

## **A. CLUB BY-LAWS**

These By-laws are drafted and approved by the Laramie Amateur Hockey Club (hereinafter "LAHC" or the "Association") Board of Directors and shall be in effect on the date first set forth below. Such By-laws are in compliance with the non-profit corporation statutes for the state of Wyoming and follow the recommendations of USA Hockey.

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### **1. BOARD OF DIRECTORS**

1.1 The LAHC Board of Directors shall consist of not less than five (5) and no more than ten (10) members each of whom shall be a parent or guardian of a LAHC registered participant or a coach/assistant coach, or any other approved by the board.

1.2 Potential board members/officers are nominated by parents/guardians of registered players and by registered coaches.

1.3 In order to maintain at least five (5) members on the board, Board members at large can be elected to the board in conjunction with the election of officers of the board.

1.4 A quorum of board members shall be required to be present to vote on any business brought before the board. A quorum shall consist of a majority of current board members.

1.5 The board shall meet at the call of the president, or not less than once every month.

1.6 Any board member may be elected for unlimited terms as long as he or she meets the requirement for membership in 1.1.

1.7 Board membership shall begin June 1 of each year and terms shall be for a minimum of 1 year.

1.8 Each board member shall be entitled to one vote on the board. No absentee or proxy votes are allowed.

1.9 A board member who fails to maintain the qualifications to be on the board (1.1) or who misses three consecutively scheduled board meetings may be removed from the board and office by a majority of a quorum of board members when such a motion for removal is made at a scheduled board meeting.

1.10 Vacancies on the board during the year shall be filled by the current board from names presented by the current board members and approved by a majority vote of the board members.

1.11 An Association annual meeting will be held in April of each year for the purpose of electing new board members and officers and to replace present members or officers whose terms are expiring due to resignation or end of term.

1.12 Potential officers and board members shall be presented to the membership of the Association from a slate determined by the Nominating Committee. (See section 3)

1.13 Preparation of the final ballot shall be completed by the Past-president with the supervision of the Nominating Committee. (See section 3)

1.14 Officers/Board members shall be elected by simple majority vote of all Association members who vote on a LAHC prepared ballot. There shall be one vote per registered family. A registered LAHC family may vote by absentee ballot.

1.15 In the event of a tie vote, the tie shall be broken by a vote of the current Board of Directors present at the annual meeting. In the event of another tie, the current board president shall choose between one of the two candidates in the tie.

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## **2. OFFICERS**

2.1 The LAHC Board of Directors shall be directed by the following officers: Past President, President, President Elect (Vice President in Articles of Association), Registrar, Secretary, Treasurer, Scheduler, and Coaches' Representative. The

Secretary and Treasurer may be combined. Other officers of the board may be added by majority approval of the board.

2.2 Officers of the board shall be elected to serve in their position for a two-year term beginning on June 1 of each year. However, a person accepting the nomination for President-elect needs to be advised that such term is for three years as the President-elect will be President-elect, President and Past President, in that order, for one year for each office.

2.3 PAST PRESIDENT - the Past President shall serve a one-year term immediately following his or her term as President. Duties of the Past President include attending all scheduled board meetings to advise and guide board action and decision and to represent LAHC at all CAHA, WAHA and other league meetings.

2.4 PRESIDENT - The President shall serve a one-year term. Duties include:

- i. Day to day operation of LAHC and the Board.
- ii. The president is granted exclusive authority to act on emergency matters of either policy or financial nature. Any emergency action taken by the President must be reported to the full board at the next scheduled board meeting. The board shall affirm, modify or repeal said act of the President and clarifies policy or procedure for future emergencies.
- iii. Preside at all board meetings.
- iv. Appoint committee members as outlined in section 3 of these by-laws.
- v. Maintain direct liaison relationships with the city of Laramie.
- vi. Call emergency meetings.
- vii. Attend or designate a representative to attend all meetings pertaining to LAHC.

2.5 PRESIDENT-ELECT - the term of President-elect shall be for one year. The president-elect shall assume the position of President after completing his or her term

as President-elect or during his or her term as President-elect if the President is unable to complete the term. The President-elect's duties include the following and any other designated by the board president:

i. Acting for the President when President is not available with all powers of the president listed above.

ii. Public relations and communication to the media and promotion and publicity of the LAHC.

iii. Publish LAHC newsletter.

