

Pinedale Hockey Association By-laws

Updated 6/11/2025

Article I - Organization

Section 1

Name:

This organization shall be known as Pinedale Hockey Association (PHA). The address of this organization shall be 1219 W. Washington, Pinedale, WY with a mailing address of PO Box 552, Pinedale, WY 82941.

Section 2

Non-Profit Status:

The Pinedale Hockey Association is organized as a State of Wyoming non-profit corporation. It is a non-stock membership basis, not involving monetary gain or profit for any of its members, for a term of perpetual existence.

Section 3

Exempt Status:

This corporation is organized and shall be operated exclusively as an exempt organization under the provisions of Section 501(C)(3) of the Internal Revenue Code of 1954, as amended and as may be amended in the future.

Section 4

Funds:

All funds and property of this corporation shall be used and distributed exclusively for carrying out the purposes of the corporation as set forth in Article II. Registration fees will be used, but not limited to, to pay league fees and purchase 8U equipment when safety or registration numbers require. Fundraising monies will be used for program upkeep, including scholarships, advertising, insurance fees, etc.

Section 5

Fiscal Year:

The fiscal year of the corporation shall begin July 1 and end June 30 of the following year.

Section 6

Roberts' Rules:

In the absence of rules in the by-laws of this Board, the proceedings shall be conducted in accordance with the established parliamentary procedure as defined in Roberts' Rules of Order.

Article II - Purpose and Objectives

Mission Statement:

The PHA is a non-profit organization presiding over youth hockey programs for the benefit and enjoyment of residents of Sublette County. The purpose and objectives are:

1. To develop character, sportsmanship, and physical fitness among all players.
2. To promote, encourage, and improve the standard of amateur ice hockey.
3. To engage in healthy, respectful competition with other associations.
4. To conduct the program consistent with affiliated State Amateur Hockey Associations and USA Hockey.
5. Promote and participate in any other activities that will help to achieve these objectives.

Article III - Board of Directors

Section 1

Board Members:

- A. The property and business of PHA shall be managed by an elected Board of Directors composed of not less than 7 and not more than 9 members.
- B. There shall be a President, Vice President, Secretary, Treasurer, Registrar, Scheduler, and Gamesheet and up to 2 members at large.

Section 2

Election of the Board of Directors:

- A. The President, Vice President, Secretary, Treasurer, Registrar, Scheduler and Scorekeeper positions shall hold office for a two year term. Consecutive terms will be allowed.
- B. Election shall be by a majority of votes cast by PHA membership.
- C. Elections shall be held prior to the regularly scheduled June meeting.
- D. If no applications are received, the Board may appoint someone.
- E. Vacancies on the Board may be filled by Presidential appointment with approval of the Board for the remainder of the term still unexpired at the time of resignation or removal from office.

Section 3

Duties of Board of Directors:

- A. To fill any vacancies that may occur within the Board.
- B. To manage the business, property and affairs of the Association.
- C. To formulate the policies and to determine the overall conduct and standards of the hockey program which shall be administered by the officers.
- D. To set fees for hockey programs.
- E. To review and approve proposals and amendments to revise the Associations by-laws, rules and regulations.
- F. To rule on disciplinary actions.
- G. To appoint coaches.

Section 4

Duties of President shall include, but not be limited to, the following:

- A. Preside at all regular or special meetings of the membership or Board.
- B. Call special meetings of the Association or the Board.
- C. Represent, or designate suitable representation for, this Association at other ice hockey meetings.

- D. Appoint Chairpersons of the committees of the Association, subject to approval by the Board of Directors.
- E. Serve as an ex-officio member of all committees and such other duties as may be specifically assigned by the Board of Directors.

Duties of the Vice President shall include, but not limited to, the following:

- A. Be available when the president is temporarily unable to fulfill their responsibilities.
- B. Be readily available, as a permanent replacement should the president need to step down.
- C. Be aware of everything that goes on in the organization, from knowing what the committees are working on to being familiar with the status of any programming.
- D. Be able to step in and work in partnership with the president when needed.
- E. Be available to take on special projects such as chairing a committee.
- F. Set a date and organize volunteers for 8U equipment check out and check in
- G. Oversee the inventorying and ordering of jerseys in coordination with team managers.

