

Mahtomedi Youth Hockey Association



Organizational By-laws

~~7-19-20~~ 11/15/20

MAHTOMEDI YOUTH HOCKEY ASSOCIATION ORGANIZATIONAL BY-LAWS

Article I – Membership

Section I - Qualification

Any individual or family, who has paid their hockey bill prior to the Annual Meeting of each fiscal year and is in good standing as a member, is considered an Active Member of this Association. In addition, any community member who is an active volunteer (as determined by the Executive Officers) within the Association can and will be noted as an Active Member of the Association.

Section II - Membership

The number of members shall be unlimited with efforts made each year to increase the Association membership.

Section III - Meetings

There shall be an Annual Election Meeting in April of each year of the Association membership. The date, time, and location shall be announced 30 days prior to the meeting by the president of the association by e-mail and MYHA website posting. The Annual Election Meeting shall elect the Board of Directors who will serve until their successors have been duly elected and qualified.

The Board of Directors of the Association shall meet monthly on the third Sunday of every month at 8 PM. The meeting date, time and location may be changed at the discretion of the MYHA President. Any changes to the meeting date, time or location will be communicated on the MYHA website. The association secretary or their designee shall post an agenda of the forthcoming meeting, on the MYHA website, at least one week prior. Members will have the opportunity to comment on agenda items at the beginning of each meeting. The President has the right to limit the amount of time each member has to speak based on the number of members who would like to comment. Special meetings of the members may be called by action of the Board of Directors.

Article II - Officers and Executive Committee

Section I - Officers

Officers of the Board of Directors consist of President, Vice President, Secretary, and Treasurer. These officers shall be the members of the Executive Committee of the Board of Directors.

Section II – Vacancies

The Board of Directors shall fill any vacancy. The replacement officer shall serve for the balance of the term of the office vacated.

Section III - Duties of the Officers

President - The president shall preside at all membership meetings of the Board of Directors. The president shall take direct charge and assume responsibility in the supervision of the business of the association and may delegate such duties as may be necessary to execute his/her responsibilities.

Vice President - The vice president shall preside in the absence of the president and at such times perform the duties of the office of the president. The vice president will assume additional responsibilities as delegated by the president and/or the Board of Directors.

Secretary - The secretary shall keep an accurate record of the proceedings of all meetings to include regular Board meetings, special meetings and any grievance proceedings. The secretary shall hold the official papers of the association including Corporate Charter, by-laws, Player Evaluation and Team Selection Manual, Organizational Structure and files of all association minutes.

Treasurer - The treasurer shall have charge of all funds and shall pay all bills as ordered by the directors. He/she shall make oral and written reports of expenditures at each Board of Directors meetings and at membership meetings at the request of the presiding officer. The treasurer shall prepare and sign all checks, drafts, and promptly deliver such to one other officer for signature and forwarding to payee. The treasurer shall develop an Annual Budget, which will be due at the June Board of Directors meeting.

Section IV - Term

Officers shall serve for the period of two years beginning immediately after adjournment of the meeting at which they were elected.

Article III - Board of Directors

Section I - Board Structure

The Board of Directors shall be composed of the four Executive Officers named in Article IV and ten additional members.

Section II – Elections

- A. Any active member of the association, in good standing, is eligible to serve as a board member upon the voting approval of the membership in conjunction with the Annual Election Meeting. Executive Committee directors must have a minimum of one-year prior MYHA board experience (with the exception of the Secretary and Treasurer position).
- B. Each member of the Board of Directors and every parent, in good standing, of an active player in the association will be entitled to one vote for each Annual Election. All voting members must have a valid e-mail address listed with MYHA by April 1st of the voting year in order to receive an online Board of Directors ballot.
- C. All candidates will be elected for an At-Large position on the MYHA Board of Directors with the exception of President and Treasurer.
- D. Members interested in being elected to the Board of Directors, Treasurer or members having one-year MYHA Board experience wanting to run for President must submit a biography to be posted to the MYHA website prior to the date of the election as determined by the sitting President or current Board of Directors.
- E. Voting for the MYHA Board of Directors will open the Thursday before the Annual Election Meeting and will close at 5pm the day of the meeting.
- F. All voting will be completed online. Any voting for members not on the ballot must be done as a write-in candidate. Nominations will not be accepted from the floor.
- G. The candidates receiving the most votes will be elected to the Board of Directors.

- H. Election results will be posted to the MYHA website within 24 hours of the Annual Election Meeting.
- I. In the event of a tie, there will be a 24-hour run off, via online voting, between the two tied candidates to break the tie.

