

2023 PARKWAY SOUTH HOCKEY

BYLAWS

ARTICLE I – Name

The name of this organization is Parkway South Hockey.

ARTICLE II – Purpose

The purpose of PSH is:

A. To provide the students of Parkway South School District - and those deemed eligible by Midstates Rules - the opportunity to compete in the game of ice hockey by establishing and maintaining a Varsity, Junior Varsity and “B” team, known as Team hereafter, each school year during the hockey season whenever possible.

B. To develop and promote good sportsmanship, fair play, honesty, loyalty, courage, and respect in the Parkway South Student Athlete, under the PSH’s charge, to help them become tomorrow’s outstanding citizens.

C. To function as a non-profit organization specific in nature and intent to provide the benefits, development, education, and enjoyment of those students of Parkway South School District who have accepted to represent and play for the Varsity, Junior Varsity, “B” and/or the “C” Team(s) of this PSH.

D. To foster and promote understanding in the fundamental skills and the fine points of ice hockey.

ARTICLE III – Non-Profit Corporation

PSH shall have no capital stock, shall not be conducted for pecuniary profit, and is incorporated under the laws of State of Missouri relating to Not-for Profit Corporations. PSH is a Missouri Non-Profit Corporation 501(c)3.

*Nonprofit status lapsed in 2016 and has not been renewed. Attempting to renew nonprofit status currently.

ARTICLE IV – Succession

PSH shall have permanent succession and its period of duration is perpetual.

ARTICLE V – Membership

Section 1:

A. Parents or legal guardians of any student participating on the Varsity, Junior Varsity, “B” and/or “C” Team(s) of PSH shall be a member of the Association.

B. The term “member” shall hereinafter have the meaning of the legal guardian or parent having legal custody of a player participating in PSH’s program, and there shall be only one member per player. The member shall be that person designated at the time of registration. In the event the member cannot vote, so long as the PSH Board of Directors is notified of such change at least one day in advance, in writing, the member may designate his/her vote to another parent or legal guardian of the student player.

C. A member shall have the privilege of voting on PSH matters requiring membership voting. Each member shall be entitled to one vote.

D. Participating membership shall be valid while all current fees are paid and while proper registration of the related player(s) is maintained.

Section 2:

PSH Membership application shall be constituted by the signing of the legal parent or legal guardian for the student/player's participation in the program. The Secretary shall maintain a register of all members.

Section 3:

A. Membership dues will consist of the fee to be paid by each participating student/player for the maintenance of the program. Fee schedule shall be found in Sports Engine during registration.

B. Said fees shall be established by the Board of Directors and may be changed by the Board of Directors from season to season.

C. Hardship cases shall be reviewed by the Board of Directors.

1. Requests in writing shall be completed by Applicant requesting for review of their hardship case.
2. A payment schedule shall be set up for the Applicant, as agreed to by the Board of Directors.

Section 4:

A. Non-payment of fees in accordance with Section 3 of this Article can result in expulsion of the parents and/or player from the PSH membership.

B. A member and/or player may be expelled from the PSH by 2/3 vote of the Board of Directors while his or her player is a roster player on a PSH Team for any act of behavior deemed by the Board of Directors to be detrimental to PSH, its members, players, aims or tenets.

C. No member and/or player shall be expelled from the PSH for any reason except by a vote of not less than 2/3 of the members of the Board of Directors voting for expulsion. The member and/or player shall be allowed to present his/her case to the Board of Directors prior to any vote by the Board of Directors to expel such member or player.

D. Before a vote to expel a member and/or player can be taken by the Board of Directors, notice of the date of such expulsion meeting shall be given to that member.

ARTICLE VI – Meetings

Section 1:

A. All meetings shall be open to the membership, except for the closed session Board of Director meetings, and shall follow Roberts Rules of Order.

B. Regular meeting(s) of PSH shall be held two times during the season, minimum, on a date to be determined by the Board of Directors, and at a time and place to be determined by the Board of Directors.

C. The annual meeting of members shall be at least (2) months prior to the conclusion of the hockey season.

The annual meeting will be for the PSH members to elect the Board of Directors, appoint committee members, and determine the direction of PSH for the coming year.

