

FORT ZUMWALT SOUTH BULLDOGS HOCKEY CLUB BYLAWS

(Approved 2/10/25)

1. ORGANIZATION NAME AND PURPOSE

- 1.1. The name of this club shall be Fort Zumwalt South Bulldogs Hockey Club (FZSBHC).
- 1.2. FZSBHC is an independent club sport separate from Ft. Zumwalt South High School Athletic Department. Ice hockey and inline hockey are not currently sanctioned high school sports in the state of Missouri.
- 1.3. The purpose of FZSBHC is to establish, organize and govern a high school hockey program consisting primarily of students who attend Ft. Zumwalt South and/ or South Middle School to participate in Mid-States High School Club Hockey Association (MSCHA) and Missouri Inline Hockey Association (MOIHA) or other hockey associations.
- 1.4. The FZSBHC will promote the concepts of good sportsmanship, fair play, honesty, teamwork and respect in the youth that participate in the organization.
- 1.5. The FZSBHC will develop, encourage and coordinate support activities, functions and events on behalf of FZSBHC to include, but not limited to, cheerleading squads, pep squads, community service and fund raising activities.
- 1.6. Based on the number of participating players, FZSBHC will provide students of the Ft. Zumwalt South district an opportunity to compete in Varsity, Junior Varsity, Development "B", Development "C" and/ or Junior High in ice and/ or inline hockey. There can be no assurance that FZSBHC will field any of the teams listed. The Board of FZSBHC will, based on its best efforts, participate in as many levels as possible.
- 1.7. FZSBHC Board may seek to complement an FZSBHC sponsored team with an out-of-district and/ or "pool" player(s) permission to participate for FZSBHC within the guidelines of MSCHA or MOIHA. Any out-of-district and/ or

“pool”player will be required to follow the same fee schedule and participation needs as an in-district player.

- 1.8. The Club shall not be operated for profit and no individual associated with the Club shall profit financially from the organization without prior approval of the Board.

2. GENERAL MEMBERSHIP

- 2.1. A general member shall be defined as any person who is actively involved in the organization by being an Officer of the Board or the parent(s)/ legal guardian(s) of a youth participant in the program who remains in good standing.
- 2.2. General membership in the organization commences upon registering for an FZSBHC program and extends until the following season's tryouts. Membership for graduating Seniors expires at the end of the school year
- 2.3. A general member is in good standing when the member is current with their financial obligations to FZSBHC, and is not subject to discipline by FZSBHC, Mid-States Hockey, Missouri Hockey or Missouri Inline Hockey Association and has adhered to all rules and regulations from USA hockey and FZSBHC by-laws. Families with more than one youth playing must be in good standing with respect to all players to be deemed in good standing. Good standing status entitles the member to participate in any activities of the organization.

3. MEETINGS

- 3.1. The annual meeting of the general members of the organization will be held in the month of April or May on a date determined by the Board, with at least 10 days notice provided to all members in good standing.
 - 3.1.1. The purpose of the annual meeting shall be to elect members to fill the opening positions of the organization's Board of Directors for the next

season, and to address any issues that the current Board determines appropriate to present to the general membership.

- 3.1.2. Members of the organization shall have one (1) vote per family in good standing at the annual meeting and any additional general membership meeting.
- 3.1.3. A general member may only vote in person or in the manner chosen by the Board for voting; there is no proxy voting allowed.
- 3.1.4. Special meetings of the members, in addition to the annual general membership meeting, may be called by the President, by three (3) or more of the Officers, or by any ten (10) general members of the organization.

- 3.2. *Board of Directors Meetings:* The business of the club shall be conducted in regularly scheduled meetings of its Officers. There shall be at least five (5) days notice to the Officers of any meeting of the Board.
 - 3.2.1. Each Officer shall have one (1) vote on any issue before the Board.
 - 3.2.2. All meetings of the Board of Directors shall be open to all general members, except during times when the Board may choose to meet in Executive Session to discuss personnel, litigation, or disciplinary issues.
 - 3.2.3. All general members in good standing have a right to attend meetings of the Board. Any person wishing to come before the Board of Directors with specific intent may do so provided said person's request is provided in writing to the President and precedes the meeting by 48 hours.
- 3.3. *Operation of meetings:* At any time, the presiding Officer of a Board or organization meeting may invoke parliamentary or other procedures for operating any meeting. In such cases, the parliamentary authority for the organization shall be Robert's Rules of Order, latest edition.

