

# **JAMESTOWN HOCKEY BOOSTER CLUB, INC. BY-LAWS**

ADOPTED April 14<sup>th</sup>, 2025

## **ARTICLE I ORGANIZATION**

**A. Name** – The name of this organization is Jamestown Hockey Booster Club, Inc., Jamestown North Dakota, and is herein referred to as the “Club”.

**B. Status** - The Club is a non-profit corporation organized under the laws of the State of North Dakota and is an exempt organization under Section 501 C (3) of the Internal Revenue Code.

**C. Mission** - To promote youth hockey in the Jamestown area by providing a supervised program of skating, hockey training and competition through the promotion of sportsmanship and citizenship and aiding the youth in their physical and mental development.

**D. Purpose** - To engage in all activities that shall be deemed to promote the above-stated mission, including the right to own real estate, rent or lease, buy or sell the same and to enter into any contract which shall be to the advantage of the Club at the direction of the Club’s Executive Board.

**E. Affiliation** - We are an affiliate of North Dakota Amateur Hockey and USA Hockey.

**F. Prohibited Activities** - No part of the Club’s activities shall consist of carrying on propaganda or otherwise attempting to influence legislation; nor shall it participate in or intervene in any manner to any extent (including publishing or distributing statements) in any political campaign on behalf of any candidate for public office. The Club shall not engage in any activities that are unlawful under federal, state, or local laws.

## **ARTICLE II MEMBERS**

**A. Parent/Guardian Members** - Club membership is open to all individuals who are a parent or guardian of a registered player in good standing. Such membership entitles the member to attend and participate in stated meetings and in the election of new Directors at the annual meeting. Parent/Guardian members are eligible to run for open Director Positions. There is no cost associated with these member positions above and beyond the fees for registering said players. Each Family Member in good standing shall be entitled to two votes on each matter submitted to a vote of the members.

**B. Associate Members** - Individuals who have demonstrated an interest in the promotion of youth hockey and are not a parent or guardian of a registered player may apply for membership to the club and must be approved by the Board of Directors. Such membership entitles the member to attend and participate in the annual meeting and vote for new Directors, able to run for open Director positions.

### **ARTICLE III MEMBER'S MEETING**

**A. Place of Meeting** - The meetings of the members shall be held at a place designated by the Executive Board.

**B. Annual Meeting** - Each year the annual meeting shall be held in April at a time designated by the Executive Board. The business to be conducted at the Annual Meeting shall include:

- i. To fill vacant Director positions
- ii. To propose or make any amendments to these By-Laws
- iii. Any other business appropriate for action by the members

**C. Special Meetings** - Special meetings of the members may be called at any time upon the request of the President, Vice President, or a majority of the members of the Executive Board, or upon request in writing to the Executive Board by members holding not less than fifty percent of the voting power of the members.

**D. Notice of Meeting** - Published prior to the meetings, stating the place, day and hour of the meeting and, in case of a special meeting, the purpose(s) for which the meeting is called, by the secretary, to each member of record entitled to vote at

such meeting. Waiver by a member of notice of a member's meeting, signed by him, whether before or after the time of such meeting, shall be equivalent to the giving of such notice. In case of adjournment of a meeting from time to time, no further notice of the adjourned meeting shall be necessary if an announcement is made at the meeting where adjournment is had, specifying the place, day and hour of the adjourned meeting.

**E. Voting Rights** - Every member, in good standing, who is of legal age, shall be entitled to one vote; in person or by proxy, executed in writing and delivered to the secretary at or before the meeting.

**F. Quorum** - Those members present after proper meeting notice has been given shall constitute a quorum for the transaction of business. The President or, in his absence, the Vice President or any other member designated by the Executive Board, shall preside at all meetings of the members.

#### **ARTICLE IV DIRECTORS AND EXECUTIVE BOARD**

**A. Executive Board** - The business of the Club shall be managed by the Executive Board. The Executive Board will include seven Directors elected by the general membership. Only the seven Directors and two immediate Past Presidents will have voting rights in any decision made by the Executive Board. These decisions will be made by a majority of those present. Three unexcused meeting absences by an Executive Board member and the member shall be replaced.