2.6 REGISTRAR - The Registrar shall be elected to serve a two-year term. Election for the Registrar shall be done on even years. He or she may be elected to serve consecutive two-year terms. Duties of the Registrar shall include the following and any other duties delegated by the President.

i. Determine registration process and register all players and coaches for USA Hockey, CAHA and WAHA.

ii. Complete and send to USA Hockey, CAHA and WAHA all necessary player and team registration forms including but not limited to the IMR's and official team rosters.

iii. Maintain completed and signed team and player rosters.

iv. Follow the Wyoming State registrar packet.

2.7 SECRETARY - Secretary shall serve a two-year term and he or she may be elected to consecutive two-year terms. Election for secretary shall be done on odd years. Secretary's duties include the following and any other designated by the board president.

i. Responsible for board meeting minutes. Once minutes have been approved by the board they are to be made available to any LAHC member who request a copy.

ii. Maintain all LAHC governing documents promulgated by LAHC, USA Hockey, CAHA and WAHA if applicable.

iii. All duties of Treasurer if elected as Secretary/Treasurer.

2.8 TREASURER - If Treasurer is elected separately from Secretary he or she shall serve a two-year term. Election for Treasurer shall be done on odd years. Treasurer may be elected for consecutive two-year terms.

Treasurer's duties shall be the following and any others designated by the Board President.

i. Responsible for all receipts, disbursements and accounting of the same for all LAHC funds.

ii. Prepare and present an annual budget to the board for approval. If a Finance and Investment Committee is in place this committee shall prepare and present the annual budget.

iii. Responsible for implementing and administering procedures governing fund raising and special projects.

iv. Responsible for investing any excess funds in board-approved investments and reporting on such investments on a monthly basis.

v. Prepare and provide to each board member at scheduled board meetings a current accurate and balanced financial report of LAHC funds. Said reports shall become a permanent record of the organization.

2.9 SCHEDULER - The scheduler shall be elected to serve a two-year term. Election of scheduler shall be done on even years. He or she may be elected to consecutive two-year terms. Duties of scheduler shall include the following and any other duties delegated by the president.

i. Responsible for all scheduling of home and away games, tournaments, special events and any other matters requiring scheduling as outlined by the board.

ii. Provide all coaches with season schedules and changes to that schedule as soon as available.

iii. Responsible for all game documentation which includes game score sheets, documentation of goals, assists and penalties and certification necessary for awards.

iv. Coordinates ice time for LAHC with city staff.

2.10 COACHES' REPRESENTATIVE - Coaches' Representative shall be elected to serve a two-year term. The Election for Coaches' Representative shall be done on odd years. In the event that there is no nominee for that position, he or she shall be appointed by the board to serve a one-year term. He or she is the board liaison for coaches. The Coaches' Representative shall schedule practice times for each LAHC team with assistance from the scheduler. He or she will, with the approval of the board, designate Head Coaches, and will organize and coordinate coaches clinics and training necessary for coaches certification. He or she will also present to the board for board action, concerns or disputes of coaches with players, parents or others.

2.11 TEAM REPRESENTATIVE - If all teams are not represented on the board of directors the following action will be taken by the non-represented team under direction of the board.

i. The team that is not represented shall elect a team parent to be that team's representative on the board. During that team representative's term on the board he or she shall be a voting member of the board. This position shall be on an as-needed basis and shall expire at the annual meeting of LAHC.

2.12 BOARD APPOINTED POSITION - The board may, as needed and desired, appoint LAHC members to serve in various positions in the Club. These positions are non-board, non-voting positions. These appointed positions would be for a one-year term beginning June 1 of each year. Such appointed positions may be: equipment manager, referee scheduler, and director of fundraising. These positions can be deleted if position and duties are no longer applicable and the board can add positions as needed.

a. EQUIPMENT MANAGER - shall be directly responsible for all LAHC owned hockey equipment. This includes purchasing equipment for LAHC, assigning out LAHC owned

equipment to players who require equipment, and maintaining in usable condition all equipment owned by LAHC. All purchases of equipment require a board motion and approval and the equipment manager must get at least two competitive bids for equipment over \$300.00. Commonly used equipment purchased on a regular basis throughout the hockey season can be pre-bid before the season and purchased on a regular basis without board approval. All invoices will be submitted to board for payment approval. The Equipment Manager is in charge of requiring all LAHC Players who borrow or rent equipment from LAHC to sign a release and receipt of equipment borrowed. He or she shall document condition of equipment when borrowed and returned and

shall repair any equipment upon return if feasible to do so.

b. REFEREE SCHEDULER - will work with the scheduler to schedule all necessary referees for LAHC sanctioned home games. He or she will also coordinate clinic and training for referees as needed for referees to become certified.

c. DIRECTOR OF FUNDRAISING - directs all fundraising efforts of LAHC. He or she will be directly supervised by the Treasurer and shall report activities to the board.

