



WICHITA YOUTH HOCKEY ASSOCIATION



Constitution and By-Laws (Revised September 2012)

ARTICLE I - NAME AND AFFILIATION

The name of this organization shall be Wichita Youth Hockey Association (referred to hereinafter as WYHA). WYHA shall be affiliated with the Mid West Amateur Hockey Association (MWAHA) and USA Hockey, Inc.

TRADEMARK

The organization's name (either WYHA or Wichita Youth Hockey Association) as well as its logo, are sole property of WYHA. Any use or reproduction of WYHA property without the written consent of the Executive Board will be construed as a violation of the copyright laws.

ARTICLE II – USA HOCKEY PREEMINENCE

WYHA, an Affiliate Association of MWAHA and USA Hockey, Inc, shall abide by and act in accord with the Articles of Incorporation, By-Laws, Rules and Regulations, Playing Rules and decisions of the Board of Directors of USA Hockey, and such documents and decisions shall take precedence over and supersede all similar governing documents and/or decisions of WYHA. Further, WYHA agrees to be guided by the following core values of USA Hockey:

ARTICLE III - ADDRESS

The address to the Association shall be:
Wichita Youth Hockey Association
PO Box 3493
Wichita, KS 67201-3493

ARTICLE IV – PURPOSE

The purpose of this organization shall be to:

1. Develop and supervise amateur hockey in the Sedgwick county area (including the surrounding counties and municipalities).
2. Provide and administrate an "equitable play" house league for local competition.
3. Conduct ice hockey tournaments and select representative teams for hockey tournaments as applicable.
4. Interact with other ice hockey associations.
5. Develop and encourage sportsmanship and playing proficiency by all players and persons involved in WYHA for the betterment of their physical and social well-being.
6. Do any and all acts desirable in the furtherance of the foregoing purposes and the sport of ice hockey.



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ARTICLE V – MEMBERS

MEMBERSHIP

The membership of this organization shall be comprised of the registered participant members (players who are fully registered with USA Hockey and WYHA) within the jurisdiction of WYHA and such other participants as may be designated by the board as being under the jurisdiction of WYHA as an affiliate of MWAHA. Posting of these By-Laws on the WYHA website shall constitute delivery of and notice to the members and they shall be governed accordingly.

JURISDICTION

The area represented by WYHA shall include, but not be limited to, Sedgwick County and the surrounding counties.

ARTICLE VI – BOARD OF DIRECTORS

GOVERNANCE

The business and affairs of WYHA shall be managed by the Board of Directors. This Board of Directors shall consist of an Executive Board (voting) and General Board.(non-voting).

EXECUTIVE BOARD

The Executive Board shall consist of six (6) elected members, two (2) appointed members and the elected President. Elected Board members shall serve three (3) year terms with two (2) members elected every year. Appointed board members shall serve one (1) year term. The President shall serve a two (2) year term. The Executive Board is charged with the responsibilities of operating the day-to-day business affairs of WYHA. The Executive Board shall over see the administration of the organization and has final authority on all matters pertaining to WYHA.

The members of the Executive Board and their duties are described as follows:

1 The President (Elected by Executive Board):

- Shall be responsible for submitting to the Executive Board the projected budget for the upcoming season in sufficient time to support registration activities.
- Shall preside at all meetings of the organization (when applicable) and all meetings of the Executive Board.
- Shall enforce and uphold the Constitution and By-Laws of this organization.
- Shall act as ex-officio member of all committees.
- Shall appoint members of the General Board with Executive Board approval.
- May appoint special positions or committees subject to the approval of the Executive Board.
- Shall be responsible for approving the ice contract with the ice rink and scheduling the use of the ice rink for all WYHA activities.
- Shall be responsible for reporting the status of and Executive Board interaction with the following committees and coordinators: Dean of Coaches, Tournament Coordinator and Schedule Coordinator.

2 The Vice-President (Elected by Membership):

- Shall assist the President or, in his/her absence, assume the duties of the President.
- Shall be responsible for reporting the status of and Executive Board interaction with the Travel Coordinator and the House Coordinator.