D. Notice of any meeting(s) shall be e-mailed to each member. The notice shall state the date, time and place as well as the purpose of the meeting.

Section 2:

A. Special meetings may be called by the (a) President, or (b) by the majority of the Board of Directors, or (c) by petition of not less than 51 percent of the members in good standing requesting that the Board of Directors call such a meeting.

B. The petition shall state the nature of business to be conducted at the special meeting.

C. The President shall act to schedule a special meeting within 14 days of the receipt of the petition. Upon failure of the President to act on such a request, it shall become the duty of the Board of Directors to call the special meeting.

D. Notice of a special meeting shall be emailed to each member's address given by the member to PSH. The notice shall state the date, time and place as well as the purpose of the meeting. Notice shall be given to the full membership at least (2) weeks in advance of meeting.

E. Votes determined through email between Board of Director meetings shall follow the same approval process as in a formal meeting. Motions composed and presented for vote via email along with the results will be added to the minute of the previous Board of Directors and noted as such.

Section 3:

A quorum for general membership meetings shall consist of:

A. For any regular scheduled meeting, a quorum shall be 51 percent of the Board members, plus any PSH members present.

B. For any special meeting, a quorum shall be 51 percent of Board members and those members present if adequate notice has been given to the full membership through notices posted two (2) weeks in advance.

Section 4:

A. Members who are entitled to vote may do so in person, if current fees are paid and they are in good standing.

B. All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place, unless otherwise provided by these By-Laws.

Section 5:

The order of business at all meetings shall be as follows:

A. Roll Call

B. Minutes of previous meeting

C. Financial Report

D. Unfinished Business

E. Committee Reports

F. New Business

G. Voting for new Board Members (if needed)

H. Closed Meeting Session (if needed)

Article VII - Board of Directors

Section 1:

A. The Board of Directors shall be the governing body of at least five (5) Directors elected for a two (2) year term.

B. The number of Directors may be changed from time to time by the Board of Directors at any regular or special meeting of the Board with approval by the Board and the membership.

C. A majority of Board of Directors members must be present to constitute a quorum for a meeting of the Board of Directors of PSH.

Section 2:

The Board of Directors shall be the governing body and officers of PSH, and shall decide on all matters affecting the policies, aims and means of accomplishing the purposes of PSH.

Section 3: Board of Directors

A. The Officers, or Board of Directors, of PSH (voting) shall consist of:

- a. President
- b. Vice President/President-elect
- c. Treasurer
- d. Registrar
- e. Secretary
- f. Director of Coaching
- g. Member at Large (as applicable)

B. Spouse Rule – No two (2) persons who are the parents, legal guardian, and stepparent of a student/player can serve on the Board at the same time.

C. The past President shall serve as an ex-officio officer assisting the President and other officers until a transition has been completed, not more than three (3) months.

Section 4: The NON-Voting positions

A. The non-voting positions of PSH shall consist of:

- a. Equipment Manager
- b. Mid-states/USA Hockey Representative
- c. Team Manager(s)
- d. Team Head Coach
- e. Club Statistician
- f. Committee Chairpersons – As appointed by the Board of Directors (Communications Coordinator, Banquet Coordinator, Fundraiser, other)
- g. social media content creator

B. Non-Voting positions shall be appointed by the Board of Directors for a term of one season or until their successors are duly appointed.

Section 5:

A. The Board of Directors shall be elected during the Annual Meeting by the members of PSH and shall serve for a term of two (2) years, which commences immediately upon April 1 following elections, and

continues until their successors enter upon their duties. Officers are eligible for re-election for up to three (3) consecutive terms.

B. Nominations shall be made during the month of December, prior to the Annual January Meeting. Nominations shall be presented to the Board of Directors by nomination during a membership meeting, or by email.

C. All regular elections shall be conducted during the annual January meeting. The Board of Directors shall be elected by secret ballot vote and the balloting shall be conducted to afford all Members a reasonable opportunity to vote. The counting of the votes shall be executed by one (1) Board of Director and one (1) member present at the meeting and overseen by the members of PSH.

D. When a vacancy on the Board occurs with more than three (3) months remaining in the term the Board must receive nominations for the vacancy from the PSH members two weeks prior to the next regular meeting or special meeting. The nomination and election shall be voted upon during the subsequent board meeting.