Duties of the Secretary shall include, but not be limited to, the following:

- A. Record the attendance and minutes of all regular or special meetings of the Board or the membership.
- B. Maintain/update association website, email, Facebook page and other social media. Oversee volunteer Communications Director.
- C. Assume responsibility for correspondence with Association members.
- D. Notify the membership of the Association of the date, time and location of the Annual, monthly, and any special meetings.
- F. Attend to media relations; press releases, paid and non-paid advertisements.

Duties of the Treasurer shall include, but not be limited to, the following:

- A. Receive all funds due the Association and deposit them into a charter bank or banks.
- B. Pay the rightful obligations of the Association, as approved by the Board of Directors.
- C. Provide a regular written monthly report as to the financial condition of the Association.
- D. Prepare and file any financial reports that may be required by state or federal regulations.
- E. Keep and maintain ledgers and other books of account and coordinate with a designated bookkeeper for proper accounting. Note: all financial records may be audited at the request of the Board of Directors.
- F. Manage investments with approval of the board.

Duties of the Registrar shall include, but not be limited to, the following:

- A. Organize and carry out annual registration of all youth and adult hockey players, coaches, team managers and/or team representatives.
- B. Ensure all appropriate forms including registration, liability waiver, medical information and consent to treat and birth certificate are obtained, completed in entirety and kept on file.
- C. Register, with USA Hockey in electronic format using Cybersport software furnished by USA Hockey, the following:
 - a. IMR's (individual membership applications)
 - b. TMA's (team membership applications)
 - c. Team rosters
- D. Incorporate all rules and regulations governing the above registration process established by USA Hockey and Wyoming Amateur Hockey Association (WAHA)
- E. Distribute copies of required registration information to team managers and to distribute USA Hockey handbooks to Board members, coaches and appropriate committee heads, as needed.
- E. Continually update registration information and make necessary changes, as needed.
- F. Keep back-up of the database.
- G. Maintain record of required/completed coach training. Have USA coaches training

information available to volunteers.

- H. Obtain all necessary information for required background checks. Mail completed forms to DFS and mail approvals to WAHL.

Duties of Scorekeeper/Gamesheet Organizer shall include, but not be limited to, the following:

- A. Make sure every child has been entered into Gamesheet with their correct name and number, and that each child has been approved with the red stamped sheet.
- B. Make changes to players throughout the season as needed.
- C. Organize training for scorekeepers, timekeepers and off-ice officials.
- D. Hold annual training for scorekeepers - train for both electronic and paper game sheets.
- E. Schedule scorekeepers for all home WAHL games.
- F. Enter all WAHL home games into Gamesheet at least 14 days before scheduled games.
- G. Correct any errors in scorekeeping for individual games. Log into poinstreak.com and correct the game, along with adding any notes.
- H. Scorekeepers can be replaced at the discretion of the Organizer if there are problems or incidents throughout the year.

Duties of game scheduler shall include, but not limited to, the following:

- A. Attend the annual WAHL scheduling meeting at a designated location.
- B. Set game times and dates for all WAHL league games.
- C. Coordinate with Sublette County Ice Arena Manager to schedule ice time for practices, home games and tournaments.
- D. Notify Sublette County Ice Arena and PHA Board of final schedules.
- E. Schedule all referees for home games and tournaments. Includes coordinating payment of referees with the Treasurer.

