

Chautauqua County Youth Hockey Association, Inc.



P.O. Box 266
Jamestown, NY 14702
www.JamestownLakers.com

BY-LAWS & CONSTITUTION

Adopted by the CCYHA Board of Directors
Last Revised – March 18, 2024

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1. Article 1 – Name, Seal, and Organization

Name: The name of the Corporation is Chautauqua County Youth Hockey Association (CCYHA), hereafter referred to as the Corporation.

Seal: The Corporate seal shall have inscribed thereon the name of the Corporation, the year of its organization and the words, "Corporate Seal, NY"

Offices: The Principal Office of the Corporation shall be in Chautauqua County, State of New York.

Registered Address: The registered address of the Corporation shall be at the place selected by the Board of Directors, as the affairs of the Corporation require.

Use of Funds: All Funds and property of this Corporation shall be used and distrusted exclusively for carrying out the purposes of the Corporation as set forth in Article II.

Non-Profit Status: This Corporation is organized as a State of New York non-profit Corporation upon a non-stock membership basis, not involving pecuniary gain or profit for any of its members, for a term of perpetual existence.

Exempt Status: This Corporation 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 1954 as amended and as may be amended in the future.

Fiscal Year: The fiscal year of the Corporation shall begin July 1 and end on June 30 of the following year.

Power to Borrow Money: The Corporation may borrow money, mortgage its property, or issue a promissory note or bond for repayment with interest at the recommendation of the treasurer and with the approval of two-thirds of the Board of Directors.

Financial Statements: The Treasurer shall, at least once each year or at the request of the Board of Directors, prepare a true statement of the assets and liabilities of the Corporation for the preceding fiscal year.

Dissolution: In the event of liquidation of this Corporation, or in the event that it shall cease to carry out any of its purposes, all funds and property of the Corporation shall be distributed to a non-profit corporation with purposes similar to those set forth in Article II, which are exempt organizations as set forth in the Exempt Status Section of this Article, and that the Board of Directors of this Corporation may select. In no event shall any of the funds or property be distributed to any of the members or used for any other purpose.

2. Article II- Purpose

The purpose for which the Chautauqua County Youth Hockey Association, Inc. was incorporated is for the education and charitable purpose within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1954 and particularly to instruct and train the youth of Chautauqua County and surrounding areas in the skills associated with the game of ice hockey as well as the ideals of good sportsmanship, fair play, and respect for their fellow skaters, coaches, referees, volunteers, and fans of the game.

In order to facilitate these purposes, the Corporation shall promote and sponsor schools, clinics, games, leagues, tournaments, and other organized activities that foster the sound growth and development of ice hockey, other athletics, and young athletes.

The Corporation shall be authorized to receive gifts, contributions, donations, bequests, fees, and other charges and to apply them solely to the charitable and educational purpose of the Corporation so that the Corporation can provide programs of high quality and extend the opportunity to participate in and derive the benefits from the Corporation's Programs to all the youth within our area without regard to the financial status of their parents, race, creed, or national origin.

Mission Statement: The purpose for which the Chautauqua County Youth Hockey Association, Inc. was incorporated was to instruct and train the youth of Chautauqua County and surrounding areas in the skills associated with the game of ice hockey, as well as the ideals of good sportsmanship, fair play, and respect for their fellow skaters, coaches, referees, volunteers, and fans of the game. Above all else, FUN will be the top priority.

3. Article III – Membership

Section 1: Membership

Membership dues shall be established annually by the CCYHA Board of Directors. The membership in the Corporation shall be open to all parents/guardians of youth playing hockey for CCYHA teams and to persons actively engaged in the coaching, managing, or administering any part of the programs of the Corporation. All members are expected to take some active part in the Corporation's activities. No member shall be entitled to share in the distribution of the corporation's assets upon the dissolution of the Corporation. Funds contributed to CCYHA as part of the fund-raising activity do not entitle the contributor to the benefits of membership. The membership categories are:

- **Active Membership** in the Corporation shall be granted to elected and appointed officers, directors, coaches, assistant coaches, managers, chairpersons of standing committees, and a maximum of two parents/guardians for each full-paying skater registered in CCYHA programs. Active membership shall entitle each member who is at least 18 years of age and in attendance at the Annual Meeting to have one vote in the election of the officers of the Board of Directors or other secret ballot election as directed by the Board of Directors. The term of membership is the fiscal year of the Corporation. CCYHA reserves the right to refuse membership to any individual and reserves the right to release, suspend, or banish any member in accordance with the procedures set forth under Article VI or in accordance with USA Hockey Rules.
- **Youth Membership** in the Corporation shall be granted to all skaters registered in the CCYHA programs.