E. Motions requesting the removal of a Board Member for (1) Not performing the duties of his/her office, (2) Malfeasance of his/her office, (3) Gross negligence and/or gross misconduct, may only be entertained at a regular meeting, and during the closed session. The proposed removal must be announced on the pre meeting agenda. A secret vote by the membership shall be conducted, and the counting of the votes shall be done by one (1) Board of Director and one (1) member present at the meeting and overseen by the members of PSH. Final disposition shall require the approval of 2/3 of the Board of Directors present at the meeting after a vote by the Membership and Board.

F. No member of the Board of Directors, Officers or Committee Members may receive from outside of PSH reimbursement, gifts, gratuities, fees, moneys or other items of value of services, which are connected with their position. They may be eligible for reimbursement by the Treasurer for the expenditures that are incurred by them, as an agent for PSH, in execution of their position as an Officer.

Article VIII – BOARD OF DIRECTORS/OFFICERS:

Section 1: President

A. The President shall be a member of the Board of Directors and will be responsible for:

- a. The President of PSH shall be the official spokesperson and be responsible for the conduct of the business of PSH.
- b. Shall coordinate the tasks of all Board members and the committee members of PSH.
- c. Shall make an annual report thereon to the members at the beginning and end of the season.
- d. Shall preside at all meetings.
- e. Shall be responsible for acquisition and contracting Club ice time for team practice in conjunction with the Director of Coaching/Competition and the team coordinators.
- f. Shall be responsible for receiving and coordinating all “off-ice” complaints about the coaches and players, investigate said reports and make presentations of complaints and investigate results with recommended actions to the Board.
- g. The President shall have the right to vote on PSH matters requiring the vote of the Board of Directors and/or the membership.

Section 2: Vice President/President-elect

- A. The Vice President shall be a member of the Board of Directors and will be responsible for:
- a. coordinating and overseeing all committee chairpersons and their respective committees of PSH.
 - b. Handling any other activities as assigned by the President.
- B. Shall perform all duties of the President in the event he/she is absent or incapacitated.
- C. The Vice President may delegate the execution of his responsibilities, but shall be held accountable for their fulfillment and their proper execution.
- D. The Vice President shall be entitled to one vote on PSH matters requiring the vote of the Board of Directors.

Section 3: Secretary

- A. The Secretary shall be a member of the Board of Directors and responsible for:
- a. Seeing that all notices are duly given in accordance with the provisions of these By-Laws, maintains a list of members, and in general perform all duties incident to the office of Secretary.
 - b. Recording and maintaining accurate record of the proceedings of all membership meetings and of all Board meetings.
 - c. Recording and maintaining all attendance of all members and officers at general and Board meetings. Shall be responsible for determining, through attendance history, which members are accorded voting privileges as noted in these By-Laws.
 - d. Making changes to the By-Laws and shall have a current copy at all meetings.
 - e. Functioning as parliamentarian.
 - f. Obtaining all grade information from parents/guardians as required by any governing Association in which PSH is associated with, that requires said information.
 - g. Assisting coaches with documentation as necessary – grade/credit eligibility requirements, emergency contact information for each player, etc.
 - h. Writing emails/letters of correspondence for PSH.
 - i. Post copies of Board meeting minutes on the Team website.
- B. The Secretary shall be entitled to one vote on PSH matters requiring the vote of the Board of Directors.

Section 4: Treasurer

- A. The Treasurer shall be a member of the Board of Directors and shall be responsible for:
- a. Maintaining all financial records of PSH. These records shall summarize all income and expenditures. All club finances must be recorded and maintained in an electronic format in a program for accounting, such as Quicken, Excel, etc.
 - b. Receiving all monies.
 - c. Keeping the accounts of the PSH.
 - d. Creating an annual budget to be approved by (1) Board of Directors.
 - e. Reporting on the accounts of the PSH at all regular meetings.
 - f. Paying bills certified approved by the Board.
 - g. Making annual registration to the State of Missouri as required to maintain Non-Profit Corporation status in the State of Missouri.

