

# Methuen Youth Hockey Association

Bylaws of Methuen Youth Hockey Association, Inc.

## ARTICLE I – ORGANIZATION

### Section 1 - Name

The name of the Association shall be Methuen Youth Hockey Association, Inc. (MYHA) and any reference to Methuen Youth Hockey Association, the Association, Methuen Youth Hockey, Methuen Youth Hockey Program, or MYHA shall have the same meaning as Methuen Youth Hockey Association, Inc. Only the Board of Directors shall authorize the use of these names.

### Section 2 - Address

The mailing address of MYHA is:

Methuen Youth Hockey Association, Inc.  
PO Box 431  
Methuen, MA 01844

## ARTICLE II – PURPOSE

The purpose of the Association shall be:

- To promote the development of character and good sportsmanship in the youth of Methuen, through hockey.
- To promote the game of hockey as governed by the rules of USA Hockey Inc. and Massachusetts Hockey Inc., and MYHA rules and regulations
- To hold or arrange hockey games, practices, and skills sessions for our members.

The Association shall be organized and operated exclusively for charitable purposes and in no manner, directly or indirectly, for private profit.

In furtherance of the above mentioned charitable purposes, the Association is empowered to take or otherwise hold by bequest, devise, gift, purchase, lease, trust or otherwise, any property, real, personal, or mixed, necessary or desirable for the uses and purposes of the Association and to develop, maintain, sell, license, deed in trust, alienate or dispose of the same at the pleasure of the Association, to borrow money and issue notes and other evidences of indebtedness of the Association and to secure the same by mortgage, pledge or other lawful means, and in general to exercise any and all and every power which a non-profit Association organized under the provisions of Massachusetts General Laws Chapter 180 can be authorized to exercise, and to perform and do either directly or indirectly and either alone or in kind and

nature, all other acts and things incidental to or in furtherance of the Association purpose, including solicitation of funds from the general public, and public and private agencies.

No part of the net earnings of the Association shall inure to the benefit of or be distributed to its members, directors, officers or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered, and to make payments and distributions in furtherance of its primary purposes. No substantial part of the activities of the Association shall involve the carrying on of propaganda, or otherwise attempting to influence legislation and the Association shall not participate in, or intervene in (including the publishing or distribution of statements) any political activities on behalf of any candidate for public office.

Notwithstanding any other provisions of these purposes, the Association shall not carry on any other activities not permitted to be carried on by an Association exempt from Federal income tax under section 501 (c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue law) or (b) by an Association, contributions to which are deductible under section 170 (c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue law.) Upon dissolution of the Association, the Board of Directors shall, after paying or making provisions for the payment of all the liabilities of the Association, dispose of all the assets of the Association exclusively for the purposes of the Association in such manner, or to such organization organized and operated exclusively for charitable, educational, or scientific purposes as shall at the time qualify as an exempt organization or organizations tax under section 501 (c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue law) as the Board of Directors shall determine.

## ARTICLE III – FISCAL YEAR

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

The hockey season of the Association shall begin May 1 and end April 30.

## ARTICLE IV – MEMBERSHIP

### Section 1 - Member Definition

Membership of the Association is defined as the two (2) legal parents, step-parents, or guardians of registered players who are active participants in the Association, to include current Head and Assistant Coaches and other registered personnel who are considered in “good standing”.

A member is considered in good standing if they are not financially delinquent or otherwise under suspension from league activities as stipulated in the Coach's/Player's/Parent's Code of Conduct established by the Association.

## Section 2 - Expulsion of Members

Any active member may be expelled, after due notice and an opportunity for a hearing regarding conduct detrimental to the Association, by the vote of two-thirds (2/3rds) of the Board of Directors. The Clerk shall provide at least ten (10) calendar days' notice to the person to be expelled and to the members 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. Expulsion from the Association may be defined as permanent or temporary based on the conclusion of the Board of Directors.

# ARTICLE V – BOARD OF DIRECTORS

## Section 1 - Board Structure

The Board of Directors shall consist of four (4) Executive Directors and up to nine (9) additional Directors. The Board is responsible for the management and oversight of the Association, subject to applicable law and any limitations set forth in these Bylaws. They shall act collectively as a board at duly called meetings.

The Executive Board consists of the President of Operations, Vice-president of Hockey, Clerk, and Treasurer. These are the only board members legally authorized to represent the Association. No more than one parent or guardian of a player can fill an Executive Board role.

