

**MORRIS HOCKEY ASSOCIATION
BY-LAWS**

**Article I
Name**

Section 1. The name of this association shall be the Morris Hockey Association.

**Article II
Purpose**

Section 1. This Association shall promote, sponsor, provide facilities for and conduct a supervised program of hockey training, education and competition for both girls and boys nineteen (19) years of age and under, for the purpose of making them better citizens, better sports persons, more learned in the sport of hockey and the art of skating, and to aid in their physical and mental development.

**Article III
Members**

Section 1. The membership of the organization shall be made up of parents whose children are participating in the program and those persons who purchase annual membership at a price to be determined at the annual meeting. The Gambling manager and assistant gambling manager are automatic members and have voting rights. Such membership entitles the member to attend and participate in the annual meeting and vote for new directors. There shall be no limit to the number of members.

Section 2. The Board of Directors shall consist of Nine (9) Directors.

**Article IV
Membership Meetings**

Section 1. **Place of Meetings.** The meetings of the members shall be held either at its registered office or at any other place designated by the Board of Directors.

Section 2. **Annual Meeting.** Each year, the annual meeting shall be held after the close of the hockey season with the date and time to be set by the Board of Directors upon due notice to all members. Any proposed by-law changes by the Board of Directors shall be made available one week in advance of the annual membership meeting.

Section 3. **Special Meetings.** Special meetings of the members may be called at any time upon the request of the President, Vice President, or a majority of the members of the Board of Directors, or upon request in writing to the Board of Directors by members holding not less than fifty (50) percent of the voting power of the members.

Section 4. **Notice of Regular Monthly Meetings.** The exact dates, time and location of the regular monthly meetings shall be determined by the Board of Directors. Members will be notified of the meeting schedule.

Section 5. **Voting Rights.** Every adult member shall be entitled to one vote in person. There shall be no voting by proxy.

Section 6. **Quorum.** Ten percent of the membership as registered in official corporate records shall constitute a quorum for the transaction of business.

Article V
Directors and Duties

Section 1. **Number of Directors.** There shall be nine (9) directors, who must be members of the Association. The Board shall act by a simple majority vote to those directors present and voting at a duly convened meeting.

Section 2. **Election, Vacancies and Tenure.** At each annual meeting three (3) directors will be elected each to a three-year term. No elected member shall serve more than two consecutive elected terms. Any current Director can continue to fulfill their assigned duties with a new 3-year term on the Board of Directors if no interested parties are available to fill the position. Once elected, directors shall vote on the position of President, Vice-President, Treasurer, Secretary, Membership Coordinator, Concession Coordinator, Tournament Coordinator, Fundraising Coordinator, and Maintenance Coordinator. This election shall be completed by official ballot or by general consensus of directors. Positions shall be held for one year.

Any director may be removed with or without cause by the affirmative vote of a majority of the Board of Directors. Any vacancy shall be filled by the affirmative vote of a majority of the Board of Directors, and a director so chosen shall serve the unexpired portion of his/her predecessor's term. If a member is appointed to fill out an unexpired term of another director, they shall fill out that term and then can be elected to two additional elected terms.

No individual and spouse can jointly serve on the board.

Section 3. **Directors and Duties**

A. President

1. Shall preside at all meetings of the members and directors and shall perform all duties incident to his/her office and such other duties as may be prescribed from time to time by these By-Laws or by the Board of Directors.
2. Shall have the authority to appoint committee chairpersons and create committees not herein provided, subject to approval by the Board of Directors.
3. Shall be an ex-officio member of all committees except the nominating committee.
4. Shall be a member of the county board committee for the management of the Hilfred & Estelle Lee Community Center.
5. Shall be CEO for the gambling operation of the Association.
6. Shall be the second signature on all checking accounts when requested.

B. Vice President:

1. Shall perform the duties of the President in his/her absence.
2. Shall be responsible for the coordination of all hockey operations including: the coaching coordinator, referee coordinator, equipment coordinator, scheduler, and player development.
3. Shall assist the Membership Coordinator in the areas of player and coach registration and recruitment.

C. Secretary

1. Shall keep or cause to be kept a record of the proceedings of the meeting of the membership and Board of Directors.
2. Shall develop and maintain a system to record all proceedings incident to this Association
3. Shall perform the necessary notice requirements of the meeting to members and directors.
4. Shall send minutes to webmaster once approved.
5. Shall send minutes & agenda to President one week before membership meeting.

