

**BYLAWS
OF THE ASSOCIATION
OF SOUTH CAROLINA SCHOLASTIC HOCKEY**

ARTICLE I

Name

Effective July 1, 2006, the name of this Organization shall be:

South Carolina Scholastic Hockey Association (SCSHA)

ARTICLE II

Objective

The objective of this Association shall be to promote Ice Hockey in High Schools throughout the state of South Carolina.

ARTICLE III

Members

- Section 1. Approved membership for this Association shall be limited to the High Schools within the State of South Carolina. All players rostered to an approved team must reside and attend school in the State of South Carolina.
- Section 2. Any High School within the state of South Carolina may be granted membership upon submission of team registration to the Associations League President. A completed SCSHA team application must be turned in as part of the request for membership in the association. *See Appendix III*
- Section 3. The initiation fee shall be \$50.00. The annual dues shall be determined at the September meeting, payable on or before the Commitment Meeting in October.
- Section 4. Any member desiring to resign from the Association shall submit their resignation in writing to the League President who shall forward it to the Board of Directors.
- Section 5. All members must be in good standing with the league. Any team participants who are suspected of improper ethical and/or financial improprieties are subject to review by the executive board and/or discipline.

ARTICLE IV

Board of Directors

- Section 1. Administrative authority of the Association is vested in the Board established under the authority of Article IV of the Constitution.
- Section 2. The Board of Directors shall consist of President, Vice President, Secretary, Treasurer, Registrar, Coaching Coordinator, and a representative from each team with active membership
- Section 3. Each Director other than the President shall carry one vote.
- Section 4. The duties of the Board of Directors shall be as set forth in Appendix I.

ARTICLE V

Section 1. The officers of the Association shall be a President, a Vice President, a Secretary, a Treasurer, a Registrar, and a Coaching Coordinator. These officers shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by this Association.

Officers

Section 2. When deemed necessary, a Nominating Committee of at least three representatives shall be appointed by the Board of Directors. It shall be the duty of this committee to nominate candidates for the offices to be filled at the annual meeting in April.

Section 3. Beginning the 2022/2023 season all executive board positions will be for a term of 2 years with alternating election years. Their term of office shall begin at the close of the annual meeting at which they are elected. These positions will be up for election on ODD years: President, Secretary, and Registrar. These positions will be up for election on EVEN years: Vice President, Treasurer and Coaching Coordinator.

Exception: Should an Executive board member resign during the season, the remaining executive board members may appoint a successor to finish the remaining term time by a 2/3 vote.

Section 4. No Person shall hold more than one office at a time.

Section 5. The duties and responsibilities of the officers of the Association are described in Appendix II.

Section 6. The President shall act as chairman of the Board of Directors but shall have no vote except in the event of a tie vote by the Directors, in which case he/she shall cast the tie-breaking vote.

Section 7. Any officer who is unable or unwilling to complete his/her full term of service for which the officer was elected, shall be replaced by a majority vote of the Board of Directors.

Section 8. Any Officer elected or appointed by the Board of Directors, may be removed from office by a vote of two-thirds (2/3) of the Board of Directors entitled to vote on the issue, whenever, in the Board's judgment, the best interest of SCSHA would be served thereby. Such removal shall be without prejudice to subsequent re-election or appointment.

ARTICLE VI

Meetings

Section 1. The regular meeting of the Association shall be held on a weeknight each month, during the months of September through February inclusive, unless otherwise ordered by the Association.

Section 2. The Annual Meeting is to be held no later than May 31st and shall be for the purpose of electing officers, receiving reports of officers and committees and for any other business that may arise.

Section 3. The Declaration Meeting will be held no later than August 31st. The Association will

determine and announce any changes in dues to be collected from each member team for funding the Associations hockey program for the upcoming season. The fees will not include costs of non-association games, practice ice, referee fees, or other costs associated with fielding a team such as USA Hockey team/player registration fees.

Section 4. Special meetings may be called by the President or by the Executive Board and shall be called upon the written request of a majority of the members of the Association. The purpose of the special meeting shall be stated in the call. Except in cases of an emergency, at least three days notice shall be given.

