

**BYLAWS OF  
SPRINGFIELD YOUTH HOCKEY ASSOCIATION**

**ARTICLE I**

**PURPOSE**

ASSOCIATION

The purpose of this Association, a non profit corporation, is to teach sportsmanship through promotion, organization and operation of hockey programs for youth players of the Greater Springfield area. No financial benefit is intended to be derived by any individual Association member.

BYLAWS

The purpose of these bylaws is to guide the Association through its Executive Board meetings, organizational operations, and volunteer efforts.

**ARTICLE II**

**VOTING MEMBERSHIP**

EXECUTIVE BOARD

The President shall reside over motions entertained and voted upon by the remaining Executive Board Members. The President will cast the deciding vote in situations where the voting is tied.

If properly notified prior to the start of any Regular Meeting, the President shall allow any of the Executive Board members to designate an Operations Board Member, who serves under that Executive Board Member, to vote in any Regular Meetings.

GENERAL  
MEMBERSHIP

Parents or guardians of any player properly registered, with all fees, dues and assessments paid in full, shall be entitled one vote per family/household at the Annual Meeting. Voting by proxy shall not be allowed.

**ARTICLE III**

**EXECUTIVE BOARD MEETINGS**

All Association meetings require adequate notice and proper announcement. No motions shall be accepted or adopted without a quorum (50%) of the members entitled to vote at any Regular or Special Meetings. Election of Executive Board Members at the Annual Meeting does not require a quorum of the Association.

REGULAR  
MEETINGS

The President shall call, announce and reside over regular meetings during the course of the year. Executive Board Members and Team Managers are expected to attend all Regular meetings.

The President may designate an Executive Board Member to reside over Regular Meetings in his or her absence.

SPECIAL  
MEETINGS

The President shall call, announce and reside over special meetings, when necessary, or upon petition of at least ten (10) Association Members.

ANNUAL  
MEETING

The President shall call, announce and reside over an annual meeting each year. This meeting take place in April each year. The primary purpose of this meeting is to call together all members of the Association to celebrate the volunteer efforts of all during the previous year and to hold elections for any vacant Executive Board positions. All Association members in good standing shall have voting privileges.

## **ARTICLE IV**

## **ORGANIZATION STRUCTURE**

The organizational structure of the Association will consist of volunteers at three levels: Executive Board, Operations Board and Team Boards. All parents, guardians or sponsors of players in the Association are expected to serve in at least one volunteer role at one of these levels.

## **ARTICLE V**

## **EXECUTIVE BOARD**

The Executive Board shall consist of eight (8) experienced Association members who will oversee the direction of the Association. Executive Board Members are elected to two year terms at the Annual Meeting for the purpose of representing all Association members.

The Executive Board shall approve all contractual agreements and disbursements over \$250.

No married couples, or two individuals representing one player, may serve on the Executive Board simultaneously.

Executive Board Members are expected to appoint Operations Board Members and identify, recruit and counsel Operations Board Members who may one day fill the role as an Executive Board Member.

### **Titles and duties of the Executive Board Members:**

#### **PRESIDENT**

Will oversee a master annual plan, calendar, and budget; plan and conduct elections at the Annual Meeting; conduct long range planning; and oversee the Executive Board and its meetings. Will be responsible for, and ensure that, all external affairs of the Association are maintained in a positive manner. Will authorize all expenditures of the association and ensure that proper bonding is acquired for the Treasurer of the Association. Will oversee the appointment of members to positions on the Operations Board and Team Boards.

With a 2/3 majority vote of all Executive Board Members at any regular or special meeting, the President:

- 1) Will shift the positions of the Association structure and/or the duties of any Executive and/or Operations Board Member, as needed for the coming year, for the good of the Association.
- 2) Will nominate an Association member for the unexpired term of any vacancy created on the Executive Board.
- 3) Will form a Grievance Committee, and
- 4) Will recommend the removal of any Executive Board Member.

#### **VICE PRESIDENT – ADMINISTRATION**

Will serve as the individual responsible for scheduling, referees, tournaments, and equipment/uniforms.

#### **VICE PRESIDENT – COMPETITIVE TEAMS**

Will serve as the individual responsible for coaches, team managers, tryouts, and game operations. Will recruit players for competitive teams. Will schedule and conduct coaching clinics. Will oversee summer hockey programs in coordination with Vice President of House League.

## VICE PRESIDENT – HOUSE LEAGUE

Will serve as the individual responsible for House League programs, including coaches, team managers and game operations. Will recruit players for House League teams. Will schedule and conduct coaches clinics. Will coordinate with the Vice President of Developmental Programs to graduate players from the Learn-to-Play program to the House League.

## VICE PRESIDENT OF DEVELOPMENTAL PROGRAMS

Will serve as the individual responsible for the Learn-to-Play and Mini-Mite programs. Will assist the Vice President of Finance and the Vice President of Marketing in recruiting and registering players.

## VICE PRESIDENT – FINANCE

Will serve as the individual responsible for the association's monies. Will prepare an annual budget, monthly reports, make all disbursements, determine all pricing, collect all dues and registration fees and other monies and prepare annual financial and tax statements. Will support team treasurers and team accounts. Will also serve as the Association Registrar maintaining member information and database, member registration, team applications and team rosters. Will maintain Association P.O. Box.

