

# Little Falls Youth Hockey Association Bylaws

(Revised Spring 2017)

## Article 1 – Entity

The organization shall:

- A. Have the name: Little Falls Youth Hockey Association, Inc.

## Article 2 – Mission

- A. The Little Falls Youth Hockey Association (LFYHA) is a non-profit organization operating youth hockey and learn to play hockey programs. The LFYHA shall develop and promote the sport of ice hockey for boys and girls who reside in Little Falls and surrounding communities. The intent and purposes of the Incorporation is:
  - a. To develop character, sportsmanship, and physical fitness while striving to teach participants the skills of the game of hockey.
  - b. To promote, encourage and improve the standard of amateur ice hockey in Central Minnesota.
  - c. To promote a fun environment that fosters the values of integrity, fair play, teamwork and the pursuit of excellence through hard work at every level within the organization.
  - d. To associate with other ice hockey associations embracing these values.
  - e. To conduct youth hockey programs consistent with the LFYHA by-laws, policies and procedures.
  - f. To raise funds and pay for team-related expenses promoting LFYHA.
  - g. To conduct competitive youth ice hockey competitions.
  - h. To perform or participate in other activities that will aid in achieving these objectives.
- B. The LFYHA will not discriminate with respect to race, gender, creed, color, nationality, sexual orientation or disability.

## Article 3 – Membership

- A. LFYHA Membership includes a wide array of individuals who support, participate in, or are in some way associated with the LFYHA. The LFYHA Membership is renewable annually and will begin when registration is initiated and accepted by the LFYHA. Members shall abide by all rules, which may be changed by the LFYHA, Minnesota Hockey, USA Hockey or other governing hockey entity whose rules supersede the LFYHA. Membership may be revoked, suspended or terminated at any time, for cause, by the LFYHA. When a membership is terminated, no rebates of any kind shall be made to the terminated member.
  - a. A LFYHA Player Member is defined as a youth in an age division registered with the Little Falls Youth Hockey Association and the state, national or other governing entity. In all cases, the player will be assigned a unique identification number. This unique identifier will be used by LFYHA as one indication of membership status.
  - b. LFYHA Parent & Guardian Members are defined as the parent or guardian of the LFYHA player member. All parents or guardian members shall:
    - i. Participate in a variety of duties that will benefit the organization.
    - ii. Act as a voting body for the purposes of electing the BOARD OF DIRECTORS, provided the parent or guardian member is in good standing with the LFYHA, state and national hockey entities.
    - iii. Remain current with all financial obligations to the organization.

- c. LFYHA Coach Members are defined as those registered as a LFYHA Coach through the USA Hockey (or other accepted hockey governing entity) Coach registration portal and claimed by LFYHA.
- d. LFYHA Student Coach Member; Players age 13 through 17 who are currently registered with USA Hockey may serve as a Student Coach. Student Coaches shall follow all student USA Hockey requirements. A Student Coach shall be under the supervision of a certified, screened adult coach during practices, clinics, tryouts, and in locker rooms. Student Coaches must register using the LFYHA's coaching registration mechanism and must be accepted by the LFYHA Director of Hockey and Registration Coordinator prior to participating in LFYHA activities in the role of Student Coach.

#### Article 4 – General Provisions

- A. The fiscal year shall begin on April 1st and end on the following March 31st.
- B. All operations of the organization are to be conducted in accordance with all state, federal and municipal laws.
- C. Any adoption or amendment of the Bylaws may be proposed in writing by any member of the organization. Any proposed adoption or amendment of Bylaws will be voted upon at the upcoming Annual meeting. A majority vote of the general membership in attendance is required to pass any adoption or amendment of the Bylaws.
- D. The Annual Meeting:
  - a. Will include a written financial report for the most recent year and shall be presented to the membership.
  - b. The election for the Board of Directors shall be held.
  - c. Shall be conducted in accordance with generally accepted Parliamentary Procedures.
- E. LFYHA will abide by all Minnesota Hockey By-Laws, Rules, Regulations and Policies and Procedures, including but not limited to, those regarding the prevention of Physical and Sexual Abuse.
- F. LFYHA shall secure and submit Individual Membership Registration for all members and prepare team rosters for all teams
- G. LFYHA shall maintain a file of signed Consent to Treat forms for each Player, Coach and Volunteer.
- H. All parental concerns with the on-ice program must be first dealt with through the Head Coach. The parent or guardian may appeal in writing to the Coaching Coordinator if it is felt that the concerns were not addressed. As a final step in the resolution process, an appeal may be made in writing to the board and the board may then decide by majority vote to direct the Coaching Coordinator on an equitable and final resolution.

