

**CRAWFORD COUNTY
YOUTH HOCKEY ASSOCIATION, INC.**

BYLAWS



UPDATED July 2004

CRAWFORD COUNTY YOUTH HOCKEY ASSOCIATION, INC.
P.O. Box 201
MEADVILLE, PENNSYLVANIA 16335

TABLE OF CONTENTS

ARTICLE I -- Name, Seal and Offices	1
Name.....	1
Seal.....	1
Offices.....	1
ARTICLE II -- Purposes	1
ARTICLE III -- Membership.....	1
ARTICLE IV -- Officers and Board of Directors – Their Election and Duties	2
1. Officers	2
2. Duties of Officers.....	2
3. Nominations.....	4
4. Method of Election	4
5. Terms of Office.....	4
6. Vacancies and Resignations.....	5
7. Removal.....	5
ARTICLE V -- Membership Meetings	5
1. General Meetings.....	5
2. Annual Election	5
3. Special Meetings.....	5
4. Quorum	5

TABLE OF CONTENTS Cont'd

ARTICLE VI -- Board of Directors	6
1. Members	6
2. Duties	6
3. Participation	6
4. Meetings	6
5. Annual Meetings	6
ARTICLE VII -- Committees	6
1. Special Committees	6
2. Members	6
3. Disciplinary Committee	6
ARTICLE VIII -- Parliamentary Authority	7
ARTICLE IX -- Fiscal Year	7
ARTICLE X -- Prohibition Against Sharing in Corporate Earnings	7
ARTICLE XI -- Investments: Prohibited Transactions.....	7
ARTICLE XII -- Exempt Activities.....	8
ARTICLE XIII -- Amendments	8

CRAWFORD COUNTY YOUTH HOCKEY ASSOCIATION, INC.

BYLAWS

ARTICLE I

NAME, SEAL AND OFFICES

1. **NAME** - The name of this Corporation is the “Crawford County Youth Hockey Association” (hereinafter, the “Association” or “CCYHA”).
2. **SEAL** - The Corporate seal shall have inscribed thereon the name of the Association, the year of its organization and the words “Corporate Seal, PA.”
3. **OFFICES** - The Principal office of the Association shall be in Crawford County and the Commonwealth of Pennsylvania.

ARTICLE II

PURPOSES

The purposes for which the Crawford County Youth Hockey Association, Inc., was incorporated are for any educational and charitable purpose within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1954, and particularly to instruct and train the youth of Crawford County in the skills associated with the game of hockey, as well as the ideals of good sportsmanship, fair play, and respect for their fellow skaters. In order to facilitate these purposes, the Association shall promote and sponsor schools, clinics, games, leagues, tournaments, and other organized activities, as well as hockey competition between the schools located in Crawford County, and shall be authorized to receive gifts, contributions, donations, bequests, fees and charges and to apply them solely to the charitable and educational purposes of the Association so that the Association can provide programs of high quality and extend the opportunity to participate in and derive the benefits from the Association to **ALL THE YOUTH** of the County without regard to the financial status of their parents or their race, creed, or national origin.

ARTICLE III

MEMBERSHIP

The membership in this Association shall be open to all parents and/or sponsors of youth playing hockey for a Crawford County Youth Hockey Association team, and to persons actively engaged in the coaching, managing, or administering any part of the programs of the Association. Membership in this Association shall entitle each member to have one vote in the election of officers and board. All members are expected to take some active part in activities. No member shall be entitled to share in the distribution of corporate assets upon the dissolution of the Association. Expulsion of any player, the parent of any player or any coach from the Association or from activities sponsored by the Association can be ordered only on written charges by an Officer of the Association, Coach or Division Head, and only after a hearing before the Board of Directors of the Association, which hearing shall be open to all members of the Association and at which

hearing the player, parent or coach who is proposed to be expelled shall have the right to present evidence, to cross examine adverse witnesses and to make arguments to the Board of Directors.

ARTICLE IV

OFFICERS AND BOARD OF DIRECTORS - THEIR ELECTION AND DUTIES

1. **OFFICERS** - The Officers of this Association shall consist of President, Vice President, Secretary, Treasurer, Assistant Treasurer, Director of Coaching, Director of Officials, Ways and Means and Media.