4. BOARD OF DIRECTORS

- 4.1. The business and affairs of the FZSBHC will be managed by the Officers of the Board. The Officers shall act in the best interest of the FZSBHC and shall have the duty to develop, implement and enforce rules, policies, procedures, incentives and penalties that advance those interests.
- 4.2. The Board of Directors shall consist of no less than five (5) voting Officers and no more than seven (7) voting Officers, always with an odd number of Officers.
- 4.3. To prevent Officer conflict of interest, no more than one (1) member of a membership household can fill voting Officer positions concurrently. Spouses may not serve as Officers on the board at the same time.
- 4.4. The same person may not hold multiple offices.
- 4.5. Officers of the organization shall be the President, Vice President, Treasurer, Secretary/ Registrar, Director of Hockey Operations, and any other Officers as may be elected or appointed by the Board.
- 4.6. *Manner of Acting; Quorum and Voting*
 - 4.6.1. Official actions of the Board are those actions which are made at a duly noticed meeting by a quorum of the Board, unless otherwise provided for by the Board or specified in these Bylaws.
 - 4.6.2. A quorum shall consist of a simple majority of the total number of voting Officers elected or appointed to serve as Officers.
 - 4.6.3. A Board member must be present to vote on a motion decided at a meeting and may not vote in absentia or by proxy.
- 4.7. *Election and Terms of Office:*
 - 4.7.1. The Officers of the organization shall hold office for two (2) years.
 - 4.7.2. The Board of Directors will publish vacant Board positions to the general membership in February. General members and/ or Officers interested in filling the open Board positions for the upcoming term must submit their application of interest in writing to the President by March 30th. The FZSBHC Board will review applications in an Executive Session. All

applications will receive private communication from the Board after the Executive Session notifying them of their application status. All approved nominees will then be published to the general membership and elected by vote at the upcoming annual meeting.

- 4.7.3. To be elected and serve as the President, prior experience on the Board is HIGHLY preferred but not required. In order to be put forth to the general membership as a candidate for President and elected by vote at the annual meeting, sitting Officers seeking the office require a simple majority approval of the Board and non-Officers require 80% approval of the Board.
- 4.7.4. The Officers elected at the annual meeting will assume their positions at the annual meeting. Each Officer shall hold office until his/her successor shall have been duly elected and qualified or until his/her death or until he/she shall resign or shall be removed in a manner hereinafter provided.
- 4.7.5. Elections will take place every odd year for President, Treasurer, Director of Hockey Operations and every even year for Vice President and Secretary/ Registrar.
- 4.7.6. The past President shall serve as an ex-officio Officer assisting the President and the other Officers until a transition has been completed, not more than (3) months.

4.8. *Resignations, Removals & Vacancies*

- 4.8.1. Any resignation of an Officer is to be made in writing to the President or Secretary.
- 4.8.2. The resignation will be considered official when accepted by the Board at the meeting after which such resignation is tendered.
- 4.8.3. Any Officer may be removed by the Board for conduct detrimental to the organization.

- 4.8.4. Any motion to remove an Officer must be made at a duly noticed meeting of the Board, and the Officer subject to removal shall have the right to speak and present evidence in opposition to the motion.
- 4.8.5. Removal of an Officer must be by at least a vote of two-thirds of the Officers attending the meeting at which a vote to remove is taken.
- 4.8.6. A vacancy in any office because of death, resignation, removal, disqualification or otherwise may be filled by the Board without general membership approval for the unexpired portion of the term.

4.9. *Compensation*

- 4.9.1. Officers shall not receive any compensation for their service as Officers.
- 4.9.2. Officers shall not be precluded from serving the FZSBHC in any other capacity and receiving compensation therefore, provided any compensation so paid will be with the written approval of the majority of the Board, excluding said Officer.

5. **EXECUTIVE OFFICERS OF THE BOARD**

5.1. *The President shall:*

- 5.1.1. Be the chief executive officer of the organization and shall, in general, supervise and control all the business, affairs and overall conduct of FZSBHC.
- 5.1.2. Preside at all meetings of the Board of Directors and all general membership meetings.
- 5.1.3. Authorize and sign, with the Treasurer or any other proper Officer of the organization authorized by the Board of Directors, contracts, or other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and executing thereof shall be expressly delegated by the Board of Directors or by these bylaws.