Section III - Powers and Duties

The Executive Committee and the Board of Directors shall be the general governing body of the association. It shall approve the budget and require such reports from officers as are necessary to efficiently direct the business of the association. In addition, the Directors shall approve committee Chairperson appointments made by the president.

Board members are elected to represent the association membership and should act with their interests in mind when determining policy and procedure. **Any Board member who has two non-reported absences from regularly scheduled board meetings may be asked to resign to allow replacement by an active member.**

Section IV- Meetings

The Board of Directors of the Association shall meet monthly meetings the third Sunday of every month at 8 PM. The meeting date, time and location may be changed at the discretion of the MYHA President. Any changes to the meeting date, time or location will be communicated on the MYHA website. Additional meetings as may be called by the president or upon written request by any three members of the Board. Notice of time and place of the meetings of the Board must be given to each member at least 24 hours prior to the proposed meeting.

Section V – Quorum

For all meetings of the voting board members (Executive Committee and Board members), one third of all the Directors shall constitute a sufficient quorum to transact business and a majority vote of those present shall be sufficient to adopt such matters as may come before the meeting.

Section VI - Term

Board members shall serve for the period of two years beginning immediately after the adjournment of the meeting after they were elected.

Section VII – Vacancies

The Board of Directors shall fill any vacancy. The replacement board member shall serve for the balance of the term of office vacated.

Article IV – Board Positions

Section I - Committees and Duties

Age Level Director - Director shall carry out evaluation process responsibilities as outlined in the Player Evaluation and Team Selection Manual. They will also be the first contact for any grievance regarding a player or coach. Age Level Directors will also be responsible for overseeing and obtaining team sponsorships at their age level. Age Level Director positions will be as follows: Junior Gold, Bantam, Pee wee, Squirt, Mite, Girls Director (U15, U12 & U10), and U6/U8. The Age Level Directors serve a one-year term. The Board of Directors shall approve the Age Level Directors, each year.

District II Representative - This individual represents MYHA at all District II functions and meetings. They will represent MYHA interests while voting or discussing District II policies or issues during meetings, finding District II volunteers for the end of the year play-offs, and other functions.

Director of Fundraising – This position is responsible for recommending and overseeing all fundraising opportunities relevant to MYHA.

Director of Recruiting– Director of Recruiting oversees all recruiting efforts and reports all results.

Director of Player Development – This position is responsible for recommending and overseeing all player development opportunities relevant to MYHA including but not limited to: Fall Camp, Wednesday Goaltending sessions, Skills nights, etc.

Director of Coaches – This position is responsible for developing and overseeing all coaches in MYHA. Such duties will include but not limited to: training and development, practice plans, overall coach support, etc.

Article V – Procedures

Section I - Procedure

Roberts Rules or Parliamentary Law shall be the authority in the deliberations of the association **except as outlined below.**

Section II – Motion Procedure

Motions may be by voice or show of hands. A ballot must be provided if requested by any three Directors voting at the Director’s Meeting or any five members voting at a meeting of the general membership.

Section III – Tie Votes

In the event of a tie vote, the motion will then be put to a vote of the Executive Officers (President, Vice-President, Treasurer and Secretary).

In a vote of the Executive Officers, the President is only allowed to vote in the following situations: 1) to make a tie vote or break a tie vote, 2) a secret ballot vote or 3.) in a roll call vote.

If the vote is tied then the motion is defeated. In a roll call vote, the President must vote last. The President has the discretion to vote or not vote in a tie situation and cannot be forced to vote by the members. If the motion is a tie and the President does not want to vote, the motion is defeated.

Section IV-Procedure when there is No applicable By-Law

When a situation arises in the association, evaluation process or with one of the association's members and there is no applicable By-Law or guideline in the Player Evaluation and Team Selection Manual or MYHA Player Parent Handbook a full Board of Directors vote is required. In this situation the following process shall be followed by the Board of Directors:

- 1. A member of the Board of Directors (preferably the Level Director if applicable) shall investigate the situation and report back to the full Board of Directors (i.e. talk to any witness, talk to the affected parties, collect any historical information, any applicable information he or she determines is pertinent, etc.).**
- 2. After the report to the full Board of Directors, the Directors may discuss the findings of the investigation prior to voting.**
- 3. After a full discussion, the President may call for a vote only after a motion has been made and seconded.**
- 4. The vote and full discussion may be done either in person, via some video/telephone conference system or via e-mail.**

Section III V- Requests for Financial Assistance

- A.** All requests for financial assistance must be in compliance with Articles of Incorporation for the Mahtomedi Youth Hockey Association.
- B.** All requests for financial assistance must be Mahtomedi Hockey-specific. Financial assistance requests greater than \$200 must have, as a minimum, a 30-day waiting period for financial assistance. All requests must be submitted to the president. The president will confer with the vice president and treasurer. The person or group that has asked for financial assistance will receive a response to their request, in writing, from the president of the board, not later than seven days after their request has been discussed by the committee outlined above.