Section 5. The President and/or the Vice President, two Board members and at least twenty five (25%) of the team representatives shall constitute a quorum.

Section 6. Any member team which does not have at least one designated representative from their team at two consecutive Board meetings will be assessed the penalties as follows:

2 nd consecutive missed meeting	\$25.00 fine
3 rd consecutive missed meeting	\$50.00 fine

4th consecutive missed meeting the team will be referred to the disciplinary committee.

All penalties are due before the next regular meeting of the Board. If fines are not paid by the next regular meeting of the Board the team will be referred to the disciplinary committee.

Section 7. All Board meetings shall be conducted in accordance with the parliamentary procedures as stated in the most current edition of Roberts Rules of Order, Revised Edition. The normal order of business at any such meeting shall be as follows:

- a. Call to order
- b. Acceptance of the minutes of the last meeting
- c. Treasurers report
- d. Reports of Officers
- e. Team reports
- f. Unfinished business
- g. New business
- h. Adjournment

The above order of business may be changed by affirmative vote of the majority of the members present.

ARTICLE VII

The Executive Board

Section 1. The Executive Board shall consist of the President, the Vice President, the Secretary, the Treasurer, the Registrar and a Coaching Coordinator.

- Section 2. The Executive Board shall meet prior to the Regular Meeting. Special meetings of the Executive Board may be called by the President and shall be called upon the written request of three members of the Board.
- Section 3. The Executive Board shall have general supervision of the affairs of the Association between its business meetings, fix the hour and place of meetings, make recommendations to the Association, and shall perform such other duties as are specified in these bylaws. The Board shall be subject to the orders of the Association, and none of its acts shall conflict with action taken by the Association.
- Section 4. If the President is unable or unwilling to perform his/her duties the order of succession shall be as follows:
 Vice President
 Secretary
 Treasurer

ARTICLE VIII

Committees

- Section 1. Each year the Treasurer is to prepare a budget for the fiscal year beginning the first day of July, and to submit it to the Association at its Declaration meeting in September. The Treasurer may from time to time submit amendments to the budget for the current fiscal year, which may be adopted by a majority vote of the Association.
- Section 2. An Auditing Committee of three (3) members may be appointed by the President at the Associations Annual Meeting. The committee's duty shall be to audit the Treasurer's accounts at the close of the fiscal year and approve the report prior to submittal to the association CPA.
- Section 3. A Nominating Committee of at least three (3) representatives may be appointed by the Board of Directors. It shall be the duty of this committee to nominate candidates for the offices to be filled at the annual meeting in April.
- Section 4. Intentionally deleted
- Section 5. The Disciplinary/Disputes Resolution Standing Committee shall be composed of the Vice-President of SCSHA (serving as Committee Chair), the Executive Officers of SCSHA and at least two, Team Representatives, selected by the Vice President as required. The committee is responsible for ensuring compliance with SCSHA, CAHA, and USA Hockey rules and regulations by all teams, players, coaches, parents and administrators of SCSHA.

The Committee shall hear all complaints by game officials or others concerning players, coaches and others charged with major penalties, match penalty or a game misconduct, "attempt to injure" or fighting. The committee shall also handle all other actions, which occur off the ice (e.g., ice facility damage, fighting, etc.).

The Committee shall have the power to admonish and/or suspend a player, coach or other member for such reported behavior. They shall also have the power to recommend to the Board of Directors that a player, coach, or others be expelled from the Association should

the infraction be of such magnitude as to warrant that sanction or should it be a pattern of continuing behavior. The Disciplinary Committee shall hold its hearing regarding all infractions within two (2) weeks of the reported date. The player, coach, or others shall have a right to appeal the action of the Disciplinary Committee. Such appeal must be accomplished within two (2) weeks of the decision of the Discipline Committee hearing.

Any executive board member with a team affiliation shall recuse themselves from discipline hearings involving members the team they are affiliated with. In the event the Vice President is affiliated with a team who is involved in the discipline hearing, the president will serve as the committee chair or assign alternate committee chair.

