

Redwood Falls Youth Hockey

The policies set forth in this handbook area meant to provide a guide outlining expectations of all parties involved in Redwood Area Hockey. These policies and procedures do not supersede the rules and regulations set by Minnesota Hockey and USA Hockey.

Purpose Statement: To effectively manage a youth hockey organization that develops hockey and life skills for all players in order to develop a solid foundation for our High School Hockey Program.

The aim of the redwood area hockey association includes

- Creating a positive athletic opportunity in a safe and fun environment.

Helping participants in their physical, social, emotional development. Providing an opportunity for youth players to develop their character with a focus on the following areas, self control, courage, respect, and hard work. Developing individual and team age appropriate skills.

BY-LAWS OF REDWOOD AREA HOCKEY ASSOCIATION

Article I:

Membership

Section 1- Eligible Participants. Any boy or girl who is a resident of Redwood Falls or surrounding communities is eligible to participate and play on a team. Waivers are required for those residing in towns with an existing hockey association.

Section 2- Individual Member. Membership in the Redwood Area Hockey Association shall be open to all persons who are interested in hockey and the purpose of this association. An individual member will not be required to pay dues. Members are welcome to attend meetings, express thoughts and concerns, and most importantly, volunteer to support the program.

Section 3- Voting. Redwood Area Hockey Association welcomes and encourages participation by its members. Board members will be (re)elected by a simple majority vote at the annual meeting.

**Article II:
Directors**

Section 1- Number of Board Members. The management, property, affairs, and business of the association shall be managed by the board members which consists of a maximum of 12 members.

Section 2- Terms. The term of each director will be for 3 years beginning in April. Board members may serve a maximum of 3 consecutive terms for a maximum of 9 total years. After a 1 year absence you may repeat the previously outlined 3 years, 3 terms, 9 total years. In the event of a vacancy, the board shall fill the vacant position by appointment for the balance of the unexpired term to maintain the 3 person 3 year rotation. This appointment does not count toward 1 or their 3 terms.

Section 3- Election of Board Members. The election of board members shall be at the annual membership meeting. At that meeting, nominations will be accepted for all vacant board positions from the floor.

Section 4- Responsibilities and Duties. The Board of Directors Shall:

1. Perform all duties specifically delegated to it in the Articles of Incorporation.
2. Create and approve all budgets necessary for the transaction of all business.
3. Fill vacancies among the officers which includes President, Secretary, and Treasurer by a majority vote by those present at a regular monthly meeting.
4. Make rules found in the Association's Policy Manual for the conduct of the members of the association and for the use of the association's property.
5. Enforce penalties for the violations of such rules of the Policies, Articles of By-Laws.
6. Establish and publish on-line rules regulating the use of the equipment and facilities of the association, both by members and participants in the hockey program.

7. Conduct a pre-season association meeting with team meetings to be held afterward. The team meetings will include one person choosing or being selected to be on each committee. This meeting will be held in September. See appendix A for committee listings and duties.
8. Have the authority to change the personnel of any committee.
9. Have complete jurisdiction over the association's finances and have exclusive power the make or authorize appropriations.
10. Take into consideration the recommendations of the player coach committee for association head coach positions. Assistants will be chosen by the head coaches.

Section 5- Meetings. The board members shall meet on the third week of each month on a day decided by the current board. Additional meetings may be called at any other time by the president or any two board members with proper notice given to all board members. All meeting will be posted on the RAHA website schedule online.

Section 6- Qualifications of Board Members. To qualify as a board member requires regular attendance of meetings, acceptance of committee appointments and involvement in those committees. Any board member who misses three consecutive meetings without notice to the board will be subject to removal from the board. Also, board members must attend 2/3 of board meetings on an annual basis. Any member may attend a directors meeting.

Section 7- Quorum. A quorum consists of

1. a minimum of five board members present
- 2) at least two officers present. A quorum is required for the transaction of any Association business.

Section 8- Removal of Board Member. Any director may be removed from office by a vote of the entire board of directors at a meeting called for that purpose with proper notice of the persons involved.

Article III:
Officers

Section 1- Election of Officers. The board members shall each year at the annual meeting elect from the board a President, Vice President, Secretary, and Treasurer which officers shall serve during the next year.

Section 2- Term of Officers. There shall be no limit on the number of consecutive terms that a member of the association can serve as an officer of the Association.

Section 3- Duties of Officers.

The President shall:

1. Enforce all laws, rules and regulations of the Association.
2. Preside over all meetings of the general membership of the Association and all monthly meetings of the board.
3. Have the power to invite persons, not members of the Association, to attend regular or special meetings of the Association or the board of directors.
4. Be an ex-officio member of all committees.
5. Represent or select individuals to represent the Association at District or State level meetings.
6. Perform such other duties as are specifically provided in the Articles and By-Laws and as shall be imposed by resolution of its board members.