Section 2: Right to Hold Office

Each active member at least 18 years of age is entitled to run for any position on the Board of Directors under the procedure established by these By-Laws of the Corporation.

Section 3: Annual Meeting

The Annual Meeting of the active members shall be held between January and March's regular board meeting at a place and time determined by the Board of Directors.

Section 4: Notice of Quorum

At least fifteen (15) days prior to the Annual Meeting, written notice of the time and place shall be posted in locations frequented by the members or at the discretion of the Board of Directors may be sent to each active member entitled to vote at the meeting via email. The notice of the Annual Meeting shall include the list of members selected by the Nominating Committee to run for positions on the Board of Directors, and the text of any amendments to the By-Laws that will be presented for approval at the meeting.

Section 5: Order of Business

The order of Business at the Annual Meeting, unless amended by a majority vote of those present, shall be as follows:

Call to Order
CCYHA Mission Statement
Minutes of the last Annual Meeting
Treasurer's Report
Executive Committee Reports
Standing Committee Reports

Other Committee Reports
Nominating Committee Report
Nominations from the Floor
Election of members to the Board of Directors
Other Business
Adjournment

4. Article IV – Board of Directors

Section 1: Board of Directors

A Board of Directors comprised of not more than 15 directors shall manage the property and affairs of the Corporation. The Board of Directors shall consist of the following elected Officers and Directors of the Corporation: President, VP of Travel Programs, VP of House Programs, Ice Coordinator, Association Coaching and Education (ACE) Coordinator/SafeSport Coordinator (also known as Coaches Coordinator), Secretary, Treasurer, and Registrar. There may be up to four (4) appointed Directors at Large. The President may appoint, based on a two-thirds majority vote of the Board of Directors, up to three additional directors for a term of one year to serve special functions within the Corporation. These functions may include Tournament Director and Technology Coordinator. The immediate past President (Advisor) shall serve non-voting director (Also See Voting Section 12.)

Section 2: Duties of the Board of Directors

- To fill any vacancies, which may occur in the Executive Committee or in the Board of Directors;
- To manage the business, property, and affairs of the Corporation;
- To formulate the policies and determine the overall conduct and standards of the Corporation's programs which shall be administered by the officers;
- To establish a budget and set fees for the Corporation's programs;
- To study for approval proposals to amend or revise the Corporation's By-Laws, rules, regulations, or policies;
- To review and act upon any temporary decision by the President;
- To hear and rule on appeals;
- To act under direction of the President.

Section 3: Regular Meetings

Regular meetings of the Board of Directors shall be held monthly at a time and place determined by the President and indicated in the association handbook available on the website. The Secretary shall notify all members of the Board of the date, time, and place of each meeting if different than what is dictated in the handbook.

Section 4: Special Meetings

Special meetings of the Board of Directors may be called by the President, or at the written request of the President, of at least seven (7) members of the Board of Directors. The Secretary shall notify members of the Board of the date, time, and place of the meeting at least five days in advance.

Section 5: Quorum

At least eight (8) members of the Board of Directors, including at least four (4) members of the Executive Committee, must be present to constitute a quorum at any regular or special meeting.

Section 6: Election of Directors

See Nominations section in Article VII – Officers

Section 7: Order of Business

The order of business at meeting of the Board of Directors shall be as follows:

- Mission Statement
- Roll Call of the Board of Directors

- Minutes of the previous meeting
- Treasurers Report
- Executive Committee Reports
- Standing Committee Reports
- Other Committee Reports
- Old Business
- New Business
- Adjournment

Section 8: Parliamentary Procedure

All meetings shall be governed by rules of parliamentary procedure. Roberts Rules of Order shall govern.

