

Francis Howell Hockey Club By-Laws

Rev. 12/11/25

ARTICLE 1 - PURPOSE

The purpose of the Francis Howell Hockey Club (FHHC) is to organize and govern high school hockey team(s) consisting primarily of students who attend Francis Howell High School to participate in Mid-States High School Club Hockey Association (MSCHA) and Missouri Inline Hockey Association (MOIHA) or other hockey associations. 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.

ARTICLE II - MEMBERSHIP

Section 1. Definition of Member

Any person who is actively involved in the organization by being a registered coach, assistant coach, team coordinator, officer, or player is a member of the organization. Any parent(s) or legal guardian(s) of any youth who is a registered participant in the programs of the organization shall also be a member of the organization.

Section 2. Good Standing

A member is in good standing when the member is current with their financial obligations to FHHC, and is not subject to discipline by FHHC, Mid-States Hockey, or Missouri Inline Hockey Association. Families with more than one youth playing must be in good standing with respect to all players to be in good standing. Good standing status entitles the member to participate in any activities of the organization.

ARTICLE III - MEETINGS

Section 1: Annual Meeting

The Annual Meeting of the members of the organization will be held after the completion of the regular hockey season, on a date determined by the board, with at least 10 days' notice provided to all members in good standing. The purpose of the annual meeting shall be to elect members 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.

Section 2: Voting at the Annual Meeting

Members of the organization shall have one vote per family in good standing at any general meeting of the members. There is no proxy voting allowed at any meeting of the members. A member may only vote in person or in the manner chosen by the Board for voting.

Section 3: Special Meetings of the General Membership

Special meetings of the members may be called by the President, by three or more of the officers, or by any ten members of the organization.

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Section 4: Regular Meetings of the Board of Directors

The business of the club shall be conducted in regularly scheduled meeting of its officers. There shall be at least five days' notice to officers of any meeting of the officers. Each officer shall have one vote on any issue before the board.

Section 5. Open Board Meetings

All meetings of the Board of Directors shall be open to all members, except during times when the Board may choose to meet in executive session to discuss personnel, litigation, or disciplinary issues. All members in good standing have a right to attend meetings of the Board. Members do not have a right to speak or otherwise participate in such meetings unless permission has been granted by the presiding officer.

Section 6. Operation of meetings

At any time, the presiding officer of a Board or Club meeting may invoke parliamentary or other procedures for operating any meeting. In such cases, the parliamentary authority for the Club shall be Robert's Rules of Order, latest edition.

ARTICLE IV – BOARD OF DIRECTORS

Section 1: General Powers

The Board of Directors shall have plenary authority over all business, hockey, roller, and other affairs of the FHHC.

Section 2: Specific Duties

The Officers shall act in the best interest of the FHHC and shall have the duty to develop, implement, and enforce rules, policies, procedures, incentives, and penalties that advance those interests. Such duties include but are not limited to establishing the yearly budget, coordinating events, end of year banquet, and all fund-raising activities.

Section 3: Officers

Number - The officers of the organization shall be the President, Vice President, Treasurer, Club Coordinator, Secretary, Registrar, Operations, and any other officers as may be elected or appointed by the Board.

Only one member of a family may hold an office at any time. Officers of the organization shall not be less than three or more than seven.

Board Positions

President - The President shall be the chief executive officer of the organization and shall in general supervise and control all the business and affairs of the organization. The President shall preside at all meetings of the members and of the board and is responsible for the overall conduct of the organization including enforcement of the rules of FHHC, MSCHA, MOIHA, and any other affiliated organizations.

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Vice-President - In the absence of the President, or in the event they are unable to, 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. The Vice President shall be responsible for all aspects of club fundraising including Hollywood Casino, special events and other opportunities as identified by the board of directors. In addition, the VP will be responsible for all FHHC website information and will oversee all social media operations.

Treasurer - The Treasurer shall have charge and custody of, and be responsible for, all funds related to the FHHC. The Treasurer shall see to it that all fees and expenses to MSCHA, MOIHA, ice arenas, uniforms, equipment supplies, etc. are paid in timely fashion; and that players have paid their fees and deposits.

Each spring the Treasurer will also ensure tax returns and non-profit certifications are current. The Treasurer will provide a written monthly budget update, or as requested by the Board of Directors. In conjunction with the Board, the treasurer shall provide a balanced budget for Board approval no later than April 30 of each year.

Secretary - The Secretary shall keep a written record the minutes of the organization and Board meetings, see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law and 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. In addition to those duties, the Secretary is responsible for maintaining current and past records of the organization, including but not limited to birth certificates, insurance forms, grade cards, etc. They will be responsible to regularly check the PO box and distribute information accordingly.