- Section 6: Appeals - To appeal a decision of the SCSHA Disciplinary/Disputes Resolution Committee or an administrative action of the Executive Board, either party to the dispute may appeal the decision to the Board of Directors in accordance with procedures set forth below:
- a. The appealing party must notify the SCSHA Secretary in writing (email) of their request to file appeal within ten (10) days of the notification of the decision or administrative action. If the notice of appeal is not received within the ten (10) day period, the decision or administrative action shall be final.
 - b. The appealing party must submit a written statement of why the decision or administrative action should be overruled or reversed along with a bond in the amount of \$150.00 made payable to the SCSHA within thirty (30) days of the date of the original decision. The bond shall be in the form of cashier's check or money order and shall only be required for non-playing rule appeals.
 - c. A copy of the Statement of Appeal shall be delivered to the Discipline Committee who shall have twenty (20) days from the receipt of the Statement of Appeal, to respond to the Statement of Appeal by delivering a written copy of its response to the Board of Directors.
 - d. Once the Board of Directors is in receipt of the written statement and bond, if required, and rebuttal from the Discipline Committee, it will convene a meeting of the Board of Directors for the purpose of considering the appeal within ten (10) days.
 - e. Any suspension, discipline or administrative action shall be in force and effect until it expires or until the Board of Directors convenes a hearing and modifies it.
 - f. If the Board of Directors upholds the decision or administrative action the bond will be forfeited. If the Board of Directors rules in favor of the appealing party the bond will be returned.
 - g. The SCSHA expressly adopts the USA Hockey Dispute Resolution procedure set forth in USA Hockey Bylaw Section 10, as it now exists or may hereafter be amended.

Sanctions: Each individual Registered Participant Member, Team Member, Association Member, and their agents or representatives shall confine the resolution of disputes with the SCSHA to the process described herein and to the process set forth in the SCSHA Bylaws. Therefore, any recourse directly to CAHA or USA Hockey or the court of any jurisdiction by any individual, Registered Participant Member, Team Member, Member Association or Club before all of the procedures, rights, and remedies described

in these Bylaws, the USA Hockey and the CAHA Bylaws have been exhausted, shall be deemed conduct detrimental to the SCSHA within the meeting of these Bylaws. Such violation of these Bylaws and procedures shall subject the individual Registered Participant Member, Team Member, Member Association and their agents and representatives to immediate suspension and disqualification. Sanctions imposed under these Bylaws shall be modified or removed only by the Board of Directors of this Corporation at a duly held meeting of the Board. The actions of the Board to remove or modify the sanctions imposed in any matter shall not include the restoration of games and points lost or denied during any period of suspension and/or disqualification.

ARTICLE IX

Amendments

Section 1. The By-Laws may be amended or revised at any Board of Directors Meeting. Approval of any proposed amendment shall require a three-fourth (3/4) majority vote of the Directors present. No vote shall be taken by the Board of Directors regarding any proposed amendment unless a written copy of the proposed amendment shall have been given to each member of the Board at least ten (10) days prior to the meeting at which such amendment shall be considered. In the case of tie votes, the amendment or modification shall be deemed to have failed.

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**APPENDIX I
Duties of the Board of Directors**

The duties of the Board of Directors shall be to manage the affairs of the Association, consistent with the purposes for which it was formed, and which include but are not limited to:

- a. To consider and act upon any and all matters concerning the SCSHA program which are required or brought before it.
- b. To fill any vacancies, which occur among the elected officials until formal elections are held.
- c. Appoint members of Standing or ad-hoc committees.
- d. Authorize disbursement of funds in excess of \$500.00.
- e. Authorize any matters creating an obligation of commitment of the Association.
- f. Study and report at any Board meeting all proposals to amend or revise the Constitution and Bylaws.
- g. Adopt, amend, revise or repeal the Constitution, Bylaws, and Rules and Regulations of the SCSHA.
- h. Ratify and/or finalize any rules by the President on issues or circumstances not provided for in the Constitution and By-Laws.
- i. Hear and rule on appeals.
- j. Remove from the Board and/or membership any member in accordance with Articles V.7 or V.8.
- k. Approve and maintain a balanced budget for each fiscal year.