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### **3. COMMITTEES**

3.1 The Association's Board of Directors may create standing committees as needed to direct the affairs of the Association. Said standing committees shall be the Nominating Committee, Finance and Investment Committee,

By-laws/Procedures-Policy Committee and the Discipline Committee. Each committee shall have a one-year term, which shall begin June 1 of each year and end May 31 of each year. Committee members can be appointed to serve consecutive terms.

3.2 NOMINATING COMMITTEE - shall consist of no fewer than three (3) members, one of which must be current board member. The remaining committee members may be board members or LAHC parents or coaches. The board president shall appoint members to the committee and appoint a committee chair.

3.3 It shall be the duty and responsibility of the nominating committee to receive nominations for and nominate qualified, eligible candidates for the vacant offices or positions on the LAHC board.

3.4 The Chair of the Nominating Committee shall advise LAHC members, in writing, on or before April 1, of any director and officer positions which will be up for election at the approaching annual meeting. He or she shall request any eligible LAHC members interested in any open position to indicate such interest, in writing, to the Chair.

3.5 FINANCE AND INVESTMENT COMMITTEE - the Finance and Investment Committee shall consist of the Treasurer and at least three other persons who shall be appointed by the board president. The Treasurer shall be the committee chairman.

3.6 It shall be the duty and responsibility of the Finance and Investment Committee to regulate and control all funds and all accounts of LAHC, subject to the approval of the Board of Directors. Furthermore, it shall be the duty of this committee to examine any question arising out of the finances of LAHC and recommend to the board any course of action relating to the financial matters which may be deemed advisable. Finally, it shall be the duty of this committee (if it is in effect) to submit an annual budget to the board.

3.7 BY-LAWS/RULES COMMITTEE - The By-laws Committee shall consist of at least four (4) persons one of which must be a current board member. The board president shall appoint the remaining members and the board member to serve on the committee.

3.8 This committee shall be responsible for interpretation of the By-laws and LAHC policies and rules. This committee shall also solicit and propose amendments to the By-laws and rules at the annual meeting or any special meeting of the board. This committee shall publish all duly adopted By-law and rules changes annually to the LAHC membership.

3.9 DISCIPLINE COMMITTEE - This Committee shall be composed of at least three (3) but no more than five (5) parents of registered players or coaches or any other approved by board. The LAHC board president shall appoint the members, and one of the committee shall be a Midget representative. There cannot be two committee members from the same player age group.

3.10 This committee shall be responsible for deciding any action, suspensions or otherwise, to be taken against a player or team official for violations of LAHC policies or other matters which need to be addressed that are not addressed by CAHA, WAHA OR USA Hockey. USA Hockey rules and regulations will govern all discipline for game penalties including misconduct's, gross misconduct's or matches. This committee cannot give supplemental discipline for these game penalties.

3.11 Violations of LAHC policies should result in no more than 2 game suspensions per violation. However, no player or official shall be suspended for more than two (2) games unless he/she has been provided the opportunity to appear before the committee to relate his or her version of the incident. A recommendation by this committee will be subject to board approval.

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## **4. USA HOCKEY, INC. AFFILIATION**

4.1 The Laramie Amateur Hockey Club is an affiliate organization of USA Hockey, Inc. and shall abide by and act in accord with the Articles of Incorporation, By-laws, Rules and Regulations, Playing Rules and decision of the Board of Directors of USA Hockey, and such documents and decision shall take precedence over and supersede all similar governing documents and/or decisions of LAHC Board of Directors.

4.2 Further, LAHC shall assist USA Hockey in the administration and enforcement of the provisions of the By-laws, Rules and Regulations, Playing Rules and decision of the board of Directors of USA Hockey, within and upon its members and/or jurisdiction and agrees to be guided by the following core values of USA Hockey:

1. Sportsmanship - Foremost of all values is to learn a sense of fair play. Become humble in victory, gracious in defeat. We will foster friendship with teammates and opponents alike.