Section 9: Limited Liability

No director shall be liable in any manner for any debts or obligations of the Corporation and shall not be subject to any manner of assessment by virtue of membership.

Section 10: Resignation

Any member of the Board of Directors may resign and/or withdraw from membership in the Corporation at any time upon written notice of his/her desire to do so. This is to be delivered to the President or Secretary of the Corporation. Any officer or member of the Board of Directors shall be considered to have resigned if he/she has been absent without excuse by the President for three consecutive monthly meetings of the Board of Directors. The President will appoint a CCYHA member to finish the remainder of the term subject to approval by majority vote of the remaining board members at the next regularly scheduled meeting.

Section 11: Expulsion

Any director shall be subject to removal upon missing three board meetings within a fiscal year, failure to discharge the normal duties of a board member, or for conduct detrimental to the Corporation after receiving due notice of an opportunity for a hearing by a vote of two-thirds of the Board of Directors at any regular or special meeting. The Secretary shall provide at least ten (10) days' notice to the person to be expelled and to the members of the board prior to the regular or special meeting at which the matter is to be resolved. The board shall offer the person an opportunity to be heard at the meeting and to present others to testify on his/her behalf prior to any disposition.

Section 12: Voting:

Regular sessions: Only board members can vote at regular monthly meetings and special meetings. The board may choose to revote on an item to eliminate a portion of the vote. IE: four (4) people ran for a coaching position and the top two (2) are tied. They may revote only for the two (2) tied candidates. In the case of a tie, the Executive members will vote again to attempt to break the tie as prescribed for executive session or may convene to executive session to vote and break the tie. Voting on monthly board meeting minutes can be done via email.

Executive session: Only the executive members are permitted to vote, however the president is not permitted to vote. The president only votes in executive session to break a tie.

Annual Meetings: The general membership present at the meeting, along with the corporation's board members are permitted to vote at the annual meeting as described for purposes of elections.

5. Article V – Executive Committee

Section 1: Composition

The Executive Committee shall have eight (8) members and be comprised of the President, VP of Travel Programs, VP of House Programs, Ice Coordinator, Coaches Coordinator/SafeSport Coordinator (ACE), Secretary, Treasurer, and Registrar. The Executive Board shall be the governing body of the Chautauqua County Youth Hockey Association. The Corporation's Advisor shall have voting authority in situations where it is necessary to break a tie vote of the standing eight (8) Executive Committee members. (Also See Voting, Article IV Section 12.)

Section 2: Duties

The Executive Committee, under the direction of the President, shall prepare policies, programs, procedures, rules, and budgets for discussion, revision, and approval by the Board of Directors.

6. Article VI – Disciplinary Committee

Section 1: Disciplinary Committee:

The Disciplinary Committee shall be created as needed to review and act upon all disputes regarding infractions of the Corporation's By-Laws, rules, and regulations. The committee shall consist of the President, VP of Travel Programs, VP of House Programs, and Coaches Coordinator (ACE). Additional members of the committee may be appointed by the President. Decisions of the committee shall become final upon review and approval by a majority vote of the Board of Directors at the next regular or special meeting. Should the Disciplinary Committee's recommendation include discipline, suspension, or banishment of any head coach, assistant coach, manager, player(s), parent(s), or other participant in the association, said individual shall be entitled to a hearing as set forth in the procedures below.

Section 2: Discipline:

Any head coach, assistant coach, manager, player, parent, or other participant in the association who fails to comply with, or who has allegedly violated any of the By-Laws, rules, or regulations or who has otherwise engaged in conduct unsuitable for the sport of ice hockey or is otherwise detrimental to the association may be disciplined, suspended, or banned from participation. Said individual shall be entitled to a hearing before the Disciplinary Committee.

- **Disciplinary Committee - Hearing Procedure:**

The subject of a hearing, as well as other interested parties that may be included at the discretion of the Disciplinary Committee, shall be entitled to no less than 7 days' notice of the convening of the hearing. The notice to the subject of the hearing shall include reasonable notice of the grounds for the proposed discipline, suspension, or banishment. Any additional grounds that support the evidence may be presented at the hearing and may be considered in reaching a decision. The notice shall also include the possible consequences of an adverse finding. The subject shall be entitled to present their case and arguments.