Article VI – Amendments

Section I – General Notes

By-laws, Player Evaluation and Team Selection Manual, and the Organizational Structure document may be altered or amended at any regular meeting of the Board of Directors by a majority vote of the entire Board. Prior to any changes to these documents there will be a minimum two week notice posted on the MYHA website. Members will be given an opportunity to comment on the proposed changes prior to the board vote

- A. The By-Laws will be reviewed annually at the June Board meeting. If there are proposed changes to be made, those proposals will be posted on the MYHA website. A vote for ratification will then take place at the July meeting.
- B. The MYHA Player Evaluation and Team Selection Manual will be reviewed annually each fall. After the evaluation review process, as directed in the MYHA Player Evaluation and Team Selection Manual, this document shall be altered or amended by a majority vote of the entire board as necessary.
- C. When any of the above documents are changed or amended, the latest added language shall be highlighted, italicized or some how marked. The replaced or changed language shall be lined through.
- D. After approval of the of the new, changed or amended language, the new, changed or amended language will be highlighted in the by-laws for 1 year. The new, changed or amended highlighted language will appear with the unchanged language. Also, the replaced or changed language will remain lined through for 1 year. After 1 year the lined through text will be deleted permanently from the bylaws and the highlight for the new, changed or amended language will be removed.

Article VII - Membership Conduct

Section I - Spectator Behavior

Spectators, who are present at any association hockey game to include league games, scrimmages and/or tournaments, will be responsible for conducting themselves appropriately. Any spectator who is abusive, physically violent, and disruptive to coaches and/or game officials will be asked to leave the arena. Spectators are to be respectful of coaches, players, and officials. Mahtomedi Youth Hockey Association will enforce these rules with all members within our association. Spectator behavior will be consistent with District guidelines and rules. In an effort to make Ice Hockey a more desirable and rewarding experience for all participants, the USA Hockey Youth, Junior and Senior Councils have adopted a ZERO TOLERANCE policy. Please see Article IX for consequences in not adhering to the Zero Tolerance policies.

Formal grievance may be filed by any member of the association regarding the behavior of an association spectator with the Executive Board. The Board of Directors following a review of the charges by the Executive Board will hear formal charges. The member who has been charged will be notified of the charges and will be given an opportunity to attend the proceedings. Members found to be guilty of the charge will be placed on probation and if a second offense should occur, the member and his/her family will be notified by certified letter of their release from the Mahtomedi Youth Hockey Association.

Please refer to the attachment at the back of the MYHA Parent and Player handbook “Mahtomedi Area Youth Sports – Parents Code of Conduct”.

Section II - Coach and Player Conduct

The coaching staff and members of all MYHA teams are expected to conduct themselves in a professional manner at all functions associated with the Mahtomedi Youth Hockey Association. This includes in the locker room and on the ice. Good sportsmanship, fair play and emphasis on good clean hockey are top priorities and must be reinforced by coach and players alike. USA Hockey and MN Hockey's **ZERO TOLERANCE** policy will be enforced by MYHA. Please see Article IX for consequences in not adhering to the Zero Tolerance policies.

Please refer to the attachment at the back of the MYHA Parent and Player handbook "Mahtomedi Area Youth Sports – Coaches Code of Conduct" and Mahtomedi Area Youth Sports – Players Code of Conduct".

Section III - Expulsion of Members

The Mahtomedi Youth Hockey Association is a nonprofit corporation and will exercise its right to accept or reject application for membership. Members of the association are expected to support the activities, which allow us to provide a quality hockey program for the use in this community. Members who are abusive, disruptive, and uncooperative and/or have been found to be guilty of formal charges filed against them will not be able to register the following year. Petition for readmission must be filed with the association president and will be reviewed and acted on by the Board of Directors.

