

Keene Youth Hockey Bylaws

ARTICLE I:

NAME This organization shall now be known as the Keene Youth Hockey Club (hereinafter referred to as KYHC). It shall consist of a hockey program with interest of Development Program, Mite, Squirt, Peewee, Bantam and Midget hockey teams

ARTICLE II:

OBJECTIVE: To provide hockey instruction, to build moral character, and promote physical fitness and to provide recreational activities for the youth of Cheshire County and surrounding areas. KYHC is organized and shall be operated exclusively as an exempt organization under the provisions of Section 501(c) (3) of the Internal Revenue Code of 1986, as amended and as may be amended in the future. KYHC will not discriminate based on race, color, national origin, age, sex, disability, or any other legally protected classification in the selection or in the administration of any of its programs and activities

Announcement of this policy is in accordance with state and federal laws including Title IV of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990

ARTICLE III: GOVERNMENT

1. Board of Directors

- a. The Board of Directors shall be the principal governing body of the association.
- b. The Board of Directors shall be responsible for making all policy decisions and for making such reasonable rules and regulations as necessary to carry out the objectives and purposes of the association. Roberts Rules of Order, as amended, shall govern all meetings
- c. The Board of Directors shall consist of thirteen (13) members
- d. New Members to the Board of Directors are voted in at the organizations annual meeting
- e. All Board members will be elected for a three (3) year term
- f. The Executive Board of Directors shall include President, Vice-President, Secretary, Treasurer and Coaching Director
- g. The Executive Board of Directors shall be voted in for the coming year at the February meeting by the existing board

2. Quorum

- a. A quorum for a meeting of members shall consist of 2/3 of active board members

3. Executive Board is responsible for

- a. Manages urgent matters between board meetings including but not limited to Coaching concerns, Code of Conduct review and conflicts that may arise
- b. Review the performance of, and any perceived or actual conflicts involving, individual board members
- c. Reviews recommendations or requests to remove Board Members to present to Board when appropriate
- d. Prioritizes the agendas for board meetings
- e. Delegates tasks to individuals and/or committees
- f. Selects Head Coaches after reviewing Coaching Committee recommendations
- g. Provides onboard training to all new Board Members
- h. suggests slate of officers for coming year after election of new members

4. Dissolution

A vote to dissolve the organization may be made by a quorum. Upon the decision to dissolve all available funds will be used to pay off any outstanding debts and obligations to the best of its ability. Any remaining funds and property will be directed to another local 501C3 organization with similar objectives as proposed by the Executive board and voted to approval by the board. Dissolution will follow NH State Charitable Trust guidelines.

ARTICLE IV: MEMBERSHIP

1. Members

Keene Youth Hockey Club membership consists of anyone desiring to promote ice hockey for youth recreation

Members shall include Board of Directors, Coaches, Players and Volunteers

For purposes of voting, each family shall be considered one member regardless of the number of the family. Each family is allowed 1 vote

Only 1 member of a family can serve on the Board of Directors at a time

2. Members Compliance

All Members of KYHC members shall comply with the Bylaws and policies, guidelines, rules and regulations of KYHC and USA Hockey

All Board Members, Coaches and Volunteers must be USA Safe sport certified and registered with USA Hockey

ARTICLE V: DUTIES OF OFFICERS

The Board of Directors shall be responsible for administering the overall operation of the association programs without bias, prejudice, or individual gain

They shall work to promote the advancement to the standards set forth within these bylaws to the best of their ability and in the best of all youth enrolled in this association

They shall accept and carry out all responsibilities as may be assigned for the advancement and success of the association

Positions and/or duties are valid for one (1) year and are proposed by the executive board and voted on by the board after election of new members

Board Members must be part of at least 1 committee

1. President

a. The President shall preside at all association meetings and serve as an Executive Member of the Board of Directors

b. President shall only cast a vote on Board matters to break a tie

c. President shall see that all rules, policies and principles of the association are understood and observed

d. Shall serve as Chairman of the Board of Directors and He/she shall recommend committees

e. When called upon by involved parents, they have the authority to arbitrate in local matters

f. Sign checks and make disbursement, upon the approval of the Executive Board in the absence of the Treasurer or as noted in the Financial Section of these Bylaws

g. If any officer or director is unable to perform his/her duties, the Board of Directors, with the recommendation from the President will discharge their duties or appoint a temporary replacement until a replacement has been elected

h. Make all commitments, reservations, and contractual agreements that pertain to the Association upon approval of the Executive Board

2. Vice President

a. The Vice President shall preside in the absence of the president. They will serve as an Executive Member of the Board of Directors and carry out such duties as shall be delegated by the President

b. The Vice President will also act as the liaison between other board positions and the Executive Board