- **Conduct of the Hearing:**

The Disciplinary Committee may, in its discretion, hold a formal or informal hearing, hear any evidence it believes is relevant to the issues before it, place limits on the time, evidence, and documentation, hear witnesses or accept written statements, and establish other hearing rules so long as each party is treated in a substantially equal manner. The Disciplinary Committee is not obligated to provide a record of the hearing. If the subject desires to have a written transcript, it is the responsibility of the subject to hire and pay for a certified court reporter, and he/she is responsible for the cost of any transcript requested.

- **Decision:**

The Disciplinary Committee will use reasonable efforts to render its decision to the parties to the hearing within five (5) business days of the close of the hearing. Any individual subject to discipline as provided herein shall be entitled to submit a written appeal in letter form to the Board of Directors. Said written appeal must be hand delivered to a board member or post-marked within 20 days of the receipt by the individual of the Disciplinary Committee's written decision and mailed to the Association Post Office Box. The Board of Directors shall determine said appeal by majority vote of the remaining board members who are not members of the Disciplinary Committee. Said decision of the Board of Directors shall be final.

Section 3: Paying Violations

Any and all discipline for a violation of playing rules and assault on game officials shall be governed by USA Hockey Rules and/or applicable League Rules.

7. Article VII – Officers

The officers of this Corporation shall be President, VP of Travel Programs, VP of House Programs, Technology Coordinator, Coaches Coordinator/SafeSport Coordinator (ACE), Secretary, Treasurer, Registrar, Ice Time Coordinator, Tournament Director, Directors at Large and the Advisor (immediate past President).

The duties of each elected officer are as follows:

President:

- Assume responsibility for the overall direction, operation and development of the Corporation;
- Preside over annual, general, special, executive, and monthly board meetings;
- Be a member of the Board of Directors, Executive, and ex officio members of all committees;
- Chair the Disciplinary Committee;
- Appoint staff and special needs chairmen subject to approval by the Board of Directors;
- Represent or designate suitable representation for the Corporation at meetings of all affiliates of USA Hockey Corporation, New York State Amateur Hockey Corporation, Western New York Amateur Hockey Corporation, Great Lakes Girls Hockey League, or other affiliates of USA Hockey Corporation;
- Sign all official documentation and papers on behalf of the Corporation;
- Plan, execute, and/or supervise all publicity efforts;
- Coordinate relations with other organizations;
- Make decisions on questions not provided for the By-Laws or rules until the next regular or special meeting of the Board of Directors;
- Appoint four (4) Directors at Large
- Perform such other duties as may be specially assigned by the Board of Directors;
- Be bonded by the Chautauqua County Youth Hockey Association, Inc.
- Applicants must have attended 15 meetings in a 2 year period to apply.

VP of Travel Programs:

- Preside at all meetings in absence of the President;
- Assume responsibility in conjunction with the President for all direction, operation and development of the travel teams of the Corporation;
- Act as a liaison between travel teams and the President;
- Be a member of the Board of Directors and Executive Committee;
- Preside over travel meetings to be held as needed;
- Carry out any duties or assignments delegated to him/her by the President;
- Succeed to the Presidency in the event of the resignation, death, removal, or incapacity of the President;
- Serve as coordinator of the travel teams' coaches, parents, and skaters and serve as a mediator to resolve disputes between travel team coaches, parents, and players;
- If mediation fails to resolve any disputes, make recommendations to the President for resolving the dispute. If that also fails, the matter will be brought to the Disciplinary Committee for final resolution.
- Be Bonded by the Chautauqua County Youth Hockey Association, Inc.
- Applicants are encouraged to have attended 15 meetings in 2 years period to apply.

