



# Princeton Youth Hockey Association Bylaws

## Revision History

Adopted 1989

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Revised August 4<sup>th</sup>, 2024

Revised July 28, 2025

## **ARTICLE I – PURPOSE**

It is the purpose of this organization to provide a formal means of organizing, financing and directing youth hockey programs in Princeton and the surrounding area. This is accomplished by owning and maintaining an entire arena facility and its staff. Princeton Youth Hockey Association (PYHA) is a non-profit organization exclusively for charitable and educational purposes.

## **ARTICLE II – SCOPE**

It is the intent of this organization to confine its efforts to the youth living in Princeton and the surrounding area. The Princeton area is defined as the natural hockey community determined by boundaries established by ISD 477 and surrounding communities with no youth hockey program or established youth hockey district as defined by Minnesota Hockey District Boundaries.

## **ARTICLE III – AFFILIATION**

USA Hockey is the national governing body for the sport of ice hockey in the United States. Minnesota Hockey is the national district affiliate of USA Hockey and has jurisdiction over all member activities, including registration, league formation and tournament sanctioning. Minnesota Hockey is split into Districts based on geographic area and each District contains Associations. Each association is affiliated with Minnesota Hockey through an affiliate agreement. PYHA is part of Minnesota Hockey District 10. District 10 is guided by the core values of Minnesota Hockey and assists Minnesota Hockey with the enforcement of its bylaws, rules & regulations, playing rules and decisions of the Minnesota Hockey Board of Directors. PYHA abides by the structures of District 10, Minnesota Hockey, and USA Hockey.

## **ARTICLE IV – MEMBERSHIP**

### **Section I – Eligibility**

The following shall be considered members in good standing and shall be entitled to one general election vote for the Board of Directors:

1. All board members are entitled to one general election vote
2. Appointed or elected coaches of the association's youth hockey teams, not otherwise entitled to vote, are entitled to one general election vote

3. Anyone appointed by the Board of Directors who are in positions for making decisions that affect Princeton Youth Hockey Association, not otherwise entitled to one vote, are entitled to one general election vote. This includes members of the Hockey Development Committee (HDC), Arena General Manager and Rink Maintenance Manager.
4. Any parent or guardian who lives in the area defined in Article II with a child registered in the program and is current with all financial obligations is entitled to one general election vote per family. This does not include members of the Co-Op residing outside of the area defined in Article II. Any member who is not current with their financial obligations will lose their voting privilege and will not be allowed to run for any position or maintain a position on the PYHA Board of Directors.

The following shall be considered non-voting members of this organization:

1. Princeton High School hockey coaches, unless they are entitled to a vote per Article IV – Section I
2. Princeton Becker Big Lake High School hockey coaches, unless they are entitled to vote per Article IV – Section I

## **Section II – Meetings**

The Board of Directors shall hold monthly meetings on the fourth (4<sup>th</sup>) Monday of each month at the Princeton Ice Arena or previously designated site at 6:30 pm for the PYHA Board and general membership. If meetings fall on a legal holiday, then the meeting shall be held on the next day not a legal holiday.

The annual meeting of this organization will be on the fourth (4<sup>th</sup>) Monday in June.

Special meetings may be called at any time by the President, majority of the PYHA Board of Directors, or 25% of the voting membership. If a special meeting is called, membership shall be informed by electronic mail a minimum of 12 hours prior to the special meeting. Any agenda item being submitted by a member of the association needs to be submitted to the current secretary at least 3 days before the upcoming meeting.

The official quorum of the PYHA Board of Directors shall be a majority vote. Proxy voting is not permitted at meetings.

Roberts Rule of Order shall be the official procedure used at all meetings.

During Board meetings, all matters are decided on by a simple majority vote. Abstaining from voting is not permitted. Board members with a conflict of interest will recuse themselves from all discussion and the vote. Proxy voting is not permitted.

Email Voting for the Board of Directors between regularly scheduled meetings will be permitted when all the following criteria are met:

1. The email must clearly state the action to be taken
2. Every Director and Officer must reply to the vote in writing with a clear YES or NO
3. The email vote must be unanimous
4. The board should record and affirm the email vote at its next regular meeting by recording it in meeting minutes

## **ARTICLE V – BOARD OF DIRECTORS**

### **Section I – General Statement**

The business and property of PYHA shall be vested in the Board of Directors, comprised of the Officers and Directors of Association.