- 5.1.4. Represent FZSBHC at any local, state, or national meetings, as well as any meetings with any member organization (MSCHA, MOIHA, etc) where their presence is desirable and/ or required.
- 5.1.5. In conjunction with the Director of Hockey Operations, review compiled coaching evaluations at the conclusion of each season and provide recommendations to the Board.
- 5.1.6. Compile potential coaching candidates in conjunction with the Director of Hockey Operations.
- 5.1.7. Communicate all offers for Head Coach positions upon approval of the Board.
- 5.1.8. Coordinate with the Ft. Zumwalt School District, Ft. Zumwalt South High School and/ or the feeder middle school and elementary schools in all matters concerning FZSBHC operations.
- 5.1.9. Represent FZSBHC as the authorized spokesman to the media.

5.2. *The Vice-President shall:*

- 5.2.1. In the absence of the President, or in the event of his/her inability or refusal to act, the Vice-President shall perform the duties of the President, and when so acting, shall have the powers of and be subject to all the restrictions upon the President.
- 5.2.2. Maintain the organization website including updated rosters, content updates, etc.
- 5.2.3. Serve as the disciplinary point of contact for MSCHA, MOIHA, Missouri Hockey, USA Hockey and any other member organization that FZSBHC participates in.
- 5.2.4. Oversees the Resolution & Disciplinary Committee and presides over any discipline issues within the club, serving as the liaison between the R&DC Chair and the Officers of the Board.

5.2.5. Perform such other duties as from time to time may be assigned by the President or by the Board.

5.3. *The Treasurer shall:*

- 5.3.1. Have charge and custody of and be responsible for all funds.
- 5.3.2. Receive and give receipt for monies due and payable to the organization and deposit all such monies in the name of the organization in such bank, trust company or other depository.
- 5.3.3. Perform all of the duties incident to the office of Treasurer and such other duties as from time to time may be assigned by the President or by the Board.
- 5.3.4. See to it that all fees and expenses to governing hockey organizations, arenas, equipment supplies, etc., are paid in a timely fashion and that players have paid their fees and deposits.
- 5.3.5. Make an accounting to the organization each spring of the previous year's income and expenses.
- 5.3.6. The accounts may be audited at any time by the other Board of Directors. An annual review by the Board and a representative chosen from the general membership may also be conducted.
- 5.3.7. The books of the club will be closed on the last day of June following the preceding Winter and Spring sessions.
- 5.3.8. Perform such other duties as from time to time may be assigned by the President or by the Board.

5.4. *The Secretary/ Registrar shall:*

- 5.4.1. Keep the minutes of the Board meetings and general membership meetings in one or more books provided for that purpose and post for organization visibility as deemed appropriate.
- 5.4.2. Maintain current and past records of the organization, including but not limited to: birth certificates, insurance forms, grade cards, etc.

- 5.4.3. Be responsible for all club registrations with Mid States Hockey Association (MSCHA) and Missouri Inline Hockey Association (MOIHA), including roster submission and compliance, grade reporting and other related activities.
- 5.4.4. See that all notices are duly given in accordance with the provisions of these Bylaws or as required by law
- 5.4.5. Have general charge over the release of public information, news release and dissemination of information, schedules, game times, place and other events to the media and the participants in the activities of the organization
- 5.4.6. Serve as the point of contact for potential new players and families regarding registrations, fees, etc.
- 5.4.7. Serve as the liaison between the Board of Directors and the Team Coordinators ensuring all pertinent information is communicated.
- 5.4.8. Perform all the duties incident to the office of Secretary and such other duties as from time to time that may be assigned by the President or by the Board

5.5. *The Director of Hockey Operations shall:*

- 5.5.1. Be responsible for all aspects of outfitting the club members, including players and coaches, with approved FZSBHC apparel and uniforms.
- 5.5.2. Ensure that all players are properly outfitted prior to the start of the season and will be available to assist with in season adjustments/repairs/replacements.
- 5.5.3. Schedule all practice times and games in partnership with MSCHA/ MOIHA
- 5.5.4. Assist in securing spirit wear orders throughout the season as needed.
- 5.5.5. Ensures coaching compliance with member league regulations.