2. **DUTIES OF OFFICERS**
 - A. **President** - The President shall be chief executive officer of the Association. He or she shall:
 - a. Preside at all meetings;
 - b. Appoint (with board approval) special committee chairmen;
 - c. Plan all meetings;
 - d. Plan, execute, and/or supervise all publicity efforts;
 - e. Sign all official documents and papers on behalf of the Association;
 - f. Schedule regular elections and meetings in accordance with the Bylaws;
 - g. Member of Board of Directors - vote only to break tie;
 - h. Perform all such additional duties which are usually attached to this office;
 - i. Be an ex-officio member of all committees; and
 - j. Serve as a representative of CCYHA to the Pittsburgh Amateur Hockey League (“PAHL”).

 - B. **Vice President** - The Vice President shall:
 - a. Preside at all meetings in the absence of the President;
 - b. Supervise the appointment of the chairmen of the standing committees;
 - c. Carry out any duties or assignments delegated to him/her by the President;
 - d. Succeed to the Presidency in the event of the resignation, death, removal, or incapacity of the President;
 - e. Act as the parliamentarian;
 - f. Be a member of the Board of Directors;
 - g. Act as Chairman of the Discipline Committee;
 - h. Serve as the head of travel programs within the Association; and
 - i. Serve as a representative of CCYHA to PAHL, and appoint such other representatives of CCYHA to PAHL not otherwise specifically designated herein.

- C. Secretary - The Secretary shall:
- a. Record minutes of all meeting of the members and of the Board of Directors and send a copy to all officers and post on the Association's bulletin board at the MARC prior to the next meeting;
 - b. Send out notices of all regular and special membership and board meetings;
 - c. Originate and file all correspondence required for the operation of the Association;
 - d. Be a Member of the Board of Directors;
 - e. Perform all duties usually attached to this office; and
 - f. Be responsible for maintaining active list of sponsors for CCYHA and all jersey requirements (ordering of new and replacing of old) as well as conducting an inventory of all jerseys. The secretary will work in conjunction with the Equipment Manager who shall be chosen from among the Directors-at-Large by the Board of Directors.
- D. Treasurer - The Treasurer shall:
- a. Record all financial transactions of the Association;
 - b. Collect all money due to or raised by the Association and deposit the same in an authorized depository;
 - c. Pay all accounts payable by check; provided, however, that checks for amounts in excess of \$500.00 must be counter-signed by the President;
 - d. Keep an accurate and current record of all moneys received and disbursed;
 - e. Report on the Association's financial condition at meetings;
 - f. Prepare a financial statement annually, based on an independent audit of the books; prepare and file all required tax returns; and
 - g. Be a Member of the Board of Directors.
- E. Director of Coaching - The Director of Coaching shall:
- a. Act as Chairman of League Operations Committee;
 - b. Appoint and be in charge of Division Head and Coaches;
 - c. Organize a "draft" for teams in each Division;
 - d. Be a Member of the Board of Directors; and
 - e. Serve as Tournament and non-league coordinator and be responsible for obtaining a volunteer to act as Tournament Director.
- F. Director of Officials - The Director of Officials shall:
- a. Be responsible for the organization and scheduling of Officials, including recruiting and training;
 - b. Be responsible for the organization of off-ice officials (Clock and Scorekeepers);
 - c. Be a Member of the League Operations Committee;
 - d. Be a USA Hockey registered official;
 - e. Be a Member of the Board of Directors; and
 - f. Be responsible for working with the Tournament Director to ensure a Rules Official is available during Tournaments.