#### Article 5- The Board of Directors (BOD) shall:

- A. Be nominated and elected by the General Membership at the annual meeting.
- B. Hold office for two (2) years and until their successors are chosen and qualified in their stead, notwithstanding an earlier termination of their office as Directors.
- C. Hold office until the annual meeting of members next held after his election and until his successor shall have been elected and shall qualify, or until he shall resign, or shall have been removed as hereinafter provided
- D. Serve without monetary compensation

- E. Attend at least 65% of the monthly board meetings in any twelve month period. Any member of the BOD may be terminated for four or more missed meetings in any 12 month period by a majority vote of the board.
- F. Submit any resignations from the board in writing.
- G. Have a majority of the Directors present at board meetings to constitute a quorum vote.
- H. Be responsible for the financial management of the organization.
- I. Make available to all members copies of the By-Laws and House Rules in accordance with the guidelines of USA and Minnesota Hockey.
- I. Forward its members within two weeks of the Annual Meeting:
  - a. Date, time and location of the Annual Meeting
  - b. Agenda of the Annual Meeting
  - c. Minutes of the Annual Meeting
  - d. Nominees and winners of the annual elections
  - e. The method of communication (rink posting, newspaper and etc.) which served as notice to the eligible members of LFYHA regarding the Annual Meeting.
- J. Have the authority to implement discipline procedures on any member who violates any regulations of the organization. The board may, at its discretion, suspend or remove from the organization, any member found to be conducting themselves in a manner detrimental to the welfare of the organization.
- K. Promote the interests and mission of the organization.
- L. Approve all volunteer members.
- M. Approve the appointment of the:
  - a. ACE Coordinator
  - b. Coaching Director
  - c. Girls Coordinator
  - d. Committees Director
  - e. Registrar
  - f. Equipment Manager
  - g. Facilities Coordinator
  - h. Fundraising Coordinator
  - i. Publicity Coordinator
  - j. At-Large
  - k. Head coaches
  - l. Positions to serve as Management within the Association such as, but not limited to, Concessions Manager, Gambling Manager, Scheduling Manager, and Volunteer Coordinator.
  - m. Additional individuals and committees to perform tasks necessary to the operation of the organization
- N. Regular Meetings: Regular meetings of the Board of Directors may be held without notice, at such time and place as shall from time to time be determined by the Board of Directors, otherwise at least 48 hours' notice shall be given.
- O. Special meetings of the Board of Directors may be called by the President at any time, and shall be called by him or her whenever requested to do so, in writing, by two members of the Board. Notice of Special Meetings may be given to each director personally, by telephone, mail, email or text message, at least 48 hours prior to the meeting. A Special Meeting may be called without notice to the directors, if a full board convenes and all agree to the hold of the meeting at such time and place, and waive all rights of notice thereof.
- P. Quorum: At all meetings of the Board, a majority of voting Directors shall be necessary and sufficient to constitute a quorum for the transaction of business, and the act of a majority of the

directors present at any meeting at which there is a quorum, shall be the act of the Board of Directors.

- Q. Any action may that may be taken at a meeting of the BOD, may be taken without a meeting by electronic vote (email). A majority vote would still be needed to approve any action.

#### Article 6 – Officers

- A. Shall consist of: President, Vice President, Treasurer, and Secretary and are elected by the General Membership at its annual meeting.
- B. Officers shall hold office for two (2) years and until their successors are chosen and qualified in their stead, notwithstanding an earlier termination of their office as directors.

a. President (2-year term, even years) shall:

- i. Be the executive officer of the corporation
- ii. Preside at all meetings of the members and directors
- iii. Have general management of the business of the corporation
- iv. Be responsible for proposing matters of business for approval by the board.
- v. See that all orders and resolutions of the board are carried into effect
- vi. Execute all deeds, bonds, notes, mortgages and other contracts
- vii. Be ex-officio a member of all standing committees
- viii. Call at least 1 meeting of the general membership per year.
- ix. Call the Annual Meeting for the purpose of elections.
- x. Submit the Annual Budget and Financial Reports with the Treasurer

b. Vice President (2-year term, odd years) shall:

- i. Act on behalf of the President in his/her absence.
- ii. Preside at the meetings of the Board of Directors or of the members.

c. Treasurer (2-year term, even years) shall:

- i. Have primary responsibility for all financial matters. H
- ii. Have the custody of the corporate funds and securities
- iii. Keep full and accurate account of receipts and disbursements in books belonging to the corporation
- iv. Manage the disbursement and collection of funds as directed by the board.
- v. Prepare, with the President, Annual Budget and Financial Reports.
- vi. Prepare and present financial reports at the regular meetings of the Board of Directors.
- vii. Prepare financial reports at the request of the President or by vote of the board.
- viii. File appropriate forms for compliance with all applicable local, state and federal laws.
- ix. File all forms in a timely manner as required by law.
- x. give the corporation a bond, if required, by the Board of Directors, in such sums as they shall determine, and with one or more sureties satisfactory to the board, for the faithful performance of the duties of his/her office, and for the restoration to the corporation, in case of his/her death, resignation, retirement or removal from office, of all books papers, vouchers, money and other property, of what so ever nature, in his/her possession or under his/her control, belonging to the corporation.

