**Center State Youth Hockey Association Bylaws**

**Revision 1 - 6/22/04**

**Revision 2 - 5/08/06**

**Revision 3 5/10/10**

**Revision 4 – 4/5/12**

**Preamble**

The goals of the Center State Youth Hockey Association are to stress citizenship, teamwork, fair play, and the development of effective skills for the participants. Hockey is a tremendous game and can be used effectively to teach life skills. It is understood that parents, coaches, and spectators are role models for our children and that their behavior on and off the rink be commensurate with that responsibility. It is also understood that family, religion, and school commitments take precedence over sports.

**Article I. Name, Office and Affiliations**

The name of this organization shall be the Center State Youth Hockey Association, hereafter called the Association. The Association will operate as a non-profit corporation, whose principle office shall be:

Morrisville State College

105 Madison Road

PO Box 901

Morrisville, NY 13408

The Association is affiliated with, cooperates with and maintains uniform playing rules for amateur ice hockey in compliance with the NY State Amateur Hockey Association and USA Hockey.

**Article II. Purpose**

The primary purpose of the Association is to provide our youth with an effective avenue for participating in an organized sport through which personal and group development can be achieved. Towards this end, the Association will foster, advance, develop, encourage, and regulate the game of ice hockey as an amateur sport for youths in the central New York area, including and surrounding Morrisville, NY.

Any youth between the ages of 4 years to 18 years shall be deemed eligible to participate in this hockey program regardless of gender, color, race, ethnic background, sexual orientation, creed or religion, providing they meet the registration requirements set forth by the Board of Directors and the classification requirements of USA Hockey.

# Article III. Membership

1. *Qualifications for Membership*

Membership in the Association may be acquired by being the parents or legal guardians of a duly registered child in the program or by being a volunteer coach or board member. By acquiring membership each individual expresses a willingness to comply with and adhere to the By-Laws and rules and regulations of the Association. Suspension or expulsion from NY State Amateur Hockey Association and/or USA Hockey will result in simultaneous suspension or expulsion from the Association.

1. *Eligibility to Vote*

Parents and legal guardians shall be allotted a combined total of one vote per family registered in the Association for any meeting of the membership. Volunteer coaches, team managers and board members without children enrolled in the program shall be allowed one vote each. In no event shall proxies or alternates be allowed to vote.

1. *Duration of Membership*

Membership shall continue from registration to registration and shall automatically terminate if a player or coach fails to register with the Association for the current season, The Board of Directors of the Association may terminate the membership of a member at any time for one of the following reasons but not limited to: 1. Failure to register, and 2. Willful disregard of the rules and regulations of this Association, NY State Amateur Hockey and/or USA Hockey. Termination of membership shall only occur after a complete review by the Association Disciplinary Committee and upon the sanction of the full Association Board.

 *D. Registration*

Registration fees shall be required of members in such amounts and upon such terms as set by the Board of Directors. Previously registered players will be guaranteed a place on a team the following year upon timely payment of registration fees. Any player who withdraws from the program surrenders a guaranteed spot in future years.

* Withdrawal of player, in writing prior to and including October 1st, of upcoming hockey season; 75% refund of total fee(including fundraising/Colgate concessions assessment) if paid in full
* Withdrawal of player, in writing prior to and including October 15th of upcoming season; 50% refund of total fee(including fundrasising/Colgate concessions assessment), if paid in full
* Withdrawal of player, in writing prior to and including October 31st of upcoming hockey season; 25% refund of total fee(including fundraising/Colgate concessions), if paid in full
* Withdrawal of player on or after November 1st of upcoming season; No refund due
* Withdrawal of player if only partial payment received at any time; No Refund

The above policy is NOT appealable to the Board of Directors.

All registration fees need to be paid in full by October 15th, unless other arrangements are made prior to this date with the Treasurer. If registration fees are not paid by October 15th, there will be a $50.00 late fee added to the registration fee.

1. *Annual Meeting*

The annual membership meeting of the Association may be held at the discretion of the Board in the fall of each year. A two-week notice shall be given to the members In addition, the Board may, at its discretion, amend it’s bylaws and handbook or present changes to Center State policy. These changes will be voted on by the membership either by mail or email after the membership reviews the changes. A simple majority after a 2 week review will carry the proposed changes. . Any new official changes that need membership approval will be voted on by a majority of the membership by May 31st of each year for those eligible to vote. Any changes will be posted on the Association website with instructions for voting.

