



Berkshire Youth Hockey, Inc.
Bylaws
Approved: March 10, 2026

ARTICLE I ORGANIZATION

Section 1: Organization Name

The full legal name of this organization is Berkshire Youth Hockey, Inc. (hereinafter referred to as the “Organization”), which may also be known as “Berkshire Rattlers” or “BYH.” Berkshire Youth Hockey, Inc., together with any of its programs or affiliates (collectively, the “Programs”), shall be referenced as such throughout this document.

1.a. Berkshire Lightning

The Berkshire Lightning is a developmental and competitive girls hockey program operated under Berkshire Youth Hockey, Inc. and is subject to these bylaws and the Organization’s policies.

Section 2: Registered Address

The registered legal mailing address of the Organization is:

Berkshire Youth Hockey, Inc.

PO Box 1001

Sheffield, MA 01257

Section 3: Affiliation

The Organization shall be a member of [USA Hockey](#) and [Massachusetts Hockey](#), and shall abide by its rules, regulations, policies, and procedures.

Section 4: Purpose

The sole purpose of the Organization shall be to administer the Berkshire Youth Hockey program, a recreational program of ice hockey as sanctioned by the USA Hockey Association of the United States, open to all boys and girls aged four to eighteen years and residing in and around the Tri-State (Massachusetts, Connecticut, and New York), and Southern Berkshire area. The Berkshire Youth Hockey organization serves children and families of the southern Berkshires and surrounding locales through instructional and competitive youth ice hockey. We promote a fun, safe, friendly environment that fosters increased participation, improved skills, teamwork, and long-term personal and athletic development. The Organization shall be empowered to conduct any and all business that is necessary for the successful operation of the program. This shall include publicizing, fundraising, recruiting players and coaches, scheduling practices, games and tournaments, and organizing the awards banquet.

Section 5: Non-Profit & Tax Status

The Organization operates exclusively for charitable and educational purposes and the making of distributions to organizations qualified under section 501(c)(3). The Organization shall restrict its activities to those permitted by the Internal Revenue Code (IRC) so as to continually qualify as a charitable organization under the IRC. The Organization shall not involve itself in any way in business that is inconsistent with its non-profit, tax-exempt status, and to otherwise attempt to influence legislation, or to become involved in any political campaign, or for any other activity not allowed under U.S. Internal Revenue Code 501(c)(3).

Section 6: Use of Funds

All funds and property of this organization shall be used and distributed exclusively for carrying out the purposes of the Organization as set forth in Section 4 of this Article I.

Section 7: Fiscal Year

The fiscal year of the organization shall begin on April 1 and end on March 31.

Section 8: Finances

The Board of Directors of the organization must be good stewards of the monies held within the organization, ensuring the resources of our organizations are well protected and used efficiently to accomplish the mission outlined in our Purpose and to ensure the long-term sustainability of the organization.

8.a. Reserves

The Organization will maintain a financial reserve sufficient to sustain its operations for a period of time should a significant loss of funding occur until replacement funding can be obtained.

Section 9: Dissolution

In the event of liquidation or dissolution of the Organization, or in the event that it shall cease to carry out any of its purposes, all funds and property of the Organization shall be distributed to non-profit organizations with purposes similar to those set forth in Section 3 above, and which are exempt organizations as set forth in Section 4 of this Article I, that the Board of Directors of this organization may select, and in no event shall any of the funds or property be distributed to any of the members or used for any other purpose.

ARTICLE II MEMBERSHIP

Section 1: Active Member

An Active Member is a parent, guardian, or other person who pays at least one dollar toward the fee of any child participating in the Berkshire Rattlers programs or contributes to the program as a coach, board member or committee member. The term of membership is the fiscal year of the Organization. Funds contributed as part of a fund-raising activity do not entitle the contributor to the benefits of membership.

Section 2: Expulsion

An Active member and the child participating may be expelled, after due notice and an opportunity for a hearing, for conduct detrimental to the organization, by the vote of 75% of the Board of Directors in attendance in a regular or special meeting. The Secretary shall provide at least ten days' notice to the person to be expelled and to the Directors of the Board prior to the regular or special meeting at which the matter is to be resolved. The person shall be offered an opportunity to be heard at that meeting, and to present others to testify on his or her behalf, prior to any final disposition by the Board of Directors.

ARTICLE III BOARD OF DIRECTORS

Section 1: Board of Directors:

1.a. Number of Directors

The property and affairs of the Berkshire Rattlers shall be managed by a Board of Directors composed of not more than 14 elected Directors.