- B. The accounts shall be audited bi-annually (or at end of treasurer's term).
- C. All non-budgeted expenditures over one hundred (\$100.00) dollars shall be approved by a simple majority vote of the Board of Directors before authorizing such expenditure.
- D. Shall serve on the Board and perform the duties of the Treasurer without bond.
- E. The Treasurer shall be entitled to one vote on PSH matters requiring the vote of the Board of Directors.

Section 5: Registrar responsibilities include:

- A. The Registrar shall be a member of the Board of Directors and shall be responsible for:
 - a. Coordinating PSH, team registrations with USA Hockey, Missouri Hockey, Mid States Hockey, and all other leagues or associations in which PSH has registered team(s).
 - b. Rostering all teams in PSH. Reporting all rosters and their changes to all Associations that require said information.
 - c. Maintaining a list of all PSH members and distributing said list to the Board of Directors and Team Coordinator & Secretary.
 - d. Obtaining from all members/players their respective registration paperwork through Sports Engine as required by the Board of Directors. This paperwork includes all forms required by Mid States, USA Hockey, Missouri Hockey and any other Association in which PSH is a registered member.
 - e. Preparing (1) team notebook for each PSH team and providing said notebook to the respective team's coordinator. The notebook shall consist of the roster, emergency contact information, consent to treat forms as required by Mid States and all other documentation required for the team.
 - f. Obtaining from coaches the training and coaching certifications required by Mid States, USA Hockey, Missouri Hockey and any other Association in which PSH is a registered member.

Section 6: Director of Coaching/Competition

- A. The Director of Coaching shall be a member of the Board of Directors and shall be responsible for:
 - a. Acting as liaison between the coaches and parents and Coaches and the Board.
 - c. Selecting the coaching candidates for recommendations to the Board for approval.
 - d. Assist in the selection of the coaching staff, with the final approval of the Board of Directors.
 - e. Ensure that all coaches adhere to all Board policies, rules and other requirements regarding the management of the teams, to receive player and parent complaints about coaching matters and try to resolve such complaints in a manner mutually acceptable to all concerned and consistent with all Club rules, policies and other requirements. When the Director of Coaching is unable to resolve a problem in this manner, it will be his/her responsibility to report the situation to the Board for final resolution.
 - h. Receiving and coordinating all "on-ice" complaints about the coaches and players, investigate said reports and make presentations of complaints and investigate results with recommended actions to the Board.
- B. The Director of Coaching/Competition shall be entitled to one vote on PSH matters requiring the vote of the Board of Directors.

C. Shall attend regular scheduled and special PSH membership and Board meetings.

Section 6: Member at Large

- A. The Member at Large shall have limited responsibilities, as defined by the Board of Directors
- B. The Member at Large shall be entitled to one vote on PSH matters ONLY in situations when tie breaker vote is needed, or when other Board Member(s) has been recused from voting.

Article IX – NON-Voting positions of PSH:

Section 1: Equipment Manager

- A. The Equipment Manager shall be responsible for:
 - a. Acquiring and maintaining team uniforms/equipment jerseys.
 - b. Keeping an accurate inventory of PSH's equipment.
 - c. Sending out for repairing and/or replacing PSH's equipment.
 - d. Informing the Board of Directors of any deficiencies in the equipment jerseys and maintaining enough equipment for each team.
 - e. schedule fittings and manage the team order with vendor.

Section 2: Mid-States/US Hockey Representative

- A. The Mid-States/USA Hockey representative responsible for:
 - a. Acting as the liaison between Mid-States League, USA Hockey and PSH.
 - b. Representing PSH as an official Mid-States and USA Hockey representative and attending meetings of those, or send a delegate in his/her place.
 - c. Tracking all Club obligations and due dates to Mid-States and ensuring that the appropriate Club officials are advised sufficiently in advance of all such obligations and due dates so they can be met without fail; and will follow up to be certain that all such obligations are met. Because certain Mid-States rules only come into effect at certain statistical points of the season (e.g, when swing players have attained the maximum points allowed and become ineligible to participate in any further JV games and/or JV playoffs) it is imperative the Mid-States Coordinator diligently monitor these.
 - d. Tracking and distributing all teams' statistics through the Coordinators, Club Statistician, and Secretary for issuance.