### **Section II – Board Governing Powers**

In compliance with state law and common law, the Board of Directors will execute the fiduciary duties (duty of care; duty of loyalty; and the duty of obedience) to the nonprofit corporation in all aspects of its governance. The Board has all the powers given by state law which are necessary and appropriate for governing PYHA, including but not limited to:

1. Performance of all duties imposed upon them collectively or individually by law, the Articles of Incorporation, these Bylaws, or other written policies and procedures of PYHA
2. Appointment and removal of Board Officers and Directors, and Role Coordinators, Committee Members and/or Level Representatives
3. Oversight of PYHA activities, policies and procedures
4. Enter into contracts, or other agreements which are, in the judgment of the Board, necessary or desirable for the delivery of the mission
5. Acquire, manage, improve, leverage, or dispose of real or personal property, through any lawful method
6. Oversight of financial affairs and transactions
7. Uphold the Bylaws, policies and procedures of PYHA

8. Ensure compliance with the bylaws, policies and procedures of District 10, Minnesota Hockey and USA Hockey
9. Engage in acts that are in the best interest of PYHA and that are not in violation of state or federal laws or regulations. No director will have any right, title or interest in or to any property of PYHA.

### **Section III – Board Qualifications, Service Eligibility and Compensation**

PYHA's Board of Directors must be composed of four Officers (President, Vice President, Treasurer and Secretary) and up to eight, but no less than four, directors. This board may also include up to two non-voting positions for Princeton and PBBL High School Hockey Coaches.

All directors are elected by the voting members as defined in Article IV – Section I. Directors must either have a player registered with the organization and be in good financial standing or be a community member, as defined in Article II, in good standing with the organization.

All members of the Board will serve as volunteers. No compensation may be paid to the directors for their services, time, and efforts in that role. Paid employees of PYHA and Princeton Ice Arena (PIA) are eligible to sit on the Board as a Director, but no employee of PYHA/PIA shall be a PYHA Officer.

Terms of office: Directors shall be elected for staggered 3 year terms in a 3 year rotation, to ensure knowledge continuation.

Term Limits: No limit on the number of terms a director may serve, however directors must take a year off after serving two full terms to promote good governance and prevent stagnation. Terms begin with the respective April meetings. Incoming board members will go through an orientation by sitting in at the respective March meeting. Outgoing board members terms will end at the end of March's meeting and they will be expected to transition their responsibilities to the respective board member by April's PYHA Board Meeting.

### **Section IV – Board Member Resignation**

An officer or director may resign at any time by giving notice to an Officer of the Board. The resignation can be deemed effective immediately without formal acceptance by the Board as long as the resignation does not put the board below the minimum number of directors as defined in Article V – Section III.

## **Section V – Board Member Termination or Removal**

Any officer or director may be removed at any time with or without cause, by an affirmative vote of a two-third majority of all remaining directors. The matter of removal may be acted upon at any meeting of the Board of Directors. The director subject to removal may not vote on the matter.

## **Section VI – Board Vacancies**

Vacancies on the Board of Directors are filled by a majority vote of the remaining directors within 8 weeks of the position being empty. Vacancies do not have to be posted or filled by the next highest vote recipient from the most recent election. The newly appointed director will fulfill the remainder of the term for the vacant seat.

## **Section VII - Officers**

Officers of the association shall consist of a President, Vice President, Secretary, and Treasurer. All officers are voting members on the PYHA Board of Directors. The nomination and election of Officers for the PYHA Board of Directors will take place at the April Meeting. First year board members are ineligible to hold an officer position.

## **Section VIII – Duties of the Officers**

1. President: The president shall preside at all meetings of the association and District 10. The president convenes regularly scheduled board meetings and special meetings, presides at meetings, or arranges for another officer to preside at meetings. Handle parent/player/coach concerns following the established grievance policy. The President assumes additional responsibilities as defined in the Standard Operating Procedures for the role.
2. Vice President: The Vice President shall preside in the absence of the President and at such times perform the duties of the office. Handle parent/player/coach concerns following the established grievance policy. The Vice President assumes additional responsibilities as defined in the Standard Operating Procedures for the role.
3. Treasurer: The treasurer, in collaboration with the financial manager, prepares monthly reports and ensures financial information is available to association members. Handle parent/player/coach concerns following the established grievance policy. The treasurer assumes additional responsibilities as defined in the Standard Operating Procedures for the role.
4. Secretary: The secretary is responsible for keeping records of board actions including taking meeting minutes, preparing meeting agendas and taking meeting attendance. Handle parent/player/coach concerns following the established

grievance policy. The secretary assumes additional responsibilities as defined in the Standard Operating Procedures for the role.

## **Section IX – Directors**

The directors of the board shall consist of the following:

Roles with an \* may be filled by an association member that is not on the board of directors, but a director will be assigned for oversight.