3. Secretary

a. The Secretary shall record the minutes of the meeting, shall keep all records and correspondence within board and share prior month's meeting within 1 week of next meeting

b. Shall carry out such duties and assignments as delegated by the President and serve as an Executive member of the Board of Directors

c. The Secretary will also obtain a list of all sponsors and donors from the Treasurer and write a letter of thank you for the support to the Keene Youth Hockey that will be signed by the President and copies sent to all parties

d. Sends out form letters noting when Board Members have missed multiple meetings and are at risk of suspension of membership privileges to the Executive Board

4. Treasurer

a. The Treasurer shall receive all monies due the association and under the direction of the Board of Directors, will deposit, and disburse funds in a timely manner

i. Presents written reports to the Board

ii. Shall keep proper books and prepare any financial statements required by the federal, state, or local laws and shall perform such other duties as are usually required to their office or as may be assigned to them from time to time

iii. The Treasurer will process delinquent dues payments, as prescribed by the Board of Directors

b. Provide statements of accounts to members and serve as an Executive Member of the Board of Directors

5. Coaching Director

a. The Coaching Director will be responsible to the Executive Board who can, by a majority vote, remove them from position due to conduct detrimental to the association

b. Coaching Director may remove any member from the coaching staff if they feel the need to do so, with the approval of the Executive Committee

c. The Coaching Director will conduct a Coaches clinic to be held prior to the start of the association year

i. Must ensure Tournament Registrar, Safe Sport Coordinator, Girls' Development Coordinator and Scheduler are in attendance of this meeting

ii. Keep record of Coaching Staff certifications and expiration dates

d. The Coaching Director will submit the procedure for tryouts for the Board approval

e. Act as a liaison among coaches, players, parents, and Board

i. Communicate coaching certification requirements

a. Ensure compliance with USA Hockey Coaching requirements

ii. Ensure the program is promoting age-specific skill development

iii. Evaluate practice sessions and provide feedback to coaches

iv. In conjunction with the Executive Board, oversee the placement process and recommend coaches to the Board for approval

f. Shall oversee all equipment owned by the association and provide the Executive Committee with a written statement at the end of each playing season on the location, condition, and inventory of all equipment

g. Shall act as league Player Safety Coordinator

h. Shall see that all equipment is in good working condition and take whatever steps necessary to minimize theft or pilferage of equipment

i. Shall be responsible for all equipment purchases within the budget voted by the Board of Directors

7. Girl's Development Coordinator

a. Must be on Coaching Committee to work with season's coaching staff and programs (skills clinics) to support the development of the girl players

b. Shall Chair the Girls' Development Committee and present committee reports at Board meetings

c. Develop the girls' program for all age levels

d. Set Budget for Ice and game needs and tuition for girls and supplemented by a sponsor but budget must be presented and approved by the board

i. Discounts for girls on co-ed teams to be established prior to start of season

e. Work with Scheduler for Ice needs in a timely manner

i. Set Up a TRY IT OUT Girls Event all levels (Ice Time, Coaches on hand, existing players on ice to support)

ii. Work with other girls' clubs to set up scrimmages, training, tournament, and other events to support program development

f. Set up a Girls Program driven fundraiser on the behalf of KYHC Hockey Program

8. Safe Sport Coordinator

a. Educate membership on the importance of certification

b. Ensure all Board Members and Parent Volunteers are Safe Sport certified

- c. Must attend Coaching Meeting held prior to the start of the season

9. Ice Scheduler

- a. It will be the duty of this person to distribute ice time, subject to the approval of the Board of Directors
- b. Attends start of the year Coaches Clinics

10. Registrar

- a. The Registrar will maintain a roster of all participating youths in the Hockey program. They will handle all insurance matters and provide names, addresses, and rosters when required by USA Hockey and League Association
 - i. Must share with Coaching Director all certification needs prior to start of the season
 - ii. Keep record of Coaching Staff certifications and expiration dates
- b. The Registrar will ensure that balances/payment plans for participating youths in KYHC program are current
 - i. Shares financial report with Treasurer monthly
 - ii. Communicates with families if plans are coming/past due

11. Tournament Coordinator

- a. Acts as the Director for all tournaments/cross Ice events sponsored by club including not limited to State Tournaments by officiating league
 - i. If unable to fulfill duty as a Tournament Director for a sponsored event, they name a substitute for the event
- b. Form committees and delegate tasks to Board of Directors for successful tournaments
- c. Fields questions and deescalates issues if any arise during hosted tournaments
- d. Creates and shares a file of reference for Coaches' of past attended/available tournaments for each team
- e. Registers teams for tournament working closely with Treasurer as needed to support

Coaching Staff

12. Communications and Media Coordinator

- a. Publish information on the website and social media pages as requested
- b. Responsible for all publications to association members, including flyers and fundraising notices

13. League Representative

- a. Will attend all league meetings and be the liaison between the league and the Board of Directors