Section 5

Meetings

- A. Regular Meetings of the Board of Directors will be open to the general membership and will be held monthly at a time and place determined by the Board at the Annual Meeting.
- B. All meetings of the Board are public meetings, with executive sessions being held in accordance with Wyoming State Statutes as needed.
- C. Special meetings of the Board of Directors may be called by the President, or at the request to the President of at least three members of the Board.
- D. At least four members of the Board must be present to constitute a quorum at any regular or special meeting.
- E. Board members may give proxies to another member in the event of their absence from a meeting. All proxies will be noted and included in the Board minutes.
- F. Email/text voting will be allowed outside of regular meetings if needed and will be reflected in the Board minutes at the next regular meeting.
- G. Unexcused absences from two consecutive meetings by a Board member or four non-consecutive unexcused absences within a calendar year may result in termination of membership. Excused absences include those caused by illness of the member, or his or her immediate family, family event, or other reasons approved by the Board.
- H. The order of business for meetings of the Board of Directors shall be as follows:
 - a. Call to Order
 - b. Review/Approval of Minutes from the prior meeting
 - c. Officer Reports: President, VP, Secretary, Treasurer, Registrar, Scheduler, Gamesheet
 - d. Committee Reports
 - e. Public Comment
 - f. Old Business
 - g. New Business

h. Adjournment

Section 6

Resignation from Board:

Any member of the Board of Directors may resign and/or withdraw from membership in the Association at any time, upon written notice of their desire to do so. Notice shall be delivered to the President with two weeks notice to allow notification to Board Members and provide a proper handover of duties.

Section 7

Removal from Board:

Any member will be subject to removal upon missing four Board meetings within a fiscal year, or failure to execute normal duties of a Board member, or for conduct detrimental to the Association. The member shall be given due notice and opportunity for a hearing with the Board. A member is subject to removal with a majority vote by the Board of Directors.

Article IV - Membership

Section 1

Active Member:

An active member is an adult player, parent, and/or legal guardian, or other person in good standing, who pays PHA membership dues in full during a given fiscal year.

An active member must also sign and adhere to the PHA Code of Conduct.

Section 2

Expulsion:

An active member may be expelled, after due notice and an opportunity for a hearing, for conduct detrimental to the Association. Notice of ten days shall be given to the person and the Board of such hearing. The person is subject to removal of membership for balance of season (until following July) with a majority vote by the Board of Directors.

In the event of expulsion, members will not be reimbursed for any fees paid to the Pinedale Hockey Association.

Section 3

Voting Rights:

The Board may seek member participation to vote on certain agendas. The Board will announce these intentions at least one meeting prior to the vote. One vote will be allocated to each adult or legal parent/guardian, registered for the current season. An adult is defined as being 18 years or older.

Section 4

Right to Hold Office:

- A. Each active member in good standing who has reached 18 years of age is entitled to run for a position on the Board.
- B. Each person seeking a position shall apply by submitting a completed board member application.
- C. Elections will be held in April with new board members announced by the May meeting.
- D. In the event of a tie, active Board members will vote to break the tie.
- E. New Board Members will take their active positions starting with the regularly scheduled meeting in June.

Section 5

Right to Present to Board:

Each member is entitled to address the Board on matters of the Association. Notice should be given 24 hours in advance of the meeting to allow time to be added to the agenda items.

Article V - Committees

Section 1

Chairperson:

A Chairperson responsible for heading the committee and reporting to the Board shall be appointed by simple majority vote by the Board.

Section 2

Committee Members:

- A. The Chairperson shall select at a minimum two persons from the general membership to serve on the committee.
- B. General members may serve on multiple committees, the Board, or as a Chairperson of other committees.

Section 3

Annual Report:

By the end of each year, each committee shall file a written report to the Board on activities and recommendations. Reports may be available to the general membership upon request.

Article VI - Amendments to the Policies and Procedures

Section 1

Board of Directors:

The Board of Directors may amend or add to Association Policies and Procedures by presenting the amendment or addition at a regular or special meeting and voting at the subsequent regular or special meeting.

Section 2

Annual Meeting:

These Policies and Procedures may be amended at the annual June meeting by including the amendment in the notice of the meeting. The Board may have general members vote on the amendment by secret ballot with two-thirds majority required to pass such amendment.

These by-laws approved on October 10, 2017

Updated: August 11, 2021, August 14, 2025, and June 11, 2025.