The Vice-President shall:

1. Perform all duties of the President in the absence of the President.
2. Assist the President in any manner so designated by the President.
3. Perform such other duties as are specifically provided in the Articles and By-Laws and as shall be imposed by the board members.

The Treasurer shall:

1. Perform all duties of the President in the absence of the President, Vice-President, and Secretary.
2. Keep account of all moneys received and deposit same in the name of the Association in such depository as shall be designated by the board of directors.

Keep account of money disbursed upon checks and vouchers having been delegated that authority by resolution of the board members.

4. Submit detailed audit of annual financial statement of the Association for the preceding fiscal year to the board of directors.
5. Submit detailed financial statement of the preceding month at each monthly meeting of the board of director for their approval.
6. Prepare and submit Association tax returns to a tax professional.
7. Prepare and distribute all Association budgets as they are created by the board.
8. Perform such other duties as are specifically provided in the Articles and By-Laws and as shall be imposed by the board members.

The Secretary shall:

1. Keep the minutes of the meetings of the Association and the board meetings.
2. Put the minutes online on the RAHA website with confidential matters kept confidential.
3. Conduct official correspondence of the Association.
4. Keep all records, books, documents, and papers relating to the Association in such a place and form as shall be designated by the board members.
5. Keep a current copy of the By-Laws of the Association online on the RAHA website. Provide a copy of By-Laws to any member upon request.
6. Perform all duties of the President and Vice-President in the absence of the President and Vice-President.
7. Perform such other duties as are specifically provided in the Articles and By-Laws and as shall be imposed upon the secretary by the board of directors.

Section 4- Removal of Officers. Any officer may removed from office by a 2/3 vote of the entire board at a meeting called for that purpose with proper notice to the person involved.

Article IV: Meetings of the Corporation.

Section 1- Types of Meetings. The types of meetings that the Association can conduct are

- 1) general meetings of the board

2) special meetings of the board

3) general membership meetings

4) annual membership meeting

5) meetings and votes can be conducted via digital/virtual methods. Any type and all meetings of the Association will be conducted using Roberts Rules of Order.

Section 2- Quorum. A quorum consists of a simple majority members voting, determined by whether the meeting is a meeting of the board members or general membership meeting, present at the meeting. See Article II, Section 7 for board members quorum.

Section 3- Notice of Meetings. Notice of every board meeting shall be made by the Secretary before the meeting and notice of special meetings shall specify the subject for which said meeting is called and no other business than that specified in the notice shall be transacted at such special meeting. A notice for the annual membership meeting shall be posted to the RAHA website and emailed to current members based on data provided by members in the RAHA registration system.

Section 4- Annual Meetings. The annual meeting of the Association will take place within fifty (50) days of the end of the fiscal year.

Section 5- Order of Business. Generally, a board meeting order of business shall be:
1. Roll call 2. Introduction of visitors 3. Approval of minutes of preceding meeting 4. Treasurer's report 5. Charitable gaming report 6. Committee reports 7. Old business 8. New business 9. Next meeting date 10. Adjournment

Generally, the annual meeting of the membership the order of business shall be:

1. Reading approval of minutes from previous annual membership meeting 2. Treasurer's report 3. Committee reports 4. Old business 5. New business 6. President's report 7. Nominating report (set number of board members needed for next year and nominate board members recommended) 8. Nominations for board members from members 9.

Election of board members 10. Adjournment

Article V: Committees.

Section 1- Membership. All committees shall be composed of Association members. Each committee will consist of a chairperson, to be decided by the committee members and voted on by the board of directors.

Section 2- Meetings. It is recommended that committees communicate or meet on a monthly basis or more often as needed. Chairperson of each committee shall report to the board on an as needed basis. Each committee is expected to provide a written report prior to the annual meeting at which the chairperson should attend to present report.

Section 3- Requirements. All committees shall be required to follow the Association's Bylaws with general requirements as indicated herein. No committee shall have authority to create any indebtedness or financial accounts in the name of the association.

Section 4- Committees and Requirements.

1. Recruitment
2. Fundraising (food/product, raffle, bucks for pucks, keep a kid on ice)
3. Concessions
4. Player Coach Development
5. Tournaments
6. Team Manager
7. Special Event / Community Outreach

Article VI: Special Duties. District rep Referee coordinator Volunteer hours RAHA Registrar Equipment District Scheduler District game reporter Gaming

Article VII: Amendments to Bylaws.

Section 1- By-Laws. The Bylaws and policy procedure manual may be amended by majority vote of the Board of Directors.

Section 2- Member Input. Amendments may be proposed in writing by any member to the Board of Directors.