Terms start May 1st of the fiscal year, and run until April 30th.

*Note* – In any interpretation of the Bylaws, the decision of the Board of Directors shall be final

## Section 2 - Board Positions

The Board of Directors shall consist of the following positions:

Title	Position	Term	Term Limit	Election Method
Executive Director	President of Operations	2 years - even years	2 consecutive terms	Elected by members
	Vice-president of Hockey	2 years - odd years		
	Clerk	2 years		

	Treasurer					
Director	Head of Fundraising					
	Head of Purchasing					
	Head of Coaches	1 year	No term limit	Elected by Head Coaches		
	14U Bantam Coordinator			Elected by members		
	12U Pee wee Coordinator					
	10U Squirt Coordinator					
	8U Mite Coordinator					
	Development Coordinator					
	Learn to Skate (LTS) Coordinator					
	Director Appointee				Massachusetts Hockey Representative	

### Section 3 - Elections & Appointments

#### A. Election Eligibility

Those meeting the definition of a member are eligible to run as a candidate or vote in an election. No more than two (2) parents/guardians may cast a vote in total per family, regardless of the number of children they represent in the program.

Those who have previously been removed from the board in accordance with Section F “Director Removal” are not eligible to hold Executive Director positions.

Any person seeking an Age-level coordinator position must have been involved in Methuen Youth Hockey’s travel team program for at least one (1) year prior to seeking these offices. In addition they are ineligible to serve if the parent or guardian of their player accepts a position as Head Coach for the associated age level, as they are the first resource if a coaching issue arises.

#### B. Board Election Process

The board election and appointment process will follow this schedule:

- January: Registered members will be notified of open board positions for the upcoming season and will be given the opportunity to nominate themselves.

- Members may only put their name in for one (1) board position on the ballot; members may not nominate another individual without their written consent.
  - Nominations must be submitted by email to the email address indicated. Verbal nomination requests will not be accepted.
- February: Ballot is emailed to all members.
  - The ballot will contain all competitive open board positions and directions on how to place your vote.
  - Open positions with only one (1) nominee will not be included on the ballot as that individual will automatically assume the role next term.
  - Ballots will only be sent if there are competitive open positions.
- March: Election results will be communicated to the membership.
  - The board shall have the discretion to appoint any or all of the positions which remain vacant after the election. This process will follow the **Board Appointment Process** outlined in section 3.C.
- April: Head of Coaches is elected.
  - Once all head coaches are finalized for the upcoming hockey season, the Clerk shall send an email to all head coaches notifying them of the responsibilities of the Head of Coaches, and giving them an opportunity to nominate themselves for the position.
    - Nominations must be submitted by email to the email address indicated. Verbal nomination requests will not be accepted.
  - Once nominations are received, a meeting will be held to elect the Head of Coaches. This meeting shall occur no later than April 30th each year, with the Clerk present to record the vote from the election. The Clerk shall report the minutes to the full Board of Directors—including the name of the new Head of Coaches—within five (5) calendar days of the vote occurring. If necessary the vote can occur by email with the stipulation that two-thirds (2/3rds) of the head coaches vote in the election.
- May 1st: Newly elected officials take office.

#### C. Board Appointment Process

The Board of Directors shall have the discretion to appoint any or all of the board appointed positions. The board can choose any appointee who meets the Election Eligibility requirements as defined in **Section 3.A**. Potential appointees will be notified by email, and will need to respond confirming their interest in the position. The appointee can then be confirmed with a two-thirds (2/3rds) vote of the Board of Directors at any regular or special meeting.

#### D. Director Changes

Upon leaving office, all board members shall deliver to their successors all money, accounts, record books, papers, and/or other property belonging to the Association.

#### E. Director Resignation

A board member may resign by:

- 1) Delivering a resignation written by letter or email to the President of Operations, Vice-president of Hockey, or Clerk of the Association
- 2) Verbal notification at any meeting of the Association.

Unless another effective time is specified, resignation shall be effective upon receipt and acceptance thereof shall not be necessary to make it effective.

Revocation of voting rights and associated privileges and accounts will occur immediately upon resignation becoming effective.

All official records and documents owned by the Association, and filed with the Secretary of the Commonwealth (SOC) shall be updated within seven (7) business days.

#### F. Director Removal

There are two (2) ways a Director can be removed from the Board.