- G. Director of Ways and Means (Fundraising): The Ways and Means Director shall:
- a. Be responsible for fundraising projects;
 - b. See that all moneys are turned in to Treasurer;
 - c. Keep records for all Divisions and see that all team Managers keep records for each team; and
 - d. Be a Member of the Board of Directors.
- H. Media Director - The Media Director shall:
- a. Publish a newsletter as directed by the Board;
 - b. Produce advertising and promotional materials; and
 - c. Be a Member of the Board of Directors.
- I. Assistant Treasurer - The Assistant Treasurer shall:
- a. Assist the Treasurer;
 - b. Be a Member of the Board of Directors;
 - c. Be responsible for maintaining and checking the Association's Post Office Box; and
 - d. Also act as Association's registrar and will complete all duties associated with this position within CCYHA, USA Hockey and Mid-Am District.
3. **NOMINATIONS**: The President shall appoint, with the approval of the Board of Directors, a nominating committee of three (3) Association members. The nominating committee shall present a slate (not to exceed two candidates for each position) of nominees at the January membership meeting, one month prior to the annual election meeting and again at the February election meeting. Nominations may be made from the floor at the January meeting and again at the annual election meeting. The consent of each candidate must be obtained before his/her name is placed in nomination. The committee shall select nominees for President, Vice President, Secretary, Treasurer, Assistant Treasurer, Director of Coaching, Director of Officials, Director of Ways and Means, Media Director, and Eight (8) Directors at Large.
4. **METHOD OF ELECTION**: Officers and members of the Board of Directors shall be elected by a majority vote of those members present at the election meeting. A quorum must be present at the election meeting.
5. **TERMS OF OFFICE**: Directors-at-Large shall serve one year terms. All other Officers and Members of the Board of Directors shall serve two year terms. Terms of office for Officers and Members of the Board of Directors (other than Directors-at-Large) shall be staggered such that:
- A) the terms of office of the positions of President, Secretary, Assistant Treasurer, Director of Coaching and Director of Ways and Means shall expire in the same year; and
 - B) the terms of office of the positions of Vice President, Treasurer, Director of Officials and Media Director shall expire in the same year; but

C) the terms of office of the positions described in Paragraph A above shall expire in alternating years from the terms of office of the positions described in Paragraph B above.

6. **VACANCIES AND RESIGNATIONS:** In the event of resignation by the President, the Vice President will assume the duties and title of President. When any other vacancies occur on the Board of Directors, such vacancies shall be filled by appointment of the Board of Directors by a majority vote of the remaining Board members. All Officers and Members of the Board of Directors shall serve until their successors are appointed.
7. **REMOVAL:** Any officer or member of the Board of Directors may be removed from office by a vote of two-thirds (2/3) of the Board of Directors, for conduct detrimental to the interest of the Association, for lack of sympathy with its objective, or for refusal to render reasonable assistance in carrying out its purposes. Any officer or Board member proposed to be removed shall be entitled to written notice of the meetings at which removal is to be voted upon and to be present, to present evidence, cross-examine witnesses and otherwise be heard at such meeting. However, any officer or member of the Board of Directors shall be considered to have resigned if he or she has been absent without excuse by the President for three consecutive monthly meetings of the Board of Directors.

ARTICLE V

MEMBERSHIP MEETINGS

1. **GENERAL MEETINGS:** A regular meeting of the Association shall be held annually in the month of February at a time and place to be specified by the Board of Directors at the first Board of Directors Meeting at the first of the year.
2. **ANNUAL ELECTION:** The regular meeting scheduled for the month of February is hereby designated as the annual meeting of the election of new officers and the Board of Directors who shall take office on May 1; from and after their election the new Board of Directors and the current Board of Directors shall make every effort to arrange an orderly transfer of responsibilities and records to the new board prior to the end of the fiscal year. In the event that less than twenty-four (24) members are in attendance, the election will be rescheduled by the President.
3. **SPECIAL MEETINGS:** Special meetings may be called by the President, or upon written petition of 24 active members of the Association and submitted through the Secretary.
4. **QUORUM:** 24 or more active members of the Association shall constitute a quorum at any regular or special meeting of the membership of the Association, and a 2/3 majority vote of those members present at such regular or special meeting of the membership of the Association at which a quorum is present shall be required to constitute binding action by the membership at such meeting.

ARTICLE VI

BOARD OF DIRECTORS

1. **MEMBERS:** The Board of Directors shall consist of the nine (9) elected officers of this Association and eight (8) elected Directors. For the year immediately following his or her term of office, the past President shall be an ex-officio (non-voting) member of the Board of Directors, acting in an advisory capacity.
2. **DUTIES:** The Board of Directors is authorized to act on behalf of the Association in all matters pertaining to the operation of the hockey program and establish policy from time to time.

The Board of Directors shall be the sole authority of payment of bills in amounts exceeding five hundred dollars (\$500.00); bills less than this amount may be paid by the Treasurer. The Treasurer and all persons authorized to sign checks shall be bonded unless excused from bonding by a majority vote of the Board of Directors.