1. Away Tournament Coordinator
2. Communications Coordinator
3. Equipment Manager\*
4. Fundraising Coordinator\*
5. GameSheet Coordinator\*
6. Girls Program Coordinator\*
7. Hockey Director
8. Home Tournament Coordinator
9. Mite/8U Coordinator (On-Ice)
10. Mite Jamboree Coordinator\*
11. Mite/8U Coordinator (Off-Ice)
12. Outdoor Ice Manager\*
13. Recruitment Coordinator
14. Referee Coordinator\*
15. Registration/Team Manager Coordinator\*
16. Scheduling Coordinator (Practice)
17. Scheduling Coordinator (Games)
18. Social Media Coordinator\*
19. Tiny Tigers Director\*
20. Volunteer Coordinator\*
21. Website Coordinator
22. Level Representatives (the representative may not have a player at the level they represent)

## **Section X – Duties of the Directors**

The Directors of the Association responsibilities include but are not limited to:

1. Schedule tournaments for travel teams
2. Ensure timely and accurate communications to members; partner with Website Coordinator and Social Media Coordinator to ensure consistent messaging across all platforms

3. Manage equipment handout and return, keep equipment room organized, and handle annual jersey and sock ordering
4. Provide successful and profitable fundraising programs
5. Responsible for maintenance of iPads and Gamesheet
6. Co-Op Committee participation
7. Establish programs for each level of play
8. Establish pre-skates, tryouts and clinics
9. Coordinate home tournaments and collaborate with Arena Manager
10. Prepare and maintain ODR; responsible for ODR warming house and ODR Zamboni
11. Recruit and retain youth and girl hockey players within association boundaries
12. Schedule practices and games
13. Promote the association and arena through various social media platforms
14. Collaborate with the arena staff to coordinate Tiny Tigers Learn to Skate program
15. Responsible for scheduling, coordinating and managing volunteer opportunities
16. Responsible for website maintenance and updates
17. Successfully run a non-profit, association owned ice arena
18. Collaboration with Arena Manager and staff
19. Additional duties as defined by the corresponding Standard Operating Procedures for the role
20. Oversight of all coordinator and committee roles

## **ARTICLE VI – ELECTIONS**

Annual Board of Director elections will take place at the Annual End of Season Celebration. Ballots will be distributed during the entire duration of the End of Season Celebration. Proxy voting shall not be permitted. All PYHA Board Members are responsible for looking for potential candidates to fill the vacancies of the board. Candidates must submit their letters of intent to the PYHA Secretary prior to the February meeting each year. Letters of intent will also be accepted at the February meeting each year. Letters of intent will be posted to the PYHA website from the day after the February meeting until the ballot count is complete. Candidates must reside in the area defined in Article II. Candidates with a registered player must be in good financial standing. Candidate eligibility is defined in Article V – Section III. A minimum of four (4) PYHA Board Members (Directors and/or Officers) will count ballots at the conclusion of the End of Season Celebration. Candidates on the ballots cannot participate in the ballot count. Elected candidates will be notified by phone following the ballot count. Election results will be posted to the PYHA website the day following the election. In the event of a tie, board members involved in the ballot count will cast one additional vote via new ballot for the candidate of their choice involved in the tie.



## **ARTICLE VII – POLICIES AND PROCEDURES**

The Princeton Youth Hockey Association will maintain a written Association Handbook outlining processes and procedures compliant with all USA Hockey, Minnesota Hockey and District 10 policies as part of the affiliation agreement with Minnesota Hockey. Only the PYHA Board of Directors has the authority to modify the Association Handbook.

## **ARTICLE VIII – FINANCES**

The fiscal year of this organization shall be from July 1<sup>st</sup> to June 30<sup>th</sup>.

No member shall incur any debt in the name of the organization without prior approval.

## **ARTICLE IX – REGISTRATION**

All players must skate and try out as registered, youth or girls. A change can only be made prior to the start of pre-skate clinics.

Requests to Play Up must follow the procedure defined in the PYHA Handbook and be requested at least 14 days prior to tryouts. If requirements aren't met, the request will be denied.

Parents of all registered players have access to the PYHA website to keep them informed of all activities. Parents must submit registration requirements timely and remain in good financial standing.

## **ARTICLE X – SUSPENSION AND EXPULSION**

Violations of the Bylaws or rules defined in the PYHA Handbook and PYHA Board Suspension Guidelines, shall render such member or player liable to suspension by majority vote of the Board of Directors until the next regular meeting or special meeting if applicable. Expulsion will occur upon two-thirds (2/3) vote of the board members present.

## **ARTICLE XI – AMENDMENTS**

These Bylaws may be amended by a two-third (2/3) vote of the active board members present at any meeting after which a thirty (30) day notice has been given to all members.

These Bylaws may be suspended by a two-third (2/3) vote of the active members present at any membership meeting.

These Bylaws will be reviewed and updated as needed but at least every two (2) years.

## **ARTICLE XII – DISSOLUTION**

Upon dissolution of this organization, any remaining assets are to be given to organizations exclusively for the promotion of hockey, or any other charitable, educational, or scientific purpose as shall at that time qualify as an exempt organization under Section 501c (3) of the Internal Revenue Code of 1954.

Amended: May 15, 1989; August 22, 1989, February 13, 1990; April 9, 1991; December 1, 1991; March 10, 1993; May 2, 1994; March 11, 1998; March 10, 1999; June 24, 2004; February 11, 2009; October 13, 2010; May 14, 2012; March 11, 2013; October 14, 2013; September 12, 2015; June 26, 2016; October 28, 2019; August 28, 2023; August 4, 2024