Club Coordinator -The Club Coordinator is responsible for organizing special events and all off-ice club activities. They will secure parent volunteers to act as chairperson(s) or in absence of those volunteers, assume the duties to insure a successful event.

Registrar - The Registrar will be responsible for all club interaction with Mid States Hockey Association and MOIHA, including roster submission and compliance, grade reporting and other related activities. They will act as the point of contact for potential new players and families regarding registrations, fees, etc. They will also provide approved rosters to the Vice President for posting on the club website.

Operations - The Club Operations Coordinator will be responsible for all aspects of outfitting the club members including players and coaches, with approved apparel and uniforms. They will be responsible to ensure that all players are properly outfitted prior to the start of the

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season and will be available to assist with in season adjustments/repairs. In addition to uniforms, the Operation's Coordinator will assist in securing spirit wear orders throughout the season as needed.

Appointed Positions

The Board may appoint members in good standing to positions serving the organization. Such appointments may include the positions of

- Varsity Team Manager
- Junior Team Manager
- B Team (Developmental) Manager
- Alumni Coordinator
- Roller Hockey Coordinator
- Social Media Coordinator
- In Game Music/Public Address

Section 4: Manner of Acting; Quorum and Voting

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. A quorum shall consist of a simple majority of the total number of officers elected or appointed to serve as officers. A Board member must be present to vote on a motion decided at a meeting and may not vote by proxy.

Section 5: Election and Terms of Office

The officers of the organization shall hold office for one year. At the annual meeting, the membership will elect the officers for the coming year. 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.

Section 6: Resignations

Any resignation is to be made in writing to the President or Secretary. The resignation will be considered official when accepted by the Board at the meeting after which such resignation is tendered.

Section 7: Removal

Any officer may be removed by the Board for conduct detrimental to the club. Any motion to remove a Board member must be made at a duly noticed meeting of the Board, and the Board member subject to removal shall have the right to speak and present evidence in opposition to the motion. 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.

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Section 8: Vacancies

A vacancy in any office because of death, resignation, removal, disqualification or otherwise may be filled by the Board for the unexpired portion of the term.

Section 9: Compensation

Officers shall not receive any compensation for their service as Officers. Officers shall not be precluded from serving the FHHC 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.

ARTICLE V - COACHES

All coaches in the FHHC must obtain the appropriate coaching certification and background check by MSCHA and USA Hockey, Inc. Coaches are not club officers or Board members. All coaches must sign and abide by the FHHC 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 Club's Board of Directors for such.

ARTICLE VI – CONTRACTS, CHECKS and DEPOSITS

Section 1: Contracts

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.

Section 2: Checks, Drafts, Etc.

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. Organizational expenses exceeding \$500 must be approved by the Board.

Section 3: Deposits

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.

ARTICLE VII - FINES

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 the club for such fines, fees, or other charges to remain in good standing and eligible to participate in games, practices, and other club activities.

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ARTICLE VIII – ANNUAL CLUB FEES

The Club will determine and assess fees as required to cover the costs of projected rink time, league fees and other Club expenses. Each player on the Varsity/Junior Varsity or Development Team roster will be required to pay this fee in full as a condition of good standing to participate in games, practices, and other club activities. The Board may approve discounted club fees upon application and showing of hardship.

ARTICLE IX – FUNDRAISING

The club may engage in fundraising to raise money for hockey, administrative, or other organizational purposes. 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. 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.

No cash, checks, or monies may be disbursed from any individual member account. No reimbursement of fees such as program fees, equipment fees, jersey fees, already collected by FHHC 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.

Upon leaving FHHC, unused funds from a member's account may be transferred to another member's account for future use by the recipient member. A written letter stating said transfer 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.

ARTICLE X – GOVERNING RULES

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.

In any conflict between Club rules, MSCHA, and MOIHA rules, the latter will take precedence. To be in good standing, each year every coach, player and at least one 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.

ARTICLE XI – FISCAL YEAR

The fiscal year of the organization shall begin on the first day of May in each year and end on the last day of April in each year.

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ARTICLE XII – TERMINATION

In the event of the liquidation or dissolution of the Club for whatever reason, none of the assets of the Club shall be distributed to any of the officers of the Club. 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.

ARTICLE XIII- EXONERATION OF PERSONAL LIABILITY

Each person who acts as an Officer of the FHHC shall be indemnified by the FHHC 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 FHHC, 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 or his or her duties.