**B. Vacancies** - Any vacancy occurring in the Executive Board may be filled by the affirmative vote of a majority of the remaining Executives.

**C. Meetings of the Board: Notice** - The Executive Board shall meet each year shortly after the annual meeting of the members for the election of Officers. No notice of any kind to the Executive Board shall be necessary for such annual meetings or for any regular meeting of the Directors fixed from time to time by resolution of a majority of the Executive Board. Other meetings of the Executive Board may be held upon three (3) days written notice upon the call of the President or any Director. Notice may be waived in writing before or after the time of such meeting; attendance of a Director at a meeting shall constitute a waiver of notice

thereof. Neither the business to be transacted at, nor the purpose of, any meeting need be specified in the notice of such meeting.

**D. Quorum** - A majority of the Executive Board shall constitute a quorum for the transaction of business provided, however, that if any vacancies exist for any reason, the remaining Directors shall constitute a quorum for the filling of such vacancies.

**E. Directors** - There shall be seven Directors elected at the annual meeting to three year terms. Nominations may be submitted from the floor. To be elected, a candidate must receive a majority vote of those present and voting.

**F. Powers** - The Executive Board as constituted under this article shall be empowered to transact all business of the Club.

## **ARTICLE V NUMBER OF OFFICERS**

**A. Number of Officers** - The officers of the Club shall consist of a President, a Vice President, a Secretary, and a Treasurer.

**B. Elections/Vacancy/Tenure** - Each year following the Annual Meeting, the Executive Board will elect from its membership a President, Vice President, Secretary and Treasurer. These Officers must be selected from the seven Directors elected at the annual meetings or ap-pointed to fill a vacancy as provided elsewhere in these By-Laws. Any Director may be removed with or without cause by the affirmative vote of a majority of the Executive Board. The majority vote will be made of up of 5 out of 8 Executive Board members. Any Executive Board vacancy shall be filled by the affirmative vote of a majority of the Executive Board and an Officer so chosen shall hold office until the beginning of the next term or until his successor is chosen and qualified.

- i. For purposes of Section 5B of this Article, cause shall include, but not be limited to:
  - a. Charged with or convicted of criminal activity.
  - b. Conflicts of interest or taking actions on behalf of the Club without Board authorization.

- c. Verbally abusive or consistently antagonistic interaction with other Directors or with Members.
  - d. Conduct that is detrimental, unsportsmanlike, or violates hockey codes of conduct with respect to any Club related activity.
  - e. Violation of confidentiality on topics where requested by the Board.
  - f. Repeated tardiness or absence from meetings
- ii. Resignation: Any executive member or director may resign at any time by giving written notice of such resignation to the Secretary of the Association. Such resignation shall be effective upon delivery, unless a later date is specified in the notice. Resignation will also result in termination of voting rights on executive matters.

**C. President** - The President shall preside at all meetings of member and governing board and shall perform all duties incident to this office and such other duties as may be prescribed from time to time by these By-Laws or by the Executive Board. The President shall have the authority to appoint Committee Chairmen and create Committees not herein provided subject to approval by the Executive Board.

**D. Vice President** - The Vice President shall assume the duties of the President in the absence of the President and shall perform other duties directed to them by the President.

**E. Secretary** - The Secretary shall keep or cause to be kept a record of the proceedings of meeting of the membership and Executive Board. The Secretary shall direct and receive all correspondence and have custody of all books and records of the Club except those of the Treasurer.

**F. Treasurer** - The Treasurer shall have the custody of all funds of the Club, shall keep an accurate record of receipts and expenditures and shall pay out funds as authorized by the Club.

**G. Past President** - The Past President shall perform all the duties and exercise all the powers of the President during the President and Executive Vice President's absence or incapacity. The Board of Directors and President shall assign duties to

the Past President as may be necessary to meet the Association's objectives. A Past President shall serve in said position until the then current President becomes the Past President, or until such time as he or she resigns or is removed by the Board of Directors. Executive Board vote to retain or revoke voting privileges on a case-by-case basis.

**H. Contracts** - Except otherwise provided by the Executive Board from time to time, all formal contracts of this Club shall be executed on its behalf by the President or President-Elect.