Section 3: Team Coordinator(s)

- A. The Team Coordinator shall not be a member of the Board of Directors.
- B. The Team Coordinator shall be responsible for
 - a. Providing roster team stickers to Mid States or coach representatives prior to each game.
 - b. Assisting in the distribution of information from the Coaches and the Board of Directors to players and parents.
 - c. Assisting the Equipment Manager in the maintenance, acquisition, and retrieval of Club uniforms/equipment.
 - d. Arranging for team pictures.
 - e. Assigning a team statistician.
 - F. Attend board meetings as needed.

Section 4: Varsity Head Coach

A. The Varsity Head Coach shall:

- a. Be responsible for conducting all Varsity practices on and off the ice.
- b. Be present at Varsity practices.
- c. Be present at Varsity tournaments.
- d. Be present at Varsity exhibitions and league games.
- e. Be responsible for directing the Varsity team during those games.
- f. Interact with the Director of Coaching/Competition to develop a complete program.
- g. Select Varsity assistant coaches with the approval of the Director of Coaching/Competition and the Board of Directors.
- h. Be responsible for the selection of players for the Varsity team.
- i. Shall communicate any conflicts to the Coaching Director.

Section 5: Junior Varsity Head Coach

A. The Junior Varsity Head Coach

- a. Be responsible for conducting all Junior Varsity practices on and off the ice.
- b. Be present at Junior Varsity practices.
- c. Be present at Junior Varsity tournaments.
- d. Be present at Junior Varsity exhibitions and league games.
- e. Be responsible for directing the Junior Varsity team during those games.
- f. Select Junior Varsity assistant coaches with the approval of the Director of Coaching/Competition, and the Board of Directors.
- g. Interact with the Varsity Coach and Director of Coaching/Competition to develop a complete program.
- h. Be responsible for the selection of players for the Junior Varsity team
- i. Shall communicate any conflicts to the Coaching Director.

Section 6: "B" Head Coach

A. The "B" Head Coach shall:

- a. Be responsible for conducting all "B" practices on and off the ice.
- b. Be present at "B" practices.
- c. Be present at "B" tournaments.
- d. Be present at "B" exhibitions and league games.
- e. Be responsible for directing the "B" team during those games.
- f. Select "B" assistant coaches with the approval of the Director of Coaching/Competition, and the Board of Directors.
- g. Interact with the Varsity Coach and Director of Coaching/Competition to develop a complete program.
- h. Be responsible for the selection of players for the "B" team
- i. Shall communicate any conflicts to the Coaching Director.

B. The B Team Head Coach shall be governed by the Board of Directors, Director of Coaching/Competition and Junior Varsity Coordinator.

Section 7 Coaches

The Varsity and Junior Varsity Coach will be selected for the following season as soon as possible after the current season has ended by the Board. The coaches will select their support staff and it is recommended these positions be discussed with the Board. All coaches must obtain the appropriate coaching certification as outlined by MSCHA and USA Hockey Inc. Coaches are not Board members. Any available head coaching positions will be posted publicly, resumes will be reviewed by the board and interviews by a minimum of two board members will occur. The board will vote to select a new head coach.

All coaches are responsible for their conduct on and off the ice, as well as the conduct of the team members, and are responsible and accountable to the Club. If any coach is removed voluntarily or involuntarily (resignation or disciplinary) an interim coach may be appointed by the board. This interim coach may be anyone registered as a coach per the above guidelines including parents. The board is to act diligently at the acquisition of a new coach for the Varsity/JV squad.

Section 8: Committees

A. The Board of Directors, at their discretion, can appoint Committee Chairperson(s) for various PSH related projects and committees.

B. These Chairpersons of each committee will obtain approval from the Board of Directors prior to implementing any plans.

C. The Board of Directors may choose, at their discretion, a vote of the members take place before implementing any committees or plans.

D. The Vice President shall be ex-officio of each committee.

E. Its chairperson may call meetings of each committee at a time and place of their choosing.

F. All committees shall maintain their meeting notes and present them to the Secretary of PSH and provide a brief summary of their meetings at regular scheduled PSH meetings.