VP of House Programs:

- Be a member of the Board of Directors and Executive Committee;
- Carry out any duties or assignments delegated to him/her by the President;
- Serve as coordinator of the house team coaches, parents, and skaters and serve as a mediator to resolve disputes between house team coaches, parents, and skaters;

- If mediation fails to resolve any disputes, make recommendations to the President for resolving the dispute. If that also fails, the matter will be brought to the Disciplinary Committee for final resolution;
- Actively seek sponsorships for the House League teams for each season;
- May appoint an assistant to help organize and execute the House League season.
- Applicants are encouraged to have attended 15 meetings in 2 years period to apply.

Coaches Coordinator/Safesport Coordinator (ACE – Association Coaching Education):

- Assume responsibility, in conjunction with the President, for all direction, operation, and development of the Corporation's coaches, assistant coaches, and developmental coaches;
- Coordinate and oversee the Corporation's player try-outs and coach selection processes;
- Coordinate SafeSport per USA Hockey guidelines
- Be a member of the Board of Directors and Executive Committee;
- Attend ACE Coordinator meetings held within USA Hockey's organization;
- Act as liaison between all coaches and the President;
- Preside over Coaches Committee meetings as needed;
- Work to develop standard coaching practices for each skill that focuses the coaching effort to build skill development through each level;
- Assist the VP of Travel Programs and the VP of House Programs in resolving disputes involving the Corporation' coaches
- Must hold monthly coaches meeting as needed where all coaching staff is required to attend.
- Applicants must have a CEP of level 3, 4 or 5 and must have all age appropriate modules must be given preference to apply for this position. If no applicant has applied for this position with the requirements, the applicant must obtain these requirements as soon as they can.
- Applicants are encouraged to have attended 15 meetings in 2 years period to apply.

Secretary:

- Be a member of the Board of Directors and Executive Committee;
- Plan all meetings and prepare an agenda for review at least five days prior to meetings as appropriate;
- Take the official minutes of the regular, special, executive annual, and monthly board meetings of the Corporation;
- Post on the Corporation's official internet website the approved minutes of the regular, special, executive, annual, and monthly board meetings of the Corporation;
- Send out and post official notes of the meetings of the officers, Executive Committee, Board, and other interested parties;
- Be available to the officers to write and send out the correspondence and announcements
- Applicants are encouraged to have attended 15 meetings in 2 years period to apply.

Treasurer:

- Pay all bills approved by the Board of Directors and maintain all corresponding payment records;
- Receive all payments to the Corporation and maintain all corresponding records;
- Upon approval of the Board of Directors, have authority to open and close accounts and make financial transfers as necessary;
- Prepare reports of financial status for each monthly board meeting;
- Oversee fundraising efforts and make recommendations for fund raising programs;
- Be a member of the Board of Directors and Executive Committee;
- Prepare annual financial statements;
- Prepare and file all necessary Internal Revenue forms and documents;
- Be bonded by the Chautauqua County Youth Hockey Association, Inc.
- Applicants are encouraged to have attended 15 meetings in 2 years period to apply.

Registrar:

- Assist the Treasurer in all duties;
- Be a member of the Board of Directors and Executive Committee;
- Conduct and oversee travel and house registrations for the Corporation;
- Accurately maintain records of all registered skaters and registration fees collected;
- Inform the President, VP of Travel Programs, VP of House Programs, and applicable coaches of skaters that are delinquent in paying registration fees;
- Be bonded by the Chautauqua County Youth Hockey Association, Inc.
- Applicants are encouraged to have attended 15 meetings in 2 years period to apply.

Ice Time Coordinator:

- Be a member of the Board of Directors and Executive Committee;
- Carry out any duties or assignments delegated to him/her by the President;
- be responsible for the originating and executing of the regular season and post-season scheduling of ice time as well as on-ice officials for the games of the organization.
- Applicants are encouraged to have attended 15 meetings in 2 years period to apply.

Tournament Director:

- Be appointed by the President annually to be responsible for the organizing of and chairing of a committee and execute the annual Mid-Winter Classic hockey tournament;
- Be a member of the Board of Directors.