- 5.5.6. Oversees player evaluations and assessments; ensures compliance to evaluation process and coordinates any necessary logistics
- 5.5.7. Finalizes rosters with coaching staff and presents to the Board for approval.
- 5.5.8. Publishes team placements to the general population upon Board approval.
- 5.5.9. Provide approved rosters to the Vice President for posting on the club website and to the Secretary/ Registrar for communicating to MSCHA/ MOIHA
- 5.5.10. Coordinates player development opportunities, camps, clinics, etc.
- 5.5.11. Provides support to the coaching staff as needed.
- 5.5.12. Manages data analysis or statistical reporting as required.
- 5.5.13. Communicate day-to-day operational topics to coaching staff and team managers.
- 5.5.14. Facilitates coaching performance evaluations with each team at the conclusion of each season and works in conjunction with the President to review evaluations and provide recommendations to the Board.
- 5.5.15. Compiles potential coaching candidates in conjunction with the President and schedules interviews with the Board.
- 5.5.16. Perform such other duties as from time to time may be assigned by the President or by the Board.

5.6. Appointed Committee Chairs

- 5.6.1. The Board may appoint general members in good standing with the organization to committee chairs serving FZSBHC. These appointments will be made at the next Board meeting following the annual general membership meeting and approved by the incoming Board of Directors. Any vacant appointed positions not filled in the first Board meeting can be filled at any subsequent Board meeting as deemed appropriate.

- 5.6.2. Appointed committee chairs will be invited as needed to present at Board meetings by the President or Secretary to report on activities of said committee.
- 5.6.3. Such appointments may include the positions of Resolution & Disciplinary Committee Chair, Events Committee Chair, Fundraising Committee Chair, Alumni Committee Chair, Community and Public Relations Committee Chair or any other committee deemed necessary by the Board.

5.7. *Resolution & Disciplinary Committee*

- 5.7.1. The intent of the Resolution & Disciplinary Committee (R&DC) is to provide mediation for major disputes or ongoing issues that cannot be resolved at a lower level and to assist in neutral party investigations and recommendations to the Board for disciplinary action within the organization.
 - 5.7.1.1. The R&DC are responsible for ensuring that the applicable code(s) of conduct are being upheld by the general membership including parents, players and coaches.
- 5.7.2. The Resolution & Disciplinary Committee (R&DC) pledge to fairly consider all parties involved in a dispute and provide recommended resolution(s) to be in accordance with any MSCHA or MOIHA guidelines, FZSBHC Code of Conduct, FZSBHC bylaws and in the best interest of the organization.
- 5.7.3. The R&DC Chair will serve as the lead of the committee and the liaison between the committee and the Officers.
- 5.7.4. The R&DC Chair will select two (2) additional committee members and one (1) alternate committee member from the general membership to serve on the committee for that year. Selected committee members cannot be Officers of the Board or spouses of Officers of the Board.
- 5.7.5. The alternate member will be asked to serve if there is a conflict of interest or a committee member is not available. If the dispute or

disciplinary action affects two (2) regular committee members, either the President or Vice President may serve. When possible, the committee members will represent each level of the club and contain representation from both ice and inline programs.

- 5.7.6. All grievances or complaints from the general membership must be submitted in writing to the R&DC Chair with the Vice President on copy.
- 5.7.7. The R&DC Chair will review complaints received to determine if there are any conflicts of interest among the committee members with named person(s) thus triggering the use of an alternate member(s). The R&DC Chair will communicate to the R&DC if any alternates are needed.
- 5.7.8. The R&DC Chair will notify the named person(s) in the complaint regarding the nature of the complaint in writing within two (2) days of receipt from the general membership. The R&DC Chair shall expect a written response from the named person(s) within two (2) days of notification.
- 5.7.9. Once a response has been received from the named person(s), the R&DC will have five (5) days to fully investigate and provide a written recommendation as to how the complaint should be amicably resolved and/ or any disciplinary actions the R&DC recommends to be taken. If no response has been received within the five (5) days allotted, the R&DC will render a recommendation based on the information available to them.
- 5.7.10. The R&DC written recommendation will be sent to the Vice President of the FZSBHC Board to be presented to the Officers in an Executive Session. Upon review, the Officers are entitled to adjustments and modifications to the R&DC recommendations as they see fit. Final resolutions and/ or disciplinary actions will be voted on by the Officers and must be approved with a majority vote.