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- 3 The Secretary (Elected by Membership):**
 - Shall make and keep an accurate and concise record of the proceedings of all meetings of the Executive and General Boards of WYHA
 - Shall conduct all official correspondence as directed by the President.
 - Shall maintain original copy, both paper and electronic, of the WYHA Constitution and By-laws and the WYHA League Rules and Regulations.
 - Shall maintain copies of all appropriate legal documents
 - Shall keep and file all committee reports and minutes of all meetings of the Executive Board.
 - Shall facilitate all Executive and Extended Board meetings and ensure that the procedures of WYHA Constitution and By-laws and Rules and Regulations are met.
- 4 The Treasurer (Appointed by Executive Board):**
 - Shall maintain original copy of all corporate records and provide copies for the secretary.
 - Shall collect all funds due this organization and disburse payment for league obligations as authorized by the Executive Board.
 - Shall keep/supervise keeping of suitable records or accounts covering the organization's receipts, with a corresponding record of all income and expenditures by receipt and a list of all funds and properties of the organization.
 - Shall provide that the funds in his/her charge are carried in such depositories as approved by the Executive Board. The service of local businesses shall be utilized whenever possible.
 - Shall have the financial records reviewed at least once a year to the satisfaction of the Executive Board.
 - Shall provide that all disbursements made by check are signed by the Treasurer and/or the President. *Any check over \$2,500 shall be signed by the Treasurer and the President or Vice President*
 - Shall track the current budget, noting expenditures and balances so that information can be provided to the Executive Board at scheduled Executive Board meetings.
 - Review financial records of the Player Subsidy activities.
- 5 The Registrar/Risk Management Coordinator (Elected by Membership)**
 - Shall be responsible and have authority to conduct all registration of players during the season.
 - Shall keep an electronic record of all players in the association and associated registration information.
 - Shall provide the House Coordinator and Treasurer a list of registered house league players on a monthly basis.
 - Shall supply the Executive Board with a projected registration of players in each classification for the upcoming season in support of registration planning.
 - Shall educate association members and administrators regarding the insurance program, risk management, incident reporting and claim filing.
 - Shall ensure association first aid kits are complete and available for all association activities.
 - Shall attend two required meetings (spring and fall) to ensure that WYHA remain in good standing with the USA Hockey Affiliate.
 - Shall nominate members of the Disciplinary Committee as required for Executive Board approval.
- 6 The Communication Coordinator (Elected by Membership):**
 - Shall be responsible for the internal communication process of the organization.
 - Shall enable mailings or e-mailings to the general membership when required.
 - Shall coordinate the updating of the WYHA web page, newsletter and bulletin boards at the ice rink.
 - Shall produce newsletters as required.
 - Shall create and supervise any other advertising.
 - Has authority to appoint volunteers to support any of these activities.



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- 7 The Fundraising Coordinator (Elected by Membership):**
 - Has authority to appoint committees, subject to Executive Board approval, to assist in marketing-related activities.
 - Shall coordinate WYHA fundraising activities as approved by the Executive Board.
 - Shall be responsible for reporting the status of and Executive Board interaction with Player Subsidy activities (Bingo and Concessions).
- 8 The Dean of Coaches (Appointed by Executive Board):**
 - Shall recommend travel team head coaches for Executive Board approval by August 1st of each season.
 - Shall recommend a house league head coach for each age division for Executive Board approval prior to the start of the house season.
 - Shall maintain a roster of all head coaches approved by the Executive Board and facilitate communication with the coaches.
 - Shall ensure that all coaches are certified per USA Hockey guidelines.
 - Shall make available to all interested participants, minimum annual, coaching seminars and/or clinics.
 - Shall ensure each age division head coach is supplied and familiar with the USA Hockey coaching manual pursuant to their level of certification.
 - Shall conduct regularly scheduled periodic checks to ensure coaches are adhering to USA Hockey coaching policy.
 - Shall assign an Assistant Dean of Coaches subject to Executive Board approval.
- 9 At-Large Member (Elected by Membership):**
 - Shall participate in board activities and perform tasks as assigned or nominated.

GENERAL BOARD

The General Board shall consist of the Executive Board and additional positions appointed by the president with Executive Board approval. These positions serve specific roles in supporting WYHA. These positions may be held by an Executive Board Member if the Executive Board deems it appropriate.

- 1 The House League Coordinator:**
 - Shall serve as a liaison between the Dean of Coaches, house league teams and the Executive Board.
 - Shall provide coaches and parents of house league teams' information with respect to league activities, schedules and WYHA events.
 - Shall verify monthly that the all participant in the house leagues are registered with WYHA and USA Hockey and that they are WYHA members in good standing.
- 2 The Travel Team Coordinator:**
 - Shall serve as a liaison between the travel teams, Dean of Coaches and the Executive board.
 - Shall provide the coaches and managers of the travel teams the required guidelines for operations within the WYHA
 - Shall coordinate with the registrar to ensure that all necessary documentation is in order with respect to proper registration of the travel teams so that they may legally and successfully compete within their leagues by December 1st.
- 3 The Assistant Dean of Coaches:**
 - Shall perform tasks as assigned by Dean of Coaches
 - Shall represent the Dean of Coaches in his/her absence.