Article VI: Committees

Committees shall make recommendations to the Board for decision and action and enhance Board productivity

All Committees shall have a minimum of 2 board members unless otherwise noted

Any Board Member can request to attend a committee meeting and can advise but does not have weight in committee decisions

Committee members must be USA Hockey registered and SafeSport certified

- 1.. Finance Committee consists of a maximum of 4 and a minimum of 3 Board Members chaired by the Treasurer
2. Fundraising Committee is open to volunteers members
3. Coaching Committee is chaired by the Coaching Director and consists of Girls' Development Coordinator and a minimum of 1 Head Coach from each level. (Any available High School Representatives willing to share input is invited to join.)
4. Governance Committee consists of 5-6 Board Members. This committee is chaired by 1 Board Member elected by Executive Committee
5. Girls' Development Committee consists of a minimum of 2 minimum Board Members and is chaired by the Girls' Development Coordinator. (Open to volunteers and any available High School Representatives willing to share input.)

Article VII: Roles and Responsibilities of Committees

1. Finance Committee

- a. Handles internal and operational issues related to finances
- b. Reviews and approves all expenses to be presented at full board meetings
- c. Presents annual budget at full board meeting prior annually membership meeting
- d. Presents financial statements which includes club issued credits at each board meeting

2. Fundraising Committee

- a. Plans and presents club fundraising calendar at Board meetings
- b. Monitor & support fundraising efforts to be sure that ethical practices are in place, that donors are acknowledged appropriately, and that fundraising efforts are cost-effective
- c. Actively engages sponsors for tournaments and overall program
- d. Prepares credit statement of fundraisers owed to individuals to be presented to Finance Committee
- e. Presents Fundraising Report at board meetings

3. Coaching Committee

- a. Defines guidelines for coaching framework
- b. Assesses performance of all Coaches within the Club
- c. Meets to discuss program needs
- d. Recruits and interviews Coaches
- e. Outlines qualifications and skill sets for Head and Assistant Coaches for following season
- f. Reviews requests and recommendations to a move a player between divisions on team needs, skill level and preparedness of the player
- g. Schedule/arrange tryouts, assemble evaluation data and recommend teams for the upcoming season
- h. Proposes player development plan for current and next season
- i. Coaching Committee will bring feedback and concerns to the Executive Committee

- j. Host Pre-Season, Mid-Season and Post-Season All Coaches Meeting
- k. Set team roster limits for the season
- l. Present Coaching report at board meetings

4. Governance Committee

- a. Develop a board member, committee member, and officer recruitment strategy, considering desired skill sets and diverse perspectives
- b. Continually identify and discuss shared potential candidates for the board, committee and officer positions consistent with strategies
- c. Develop, and ensure appropriate implementation of, a board, committee, and officer orientation and onboarding strategy, which emphasizes appropriate respect of diversity, inclusion, and equity
- d. Develop and implement a plan for continually educating the board, committees, and officers, and continually strengthening the bonds among such individuals to encourage independent expression of ideas and collaborative decision-making
- e. Provides intent and interpretation of bylaws as needed to entire board
- f. Periodically review the governing documents of the organization and whether they are consistent with applicable laws and actual or desired organizational practices; propose amendments to such governing documents, as necessary
- g. Ensure timely and compliant elections and appointments of Board Members, Officers and Committees
- h. Meets at least quarterly
- i. Presents Governance Committee report at each board meeting

5. Girls' Development Committee

- a. Supports the Girls' Development Coordinator and Program
- b. Develop a recruitment strategy, to grow Girls' Development Program
- c. Plan and presents budget for Girls' Development Program to be approved by Board of Directors (including but not limited to; ice, sponsorship goals, tuition costs, etc)
- d. Works to plan and schedule practices, annual skills development, games, and tournaments for development

- e. Organize and plan a "Try it Out" event
- f. Set up a Girls Program driven fundraiser for the benefit of KYHC..

ARTICLE VIII: RULES

1. The Board of Directors shall appoint Governance to review playing rules and membership guidelines and propose amendments. New rules and guidelines adopted are to be distributed to all managers, instructors, coaches, and general membership
2. The maximum requirement as to age shall be set forth in the rules of USA Hockey
3. Bylaw changes may be done at any regularly scheduled board meeting provided that a notice of intention has been posted and communicated to the general voting member's 14-days prior to the meeting. At the meeting change will be reviewed and can be voted on
4. Voting on general board issues can be done via email as opposed to waiting for the next board meeting

ARTICLE IX: FINANCIAL POLICY

All income shall be placed in a common association treasury. Disbursements of funds shall be authorized by the Board of Directors of the association