## **ARTICLE VI COMMITTEES**

The President shall appoint Chairmen for any Committee deemed necessary after the annual meeting. Committee Chairman will be selected from the Executive Board or the members. The President shall have the power to appoint Committee Chairmen or full Committees deemed necessary by the Executive Board.

## **ARTICLE VII EMPLOYEE PROFESSIONALISM AND DISCIPLINE**

**A.** The Hockey Development and/or Coaching Coordinator will aid in the selection and hiring of the youth coaches and assistant coaches and will be responsible for disciplining all youth hockey coaches. The youth coaches are directly responsible to the Coaching Coordinator, and the Executive Board. The Hockey Development Committee and Coaching Coordinator will be responsible for the resolution of all coaching related issues such as performance, actions, adherence to format/concepts and the deviations there from, and purported violations of the Code of Ethics shall be jointly handled by the discipline committee, co-op board.

**B.** The youth coaches shall be hired for a term of one (1) season only, which may be renewed at the discretion of the Executive Board. Youth coaches may be removed by the Executive Board for deviations from the prescribed format or for violation of the Code of Ethics.

**C.** The Hockey Director does not sit on the Board of Directors but oversees and manages the youth hockey on-ice programs for JHB. This position is hired by the

Executive Board and will directly manage on-ice personnel and directly manage player development matters related to hockey for all of JHB's hockey programs. The Hockey Board selects Coaches and submits the candidates to the Executive Director for approval. The Hockey Director provides oversight and support to the Coaches.

**D.** If any employed member of the Club or coaching staff is thought to have violated the Club's Code of Conduct, they will be subject to possible suspension, dismissal, or other course of action deemed necessary to maintain the stated mission and purpose of the Youth Hockey Program. Disciplinary items will adhere to NDAHA Article XIII - Suspensions and forfeits.

- i. For purposes of this Article, cause shall include, but not be limited to:
  - a. Charged with or convicted of criminal activity.
  - b. Verbally abusive or consistently antagonistic interaction with other Directors or with Members.
  - c. Conduct that is detrimental, unsportsmanlike, or violates hockey codes of conduct with respect to any Club related activity.
  - d. Violation of confidentiality on topics where requested by the Board.
  - e. Repeated tardiness or absence from meetings.

## **ARTICLE VIII MISCELLANEOUS**

**A. Fiscal Year** - The fiscal year of the Club shall be from May 1st- April 30th.

- i. No part of the Club's net earning shall inure to the benefit of or be distributed to its officers, directors, or members. The Club shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distribution in furtherance of the Club's purposes as expressed in its bylaws and articles of incorporation.

**B. Rules of Order** - The Club shall be governed by Roberts Rules of Order.

**C. Cease to Function** - In the event this organization shall cease to function, all property of said organization shall be dispensed in accordance with Article 1,

Section 1, in a special meeting of the membership which shall be held in a period of time not more than one (1) year after failure to hold annual meeting.

**D. Scholarship Program** - The Executive Board has developed a Scholarship application. The application must be completed by the parent and requested at the time of registration. A new application must be completed each hockey season

**E. Player Petition** - A player may move up in levels with Executive Board approval following completion of the Player Petition form.

**F.** Each player, parent/guardian and coach will be required to read through and sign the Jamestown Hockey Booster's Handbook at the time of registration.

**G.** For the following levels of play, the club will co-op with Valley City Vipers and will be know as the "Jamestown Valley City Prowl". Coach selections, team size and designation of division level will be chosen by a designated Co-Op committee:

- i. 12U Girls
- ii. Peewee
- iii. Bantam

## **ARTICLE IX ADOPTION**

These By-Laws supersede and thereby render null and void any previously existing By-Laws of this Club

**A.** Adopted 1975

**B.** Amended and revised April 1988.

**C.** Amended and revised April 1990.

**D.** Amended and revised April 1991.

**E.** Amended and revised April 1992.

**F.** Amended and revised April 1995.

**G.** Amended and revised April 2010.

**H.** Amended and revised April 2012.

**I.** Amended April 2013

**J.** Amended April 2014

**K.** Amended April 2018



L. Amended and revised April 2025