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- 4 Bingo Chairperson:**
 - Shall be responsible for conducting the Bingo operation in accordance with all applicable laws.
 - Shall nominate a Bingo Committee consisting of 5 members subject to approval of the Executive Board.
 - Shall recruit, train and schedule association members to work the Bingo operation as required.
 - Shall provide a quarterly statement of Bingo funds to the President and Treasurer. This statement will include account balance and reserves.
- 5 Concession Chairperson:**
 - Shall be responsible for conducting the Concession operation in accordance with all rules provided by concession provider.
 - Shall nominate a Concession Committee consisting of 3 members subject to approval of the Executive Board.
 - Shall recruit, train and schedule association members to work the Concession operation as required.
 - Shall provide a quarterly statement of the Concession operation. This statement will include total funds earned and member credits.
- 6 Tournament Director:**
 - Shall be responsible for the overall planning, coordination, administration and implementation of WYHA tournaments as authorized by the Executive Board.
 - Shall appoint a committee as required to facilitate tournament planning.
 - Shall present a preliminary tournament budget to the president for approval 60 days prior to the start of the tournament.
 - Shall report to the president.
- 7 Schedule Coordinator:**
 - Shall be responsible for scheduling ice for all WYHA sponsored activities.
 - Prior to the start of the season, the Executive Board will provide the Schedule Coordinator requirements for the upcoming season. This will include the hours required by each house league and travel team. The Executive Board will also provide guidelines to aid in schedule creation. The Schedule Coordinator will present a weekly schedule for the season to the Executive Board for approval.
 - Shall aid the travel teams in scheduling tournaments and league play in an effort to provide ample scheduling opportunities and promote association wide tournament attendance.

MEETINGS

- 1 The President shall schedule regular Board meetings.
 - Meeting dates shall be posted as soon as possible with time and location.
- 2 Any Executive Board member who misses two consecutive regularly scheduled meetings without delivering a satisfactory explanation may be removed by the affirmative vote of a majority of the Executive Board members present at any meeting.
- 3 Meetings of the Executive Board are open to the General Membership of WYHA although there will be no items for discussion accepted from the floor.
- 4 There shall be at least one (1) annual open meeting of the Executive Board, no later than November 30th. This meeting shall be open to the General Membership. Items for discussion will be accepted from the floor.

QUORUM

- 1 The presence of a majority of the Executive Board shall be necessary at any meeting to constitute the quorum necessary for the conduct of business or written proxy.
- 2 A majority shall be any number equal to or greater than half of the Executive Board.

LIABILITY

The members of the Executive Board are insured from any errors and omissions through membership in USA Hockey.



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ARTICLE VII – ELECTION/IMPEACHMENT OF THE EXECUTIVE BOARD

ELECTIONS

1. All elected offices of the Executive Board shall be a three-year term, beginning May 1st through April 30th. Two Executive Board members shall be elected each year.
2. Candidates shall be obtained by polling the General Membership. The General Membership shall be informed of the candidates no later than March 7th.
3. Elections of new officers shall be made at a time and place designated by the Executive Board no later than April 15th.
4. The "Voting Membership" shall vote for candidates by secret ballot. The "Voting Membership" shall consist of registered participants as defined by Article 5.
5. In case of vacancy of the office of any Executive Board member, the president shall nominate and the Executive Board shall approve, by a majority vote, a replacement to fill the vacancy until their duly elected and qualified successors assume their duties.
6. President
 - The President shall be elected to a two year term by the existing Executive Board providing that:
 - The person has had one previous year of Executive Board experience.
 - During a season in which the President's term will expire, the Executive Board shall elect a President for the upcoming term 14 days prior to the election of the new Executive Board members.
7. Treasurer
 - The Treasurer shall be nominated by the President for a one (1) year term and approved by a majority vote of the Executive Board providing that:
 - The person has a financial background or has demonstrated the ability to act as Treasurer.
8. Dean of Coaches
 - The Dean of Coaches shall be nominated by the President for a one (1) year term and approved by a majority vote of the Executive Board.
9. All Other Board Positions
 - All Other Board Positions shall be nominated by the President and approved by the Executive Board providing that:
 - The person was elected to the Executive Board by the "Voting Membership".
10. In case of vacancy to the office of President, if the Vice-President is unable to or unwilling to serve as President, then a majority of the Executive Board may nominate any current Executive Board member to the remaining term of the office of President, regardless of whether that person would otherwise meet the qualifications to be president as set forth in the Constitution and By-Laws of the Association, subject to the approval of the majority of the Executive Board.