1. *Special Meetings*

Special meetings of the Association may be called by a majority of the directors or by a petition signed by 1/3 of the general membership. Public notice must be given to the membership at least 10 days in advance. Such notice should include the time, place, date, and the purpose of the meeting. Business other than that specified in the notice may be discussed with consent of a majority of all present at the time of such a meeting.

# Article IV. Board of Directors

The corporation shall be managed by the Board of Directors which shall consist of ten elected directors and one appointed representative of Morrisville State College, A single individual may serve a dual role if the Morrisville State College representative is also the Director of Youth Hockey. All board directors must be at least eighteen years of age.

1. *Meetings*

The Board of Directors will meet on a regular monthly basis. All board meetings are open to the general membership and are held at Morrisville State College. The board may also elect to have a closed executive session if necessary. In order to conduct a meeting, 2/3 of the elected members of the board shall constitute a quorum and must be present. If a quorum is not present, then the meeting will be adjourned and a new meeting will be scheduled. Robert Rules of Order shall govern the proceedings of all meetings except where these conflict with the By-Laws of the Association.

 *B.* *Elections and Terms of Office*

For elections of directors to the board, the board will distribute a list of open positions and a brief description of the duties on or before January 15th to the general membership. The board of directors will accept nominations until February 15th and then the slate will be closed. A paper or email ballot will be distributed to every member of the organization by March 7th if there are positions running opposed and is to be returned to the board within two weeks to be tallied. All terms are to be for two full years. The person elected to the position of president-elect shall serve one year as president-elect, followed by a year as president. Any vacant positions remaining after the election, or any positions that become available during the term due to resignation, removal or other causes will be filled by appointment by the President with approval of a 2/3rds majority of the current board members. The term of any appointed director shall only last until the next general election.

*C. Resignation and Removal of Officers*

A director may resign from the board by written notification, which shall be effective upon receipt thereof at the next regular board of directors’ meeting. Any member of the Board of Directors may be removed for causes, at any time, by an affirmative vote of 2/3 majority of the remaining Board of Directors at a special board meeting called specifically to act on such proposed removal. Board members may also be removed at any time by an affirmative vote of the majority of the general membership at a special membership meeting called specifically to act on such proposed removal. Attendance of directors at board meeting is an expected requirement of office. Absence at four or more regular board meetings during the seasonal year (July through June) may constitute grounds for removal from the board.

1. *Committees*

Any committees required to carry out the function of the Association may be formed and dissolved by a majority vote of the Board of Directors.

# Article V. Duties of the Officers

The elected officers of the Association shall consist of President, President-Elect, Secretary, Treasurer, Registrar, Scheduler, , Tournament Director, Director of Fundraising, Director of Officials, Concession Director, and. In addition, a representative of the Morrisville State College shall be an appointed voting member of the board.

1. *President*

The President shall be the Chief Executive Officer of the Association. He/She shall preside at all meetings of the members and the board. He/She shall have responsibility for the general management of the affairs of the Association and shall see that all orders and resolution of the board are carried into effect.

##  President-Elect

The President-Elect will be elected to fill in for the President in his/her absences and to transition into the presidency of the Association. This will help the organization keep on track during the change of officers.

## Secretary

The Secretary of the Association shall perform the usual duties of the secretary and which includes taking minutes of all meetings. The Secretary will also serve as the Communications Director and is responsible for all communications for the Association and is the spokesperson for all media outlets. The Communications Director shall be the Webmaster for the Association’s Web page.

## Treasurer

The Treasurer of the Association shall receive all the money that is brought into the organization and deposit the money into federally insured bank accounts. The Treasurer shall pay all bills and keep books balanced and up to date. The Treasurer shall present monthly financial statements to the board, assist in the preparation of the budget, and present an annual report at the fall meeting. The Treasurer shall also set fundraising goals for the year in coordination with the Director of Fundraising. The President and the Treasurer are the only two official signers for the organization. He/She shall at any reasonable time exhibit the books to any officer upon a reasonable request.

## Director of Officials

The Director of Officials is responsible for the training and scheduling of referees for the Association. The coordinator is also responsible for evaluating referees on a regular basis and for providing feedback to the board and the referees based on these evaluations. This person is also responsible to ensure that all referees are properly certified by USA Hockey.

## Concession Director

The Concession Director is responsible for the coordination of Colgate concession fundraising activities. This person will work with the team parents to provide service help to the Sodexho/Marriott team.