**BYLAWS
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APPENDIX II
Duties of SCSHA Officers and other Members**

The Officers of the Association shall perform those duties which are usual and customary to the respective positions and which shall include, but are not limited to the following:

PRESIDENT

1. The President shall be the principal Standing officer of SCSHA and shall, in general, supervise and control all of the business and affairs of SCSHA. The President shall have, but is not limited to, the following powers and duties:

- a. Preside at all meetings of the Association.
- b. Call special meetings of the Board of Directors and general membership.
- c. The power to determine and rule on questions arising from emergencies not provided for in the Bylaws or Rules and Regulations of SCSHA until such time as they may be acted upon by the appropriate SCSHA Standing Committee or the SCSHA Board of Directors.
- d. Attending and representing SCSHA in other hockey meetings, including the CAHA Annual Meeting and any CHL meetings.
- e. Shall sign, with the Secretary or other proper officer of SCSHA as authorized by the Board of Directors, any contracts or other instruments which the Board of Directors have authorized to be executed.
- f. Make a report to the general membership at the Annual and general meetings covering the activities conducted since the last meeting, financial status and projected plans.
- g. Shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors from time to time.
- h. Function as the league agent with the referee association and ice providers.
- i. Eligibility to run for this position requires 1 year **served the prior season** on the SCHSA board either as a Team Representative, Coach, or other Executive board position

VICE PRESIDENT

1. The Vice President shall have the following powers and duties:

- a. In the absence of the President or in the event of the President's inability or written abstention, the Vice President shall perform all duties of the President, and when so acting shall have all the powers of and be subject to all of the restrictions upon the President.

- b. Succeed to the office of President in the event of the President's resignation or withdrawal for any reason.
- c. Be Chair of the Disciplinary/Disputes Resolution Standing Committee.
- d. In Conjunction with the other Executive Board members shall enforce codes of conduct on coaches, parents, and players.
- e. Serve as parliamentarian at all Association meetings.
- f. Perform such other duties as may be prescribed by the Board of Directors or the President from time to time.
- g. Handle league scheduling.
- h. All association committees will report to the Vice President.
- i. Eligibility to run for this position requires 1 year served the prior season on the SCHSA board either as a Team Representative, Coach, or other Executive board position

SECRETARY

1. The Secretary shall have, but is not limited to, the following powers and duties:
 - a. Keep minutes and records of all Board and general membership meetings.
 - b. Maintain the Associations' stationery, correspondence, records, files, by-laws, rules and constitution.
 - c. Conduct the correspondence of the Board of Directors.
 - d. Assist the Treasurer, as necessary, with billing procedures and records.
 - e. Assist the Association Registrar in submittal and maintenance of team and individual records and reports.
 - f. Notify the Board of Directors and general membership of applicable upcoming meetings.
 - g. Perform such other duties as may be required by the Board of Directors.

TREASURER

1. The Treasurer shall have, but is not limited to, the following powers and duties:
 - a. Receive and disburse all funds of the Association. The Treasurer, along with another designated Officer, shall have signing authority of the general funds of the Association.
 - b. Keep accurate and current records of all income, expenditures and any other financial transactions in accordance with the Association requirements.
 - c. Keep all funds in a chartered FDIC local bank approved by the Board of Directors.

- d. Assist and participate in an annual audit of the Association's financial affairs.
- e. Prepare an annual report.
- f. Render a current financial report at all Board and general membership meetings.
- g. Prepare and file all financial records and reports as may be required by any federal, state or other agency or organization.
- h. Ensure that an audit of SCSHA's financial records are completed as required by law or as requested by action of the Board of Directors and ensure that SCSHA's nonprofit status with Federal and State authorities is maintained.
- i. Chair the Finance Committee to prepare a budget for the fiscal year beginning the first day of July, and to submit it to the Association at its Declaration meeting in September.
- j. Perform such other duties as may be required by the Board of Directors.
- k. Has the right to review all team financial records at any given time.