2. Respect for the individual - Treat all others as you expect to be treated.

3. Integrity - We seek to foster honesty and fair play beyond the mere strict interpretation of the rules and regulations of the game.

4. Pursuance of excellence at the individual, team and organizational levels - Each member of the organization, whether player, volunteer or staff, should seek to perform each aspect of the game to the highest level of his or her ability.

5. Enjoyment - It is important for the hockey experience to be fun, satisfying and rewarding for the participant.

6. Loyalty - We aspire to teach loyalty to the ideals and fellow members of the sport of hockey.

7. Teamwork - We value the strength of learning to work together. The use of teamwork is reinforced and rewarded by success in the hockey experience.

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## **5. INDEMNITY**

5.1 The Laramie Amateur Hockey club, as Affiliate Association of USA Hockey, shall indemnify and hold harmless USA Hockey, the Board of Directors of USA Hockey and each member thereof, the Executive committee of USA Hockey and each member thereof, the councils and committees of USA Hockey and each member thereof, and all other elected, appointed, employed or volunteer representatives of USA Hockey from any and all claims, liability judgments, costs, attorneys fees, charges and expenses whatsoever, arising from the acts and omissions of LAHC, except to the extent (i) that USA Hockey or its afore-described representatives caused such claims, liability, judgments costs, attorneys fees, charges or expenses by their own intentional neglect or default or (ii) that such acts or omissions were the direct result of compliance with Articles of Incorporation, By-laws, Rules and Regulations Playing Rules or decision of the Board of Directors of USA Hockey.

5.2 LAHC understands and acknowledges that USA Hockey and its afore-described representatives have assumed such assignment, function, office or capacity upon the express understanding, agreement and condition that they be so indemnified and held harmless to the extent described in this section.

5.3 USA Hockey shall reasonably cooperate with LAHC in any litigation and provide reasonable support in connection therewith, including but not limited to advice and

testimony upon reasonable request; provided, however, that such cooperation shall not require USA Hockey to incur any out of pocket expenses not reimbursed by LAHC.

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## **6. FINANCIAL MATTERS**

6.1 The fiscal year of LAHC is July 1 through June 30 of each year.

6.2 LAHC Board of Directors may require an audit of the financial records of the Association. The board may request such audit at any time. The Association shall pay any cost associated with the audit.

6.3 LAHC shall at all times maintain its tax exempt status under Internal Revenue Code 501(c)(3) and shall cooperate with USA Hockey in the event that USA Hockey and LAHC deem it advisable for LAHC to be included in a group exemption letter.

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## **7. AMENDMENTS**

7.1 Proposed amendments to these By-laws shall be made at the Annual meeting of the Association. After an opportunity for review and response by the membership amendments must be approved by majority vote of the Board of Directors at the next meeting following the annual meeting.

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## **8. PUBLICATION**

8.1 LAHC shall annually distribute, to its member's, copies of the By-laws and policies and procedures and all amendments thereto. Copies shall also be available upon request.

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## **9. AGREEMENT**

9.1 These By-laws contain all agreed upon by-laws approved by the LAHC Board of Directors and supersede any and all previous or concurrent By-laws and understandings.

9.2 These By-laws shall be construed, governed and interpreted pursuant to the laws of the State of Wyoming.

APPROVED this 9th day of May 2000 by the LAHC Board of Directors. These By-laws shall be in effect from this date and any committees appointed under these By-laws shall expire at the end of the fiscal year as it provided above.

LAHC Board President \_\_\_\_\_

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ATTEST: LAHC Board Secretary/Treasurer

Amendment approved 5-1-07

Add 6.4 under 6. Financial Matters

6.4 In the event the Laramie Amateur Hockey Club should cease to exist, all assets, tangible and financial, shall be donated to the University of Wyoming Hockey Club and the City of Laramie Parks & Recreation Department. Any assets remaining shall be donated to any appropriate local tax deductible charity.

Amended bylaws approved May 1, 2007

Karen Panter, President \_\_\_\_\_

Andy Thompson, President-elect \_\_\_\_\_

Kelly Wiseman, Past President \_\_\_\_\_

Lisa McElwee, Secretary \_\_\_\_\_

Wendy King, Treasurer \_\_\_\_\_