1. Fiscal Management

- a. The Executive Committee, consisting of the Organization's Officers, President, Vice President, Secretary, and Treasurer, shall prepare and the Board shall adopt prior to June 30, an estimated annual budget for the upcoming Hockey Season (the "Annual Budget"). Included in this Annual Budget shall be the following:
 - i. the estimated cost of operating the Organization for the Hockey Season; and
 - ii. the projected revenues for the Organization for the Hockey Season, including an estimated annual tuition payment for each player participating in the Organization's Programs during the next Hockey Season and a proposed fundraising goal for the next Hockey Season
- b. The President and the Treasurer have the power to expend the Organization's funds, provided such expenditures are consistent with the Annual Budget and other motions approved by the Board. The Treasurer shall report on expenditures

made by the Organization to the Board at each regularly scheduled Board meeting

c. The books and accounts of the Organization shall be kept under the direction of the Treasurer. At the request of any Director, the Treasurer shall produce for review the books and financial records of the Organization within seven days of the request

d. At the close of each Fiscal Year, the books and records of the Organization shall be examined, reviewed and, if requested by majority of the Board, audited by an independent audit by a certified public accountant of the Board's choosing

e. The President of the Organization shall require the Treasurer to annually prepare a full and correct statement of the financial affairs of the Organization for the preceding Hockey Season, which upon completion shall be submitted to the Board and thereupon placed in the official records

2. Expenditures

a. KYHC will have 2 designated Board Members, typically the President and Treasurer, to sign checks for the organization

b. Receipts are required for all expenses to be reimbursed

c. The Board of Directors must approve any expenditure that exceeds 15% of the approved budget for the specific project or item and will require the signature of both designated signers

d. Any non-budgeted items less than \$500 must be approved by both authorized signers prior to the expenditure being made

e. Any non-budgeted item over \$500 must be approved by majority vote of the Board of Directors prior to the expenditure being made

f. Checks for reimbursement to a board member must be signed by an authorized signer other than the person whom the check is payable to

3. Dues Collections

a. Preliminary dues amounts will be established and communicated at tryouts

b. Final due amounts, and schedules will be established by the Board of Directors following the receipt of ice contract cost and league costs for the upcoming season. If the amounts or schedule differ from the preliminary figures, these changes will be communicated by the Board of Directors to the members

c. Eligibility and application of due credits, family discounts and goalie credits will be documented on the website

d. Credits

i. Discounts and credits cannot exceed more than 50% of season's full price tuition

ii. Credits from prior season will be communicated by Sept 1st and applied by Nov 1st

iii. All credit inquiries/disputes must be made in writing to Level Reps by last payment in the payment of current season

4. Refunds Due

a. Requests for Refund Due to Player Withdrawal

i. All requests for refunds must be submitted in writing to the Registrar

ii. The tryout and commitment fees are non-refundable and non-transferable

iii. If a player withdraws from KYHC prior to taking the ice of the current season, then any dues paid for that season (exclusive of the tryout and commitment fee) may be refunded

iv. If a player withdraws from KYHC between September 1 and December 1 of the current season, they may request a refund for dues paid and that request will be considered by the Board of Directors

v. If a player withdraws from KYHC on or after December 1 of the current season, they will not be entitled to any refund

b. Requests for Refunds Due to Illness or Injury

i. All requests for refunds must be submitted to the Registrar of KYHC in writing

ii. Only players who are unable to participate in all hockey activities (practices and games) for a minimum of 8 consecutive weeks are eligible to request a refund

iii. All requests for refunds due to illness and injury must be accompanied by a signed doctor's note which indicates how long the player will be unable to participate

iv. The actual refund will be calculated once the player returns to playing. If the illness or injury is season-ending, the refund will be calculated upon submission of the doctor's note verifying that the injury will prohibit the player from playing for the remainder of the season

c. Requests for Refunds Due to Suspension

i. No refunds will be given to any player who has been suspended

ARTICLE X: TEAMS, COACHES AND Volunteers

1. Certifications and Background Checks

a. KYHC Coaches, Team Managers and on-ice practice volunteers will have a background check in accordance with USA Hockey requirements

i. All rostered KYHC Coaches will complete training and obtain certification for their respective positions in accordance with USA Hockey requirements

b. KYHC Coaches, Team Managers and all Volunteers must be USA Safe Sport Certified

2. Code of Conduct

a. Code of Conduct pledges will be signed annually by the all players, coaches, and parents/guardians of a player

b. Any violation of the Code of Conduct will be reviewed by the Executive Committee and may result in removal from a team/club

3. Coaching

a. All KYHC Coaches shall be USA Hockey Registered

b. All KYHC Coaches shall be certified and background checked in accordance with USA Hockey

c. All KYHC Coaches must be USA Safe Sport Certified

d. All rostered KYHC Head Coaches and Assistant Coaches will be recommended by the Coaching Director and approved by the Board of Directors prior to the beginning of the season