- a. At any time with or without cause by a two-thirds (2/3rds) vote of the voting members of the Association.
- b. Conduct unbecoming of a director such as missing three (3) consecutive board meetings without good cause within a fiscal year; failure to discharge the normal duties of a Board member; or conduct detrimental to the Association.

The removal process starts with at least ten (10) calendar days' notice by the Clerk to the director being expelled, and to the members 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 the meeting and to present others to testify on their behalf prior to any final disposition by the Board or voting members. Removal will be confirmed with a two-thirds (2/3rds) vote of the Board of Directors.

#### G. Director Replacement

If the President of Operations or Vice President of Hockey resigns, dies, or becomes incapacitated, the individual who remains will serve in an acting role until the position has been filled. Current Board Members holding elected positions may submit their name to the Clerk—or a designated delegate—if they are interested in filling the open President of Operations or Vice-president of Hockey position. The appointment can then be confirmed by a two-thirds (2/3) vote of the Board of Directors at any regular or special meeting. If a current board member is not elected, the vacancy will be addressed using the process outlined below.

To fill vacancies in all other elected positions, registered members will be notified by email of the open board position. There will be a period of no less than one (1) week where members will have the opportunity to nominate themselves to fill the position. All candidates must meet the requirements outlined in **Section 3.A - Election Eligibility**.

If the nomination period ends with no candidates, the position will be filled following the process detailed in **Section 3.C - Board Appointment Process**.

If only one (1) candidate is identified, that member will be appointed to fill the vacant position.

If two (2) or more candidates are identified, a vote will be taken by the Board of Directors. The vacancy will be filled by the candidate who receives the majority of votes, as long as a two-thirds (2/3rds) quorum is met.

Vacancies arising from the board appointed positions will follow the “**Board Appointment Process**” in **Section 3.C**. Alternatively, in its discretion the position may be left unfilled for such period as the Board determines.

All individuals replacing a previously appointed director will assume the position for the balance of the term.

## Section 4 - DUTIES OF OFFICERS

### A. General

It shall be the duty of the Board of Directors to determine the policies of the Association. Each position on the Board of Directors—with the exception of the President of Operations—is entitled to one (1) vote at all meetings. The President of Operations position is only entitled to a vote for the purposes of breaking a tie.

### B. President of Operations

The President of Operations is responsible for presiding at all meetings of the Association and to preserve order and enforce a strict observance of the laws of the Association. The President of Operations shall not make, second or discuss a motion while acting as presiding officer of the Association.

The President of Operations shall be responsible for, but not limited to, the following:

- Prepare a written annual report that shall be distributed to the membership at the annual meeting. This report shall contain information summarizing the financial status of the Association during the year.
- Submit the Annual Report to the Secretary of the Commonwealth of Massachusetts within thirty (30) days after the Annual Meeting of the General Membership.
- Perform day-to-day supervision and control of the Association’s activities and any other duties required by these Bylaws.
- Serve, by virtue of the office, as a non-voting member of all committees, except to break a tie.
- Document any instances of behavior by coaches, players, and/or parents that do not align with the Association’s Code of Conduct; report such instances to the Executive Board; and oversee the disciplinary process as necessary.
- Organize the tryout process to include the following:
  - Player number assignment and distribution
  - Communicate with evaluators on expectations and ensure their requirements are met throughout the tryout process.
  - Create required documentation and packets for the placement meeting.

- Ensure collection of placement materials at the conclusion of the placement meeting.
- Create communications related to player placement and season registration.
- Work with the designated representative of the Methuen High School Rink in regards to rink availability, questions, and scheduling throughout the year.

#### C. Vice-president of Hockey

The Vice-president of Hockey is responsible for presiding over hockey related activities and performing the duties of the President of Operations in his or her absence.