Technology Coordinator:

- Be appointed by the President annually to be responsible for the organizing of and chairing associations website and electronic files
- Assist in administration of online registration.
- Must hold a managers' training annually.
- Must only build off of current website, may seek something new with board approval.
- Responsible of all electronic records for the association and association owned electronic devices
- Applicants that have vast knowledge in the field of computers and websites and other forms of technology with 5 years of paid experience and Applicants must have attended 15 meetings in 2 years period to apply.
- May appoint a non-voting assistant to assist with duties as needed.

Advisor:

- Be the immediate past President of the Corporation and assist the current President in his/her performance;

Directors at Large: (up to 4)

- Be appointed by the President annually;
- Be members of the Board of Directors;
- Serve on committees and/or perform specific duties as designated by the President.

Method of Elections:

Officers and members of the Board of Directors shall be elected by a majority vote of those members present at the Annual Board Meeting. The members present at the election meeting shall constitute a majority. Election procedure shall be followed according to the CCYHA Handbook.

Term of Office:

Effective July 1, 2010, the positions of the President, VP of House Programs, Registrar, and Treasurer will have elections at the annual meeting and will be two-year terms. Effective July 1, 2011, the positions

of the VP of Travel Programs, Secretary, and the Coaching Coordinator/SafeSport Coordinator (ACE) will have elections at the annual meeting and will be two-year terms. Effective July 1, 2018, The President will appoint the Technology Coordinator to a one year term. Starting July 1, 2020, the Technology Coordinator will become an appointed position for a 1 year term and the Ice Coordinator will be an elected position to the executive board. These groups were designated in order that after two election cycles there could be a completely new Board of Directors. Directors at Large, Tournament Director, and Technology Coordinator positions will remain one-year appointed terms. This will result in better continuity of our organization.

Resignations:

In the event of the resignation of the President, the VP of Travel Programs will fill the office. When any other vacancies occur on the Board of Directors, such vacancies shall be filled by appointment from the President for the position's remaining term subject to the Board of Director's approval by a majority vote of the remaining board members. Said votes are to take place at the next regularly scheduled board meeting following the President's appointment of the new board member.

Vacancies:

These can be filled by any member of the corporation. If the president feels that the duties should be shifted for the remainder of the term of office to an existing board member or if there were no applications for an executive board position, the president can appoint to fill with a majority vote of the remaining board members. If this creates a combined position, the position will only carry one total vote, not one for each title carried.

8. Article VIII: Committees

The President, or a majority vote of the board, may establish various committees for specific purposes as necessary. The chairperson shall be appointed by the President and may be an active or non-active member of the Corporation, and the committee may meet as required for its purposes. The chairperson may not be a member of the Executive Committee. A report on its membership and activities shall be submitted to the annual meeting. The committee shall terminate at the completion of its assignment or at the next annual meeting.

9. Article IX – Amendments to the By-Laws & Association Information and Policy Handbook

The Board of Directors may amend these By-Laws as needed subject to presenting the amendment(s) at the next regular, annual, or special meeting and voting on the amendment at a subsequent regular, annual, or special meeting. The approval of the majority vote of those members present at the meeting is required to pass the amendment(s).

Any amendments to the Association Information and Policy Handbook may be made by the Board of Directors by a majority vote of the members of the Board of Directors.

Any changes in either the By-Laws or Association Information and Policy Handbook must be indicated in the electronic “Master Copy” which shall be kept with the President. The updated By-Laws and Handbook must be available on the official organization internet website in a timely manner.

10. Article X- Certification

These By-Laws and the current version of the CCYHA Information and Policy Handbook were approved by the membership of the Corporation on April 28, 2010. To date these By-Laws have been amended on March 18, 2024, by the Board of Directors or at an Annual Meeting of the Corporation membership.

The By-Laws were reviewed and revised by members in good standing in CCYHA. The corporation by-laws were approved in the annual meeting held on March 18, 2024, by a vote of all present members of CCYHA that were present and in good standing.

Ratified by and signed for use by the following executive members:

Joseph Hirliman
CCYHA President

Ericka Alm
VP of Travel Programs

Christine Munson
Treasurer

Amber Smith
Registrar

Eric Clark
Ice Coordinator

Ashley Pitner
VP of House Programs

Tammy Anderson
Secretary

Jeff Anderson
ACE/Safesport Coordinator