as an advisor to the WYHA Board.

D. WYHA Board Qualifications

1. A member of the **WYHA** Board is an individual who makes decisions based upon the best interests of the entire association.

2. To be eligible for consideration of any Office or of any WYHA Board position, both voting and non-voting, the association member must be a member in good standing at the time of election, qualify for the position, and must pass a USA Hockey background screening.

3. All Board Members are required to complete the USA Hockey online screening certification forms by the start of ~~the season~~ the new fiscal year (May 1).

4. Each Director must be a member of **WYHA** and may only hold one (1) voting position thus may only have one (1) vote. Members are not eligible to serve on the board if they have an active role (i.e. board member or coach) within a competing youth hockey organization. In general, husbands and wives will not serve together thus preventing

more than one (1) voting **WYHA** Board position per immediate family. In the event of an emergency vacancy, the **WYHA** Board shall reserve the right to appoint any new Board member by 2/3 majority vote. This may include the husband or wife of an existing WYHA Board member; however, one vote must be immediately forfeited at the time of position acceptance and thus always preventing more than one (1) vote between them. Never will two (2) votes be allowed at any time from immediate family serving on the **WYHA** Board simultaneously. In the event that this emergent situation involves the President position, the Safe Sport Coordinator (Head of Coaches) will act as the tie breaking vote should the need arise.

4. Vacancies on the **WYHA** Board in any office may be filled by 2/3 votes of the **WYHA** Board; such positions shall serve the duration of the term of the individual being replaced. See Policy for Appointing New Board Members

ARTICLE IV MEMBERSHIP

~~A1. **WYHA** shall be made up of parents or guardians of registered players and interested citizens who are willing to serve as a coach or fulfill a vacant board position. have One (1) class of General Membership and shall be open to parents or guardians of any youth who is an active participant in the youth hockey programs sponsored by **WYHA** and those willing to serve as a coach or fulfill a vacant board position.~~

- a) ~~Adult Association Members (18 years or older who are non-registered players). This class of members shall include parents and/or guardians of players registered in the WYHA, and coaches registered in WYHA who have completed the appropriate registrations and have been approved by the Board as a Coach in WYHA.~~
- b) ~~Honorary Members- those willing to serve as a coach or fulfill a vacant board position, not having a child as a registered player in the WYHA, may join the association upon approval from the WYHA Board. Honorary members do not have voting privileges in the WYHA.~~

~~B2. Membership will be annual and will commence on the annual registration date. Membership will terminate on August 31st of the following year per USA Hockey.~~

~~C3. The **WYHA** Board shall have the power to terminate or suspend Membership in the Association for failure to pay dues or other indebtedness to the Association, misconduct, poor sportsmanship or other reasons in accordance with the discipline policies and USA Hockey Parent Code of Conduct.~~

ARTICLE V MEMBERSHIP FEES

A. Annual Membership fees shall be determined by the **WYHA** Board.

B. The **WYHA** reserves the right to add a late fee charge regarding registration fees. There will be a \$30 fee charged for any returned check.

C. Any family with financial hardship or lack of credit may request a confidential

financial arrangement with the Treasurer of the Association.

ARTICLE VI MEETINGS

A. A meeting of the **WYHA** Board shall be held once per month. Notification of the meeting time and/or dates will be communicated within seven (7) days of scheduled meeting. Special meetings shall be communicated in writing to all Board Members at least 24 hours prior to the meeting.

B. The Annual Membership Meeting shall be held during the month of March at a date, time and place to be determined by the **WYHA** Board and communicated to members with at least seven (7) days notice.

C. An Executive session may be necessary to discuss sensitive issues and may be called by any Executive Board member. Executive sessions will be used to gather and organize facts ~~to be presented to the Board of Directors~~. Voting will not take place during an Executive session.

D. A quorum of the **WYHA** voting Board is needed to begin any meeting. 2/3 majority represents the number for voting to occur.

E. A **WYHA** voting Board member who misses two (2) consecutive or three (3) total Board meetings in a year will be notified by the **WYHA** Secretary in writing. Member will be given 10 days to reply in writing of the rationale for the absenteeism. Failure to reply will result in termination. The Secretary shall send notice of termination. The Board Member may petition for reinstatement within ten (10) days of notice. Each individual case will be opened and thoroughly reviewed by the **WYHA** Board.

F. Order of Business:

1. Call to order
2. Reading of the minutes of preceding meeting
3. Reports from Board of Directors
4. Reports of Committees
5. Old or unfinished business
6. New Business
7. Adjournment

Roberts Rules of Order shall be followed at all meetings, unless otherwise stated in the bylaws.

ARTICLE VII VOTING

The General Membership Annual Meeting will be held in March. New Board Members, as stated in Article III, will serve for a two (2) year term as follows:

President, Treasurer, Ice Scheduler, Concession Manager and Equipment

Manager (Even year)

and the following year:

Vice President of Travel, Vice President of House, Secretary, and Registrar (Odd year).