- d. Secretary (2-year term, odd years) shall:
  - i. Record minutes of all meetings of the board and general membership.
  - ii. Perform like duties for committee meetings when required.
  - iii. Have ready a copy of the prior meeting's minutes for each board member the next meeting.
  - iv. Ensure that the approved meeting minutes are posted on the organization website in a timely manner.
  - v. Maintain an archive of all meetings minutes for review at any time by the board.
  - vi. Execute with the President all deeds, bonds, notes and mortgages, and all votes and minutes of all proceedings in a book kept for that purpose.
  - vii. Give notice of all meetings of the members, and of the Board of Directors, to the President, under whose supervision he/she shall be.
  - viii. Answer any correspondence as directed by the President or by vote of the board.

#### Article 7 – Board Members and Board Appointed Positions

- A. The General Membership shall elect the offices of Publicity Coordinator, Registration Coordinator, Facilities Coordinator, Fundraising Coordinator, Committees Director, Girls Coordinator, Coaching Coordinator, and Member At-Large. These individuals shall hold office for two (2) years and until their successors are chosen and qualified in their stead, notwithstanding an earlier termination of their office as Directors. Other positions may be appointed by a majority vote of the board and are responsible for carrying out specific tasks as directed by the board.

##### **Even Years**

President  
Treasurer  
Facilities Director  
Publicity Director  
Committees Director  
Referee Coordinator

##### **Odd Years**

Vice President  
Secretary  
Fundraising Coordinator  
Registrar  
Girls Coordinator  
Coaching Coordinator  
Member At-Large

- B. Managers/Coordinators.
  - f. The Board of Directors may appoint positions to serve as Management within the Association such as, but not limited to, Concessions Manager, Gambling Manager, Scheduling Manager, and Volunteer Coordinator.
  - g. These positions will not have voting rights as they are compensated for their positions.
  - h. These individuals will hold these positions for two (2) years and until their successors are chosen and qualified in their stead, notwithstanding an earlier termination of their office as Managers. The positions that have currently been appointed are as follows:

##### **Even Years**

Concessions Manager  
Scheduler

##### **Odd Years**

Gambling Manager  
Volunteer Coordinator

#### Article 8 – Elections

- A. Any member may nominate themselves for a position on the Board of Directors.
- B. All nominees must be in good standing with the association.

- C. Nominees must submit a written statement of interest to a current board member, email is acceptable, to nominate themselves for any vacant board position in which the member is seeking.
- D. A question and answer session of nominees will be scheduled prior to the election; nominees are encouraged, but not required to attend.
- E. Elections will be held annually at the Annual Meeting. Each member household may cast one vote.
- F. If a board position becomes vacated mid-term, the BOD may appoint a replacement to complete the balance of the term.
- G. Only one member of a household may serve on the board at any one time.
- H. In the event that more than one member of a household runs for election to the BOD, the member with the least amount of votes is disqualified.
- I. Coaches and Minnesota Hockey registered LFYHA volunteers who do not have children in the program are allowed one vote each.
- J. In the event of a special election, only the Members eligible to vote at the previous Annual Election will be allowed to vote in the special election.
- K. All voters at the annual meeting must be certified by the LFYHA Treasurer as having no unresolved financial obligations.

#### Article 9 - Disciplinary Action

- A. Any disciplinary action involving any member of the organization shall be reviewed by a Grievance Committee who will make its recommendations to the BOD. The board will vote on the recommendations and take appropriate action.
- B. All disciplinary actions taken by the board must have notifications to the affected parties in writing.
  - a. Suspensions: a two thirds vote of the board members present is required to suspend any member of the organization.
  - b. Expulsions: expulsion from the organization shall require a two-thirds vote by the board members present at the meeting.
- C. The board shall establish an appeals process for any member seeking review.

#### Definitions:

BOD/Board	The Board of Directors
LFYHA	Little Falls Youth Hockey Association
Program	The recreational activity provided to the participants
Household	All members living in the home address listed on the participant's registration.
Members in Good Standing	A member not in arrears of their financial obligation to the Association and who is not subject of disciplinary action by LFYHA and/or any Program or Minnesota Hockey.