## Director of Fundraising

The Director of Fundraising will work toward gaining sponsors for the Association and is responsible for all fundraising activities with the exception of Colgate concession activities. The Director of Fundraising shall also set fundraising goals for the year in coordination with the Treasurer. The Director of Fundraising will put a committee together to help in reaching fundraising goals for each season.

## Registrar

The Registrar is responsible for registering all players into the Association. The Registrar is expected to register all players, coaches and teams with USA Hockey and other appropriate leagues, (. State Bound,Snowbelt) by the deadlines designated by those organizations.

 *I. Tournament Director*

The Tournament Director, with the assistance from the team parents, is responsible for organizing all facets of the tournaments that the Association hosts. These responsibilities include, but are not limited to, scheduling dates for the tournaments, procuring teams for the tournaments, making tournament programs, appointing team chairpersons, setting-up grievance committees, and procuring shirts, trophies, etc. There will be a tournament committee for each tournament the Association holds. This Committee is expected to be made up of parents of the teams participating in the tournament.

 *J. Scheduler*

The Scheduler is responsible for coordinating the schedule for all Association team’s home and away league games, as well as practices. The Scheduler will be responsible for communications with the team coordinators.

 *K .Director of Youth Hockey*

The Director of Youth Hockey shall be appointed to assist in the overall development of the youth hockey program. Responsibilities include, developing curriculum, assisting with team and coach selections, monitoring games and practices, assisting with practices, assisting with referee development, assisting with the enforcement of rules and policies, promoting youth hockey, and running Initiation programs/learn to play. The Director of Youth Hockey is a non-voting participant at Association board meetings.

**Article VI. Financial Policy**

1. *Finances*

The Association shall be a volunteer, non-profit corporation with all funds used for the operation and development of our youth hockey program. The Association has the authority to raise funds, and to accumulate funds for future development or for major capital purchases as the Board of Directors deems necessary. Those accumulating funds may be invested, in the interim, as allowed by law, in any manner that is approved by the Board. Registration fees and fundraising fees will be set by the Board of Directors prior to the start of the upcoming season. The Board of Directors and all other volunteers of the Association shall server on a voluntary basis, and shall receive no remuneration for services.

1. *Liquidation of Assets*

In the event that the Association should cease to function, any and all assets remaining, after all creditors are paid, shall be donated to a non-profit youth athletic organization to be determined by the current Board of Directors.

1. *Indemnity*

Every director, officer, appointed committee chairpersons, and/or committee member and their heir’s, executors or administrators, estate and effects respectively, shall, from time to time, and at all times, be indemnified and saved harmless out of funds of the Association from and against:

* 1. All costs, charges, and expenses what-so-ever which such directors, officers, committee chairpersons, or member sustains or incurs in or about any action, suit or proceeding which is brought, commenced or prosecuted against him/her for or in respect of any act, deed, matter or thing what-so-ever, made, done, or permitted by him/her, in or about the execution of the duties of his/her office or position, and:
	2. All other costs, charges and expenses that he/she sustains or incurs in or about or in relation to the affairs thereof:

Except such costs, charges or expenses as are occasioned by his/her own willful neglect or default.

# Article VII. CSYH Teams

CSYH will follow the guidelines of USA Hockey, NYS Hockey and other governing leagues (for example, Snow Belt) with respect to teams. The Board reserves the right to divide all teams by ability in as much as the guidelines of governing bodies allow. As such, an evaluation of the players’ abilities will take place in order to divide the eligible, registered players onto two or more teams. The Director of Youth Hockey will establish the format of the evaluation process, which will then be posted on the Association website. Parents of all players being evaluated must sign a copy of the current year’s evaluation guidelines to indicate that both the parent and player are aware of the guidelines. The evaluation process will consist of multiple dates. A committee, consisting at a minimum of the Director of Youth Hockey and two independent evaluators, will conduct the evaluations. The committee for each age-level may also include the head coach for the respective travel team (if already selected) or one of the previous year’s travel team coaches. The evaluation committee is responsible for establishing the rosters of the teams. The Board of Directors will confirm the number of players on each team without the knowledge of players’ names on each team. The Board of Directors will review and vote on any appeals that may be brought before the Organization. The Board of Directors’ ruling will be final and no other recourse may be pursued.

Center State Youth Hockey will makes it bests effort, depending on the number of players at each level as well as their skill level, to field teams at the House(Snowbelt) and State Bound(Q) levels. In addition, the Board may, at its discretion, recommend the formation of a Birth Year team if it is in the best interest of the organization and the players involved. A minimum of 10 releases need to be presented to the Board from outside the organization before a decision is made by the Board. In addition no more than 4 Center State players may participate on a Birth Year team to minimize the impact on the other Center State teams at this level.