The Vice-president of Hockey shall be responsible for, but not limited to, the following:

- Preside over meetings of the association and perform the duties of the President of Operations in their absence; however, they do not maintain their ability to vote when acting on a temporary basis for the then absent President of Operations, except in the case of a tie vote.
- Take over the Chair in the course of a meeting when the President of Operations desires to make, second or discuss a motion or offer a suggestion.
- Coordinate prices, format, and schedule for skills sessions that occur throughout the year.
- Support the tryout process including identification of a Skills Assessor and coordinate prices, dates, and format of tryouts with the assessor and President of Operations.
- Register teams that want to compete in District Playdowns
- Liaise with representatives from the Valley Hockey League (VHL) to register teams, assist with division placement, and coordinate roster submission.
- Ensure Head of Coaches communicates with Head Coaches for the start of the season about expectations, rule changes etc.
- Support the organization and startup of the Learn to Skate (LTS) and Development program to include checking in skaters, distributing jerseys and socks, providing on ice assistance when required, and providing information about continued participation in the organization.
- Identify and incorporate opportunities for continuous improvement of the program.
- Publish the Coaching Application for each season and distribute nominees to the Head of Coaches

#### D. Clerk

The Clerk is responsible for maintaining accurate records, and managing official correspondence of the Association.

The Clerk shall be responsible for, but not limited to, the following:

- Record all minutes of each meeting of the membership and the Board of Directors.
- Maintain a permanent record concerning the minutes of the Association.

- Conduct the correspondence of the Association and be responsible for the dissemination of all directives, policy, and information from the Board of Directors.
- Update the program's calendar to include VHL games and practices throughout the season.
- Notify the membership of all meetings.
- Assume the role of President of Operations in situations where both the President of Operations and Vice President of Hockey are absent from a board meeting, however they do not maintain their ability to vote when acting on a temporary basis for the then absent President of Operations, except casting a tiebreaking vote when necessary.
- Coordinate and maintain all rosters for each team in the program, and all in-house programs (i.e. learn to skate, Development)
- Engage resources in the community to communicate registration and tryout information.
- Preserve all permanent, non-financial records of the Association.
- Ensure full compliance with the documentation requirements of the Secretary of the Commonwealth.

#### E. Treasurer

The Treasurer is responsible for collecting all dues and receiving all money due to the Association and paying all bills of the Association in accordance with **ARTICLE X - MISCELLANEOUS Section 1 - Execution of Instruments**. The Treasurer must be bonded with a reasonable time but not later than thirty (30) calendar days after assuming the office of Treasurer.

The Treasurer shall be responsible for, but not limited to, the following:

- Oversee the financial affairs of the organization, including budgeting, financial reporting, and the safeguarding of funds.
- Keep an itemized account of all receipts and disbursements of the Association.
- Present a written statement at each regular board meeting of the transactions that have occurred since the last regular meeting, but not less than monthly.
- Keep all cancelled checks and applicable bills.
- Submit a written annual report to the membership and to the Board of Directors for internal review at least two (2) weeks before the Annual Membership meeting.
- Ensure accurate records are maintained and provide regular financial reports to the Board.
- Create and manage MYHA program registration through Crossbar
- Interface with the accountant and ensure compliance with all federal and state tax requirements.
- Preserve all permanent financial records of the Association.

#### F. Head of Coaches

The Head of Coaches is responsible for serving as the coaches' representative on the Board and should ensure coaches are consulted on matters that impact the coaches as a group.

The Head of Coaches shall be responsible for, but not limited to, the following:

- Interview all prospective Head coaches.
- Make recommendations to the Board of Directors for appointment of said Head coaching positions.
- Oversee the coaching staff to include Head & Assistant coaches.
- Communicate to coaching staff all USA Hockey Inc. and Massachusetts Hockey Inc. rules and regulations and oversee enforcement.
- Provide monthly reports and updates to the full Board of Directors regarding any issues regarding coaches and coaching discipline.
- Provide all coaches an overview of the version of MYHA regarding player development and expectations of sportsmanship of every player and Head coach in the program.
- Ensure both Head and Assistant coaches have reviewed and understand the Coaching Code of Conduct Policy.
- Serve as a resource for coaches in regards to tournament planning.
- Support the tryout process by owning communications and coordination with current Head and Assistant coaches, to collect current season player evaluations, and any day-of support needed.

#### G. Head of Fundraising

The Head of Fundraising is responsible for all activities undertaken by the Association related to the generation of revenue with the exception of direct billing of fees and services.

The Head of Fundraising shall be responsible for, but not limited to, the following:

- Lead and coordinate all fundraising activities, events, and campaigns for the Association.
- Develop and oversee the Association's annual fundraising plan.
- Identify new fundraising opportunities and revenue streams.
- Lead and coordinate all fundraising activities, events, and campaigns, appointing individuals and/or creating committees to assist in the execution of these responsibilities.
- Ensure fundraising activities comply with the Association's bylaws, USA Hockey Inc.'s policies, and applicable laws.
- Provide regular fundraising updates to the Board.
- Maintain documentation for fundraising efforts and sponsors.
- Serve as the primary contact for fundraising-related questions.