- 5.7.11. Final resolutions and/ or disciplinary actions will be communicated to the named person(s) from the Vice President within two (2) days of the Executive Session. All decisions approved by the Officers of the Board are final.
- 5.7.12. In the event that disciplinary action is handed down from a member organization, those will be directed to the Vice President as the Officer in charge of disciplinary actions and communicated to the R&DC Chair.

6. **COACHES**

- 6.1. Head Coaches for all FZSBHC teams are determined by the Board of Directors.
- 6.2. Head Coaches and/ or Assistant Coaches that are not parents of a player in the organization are not general members of the organization entitled to votes at any general membership meetings.
- 6.3. Head Coaches cannot serve as an Officer of the Board.
- 6.4. Head Coaches in the high school programs cannot be spouses or relatives of a current Officer of the Board without unanimous Board approval.
- 6.5. Head Coaches will select their assistant coaches and support staff with approval of the Board of Directors.
- 6.6. Coaches shall be responsible for the selection of players on their team as a part of the FZSBHC defined evaluation process and seek roster approval from the Board of Directors.
- 6.7. Compensation for all members of the coaching staff will be determined by the Board.
- 6.8. All coaches in FZSBHC must obtain the appropriate coaching certification and background check by MOIHA, MSCHA and USA Hockey, Inc.
- 6.9. All coaches must sign and abide by the FZSBHC Coaches Code of Conduct and are responsible for their conduct on and off the rink. They are also responsible for the conduct of their teams and are responsible and accountable to the organization's Board of Directors for such.

- 6.10. Coaches are expected to abide by USA Hockey locker room policy.
- 6.11. When a head coach opening occurs, the Board will request candidate qualifications and conduct interviews of the prospective head coaches. A majority vote of the Board is required to remove or approve a head coach.
- 6.12. The Board will review the coaches' performance at the end of the season regarding player development, program progressions, competitiveness and goals of the organization. Questionnaires will be distributed to the players and parents at the end of each season and utilized accordingly in making coaching determinations for the following season(s).
- 6.13. Coaches will be responsible for conducting practices both on and off the ice and need to be present at practices/ games at least 90% of the time allowing for emergencies or work schedules. In the event a head coach cannot be present, they must designate one of the assistant coaches to fulfill the coaching requirements.

7. FISCAL CONTROL AND OPERATION

7.1. Fiscal Year

- 7.1.1. The fiscal year of the organization shall begin on the first day of July in each year and end on the last day of June in each year.

7.2. Contracts

- 7.2.1. By majority vote, the Board may authorize the President or the Treasurer to enter into any contract or execute and deliver any instrument in the name of and on behalf of the organization. Such authority may be general or confined to specific instance.

7.3. Bank Accounts, Checks, Drafts, Deposits, Etc.

- 7.3.1. The Treasurer shall maintain Club funds in checking and/ or savings accounts.

- 7.3.2. The treasurer shall be responsible for having two (2) Officers with signatory powers authorized by the bank. These two (2) Officers shall be the President and the Treasurer.
- 7.3.3. All checks, drafts or other orders for payment of money, notes, or other evidence of indebtedness issued in the name of the organization, shall be signed by the President or the Treasurer.
- 7.3.4. Organizational expenses exceeding \$250 must be approved by the Board.
- 7.3.5. All funds of the organization not otherwise employed shall be deposited from time to time to the credit of the organization in such banks, trust companies or other depositories as the Board may determine appropriate.

8. **CLUB FEES**

- 8.1. The Club will determine and assess fees as required to cover the costs of projected rink time, league fees and other organization expenses. Each player on the Varsity/Junior Varsity/Development Team/ Junior High roster will be required to register on Crossbar and process payments as offered on Crossbar as a condition of good standing to participate in games, practices, and other club activities.
- 8.2. Each player participating in the ice program will be required to have a current USA Hockey membership that includes insurance coverage before the player may participate in any FZSBHC tryouts, practices or games. Registration for USA Hockey is valid for one year and must be renewed each year.
- 8.3. The Board may approve discounted club fees upon application and showing of hardship.
- 8.4. *Refunds*
 - 8.4.1. Players that have registered for a FZSBHC program and paid all or a portion of the club fees can request a prorated refund.
 - 8.4.2. Requests must be submitted in writing to the Secretary/ Registrar and indicate why you are requesting a refund.