The Individual Coordinators of each level (i.e. Midgets, Bantams, PeeWees, Squirts, Mites, and Learn-To-Play/Learn-To-Skate) will be elected to a One (1) year term annually.

Beginning and Ending Terms for elected Members:

Newly-elected **WYHA** Board Members will hold their seats from on or about the first Meeting on the new fiscal year (May 1) until the last meeting on or about April 30 the following year. This will give all exiting **WYHA** Board Members time to complete or transition unfinished business to the newly-elected Members

A. Each member is entitled to one (1) vote. Only families with member (s) in good standing with **WYHA** shall be entitled to vote. No member may vote on any matter unless his or her fees are paid to date of the Annual Meeting.

B. A formal candidacy ~~intention application~~ will be sent to the Secretary a minimum of 30 days prior to the general Membership meeting with the exception of write-ins. During this time, any member in good standing with **WYHA** and also possessing the correct qualifications for the position, may elect to print/sign their name next to the position they would like to compete for.

C. All votes will be cast ~~electronically. by secret ballot. "Official" numbered ballots will be placed into a locked ballot box.~~

D. ~~The goal set forth will be to be available for every team at least once for either the start of or end of their scheduled practice.~~ The voting process will occur for 1 week ~~of practices~~ prior to the **WYHA** March meeting. ~~The ballot box and roster sign-in will be staffed by the WYHA Secretary and at least one other WYHA Board Member at all times. The ballot box key will be held by the WYHA President unless the President position is up for candidacy, upon which then, the Vice President will hold the ballot box key.~~

E. ~~Only WYHA "Official" numbered election ballots shall be considered during the tally. The tally will occur during the WYHA Annual Board meeting.~~

FE. The **WYHA** Secretary will be responsible for ~~managing the electronic voting process. printing ballots, providing a locked ballot box. The WYHA Registrar will be responsible for providing a roster of Members in good standing. The WYHA President or Vice President will be responsible for holding the key at all times.~~

GF. In the event of a tie, a second election will take place immediately. The tie will be determined by the current sitting Board of Directors **WYHA** by secret ballot.

ARTICLE VIII

COMMITTEES

The Board may designate from among its Members in good standing other committees. All WYHA Board designated committees will submit their recommendations and proposals to the WYHA Board for approval.

ARTICLE IX POLICIES

WYHA follows all USA Hockey, New York State Amateur Hockey, Central Section, Snowbelt League, and WYHA Board approved rules, policies and procedures.

Current **WYHA** bylaws, policies and procedures can only be amended at the Annual Meeting and must remain in place for the next 12 months. Addition of new policies and/or procedures may be added at any WYHA Board Meeting upon a 2/3 majority vote.

ARTICLE X GRIEVANCE PROCEDURES

Members having complaints against another member may report in writing to the Secretary of **WYHA** Board within at least 7 days prior to the next Board meeting. -Minor grievances should be forwarded to the level coordinator for resolution based on the WYHA By-laws and accepted policies. If a resolution cannot be attained, then it will be the coordinators responsibility to present it to the **WYHA** Board for resolution. Such complaint will contain facts of the case, together with names of witnesses, if any. After receiving the complaint, the **WYHA** Board will review said complaint at the next scheduled meeting. The complainant and the member complained against will have at least five (5) day's notice of such meeting and will be heard with their witnesses. Their statements and evidence will be reduced to writing and filed with the Secretary and copies will be distributed to the complainant and to the member about whom the complaint was written. The **WYHA** Board may elect to take action at this or subsequent Board meetings. The decision of the **WYHA** Board will be final.

ARTICLE XI REMOVAL, RESIGNATION, WITHDRAWAL OF A WYHA BOARD or OFFICE MEMBER

A. Any Board member may be removed at any time with just cause by a 2/3 vote of the Board.

B. If, at any time, a Board Member resigns, quits, withdraws, or is removed from a Board position, they will **not** be eligible to hold any WYHA Board of Directors position for a period of time equal to the length of the term he/she has left, unless vacated to fill another WYHA board position. The time for this ineligible period will begin when the term of the position that was once held ends.

C. The **WYHA** Board reserves the right to evaluate extenuating circumstances on a per case basis. Examples could include but are not limited to situations of medical extremes or financial hardship.

ARTICLE XII AMENDMENTS

These by-laws or any sections may be amended or repealed by 2/3 votes of the **WYHA** Board at the Annual Meeting. Written notice of the proposed amendments to the by-laws must be submitted at the **WYHA** Board meeting prior to the Annual Meeting for review. Approval of submitted amendments will be required by 2/3 of the votes of the **WYHA** Board and take place at the Annual Meeting in March.

ARTICLE XIII DISSOLUTION

In the event of dissolution, all of the remaining assets of **WYHA**, after all necessary expenses have been paid, shall be donated to Whitestown Central High School Alumni Association (501-c-3) to be used towards their youth athletic programs.

ARTICLE XIV BY-LAWS

By-laws dated and accepted by the **WYHA** Board and the General Membership on **November 5, 2018** and shall be in effect and succeed any and all other By-Laws previous to this date.