IMPEACHMENT OF EXECUTIVE BOARD MEMBER

Any Executive Board member may be removed at any time for cause, including conduct injurious to the best interest of the Association, by the affirmative vote of the majority of the executive Board provided the notice of the meeting specifies the proposed impeachment.

Any Executive Board member subject to impeachment proceedings shall have the right to address the Executive Board prior to the impeachment vote taking place.

ARTICLE VIII – FISCAL YEAR

The fiscal year of this association shall be July 1st through June 30th.



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ARTICLE IX – DISPUTES

The Rules and Regulations of WYHA provide a procedure and forum for the settlement of all disputes and presents the opportunity to be heard. It is contrary to the purposes of WYHA and detrimental to hockey and the youth served by WYHA to resort to court action or the threat thereof unless all other avenues of relief through WYHA have been foreclosed. Accordingly, any recourse to the courts of any jurisdiction by any member or individual before all of the rights and remedies provided by the Rules and Regulations of WYHA shall have been exhausted shall be “conduct detrimental to hockey” within the meaning of the By-Laws and a violation thereof entailing the immediate suspension of any person responsible for seeking such recourse or of such individual.

At any meeting, any question or dispute shall be submitted to the Board of Directors for a determination and decision of the majority of the Board present, provide a quorum of the Board is present, shall be binding on all parties.

ARTICLE X - LEAGUE REGULATIONS

The Executive Board will establish league rules and regulations. These rules and regulations will be documented and approved by the Executive Board and any changes to require a majority vote of the Executive Board. The rules and regulations will be made available to the ‘General Membership’.

The Executive Board will appoint a Disciplinary Committee prior to the start of the season to ensure the participation and behavior of all involved with the WYHA is consistent with the purpose of the organization. The Committee will consist of 4 members – one member representing each of the following groups: WYHA parents, coaches, referees, and the Executive Board. Each of these positions will have a minimum of 2 volunteers available to serve. The operation of the Disciplinary Committee is detailed in the League Rules and Regulations.

ARTICLE XI – DISTRIBUTION OF ASSETS

WYHA is organized as a not-for-profit organization and shall be operated exclusively for charitable or educational purposes as described in Section 501(3)(c) of the Internal Revenue Code of 1986, as amended (“Code”).

If for any reason WYHA is dissolved, all moneys of this Association, after all outstanding bills are paid, will be equally distributed to the active “General Membership” and all equipment donated to another hockey association.

ARTICLE XII - AMENDMENTS

Any amendments to the Constitution and By-Laws shall be presented to the Executive Board, for discussion. The president shall inform the Executive Board that the amendments will be presented for a vote at the next meeting of the Executive Board. A two-thirds majority by the Executive Board present will pass the amendment.

The amended Constitution and By-Laws, when approved shall supersede any or all previous Constitution and By-Laws of WYHA.



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ARTICLE XIII – INDEMNITY

WYHA, an Affiliate Association of MWAHA and USA Hockey, Inc, 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, 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 WYHA, except to the extent (i) that USA Hockey or its aforescribed 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 the Articles of Incorporation, By-Laws, Rules and Regulations, Playing Rules or decisions of the Board of Directors of USA Hockey. Further, WYHA understands and acknowledges that USA hockey and its aforescribed representatives have assumed understanding, agreement and condition that they be so indemnified and held harmless to the extend described in this by-law.

USA Hockey shall reasonably cooperate with Affiliates in any litigation and provide reasonable support in connection therewith, including by 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 expense not reimbursed by the Affiliate.

ARTICLE XIV - DUTY OF LOYALTY

No Executive Board member may use their position or the WYHA's assets in any way which would result in pecuniary or monetary gain for them or any member of their family. The only exception would be when members of the WYHA efforts are given as credit toward WYHA events.

ARTICLE XV - DUTY OF RESPONSIBILITY

All WYHA Board members, administrators and coaches shall abide, unwaveringly, by the rules and regulations set forth in the By-laws and League Rules of the organization. No person in this position shall make arbitrary decisions, assumptions or actions that conflict with the organization's By-Laws and/or League Rules in any way.

SIGNATURES:

PRESIDENT

DATE

VICE-PRESIDENT

DATE

SECRETARY

DATE