- 8.4.3. Requests will be reviewed and granted by the Board of Directors on a case-by-case basis.
- 8.4.4. Requests will only be considered up to the point at which FZSBHC submits a final roster for registration to the member organizations for the given season. Once final rosters have been submitted refunds are only granted in accordance with bylaw 8.4.5 and 8.4.6.
- 8.4.5. In the case of a player not completing the regular playing season, a prorated refund will be given up to the midpoint of the given season only under the following circumstances:
 - 8.4.5.1. The player cannot continue due to a health problem in which a doctor's note must be provided to the Treasurer or Officer (i.e. broken limb, serious illness, etc).
 - 8.4.5.2. If the family moves out of the school district and/or is no longer a student within our designated boundaries.
- 8.4.6. Refunds will not be given after the midpoint of the given season for any reason.

9. FUNDRAISING

- 9.1. The club may engage in fundraising to raise money for hockey, administrative, or other organizational purposes.
- 9.2. The Board shall approve all club fundraising efforts. Once approved, all club members are required to participate or take a buy-out if one is offered in order to remain in good standing.
- 9.3. In a fundraising event that permits offset of individual player(s) fees, any funds raised in excess of a player's fees will be tendered to the club and may offset future year fees and related hockey costs.
- 9.4. No cash, checks, or monies may be disbursed from any individual member account.

- 9.5. No reimbursement of fees such as program fees, equipment fees, jersey fees, already collected by FZSBHC will be made to any member who withdraws from the club. No member with a graduating player will receive cash, check, or monies for unused funds from their account at the end of the fiscal year.
 - 9.5.1. Upon withdrawing from FZSBHC, unused funds from a member's account may be transferred to another member's account for future use by the recipient member. A written transfer request must be received by the Board of Directors before the fiscal year ends. If no transfer is received, then all unused funds will be absorbed into the general fund effective the first day of the new fiscal year.

10. **FINES**

- 10.1. Players and coaches are responsible for their own fines, and if fines are levied upon the club for the coach's or player's conduct, such coach or player must repay FZSBHC for such fines, fees, or other charges in order to remain in good standing and eligible to participate in games, practices, and other club activities.
- 10.2. Outstanding fines must be paid before a player can participate in practices or games.

11. **GOVERNING RULES**

- 11.1. The club is governed by rules promulgated by USA Hockey, Mid-States High School Hockey Association, Missouri Inline Hockey Association, and the rules, regulations, and policies enacted by the Board of Directors. All club members are required to abide by these rules, and their membership may be terminated by the Board for failure of compliance.
- 11.2. In any conflict between Club rules, MSCHA, and MOIHA rules, the latter will take precedence.
- 11.3. To be in good standing, each year every coach, player and at least one (1) player's parent must sign and attest that they understand and agree to follow the club's

policies and procedures, a copy of which will be provided to each coach, player and parent.

12. TERMINATION

- 12.1. In the event of the liquidation or dissolution of FZSBHC for whatever reason, none of the assets of the organization shall be distributed to any of the Officers.
- 12.2. In the event of such termination, all liabilities and obligations shall be resolved. Any remaining assets shall be donated to a non-profit organization engaged in ice or inline hockey. The recipient will be chosen by the Officers of the Board.

13. EXONERATION OF PERSONAL LIABILITY

- 13.1. Each person who acts as an Officer of FZSBHC shall be indemnified by FZSBHC against expenses actually and necessarily incurred by him or her in connection with the defense of any action, suit or proceeding in which he or she is made a party by reason of having been an Officer of the FZSBHC, except or relating to matters as to which he or she shall be adjudged in such action, suit or proceeding to be liable for willful misconduct of the performance of his or her duties.

14. BYLAWS AND AMENDMENTS

- 14.1. These bylaws may be amended or added to at any meeting of the Board of Directors if the proposed amendments or additions have been presented to each member of the Board at least seven (7) days prior to the meeting.
- 14.2. A majority vote of the Board of Directors is required to amend the bylaws.
- 14.3. A copy of the bylaws will be available on the organization website available to the public and general membership.
- 14.4. The Secretary will ensure that a current copy of the bylaws are on file with all member organizations.