1.b. Nomination and Election of Board Members

The Board of Directors may elect additional Directors from interested parties to fill vacancies. Individuals may self-nominate by submitting their intent to the board. To be elected, each nominee must receive at least a majority vote of the Board of Directors present at the meeting in which the vote takes place.

1.c. Term Limits

- Each Director shall be elected to a three (3) year term of office with a two (2) consecutive term limit. A Director's term on the Board may be extended beyond the two (2) term limit by an annual re-election to the Board, or by election to an officer-ship. In the case of officer-ship, the person's term on the Board will expire with expiration, removal, or resignation from the term of officer-ship.
- All elected officers shall have a term of office of two (2) years and may be elected to the same position for a maximum of two consecutive terms. Each Board Director is expected to serve a minimum of one year before holding an officer position, unless otherwise voted on by the majority of the Board of Directors. While an individual's Board responsibilities may change during the course of a term or terms, as far as practicality and the availability of volunteer replacement Directors allows, the terms of the Board Officer positions will be staggered.
- The Board of Directors has the right to hold a vote to override any term limits if needed.

1.d. Vacancies

Any vacancy or vacancies on the Board of Directors during the Term may be filled by the existing Board of Directors, by appointment, for the remainder unexpired term.

1.e. Removal

A Director of the board may be removed by affirmative vote of 75% of the Board of Directors

when sufficient cause exists for such removal. The Board of Directors shall follow such rules as it may consider necessary for the best interest of the Berkshire Rattlers for a hearing on charges against a Director based on the internal document: Policy for Removal of a Director of the Board.

Section 2: Regular Meetings

The Board meets approximately once per month, twelve months of the year and no less than 9 times per calendar year. The presiding officer shall notify all Board of Directors of the date, time and place of each meeting. Electronic meeting platforms are permissible as needed. The frequency, place and time of meetings of the Board of Directors shall be determined on an as needed basis to be determined by the Board of directors.

2.a. Parliamentary Procedure

All meetings shall be governed by rules of parliamentary procedure. Roberts Rules of Order shall govern questions of procedure.

2.b. Quorum

At least 51% members of the Board, including the President or presiding officer, must be present to constitute a quorum at any regular or special meeting.

2.c. Confidentiality

All discussions, documents, and deliberations related to any and all business, shall remain confidential except as required by law or organizational policy. This protects the privacy of volunteers and the reputation of the youth athletes and families served by the Organization.

Section 3: Special Meetings

Special meetings of the Board of Directors may be called by the President or presiding officer who will notify the Board of Directors of the date, time, and place of the meeting.

Section 4: Electronic Action

The Board of Directors may take action by electronic means when a matter requires attention between regular meetings, or when regular or special meetings are held electronically.

4.a. Electronic Meetings

The Board of Directors may meet by telephone, video conference, or other real-time electronic communication methods that allow all attending Directors to hear and be heard simultaneously. Participation in such a meeting shall constitute presence in person. All actions taken at an

electronic meeting shall follow the same quorum and voting requirements applicable to in-person meetings.

4.b. Electronic Voting During a Meeting

When the Board is convened in a real-time meeting (in-person or electronic), Directors may cast votes verbally or through electronic means such as on-screen polling, electronic hand-raising, or other reliable methods that allow the vote to be recorded. Actions taken during a meeting require the same vote thresholds as set forth elsewhere in these bylaws.

4.c. Action Without a Meeting (Unanimous Written Consent)

When the Board does not convene a meeting, the Board may take action without a meeting only as permitted by Massachusetts General Laws Chapter 180 and Chapter 156B, Section 59. In such cases, the action shall be valid only if every Director entitled to vote provides unanimous written consent to the specific action being taken.

For purposes of this section, “written consent” includes any electronic communication—such as email, text message, or other reliable electronic means. Each Director’s consent must clearly indicate approval of the action and must be delivered to the Secretary or otherwise preserved as part of the Organization’s records.

An action approved by unanimous written consent shall have the same force and effect as a vote taken at a duly convened meeting of the Board.

4.d. Limitations on Electronic Action

Electronic voting without a meeting shall be used only for matters that are urgent, time-sensitive, or administrative in nature, where delaying action until the next scheduled Board meeting would impede the operations of the Organization.

Electronic action without a meeting shall not be used for matters requiring substantial discussion or deliberation, including but not limited to:

- Amendments to the bylaws
- Approval of the annual budget
- Removal or discipline of Directors
- Personnel matters
- Issues involving player, coach, or family conduct
- Legal or disciplinary matters involving minors

Such matters must be addressed at a regular or special meeting of the Board.