#### H. Head of Purchasing

The Head of Purchasing is responsible for procurement and tracking of all equipment owned by the Association.

The Head of Purchasing shall be responsible for, but not limited to, the following:

- Prepare a list of hockey equipment required for the forth-coming season and submit it to the Board of Directors for feedback and approval. This list shall include the equipment type, manufacturer, and price comparisons from two (2) or more vendors.
- Procure the equipment as outlined in **Article X Section 1 Execution of Instruments** upon approval from the Board of Directors at the June Monthly Meeting.
- Repeat the process in steps 1 & 2 as necessary to purchase additional equipment as stock is depleted and/or the needs of the program evolve.
- Place apparel orders for the following as required:
  - LTS, Development, and Midget programs.
  - Coaches jackets and jerseys for the Cops vs. Coaches game.
- Provide the Board of Directors a written inventory at the end of each hockey season (April 30th).
- Assist apparel and uniform vendor with the set up of the online store for initial and replacement jersey orders.

#### I. Age-level coordinators

Age-level coordinators are responsible for serving as the primary liaison between the Board of Directors and the team(s) at the associated age level. They will assist the Head of Coaches in working with the coaching staff at their age level.

In regards to the team(s) at the associated age level, the Age-level coordinators shall be responsible for, but not limited to, the following:

- Communicate relevant Board communications regarding topics such as fund-raisers, newsletter stories, and other items on the yearly calendar.
- Assure fulfillment of administrative duties required for compliance with MYHA, USA Hockey Inc., Massachusetts Hockey Inc., and the Valley Hockey League (VHL).
- Serve as the first MYHA official for parents to address concerns associated with the Association, including matters that cannot first be elevated to coaches and/or team parents.

#### J. Massachusetts Hockey Representative

The Massachusetts Hockey Representative is responsible for serving as the primary liaison between the Board of Directors and all relevant governing bodies; such as the Valley Hockey League, USA Hockey Inc., & Massachusetts Hockey Inc. organizations.

The Massachusetts Hockey Representative shall be responsible for, but not limited to, the following:

- Attend scheduled meetings for Massachusetts Hockey and disseminate relevant communications.
- Roster management to include creating and posting all team rosters in USA Hockey portal and submitting tournament rosters.

- Assist the board of the Association with any questions about rosters and coaching requirements.
- Ensure continued compliance with USA Hockey Inc. regulations for all actively held positions in the Association.

## ARTICLE VI - MEETINGS

The Board of Directors shall determine the exact date, time, and location of meetings following the associated guidance below. It is required that the Board of Directors keep a record of all meetings held.

A meeting can be adjourned to a later date within 45 (forty-five) calendar days by a majority vote, even if the quorum is not met. The postponed meeting can take place without giving new notice.

### Section 1 - Annual Meetings

The Articles of Organization states that the annual meeting will be held the fourth (4th) Thursday of April. Notice of the annual meeting will be emailed to each member. This notice shall include the list of members elected for positions on the Board of Directors and the text of any amendments to the Bylaws that will be presented for approval at that meeting.

The order for the Annual Meeting of the General Membership shall be as follows:

- I. Call to order
- II. Annual report of officers
  - A. Clerk
  - B. Treasurer
  - C. Board of Directors
  - D. Head of Coaches
  - E. President of Operations
  - F. Vice-president of Hockey
- III. New business
  - A. Bylaw and/or amendment updates
- IV. Introduction of officers and at-large representatives
- V. Adjournment

Within thirty (30) calendar days of the Annual Meeting the President of Operations is required to file an Annual Report with the Secretary of the Commonwealth.

### Section 2 - Monthly Meetings

Board of Directors shall hold monthly meetings to include the time and place as determined to be necessary. Notice of Board meetings shall be posted to the MYHA website at least twenty-four (24) hours prior to the scheduled Board of Directors meeting time. The Board of Directors meeting shall have a public period of not less than five (5) minutes at the beginning of

every Board meeting for any registered member to attend, announce him/herself and raise any business to the Board of Directors, after which the Board shall take any subject under advisement. Upon the closing of the public period of a Board of Directors meeting by a proper motion of a member of the Board, the Board shall hold its regular meeting.