## VICE PRESIDENT – MARKETING

Will serve as the individual responsible for member recruitment, business sponsorships and fundraising. Will assist the Vice President of Finance and the Vice President of Development in registering players. Will oversee the integrity of all Association approved fundraisers. Will plan the annual meeting in coordination with the President.

## VICE PRESIDENT – COMMUNICATIONS

Will serve as the individual responsible for internal communications, including association newsletter, minutes of meetings and voice mail. Will oversee external communications plan fostering newspaper and television contacts, developing and maintaining positive public relations, and overseeing an Association web site.

## ARTICLE VI OPERATIONS BOARD

The Operations Board shall consist of Association members who will oversee specific operations of all teams in the Association. Operation Board Members are appointed by each Executive Board Member subsequent to each annual meeting.

**Each Executive Board member will appoint, and meet as needed, the following positions:**

### President

MOAM Representative Will represent the Association at all Missouri Amateur Hockey League Board meetings.

CIHL Representative Will represent the Association at all Central Illinois Hockey League Board meetings.

Grievance Committee Will address any situation involving an Association Member, Executive Board Member, parent, coach, referee, player or team in which disciplinary action,

conflict of interest, and/or team issues require action. The committee will present its findings and recommended course of action for approval by the Executive Board.

Special Assignment Will appoint any parent who volunteers unique or specialized skills that benefit the Association.

#### Vice President of Administration

Referee Supervisor Will schedule referees for all home games on the master schedule. Will schedule referee clinics. Will work closely with the Master Scheduler and all referees.

Equipment Manager Will assess all uniform and equipment needs, acquire those items, and ensure that those items are provided and reacquired for future use. Will meet with Equipment Officers from each team.

#### Vice President of Competitive Teams

Tryout Coordinator Will conduct tryouts and be responsible for the assigning of all players to specific teams. Will work closely with the Registrar.

Game Operations Chief Will meet with and train Game Officials from each team on off-ice duties of parents at home games, to include scoresheets, game clock and penalty box.

Summer Hockey Director Will be responsible for the Association's Summer Hockey League and Hockey Clinics.

#### Vice President of House League

Lower House Director Will oversee the activities of players under 12 years of age (Mite and Squirt). Will ensure that all participants are informed of schedules and due payments. Will identify, recruit and counsel parent volunteers.

Upper House Director Will oversee the activities of players over 11 years of age (PeeWee, Bantam and Midget). Will ensure that all participants are informed of schedules and due payments. Will identify, recruit and counsel parent volunteers

#### Vice President of Finance

No appointments.

#### Vice President of Marketing

Annual Program Book Will coordinate annual pictures and the production of this book.

Annual Meeting Director Responsible for planning the annual meeting.

(Any other Board Approved Fund Raisers Will provide information and coordinate Executive Board approved events.

## Vice President of Communication

WWW Home Page Will produce and maintain a current Home Page.

### **ARTICLE VII TEAM BOARDS**

Each competitive team or house league team has functions that must be performed in order for players to learn and enjoy the game. A Coach and Team Manger should not perform all these functions.

Each Competitive and House Team should have the following positions:

Coach	Recruited by the Vice President of Competitive Teams or House League as applicable and agreed to by the Executive Board. Will be responsible for the on-ice activities of players. Will work closely with the Team Manager and Assistant Coaches. Will appoint a Team Manager and Assistant Coach(es). Must be appropriately certified to coach.
Assistant Coach	Appointed by the Coach, serves the Coach, and promotes goodwill for the Coach and team manager to players and parents. Will schedule all games and tournaments in coordination with the Coach.
Team Manager	Appointed by the Coach and/or parents of the team. Will be responsible for the entire off-ice operations of the team.  Will attend all meetings of the Executive Board (or designate a representative) in order to stay informed, and provide the Executive Board with information and issues for the Executive Board to consider.  Will identify, recruit, and counsel parents who are willing, able, and capable of performing functions for the benefit of the team, Operations Board or Executive Board.

#### **The Team Manager and/or Coach will appoint parents to the following team positions each year after team selections:**

Treasurer	Will be responsible for collecting all monies associated with the team and depositing them in the Association's bank account. Will keep an accounting of all monies associated with the team and its players. Will work closely with the Team Fund Raiser and Vice President of Finance.
Fund Raiser	Will be responsible for informing the team of all association-approved fundraisers. Will develop and plan team fundraisers as needed in coordination with the Vice President of Marketing. Will work closely with the Team Treasurer and the Vice President of Marketing.
Travel Agent	Will provide information on rinks, hotels, restaurants and cultural activities from other cities to the team for use in away games and tournaments. Will work closely with the scheduler and provide information to the Travel Coordinator for inclusion in a database available for all teams.
Tournament Coord	Will be responsible for any of the team's home tournaments. Will work closely with Coach, Team Manager and and Vice President of Administration.

- Reporter Will assist the Vice President of Communication in producing a monthly newsletter. Will report game scores and other information to the Vice President of Communications.
- Equipment Officer Will be responsible for determining team uniform and equipment needs prior to the season. Will provide players with uniforms and/or equipment at the start of the season, and retrieve them at the end of the season. Will work closely with the Equipment Manager.
- Game Officials Will be responsible for the staffing of scorekeeping, clock running, and penalty box duties for each home game. Will have game sheets prepared before games and submit completed game sheets. Will work closely with the Team Manager and Game Operations Chief.

Amended July 2003