

Dodge County Youth Hockey Association

By-Laws

Revised July 21, 2021, as previously approved by DCYH Board of Directors.



Introduction

Welcome to the Dodge County Youth Hockey Association (DCYH).

DCYH is a non-profit organization registered in the State of Minnesota. DCYH is a member of District 9, Minnesota Hockey, and USA Hockey (the amateur hockey sanctioning body for the United States). These by-laws work in conjunction with the District 9, Minnesota Hockey and USA Hockey governing rules. The members of DCYH will strive to provide a positive environment that promotes the development of hockey skills, good sportsmanship, competitive play and fun for all players in Dodge County and surrounding communities.

This by-law document, along with the District 9 Handbook, provides information, rules, and policies of DCYH. For more details or explanation, you should feel free to contact a member of the DCYH Board of Directors, or attend a DCYH board meeting held each month. Please see the DCYH website for meeting information.

DCYH is a volunteer organization, and as such is always looking for additional volunteers. You do not need to be a member of the DCYH Board to play an integral role in the success of our program.

Board of Directors

A. Membership

Membership in the Dodge County Youth Hockey Board shall be open to persons interested in promoting Dodge County Youth Hockey.

There will be twelve (12) directors and four (4) executive officers as members of the DCYH board. Each member shall be entitled to cast one (1) vote at each election and NO proxy votes will be recognized or counted. All Officers (with the exception of President) shall be elected for a two (2) year term by the membership at the annual meeting, and all Directors shall be elected for a two (2) year term; ideally half (or the odd number) on alternate years. Election of officers

and directors shall be held at the annual meeting with terms to commence at the May board meeting.

In the event the office of the president becomes vacant, the vice president shall fill the vacancy, and directors shall nominate a new vice president. In the event any other executive or director position becomes vacant the current board members must nominate a new member for immediate replacement. The board will consider terms of existing members and try to keep the board turnover rates near 50% per election. A board appointed replacement may serve a shorter term to correspond with the next scheduled election as sothe board desires. Any necessary increase in the number of directors shall be presented for ratification at the next regular or special meeting of the members. Any director or officer missing three (3) consecutive duly scheduled meetings, unless excused by a member of the board, shall be considered to have resigned from the board, and their position shall be filled in the case of any other vacancy.

A board member or executive board member may be expelled for any reason affirmed by two-thirds vote at any duly held meeting. No member shall be expelled for any cause other than attendance unless provided notice of the proposed removal and basis for removal and until the board member has been provided an opportunity to be heard, orally or in writing, by the board. Notice of the intent to consider removal and charges upon which removal will be sought shall be provided to the member not less than 5 days and not more than 30 days before such meeting.

B. Monthly Meetings

Meetings of the board of directors shall be held on a regular monthly basis. The board of directors shall meet at a location within the community at 7:00 p.m. on the third Wednesday of the month. Notice of the date, place, and time of all meetings shall be given by the secretary to each Director. In the event a meeting is to be rescheduled for any reason, notice must be provided to all association members prior to said meeting, both online as well as a mass email to all association members. No meeting will take place without notice to association members.

Closed and Confidential meetings may be held when the need arises and may be held without notice to members.

C. Annual Meeting

The annual meeting of the Dodge County Youth Hockey Association shall be held in April. At the annual meeting, the officers and directors shall be elected for the forthcoming term. Any other business can come before the meeting, as the members desire. The annual meeting voting and the election process is open to all association members as defined under the general membership section.

D. Special Meetings

Special meetings of the membership may be called at any time by the president or by a majority of the board of directors, or on petition of any ten (10) association members. If a special meeting is called, notice shall be given to all association members three (3) days prior to said meeting, when possible.

E. Quorum

At least one (1) officer and a majority of the board members in office shall constitute a quorum for the transaction of business at any meeting of the board of directors.

F. Quorum Voting

The directors and officers present at any meeting shall constitute a quorum except as otherwise provided by these by-laws. All elections and all issues voted upon shall be decided by a majority of the votes cast. Each director and officer (with the exception of the president who will cast a vote only in the event of a tie) shall be entitled to cast only one (1) vote on each individual issue or election. NO proxy votes will be recognized or counted.