### Section 3 - Special Meetings

A special meeting of the Board of Directors can be called by:

1. Any member of the Executive Committee
2. Any other three (3) members of the board.

It is required no less than three (3) calendar days notice be provided to the other directors by email, telephone, or text. Notices for special meetings must state the meeting purpose.

A special meeting of the registered members shall be called by the Clerk upon written request of twenty percent (20%) of the registered members, with the request stating the purpose of the meeting.

### Section 4 - Quorum

#### A. Member Quorum

Seventeen (17) registered members shall constitute a quorum at any regular or special meeting with the exception of any proposed amendment change which must meet the requirements specified in **Article VII - Amendment Process**.

#### B. Board of Directors Quorum

To constitute a quorum all of the following conditions must be met:

- Either the President of Operations, Vice-president of Hockey, or Clerk is in attendance
- Fifty percent (50%) of the current board of directors members are present
- Of the present voting members, fifty percent (50%) of the directors have children actively participating in the Association

## ARTICLE VII - AMENDMENT PROCESS

The Bylaws and rules may be amended or repealed if all of the following conditions are met:

1. The Member Quorum as defined above is met.
2. The proposed amendment has been signed by at least twenty (20) registered members of MYHA.
3. The proposed amendment had been submitted at the previous monthly meeting of the Board of Directors.
4. A majority vote—two-thirds (2/3rds)—of the registered members present.

## ARTICLE VIII – COMMITTEES

The Directors may elect or appoint one or more committees and may delegate to any such committee or committees any or all of their powers.

All committee appointees must meet the requirements outlined in “Election Eligibility”.

The members of a committee shall remain in office at the discretion of the Directors.

Unless the Directors decide otherwise, committees will conduct their business in the same way outlined in these Bylaws for the Directors.

The findings and recommendations of the committee will not be binding on the Board of Directors, but will be strongly considered.

Members of any committee will be afforded the same liability protection as the Board of Directors are provided as outlined in **Section 2 of Article IX - Miscellaneous**.

## ARTICLE IX - PARLIAMENTARY PROCEDURE

The Association will follow Robert’s Rules of Order for meetings, unless these Bylaws or any special rules say otherwise.

## ARTICLE X - MISCELLANEOUS

### Section 1 - Execution of Instruments

All deeds, leases, contracts, transfers, bonds, notes, checks, drafts, and other instruments for payment of money drawn or endorsed in the name of the Association shall be approved and signed as follows except as the Directors may generally or in particular cases otherwise determine.

Type of Instrument	Approvals required	Signatures required
Expenditures\Payments less than or equal to \$299	President of Operations, Treasurer or Purchasing Manager	President of Operations, Treasurer or Head of Purchasing
Expenditures\Payments more than \$300	Majority of BOD	President of Operations or Treasurer
Deeds, leases, contracts,		

transfers, bonds, notes		
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## Section 2 - Personal Liability

The members, Directors, officers, employees and other agents of the Association shall not be personally liable for any debt, liability or obligation of the Methuen Youth Hockey Association. All persons, Associations, or other entities extending credit to, contracting with, or having any claim against the Methuen Youth Hockey Association may look only to the funds and property of the Association for the payment of any debt, damages, judgment or decree, or of any money that may otherwise become due or payable to them from the Association.

## Section 3 - Review of Bylaws

At least once every three (3) years, the Board of Directors shall appoint a committee from among its members to review the Association's Bylaws and submit recommendations for any needed or desirable changes to the full Board. The Board of Directors shall use these recommendations to draft proposed Bylaw revisions, which will be presented to the membership in accordance with Article VI, Section 1. The requirements for adopting the revised Bylaws are set forth in Article VII, Amendment Process.

## Section 4 - Outside Audit

The Board of Directors shall meet the requirements of the independent financial review and/or financial audit under the requirements of the Commonwealth of Massachusetts for non-profit and charitable organizations qualifying under section 501(c)(3). Additionally, regardless of MYHA requirements for an independent financial review of the books and records of MYHA each year, the Board of Directors shall conduct a financial self-review which shall consist of no less than three (3) Directors—none of whom shall be the Treasurer—and this self-review shall be completed by March 31st each fiscal year and shall be included in the minutes of the April Board of Directors Meeting.

## Section 5 - Provisions

The provisions of these Bylaws are severable. If any provision is found to be invalid, the remaining provisions shall remain in effect.