D. Treasurer

1. Shall have custody of all general funds of the Association.
2. Shall keep an accurate record of receipts and expenditures and present to Board of Directors monthly through written reports.
3. Shall pay out funds as approved and authorized by the Board of Directors.

Each coordinator may form his/her own committee from members at large to handle the following:

E. Membership Coordinator

1. Shall handle player registration, collection of registration fees, and team rosters.
2. Shall be responsible for data entry of player/parent information into the computer.
3. Shall prepare written report of registration and present to the Board of Directors as needed.
5. Shall handle each coaches registration.
6. Shall work with the webmaster to keep website & mailing list up to date.
7. Shall send out newsletters quarterly to the membership it keep them informed of activities.
8. Shall make game labels and send out registration night information.

F. Concession Coordinator

1. Shall over see the operation of the concession stand for the Association.
2. Shall oversee income/expense reports for the Association concession stand and present to the Board of Directors monthly.
3. Shall have Association concession stand workers organized for games, open skate, tournaments, and any other event to be held at the Hilfred and Estelle Lee Community Center.
4. Shall prepare an annual budget for approval by the Board of Directors prior to the season.
5. Shall have concession stand stocked, clean & up to code.
6. Shall promote the sale of MBA clothing.
7. Shall be present during a tournament or have someone there in their place.

G. Tournament Coordinator

1. Shall organize all home tournaments held by the Association.
2. Shall submit an income/expense report for all tournaments.
3. Shall prepare monthly reports and budgets for approval by the Board of Directors.
4. Shall meet prior and after a tournament with the board, coaches & team mom involved to discuss tournament plans & final report
5. Shall keep record in the office of each tournaments expenses, income, schedule, preparations and final report.
6. Shall be present during a tournament or have someone there in their place.

H. Fundraising Coordinator

1. Shall develop a variety of sources of revenue necessary to operate the Association from year to year.
2. Shall promote projects, which can produce funds for the Association.
3. Shall keep books of accounts for fundraising activities.
4. Shall prepare written income/expense report and present to the Board of Directors for approval at the conclusion of each fundraiser.
5. Shall prepare monthly reports and budgets for approval by the Board of Directors.
6. Shall coordinate the Calendar Raffle & Fair Food Stand Fundraisers.
7. Shall coordinate or find someone to coordinate any other fundraisers held.

I. Maintenance Coordinator

1. Shall work closely with Arena Manager on maintenance of the arena, rinks (indoor and outdoor), ice, zamboni, and skate sharpener.
2. Shall organize workers for off-season maintenance projects.
3. Shall work with the arena manager to prepare a monthly report for board meetings.

Section 4. Meetings of the Board : The Board of Directors annual meeting shall be immediately after the adjournment of the annual meeting. The annual meeting of directors, once convened, may be adjourned to a future time and place and reconvened then and there without further notice. Any other meeting of the Board of Directors, duly convened may be similarly adjourned and reconvened without notice. No notice of any kind, to the Board of Directors shall be necessary for the annual meeting; nor shall any notice be necessary for any periodic regular meetings of the directors fixed by the Board of Directors resolution. Special meetings of the Board of Directors may be held upon the call of the President or any Director and upon three (3) days written notice of the time and place thereof mailed or delivered in person to each director. Notice may be waived in writing before or after the time of such meeting, and attendance by director at a meeting shall constitute waiver of notice thereof. The purpose of the meeting shall be specified in notice given. Should a board member miss three (3) consecutive unexcused meetings, that member shall be removed and replaced by an affirmative vote of remaining board members.

Section 5. Quorum. The majority of the Board of Directors shall constitute a quorum for the transaction of business, provided however, that if any vacancies exist for any reason, the remaining board members shall constitute a quorum for the filling of such vacancies.

Section 6. Election of Directors. The president shall appoint a nominating committee at least two weeks prior to the annual meeting for the purpose of obtaining a minimum of necessary candidates for the annual election. Nominations shall also be accepted from the floor. All nominees must publicly accept nomination prior to balloting. A single ballot shall be cast to fill all vacancies regularly occurring each year. The candidates receiving the greatest number of votes on that single ballot shall be elected. Members shall vote for no more than the number of terms expiring when casting their ballots. Any ballot not complying with this provision shall not be counted.

**Article VI
Miscellaneous**

Section 1. Fiscal Year. For accounting and tax purposes, the fiscal year shall be January 1 - December 31. The fiscal year of the Association shall begin May 1 and end April 30 of the following year.

Section 2. These By-Laws may be amended at the annual meeting of the membership with a quorum being present and voting.

Dated _____

Secretary

Attest: _____

President