REGISTRAR

1. The Registrar shall have, but is not limited to, the following powers and duties:
 - a. The Registrar should possess strong communication and computer skills, and must be generally accessible by e-mail, fax, and phone to perform registration duties and resolve problems throughout the active hockey season.
 - b. Organize and conduct pre-registration activities, register players and teams, work with team managers to insure that they obtain and maintain proper birth records, medical treatment release forms and player transfer forms.
 - c. Correspond and coordinate Association registration with the CAHA Associate Registrar.
 - d. Distribute all materials, official guides, rule books and miscellaneous publications to registered teams.
 - e. Perform such other duties as may be required by the Board of Directors.

Coaches Coordinator

1. The Coaches Coordinator shall have but is not limited to, the following powers and duties:
 - a. Communicate certification requirements to association coaches and ensure compliance with USA Hockey and Affiliate certification levels.
 - b. Deliver Parent Education programs to the association.
 - c. Plan, organize, and execute periodic skills workshops for coaches, players, and parents.
 - d. Communicate with the Affiliate Coaching Coordinator and USA Hockey on all issues related to coaching at the local association level.

- e. Establish and maintain a resource center for coaches, players, and parents that would include all available USA Hockey materials.
- f. Perform such other duties as may be required by the Board of Directors.
- g. Required to be minimum Level 1 Certification

TEAM MANAGER

Should a conflict arise between the head coach and the team manager where either party wants to remove the other a 24 hour cooling down period shall be invoked. If such a conflict persist either or both parties must submit a written request to the Vice President of the SCSHA for review.

There will be no personnel changes without Executive Board approval.

1. The team manager shall have but not limited to the following powers and duties
 - a. Ensure the team is in complete compliance with all USA Hockey, CAHA and association rules.
 - b. Gather and keep all paperwork deemed necessary by USA Hockey, CAHA and the association in a binder to be taken to all team events.
 - c. Register all players and team personnel with the league registrar by the deadlines set in the association rules, Send letter of certification to league registrar verifying that all rostered players meet the academic eligibility.
 - d. Turn into the treasurer by the October meeting projected player fees.
 - e. Prepare and turn in to the league treasurer by May 31st a financial report and a list of players with money owed to the team. Teams that do not turn in their financial report to the treasurer on time will be assessed a \$25.00 per week fine until the report is turned.
 - f. When you are the home team you will be responsible for getting all score sheets to the league statistician within 3 days. If a league score sheet is not received in accordance with this rule, the responsible team will be fined \$20.00 and the game(s) will not be recorded until the fine is paid. Any white original score sheet not turned in within 30 days will result in a \$100.00 fine.
 - g. All team managers must comply with the CAHA screening program. All managers must use the Acxiom secure self-service website found on the CAHA website http://www.usahockey.com/carolina_amateur. Scroll to screening program and follow directions.
 - h. The Team Manager is responsible to ensure their team is in compliance with USA Hockey Safe Sport Program. Each team must have one safe sport coordinator. The Team Manager will notify the SCSHA's Safe Sport Coordinator who will be their team's coordinator

COACHES (Head and Assistant)

1. Head and Assistant Coaches shall have, but not limited to, the following powers and duties:

SCSHA COACHES REQUIREMENTS/RESPONSIBILITIES

Every Head and Assistant Coach must sign Coaches Code of Conduct for each season they coach.

A coach is the person primarily responsible for directing and guiding the play of his team. He is responsible for the conduct of his/her team's players before, during and after a game or practice. He is the team leader and should conduct him/herself in a mature, professional manner at all times.

REQUIREMENTS

- 1) All coaches must complete and maintain the appropriate USA Hockey certificate, Age Modules and background checks. These certifications must be kept valid at all times.
- 2) Prior to the start of any SCSHA game, the head coach of each team must verify their teams' roster and sign the appropriate side of the score sheet.

RESPONSIBILITIES

- 1) Make the game of hockey fun for all involved.
- 2) Teach each player to play fairly.
- 3) Respect all rules, game officials, opponents and teammates.
- 4) Make sure all equipment and facilities are in safe working order.
- 5) Ensure all players receive equal instruction and support.
- 6) Be generous with praise. Never degrade or ridicule a player.
- 7) Always maintain open lines of communication with players, parents and the association.
- 8) Be concerned with the overall development of your players, not just winning games.
- 9) Organize team practice that will challenge all players.
- 10) Always refer back to responsibility number 1.