Section IV - Misconduct

Whereas the MYHA is a nonprofit corporation and whereas this corporation serves as an association of hockey families, be it resolved, that the Mahtomedi Youth Hockey Association has the right to suspend or expel any association member under the following provisions:

- A. Misconduct as a Spectator** - To include verbal abuse, foul language, physical contact with another person, nonsupport of coaching staff or other requirements as specified by the league rules in which we are participating.
- B. Insubordination** - To include miscommunication of information, i.e. deliberate attempt to misrepresent association intentions. Any association member wishing to file a formal charge should do so, in writing and submit it to the MYHA president. The party who the charge has been filed against will be notified and should be present when the charges will be heard by the Board of Directors. Each case will be reviewed and the severity of the charge weighed to determine the appropriate action by the Board of Directors.
- C. Discipline Reporting Process** – All parties involved in a conflict must wait 24 hours after the incident and or problem occurs before contacting the coach or any member of the Board of Directors or Executive Committee.
- D. Non-payment of fees** – Any member with a carryover balance from the previous season may not participate in the current season until any outstanding balance is paid in full, or satisfactory payment arrangements have been made with the treasurer.

- E. Conflict Resolution** – All violations of the Coaches, Players and Parents Code of Conduct will be reported to the Level Coordinator. There will be a 7-day maximum response time for any and all issues. If necessary, the President of the MYHA will be contacted within the 7 day time period for guidance and resolution to the violation or issue. If the issue or violation requires a hearing by the MYHA board, a special meeting will be scheduled.

Violations of the Players Code of Conduct where an incident occurs with intent to injure another will result in a 7-day penalty or suspension from play, including 2 games.

Section V – Philosophy

A. Amount of playing time and tournaments

- All players playing on a traveling team, except Junior Gold, are to have equal ice time. Equal ice time shall be accomplished through the natural rotation of lines. Keep in mind power plays, short-handed situations, injuries, disciplinary action and referee whistles may affect natural playing time during the course of a game.
- **Tournaments:** All players playing on a traveling team are recommended to play in up to four tournaments per season, including, out of town tournaments requiring overnight accommodations.

B. Junior Gold

- Will not be subject to the equal ice time philosophy and coaches are free to determine ice time, special teams units, healthy scratches, etc. as they see fit (subject to oversight by the Age Level Director and the MYHA Board).
- All Junior Gold players are also subject to all Minnesota State High School League rules and policies and must abide by those rules and policies in addition to those of Minnesota Hockey, District 2 and MYHA.

- B C. Team formation** - Players that wish to be evaluated for a travel team or register for a “C” level team must fall within the age requirements as established by USA Hockey.

D. Registration

- Registration for All traveling levels (Bantam, Peewee, Squirts, 12U and 10U) will close on September 15 of every year prior to start of the season (the date may be modified by the Board of Directors as needed on any year, but the default will be September 15).
- Once a player is registered at a level they may not switch after September 15. The player may modify his or her registration at any time prior to September 15. After September 15 a player must be evaluated and participate at the registered level.
- Junior Gold and 15U registration will remain open until 1 week after the conclusion of their respective high school tryouts (or sooner as determined by the Board of Directors).
- Registration for all Mite Levels (Mite Intro, Mini Mites, Mite 1 and Mite 2/3) and the remaining Girls Levels (8U/6U/5U) will close on October 15 of every year prior to the season except as modified by the Board of Directors.
- Late Registrations will not be accepted except as determined by the Board of Directors.

E. Minimum Team Sizes

- All Teams at the traveling levels shall have a minimum of 11 players (10 skaters and 1 goalie).

Section VI - Player Rules of Responsibility

As part of the registration process, each player will sign the Player Code of Conduct form indicating that he or she has read, understands and will abide to such rules and conduct. No player will be allowed to participate until this form is signed. A copy of this form can be found in the appendix of the Parent & Player Handbook.

1st Violation – Meeting with the head coach to explain their action. Verbal warning if the coach deems necessary.

2nd Violation – Player, player's parents and coaches will meet to discuss the situation and come to resolve. Coach may sit the player 1 period of the next game if he deems appropriate. The coach will notify Age Level Director.

3rd Violation – Player's parents, Age Level Director and Head coach will meet. The Age Level Director will determine if the player's action warrants a 1 game suspension. The President of MYHA will be notified of the situation.

Further violation of the Player Rules of Responsibility could result in additional suspensions or removal from the team. **Any player removed from a team for continued violation of these rules will not be refunded any registration fees, traveling fees or fees the team collects.**

Section VII – Coaches' responsibilities

Each MYHA coach will be required to sign a Coaches Code of Conduct form indicating that he or she has read, understands and will abide to such rules and conduct. A coach will not be eligible to coach until the Coaches Code of Conduct form is signed. A copy of this form can be found in the appendix of the Parent & Player Handbook.