Standing Committees:

A. Alumni Committee:

- a. Shall be generally in charge of all PSH alumni activities.
- b. Shall have primary responsibility for setting up all alumni activities, boosters and receiving approval of the Board of Directors before proceeding with alumni activity and getting the membership to participate in said activity.
- c. Shall maintain all past records of alumni and status of each alumni.
- d. Shall be responsible for effective distribution of alumni information to alumni, players and parents.
- e. The Alumni Coordinator is preferred to be an Alumni of PSH. Should an Alumni member not be available for this position then a current member shall be appointed.

B. Fund-Raising Committee:

- a. The Fund-Raising Committee shall be generally in charge of all PSH fundraisers under the auspices of the Board of Directors.
- b. Shall have primary responsibility for setting up all club fundraisers and receiving approval of the Board of Directors before proceeding with fundraisers and getting the membership to participate

in said activity. Working with the Vice President and Secretary for getting information out about fundraisers to club members.

c. Shall be responsible for collection of said monies from fundraisers and turning over to PSH Treasurer.

d. The club shall receive 100% of all monies collected from fundraisers shall be deposited into the PSH account. in fundraisers for use in the general fund of the club.

e. See Fundraising policy for disbursement of funds.

C. Apparel Committee:

a. The Apparel Chairperson shall be generally in charge of all PSH apparel and logo items under the auspices of the Board of Directors.

b. Shall have primary responsibility for acquisition of team apparel, logo items and selling to all PSH members.

c. Shall be responsible for maintaining the PSH logo and associated apparel items with approved vendor(s).

d. Responsible for receiving all monies for apparel/logo items and turning all monies over to PSH Treasurer.

ARTICLE X – Amendments

A. These By-Laws may be amended by a majority vote of the PSH Board of Directors prior to presentation to the PSH membership.

B. These By-Laws may be amended by majority vote of the PSH members present and voting at any called meeting or special meeting of PSH called for that purpose.

C. Each proposed amendment shall be presented at a meeting prior to being voted upon and shall be printed in the minutes of that meeting and made available to the members at least two (2) weeks in advance.

D. Each proposed amendment shall specify the date of its effectiveness and be presented at a meeting prior to being voted upon and printed in the minute of that meeting.

ARTICLE XI – Notice

A. Any notice required to be given herein shall be given in writing and shall be delivered or emailed to each member of PSH.

B. Notice of any meeting shall be given neither fewer than five (5) nor more than twenty (20) days prior to the meeting. Notice shall be deemed delivered when emailed.

ARTICLE XII – Rules

A. PSH and its members and Board shall subscribe to the rules and regulations imposed by all governing bodies.

B. These include Mid-States Club Ice Hockey Association, USA Hockey, and Parkway South Club Hockey rules.

C. We support the rules of the ice arenas in which the club plays and practices in and the Parkway South School District Guidelines for Student Activities – Rights and Responsibilities.

ARTICLES XII – Fiscal Control

A. Audits:

- a. The President of the Board of Directors shall appoint a committee of two or three members to audit the Treasurer's records bi-annually (or at end of Treasurer's term).
- b. No more than one member of the Board may serve on that committee.
- c. An audit shall be performed every other year. When the auditing committee is satisfied that Treasurer's final report is correct, they shall sign a statement of that fact at the end of the report. At this time, the books shall be transferred to the new Treasurer with all appropriate signature cards signed and ready to deliver to the bank.
- d. Additional audits shall be performed in the event a Treasurer is replaced in midterm or as deemed necessary by the Board.

B. Bank Accounts:

- a. The Treasurer shall maintain Club funds in checking and/or savings accounts.
- b. At least one Board Member shall sign drafts against such accounts.
- c. The Treasurer shall be responsible for having two Board members with signatory powers authorized by the bank. These two officers shall be the Treasurer and the President. Club funds shall consist of all monies received.
- d. All bank statements shall be sent by the bank directly to the Vice President for his review.
- E. All monies collected for any team purpose shall be collected through the team's official accounts (bank, Venmo or otherwise)

C. Authorization of Expenditures

- a. The Board of Directors is not authorized to expend or enter into contracts without approval of at least simple majority vote of the Board.

Addendum to Bylaws (Sept. 6, 2023)

Board members shall receive a discount of 25% of team fees during their second year of service on the board.