3. **PARTICIPATION:** Members of the Board of Directors may participate in hockey functions.
4. **MEETINGS:** The Board of Directors shall meet regularly each month and shall hold special meetings at the call of the President. At the first meeting in September, the time and place for each monthly meeting shall be established for the coming year. All meetings of the Board of Directors shall be held at a previously publicized time and place and shall be open to all players, parents and coaches in the Association.
5. **ANNUAL MEETINGS:** The Annual Meeting of the Board of Directors will be held before May 31.

ARTICLE VII

COMMITTEES

1. **SPECIAL COMMITTEES:** Special Committees may be created as needed by the Board of Directors. A chairman will be appointed by the President, with Board approval.
2. **MEMBERS:** All committee chairmen shall select the members of their committees.
3. **DISCIPLINARY COMMITTEE:** The disciplinary committee will consist of the Vice President, Director of Coaching, Director of Officials, Division Head, Referee, involved Coach, and/or Parents. The purpose of the disciplinary committee is to assess needed discipline.

ARTICLE VIII

PARLIAMENTARY AUTHORITY

1. The rules contained in the current edition of Robert's Rules of Order, as Revised, shall govern the Association in all cases in which they are applicable, and in which they are not in conflict with these Bylaws and any special rules of order the Association may adopt.

ARTICLE IX

FISCAL YEAR

1. The fiscal year of the Association shall begin on June 1 of each year and end on May 31 of each year.

ARTICLE X

PROHIBITION AGAINST SHARING IN CORPORATE EARNINGS

No member, director, officer, or employee of or member of a committee or person connected with or pecuniary profit from the operations of the Association, provided that this shall not prevent the payment of any such person of such reasonable compensation for services rendered to or for the Association or for goods sold to the Association in effecting any of its purposes as shall be determined by the Board of Directors; and no such person or persons shall be entitled to share in the distribution of any of the Association's corporate assets upon dissolution of the Association. All members of the Association shall be deemed to have expressly consented and agreed that upon such dissolution or winding up of the affairs of the Association, whether voluntary or involuntary, the assets of the Association, after all debts have been satisfied, then remaining in the hands of the Board of Directors shall be distributed, transferred, conveyed, delivered, and paid over, in such amounts as the Board of Directors may determine or as may be determined by a court of competent jurisdiction upon application of the Board of Directors, exclusively to charitable, religious, scientific, testing for public safety, literary, or educational organizations which would then qualify under the provisions of Section 501 (c) (3) of the Internal Revenue Code and its regulations as they now exist or as they may hereafter be amended.

ARTICLE XI

INVESTMENTS: PROHIBITED TRANSACTIONS

The Association shall have the right to retain all or any part of any securities or property acquired by it in whatever manner, and to invest and reinvest any funds held by it, according to the judgment of the Board of Directors, without being restricted to the class of investments which a Director is or may hereafter be permitted by law to make or any similar restriction, provided, however, that no action of any nature shall be taken by or on behalf of the Association if such action is a prohibited transaction or would result in the denial or the tax exemption under Section 503 or Section 507 of the Internal Revenue code and its Regulations as they now exist or as they may hereafter be amended.

ARTICLE XII

EXEMPT ACTIVITIES

Notwithstanding any other provision of these Bylaws, no member, director, officer employee or representative of the Association shall take any action or carry on any activity by or on behalf of the Association not permitted to be taken or carried on by an organization exempt under Section 510 (c) (3) of the Internal Revenue Code and its Regulations as they now exist or as they may hereafter be amended, or by an organization to which are deductible under Section 170 (c)(2) of such Code and Regulations as they now exist or as they may hereafter be amended.

ARTICLE XIII

AMENDMENTS

These Bylaws may only be amended by a two-thirds (2/3) vote of those members of the Association present and voting at a regular or special general membership meeting. The Bylaw amendment(s) shall have been read at a previous meeting, special or regular, of the membership and advertised in the newsletter.

The CCYHA policies may be amended by a two-thirds (2/3) vote of the Board of the Directors present and voting at a regular or special Board of Directors meeting.

I hereby certify that the foregoing Bylaws were duly read at the July 14, 2004 meeting of the Board of Directors of the Crawford County Youth Hockey Association, Inc., that they were advertised in the _____ 2004 Association newsletter and were duly amended and approved at a _____, 2004 special meeting of the membership of the Association.

Date: _____

By: _____

, Secretary