G. Directors and Officers

Directors:

• Responsibilities

- a. The administration and management of all DCYH programs, procedures, and activities are the responsibility of the DCYH Board of Directors.
- b. Accept a director position to serve the entire DCYH membership fairly and without prejudice for his or her children and friends.
- c. Take the initiative when accepting a director position to fully understand your responsibilities and time frames in which your work needs to be done.
- d. Understand which decisions other directors make that will impact you, and which of your decisions impact others.
- e. Be prepared with your committee update for each board meeting. Few decisions are made in a unilateral manner on behalf of the association.
- f. Major decisions or changes to past practice and/or policy require full board discussion and approval.
- g. Represent the board positively by showing support for decisions made regardless of personal voting or bias.
- h. Be supportive of other board members and board decisions. DCYH board members are subject to formal background checks. The board of directors shall have the authority to approve bills and authorize payment thereof.
- i. The board of directors shall annually designate the bank or banks in which all corporate funds and assets shall be deposited for safekeeping. The board of directors shall commit to attending monthly meetings and become “actively” involved on at least two (2) special committees formed within the association until such time his/her term is up. (Head one committee and involved in 4 other committees.)

Officers:

The officers of DCYH shall be President, Vice President, Secretary, and Treasurer. With the exception of the President, these officers shall be nominated and elected bi-annually. The co-signatures of the treasurer, president, or vice president shall be required to validate checks and/or other disbursement of general funds for such purposes authorized by the board of directors.

• President Responsibilities

- a. The president shall be the presiding officer at all the meetings of the membership. He/she shall assure that an agenda is prepared in advance of the meeting.
- b. He/she shall be an ex-officio member of all standing committees.
- c. Subject to the board of directors and the membership of the association, the president shall have the general charge and supervision over the business affairs of the Association.
- d. He/she shall have such other duties as may, from time to time, be assigned to him/her by the board of directors. The president shall also serve on the board as an honorary, non-voting member, after his/her term has expired in an advisory position limited to the next president's term.

• **Vice President Responsibilities**

- a. The vice president shall act as aid to the president and attend all meetings of the membership.
- b. The vice president shall perform the duties of the president in the absence or inability of the president and such other duties as may be assigned to him/her.
- c. The vice president will automatically assume the duties of the president the year following his/her term as the vice president.

• **Secretary Responsibilities**

- a. The secretary shall keep a record of the proceedings of all meetings of the membership of the association and of the board of directors and shall present a report of the minutes at each regular meeting of the board of directors.
- b. The secretary gives notice of all meetings to officers serving on the board.
- c. The secretary prepares and receives correspondence and other written tasks on behalf of the president.
- d. The secretary shall have custody of all books and records of the association, except those of the treasurer, and shall perform such other duties as may be assigned to him/her.

• **Treasurer Responsibilities**

- a. The treasurer shall perform and record all financial transactions including receipts, disbursements for the fiscal year June to June.
- b. Expenditures and disbursements shall always require two signatures of the following individuals: the treasurer, the president, or the vice president to validate checks and/or other disbursements or corporate funds for such purposes as may be authorized by the board of directors of the association.
- c. The treasurer shall promptly file and keep all authorized signatures of the banks of record.
- d. Provide financial updates at each monthly meeting.
- e. Maintain PO Box and association mail.
- f. Works with an outside accountant and provides information needed for tax preparation and audit.

Any member of the board who has a financial, personal, or official interest in, or conflict of interest with any matter pending before the Board, may voluntarily excuse him/herself from discussion and will refrain from voting on said item.

H. Rules of Order

- The rules contained in Robert's Rules of Order, as revised, shall govern this association in all cases in which they are applicable and in which they are not inconsistent with these by-laws.

I. Amendments

- These by-laws or any section thereof may be amended or repealed by two-thirds (2/3) majority vote of the board members present at any regular meeting or special meeting.

J. General Membership in DCYH

- Anyone having at least one child registered with DCYH will be considered an association member. Registration will be valid for one year (May 1st to April 30th term).