Birth Year teams will place additional focus on skills development and will play a schedule which is commensurate to the ability of the participants involved. As would be expected , all Center State Bylaws and Handbook policies will apply to Birth Year teams.

All skaters trying out for a Birth Year team will be required to pay a 25.00 non refundable fee. If however the skater is selected for the team this fee will be applied toward the registration fee.

# Article VIII. Selection of Coaches

All prospective coaches must submit a completed application by July 1st to the president of the Association in order to be considered for a coaching position in the Association for the upcoming season. A completed application does not guarantee being selected as a coach. The application shall be forwarded to the Coaching Committee, which shall consist of the President, the President-Elect, and the Director of Youth Hockey. If any member of the Coaching Committee wishes to be a coach then another board member will be selected by a majority vote of the board to fill his/her position on the committee. The Coaching Committee may conduct individual interviews, at its discretion, of prospective coaches prior to selecting coaches for each team. The Coaching Commitee will select coaches by a majority vote and submit the slate of proposed coaches to the Board for approval by majority vote at the Board of Directors’ August meeting. All coaching selections approved by the Board will be final.

# Article IX. Disciplinary Procedures

Center State Youth Hockey Association follows the most current guidelines published in the annual NYSAHA Annual Guide, Article XVI “Dispute Resolution, Hearings and Discipline”. Any disciplinary grievances shall be presented to the Disciplinary Committee for review. The Disciplinary Committee shall consist of the President, President-Elect, Director of Officials and the Director of Youth Hockey.Please see a current NYSAHA Guidebook for the complete policy in its entirety.outline of the ( a quarum is considered a minimum of 3 members present) The current NYSAHA guidelines, in summary, recommend that the player, parent, coach or administrator involved in an on ice/off ice incident be given a minimum 7 day hearing notice to present their case to the CSYHA Discipline Committee. During the interim prior to the hearing the Disciplinary Committee may, at its discretion, suspend the involved party from all Center State on ice/off ice activities under USA Hockey Rule 410, subset (a). After this hearing, the Discipline Committee will make a recommendation, by majority vote, to the Board. The Board may accept or modify this recommendation. The involved party will be notified within 5 business days of the hearing of the Boards decision and in writing, within 15 days. An appeal of the decision, if desired, can be made to the to Central Section of NYS AHA in writing within 10 days of receipt of the written decision rendered by the Board. The above policy may be amended on a yearly basis by the NYSAHA. Please see a current copy of the NYSAHA Guidebook for the policy in its entirety.

**Article X. Code of Conduct**

The Association shall enforce all rules of conduct for all participants required by USA Hockey, NY State Amateur Hockey, Morrisville State College and any written policies of the Association. Appropriate actions will be taken by the Disciplinary Committee and the Board of Directors when deemed necessary.

# Article XI. Disputes and Protest

The Board shall entertain complaints regarding actions or decisions by the Board except as outlined in the Center State Youth Hockey refund policy or final coaching selections which are not appealable to the Board. Final resolution of complaints will be submitted and resolved by a majority vote of the Board members present. Any complaint must be presented in writing and addressed to the Board.

# Article XII. Equipment

The Association will follow all requirements of USA Hockey, NY State Amateur Hockey, Morrisville State College and any written policies of the Association in regards to equipment use.

# Article XIII. Amendments

Amendments to the By-Laws must be submitted in writing to the Board of Directors at a regular or special meeting of the board. The amendment(s) shall be read and discussed by the members present, after which the proposed amendment shall be tabled until the next regular meeting. The Secretary shall send to all Board members a copy of the proposed amendment(s) at least one (1) week prior to the next Board meeting. A majority vote of the entire Board of Directors shall be required to place the proposed amendment(s) on a ballot to be voted upon by the general membership. The Board shall decide timing and procedures for such a vote. If the Board of Directors votes not to place the proposed amendment(s) on a ballot, a petition signed by 1/3 of the general membership shall suffice to place the proposed amendment(s) on a ballot. Once a ballot has been issued to the entire membership, a majority of the votes cast shall be required to pass the amendment(s).

**Article XIV. Sovereignty of the By-Laws**

These By-Laws shall have the same effect as a constitution or charter, and any action contrary thereto taken by the Board of Directors, or any Officer, agent or servant of the Association shall be illegal and ultra vires.