The presiding officer shall determine whether a matter is appropriate for electronic action, subject to the requirements of these bylaws.

4.e. Recordkeeping

All electronic votes, written consents, and related communications shall be documented by the Secretary and included in the minutes of the next regular Board meeting or preserved in the Organization's permanent corporate records, as appropriate.

A Director's written consent must clearly indicate their approval of the specific action being taken and must be delivered to the Secretary or recorded in a manner that allows it to be preserved as part of the Organization's permanent corporate records.

Electronic written consent shall carry the same force and effect as a vote cast at a duly convened meeting of the Board.

Section 6: Limited Liability

No Director shall be liable in any manner for any debts or obligations of the Organization and shall not be subject to any manner of assessment by virtue of his membership.

Section 7: Resignation

Any member of the Board of Directors may resign and/or withdraw from membership in the Organization at any time, upon written notice of their desire to do so delivered to the President and Secretary of the Association.

Section 8: Committees

The Board of Directors may create committees as needed, such as executive, tournaments, fundraising, special projects, etc. Committees may select their own Chair, subject to final approval by the board. Committees shall have such decision-making authority as approved by the board and all decisions taken by committees are subject to board ratification. Committees must report to the board routinely.

Section 9: Board of Directors Officer Positions

1) President

- a)** Oversees and is responsible for all aspects of the Organization
- b)** Presides over all Board meetings
- c)** Chairs the Executive Committee
- d)** Provides support for the Directors of the Board and Committees
- e)** Attends all affiliate meetings as a representative of the Organization, if one has not been designated

2) Vice President

- a)** Oversees and is responsible for all administrative aspects of the Association
- b)** Stands in for the President if the event he or she is absent, incapacitated and/or the position is temporarily vacant

- c) Manage all aspects of the organization if a representative has not been designated and relays information back to Team Managers & Schedulers in conjunction with the secretary
 - d) Member of the Executive Committee
- 3) Secretary**
- a) Takes minutes at all Board meetings and maintains official repository for all documents
 - b) Responsible for communications to entire Organization
 - c) In charge of all Organization, Mass Hockey, and USAHockey communications
 - d) Works in conjunction with the Vice President to keep Team Managers informed
 - e) Member of the Executive Committee
- 4) Treasurer**
- a) Oversees and is responsible for all financial aspects of the Organization—bookkeeping, tax filings, prepares annual Organization budget, supervises cash management and deposits, turns over required financial records for annual audits, accounts for fundraising donations, etc.
 - b) Prepares a written financial and budget report for each Board meeting
 - c) Reviews monthly ice expenditures for all teams and programs
 - d) Works with any Committee requiring financial support
 - e) Member of the Executive Committee
- 5) Registrar**
- a) The Registrar shall be responsible for all USA Hockey Registrations, including player, coach, board, and team rosters and will also serve as The USA Hockey Representative
 - b) Coordinate the retrieval and submission of all CORI forms per USA Hockey Guidelines
 - c) Confirm and document that all Coaches and Assistant Coaches, and Directors of the Board have achieved the appropriate coaching certification and/or SafeSport Certifications
 - d) Assist with player registration including coordinating online registration process with web master and Board of Directors
 - e) Obtain and Provide Release Waivers when required for any player joining or leaving the Organization
 - f) Coordinates with Treasurer to place all team uniform orders
 - g) Maintain proper and timely registration of all players with USA Hockey, MASS Hockey, and the Organization
 - h) Plan, coordinate, and hold check-ins at defined points throughout season in conjunction with registration dates to ensure all players are properly registered and accounted for
 - i) Obtain and file all necessary forms for any team choosing to attend a tournament
 - j) Member of the Executive Committee

Executive Committee:

The Executive Committee shall be composed of the President, Vice President, Treasurer, Secretary, and Registrar. This Committee hears discipline and violation issues. All members of the Executive Committee must be present at any votes of the Executive Committee.

Additional Roles:

The Board of Directors may add other roles as necessary (such as master ice scheduler, coach liaison, web master, social media coordinator, etc.) and fill them when needed. These roles can be added by simple majority vote.

ARTICLE V AMENDMENTS TO THE BY-LAWS**Section 1:**

These Bylaws may be amended, altered, or appealed at any meeting or special meeting by the majority of the Board of Directors. Amendment or changes to these By-Laws require a 2/3-majority vote by a quorum of the Board Members.