Article VIII – Move Up to the Next Level or Move Down a Lower Team

Section I – Boys

Players with advanced skills, who wish to play at the next higher level of play, may do so if they meet the following criteria:

- A.** Have written recommendations from two previous coaches from the past two years of play that have no conflict of interest with the player.
- B.** The player must receive approval to tryout by the board of directors at a meeting of the board preceding tryouts.
- C.** After the first hour of player evaluations at the next higher level, player must rank in the top 7 players of the A team for which he is trying out to be considered for placement on the team. If not, he will be required to complete evaluations at his designated age level.

Exception to 1-3 above for **Mite eligible players:**

- A.** If a Mite eligible player has played one season at the Squirt C level, that player may petition the board for permission to participate in the tryouts and with board approval may play at the or B level, as evaluated, or can sign up to play at the Squirt C level without going through evaluations.

Section II – Girls

Excluding Initiation (Mini Mites, Mites and U6/U8) level players, the Program (as defined as Girls or Boys) for which the player registers is the Program for which she must play. Any exception requires MYHA Board approval.

Players with advanced skills, who wish to play at the next higher level of play, may do so if they meet the following criteria:

- A.** Have written recommendations from two previous coaches from the past two years of play that have no conflict of interest with the player.
- B.** The player must receive approval to tryout by the board of directors at a meeting of the board preceding tryouts.
- C.** After the first hour of player evaluations at the next higher level, player must rank in the top 7 players of the A team for which she is trying out to be considered for placement on the team. If not, she will be required to complete evaluations at her designated age level.
- D.** The Age Level Director and the MYHA Board of Directors have the right to allow flexibility and movement if the need arises to fill out the number players at a particular level.

Section III - School Grade Exemption

Players who miss the Minnesota Hockey ~~June 30th~~ May 31st birthday cut-off for moving up to the next age level and have birthdays between ~~July~~ June 1st and August 31st, will be allowed to register at the next higher level and tryout for the next higher level with their school grade. The MYHA Board must be notified of the school grade move-up ~~prior to~~ during player registration for the year that it applies. All player movement including School Grade exemption is subject to MYHA Board approval. Once the decision has been made, the player that is registered at the next level cannot drop back to the lower level for that season.

Section IV – Move Down to a Lower Team (Boys and Girls)

Players that wish to move down to a lower team may do so at any time prior to or after evaluations only with the permission of the full Board of Directors. A player is never allowed to move down an entire level. A player wishing to move down to a lower team must follow the below procedure:

1. Make a formal written request to the appropriate Level Director.
2. The appropriate Level Director shall investigate the request and report back to the full Board of Directors (i.e. talk to the players parents, current coaches, former coaches, collect any historical information, any applicable information he or she determines is pertinent, etc.).
3. After a report to the full Board of Directors, the directors may discuss the findings of the investigation prior to voting.
4. After a full discussion, the President may call for a vote only after a motion has been made and seconded.
5. The vote and full discussion may be done either in person, via some video/telephone conference system or via e-mail.

Article IX – Zero Tolerance Policy

For each player they will be subject to the following:

- 100 minutes of penalties – report to MYHA – 1 game suspension
- 200 minutes of penalties – report to MYHA – 2 game suspension, plus a hearing
- 300+ minutes of penalties – report to MYHA – season suspension, plus a hearing for further discipline measures by the board
- 3 or more game misconduct's or inappropriate behavior that leads to a dismissal from the ice – season suspension

Any verbal swearing at an official, player, parent or coach or hand signals to indicate the same the following will apply:

- 1st offense – 1 game suspension
- 2nd offense – season suspension

It should be emphasized that coaches swearing regularly at their players, or using vulgar language during discussion with their players is strictly forbidden and must abide by the above policy – no exception.

Parents will be subject to the following if thrown out of an arena:

- 1st offense – 1 game suspension
- 2nd offense – season suspension

All suspensions are subject to Age Level Director and MYHA Board review. All are in addition to league or district penalties or suspensions.

At any time the coach has the discretion to enforce conduct issues and consequences prior to these Zero Tolerance Guidelines mentioned above.

Article X – Charitable Gambling

1. MYHA will operate Charitable Gambling at Quinny's Irish Pub in Mahtomedi beginning October 1, 2018.
2. MYHA will form Gambling Committee to help provide oversight to the gambling operations as requested. As well as establish criteria for lawful purpose expenditures and review requests for lawful purpose expenditures and make recommendations to the membership. Any active member of MYHA, who is over 18 years of age and has been a member for at least six months, may serve on the Gambling Committee up to 9 members as determined by the MYHA Board.
3. All active organization members (that are over the age of 18 years old and have been an active member for 6 months) are eligible to vote on gambling matters at MYHA's monthly meetings.