



## **Seckman Ice Hockey Club By-Laws**

### **Article I – Objective and Scope**

The Seckman Ice Hockey Club, hereinafter called the "Club", is a registered Nonprofit Corporation, formed specifically for the benefit, moral improvement and physical advancement of the juvenile population. The Club shall foster good, clean sportsmanlike conduct and fair play in individual as well as team competition, and should endeavor to provide a fair share of ice time for all players in the program. To this ideal, the club pledges its energies, by acting in consonance with the Mid-States High School Club Ice Hockey Association and USA Hockey. The Club further pledges its cooperation, to the extent possible, with organizations that may have comparable or parallel missions.

### **Article II – Membership**

- Participating Seckman Ice Hockey Club membership shall be granted to all parents and legal guardians of registered hockey players in good standing. A non-voting membership is also open to all coaches, Club officers, and board members. All families will have one vote per registered hockey player in good standing at the general meeting. Each participating member has the obligation to support the Club with volunteer service as may be necessary.
- Participating membership shall be valid while all current charges are paid and while proper registration of the related player(s) is maintained. Participating membership shall remain valid to the conclusion of the current season.

### **Article III – Organization**

#### **Section 1**

**General powers** – The administration, management and business affairs of this Club shall be vested in and under the control, supervision and management of a Board of Directors. Any expenditure over five hundred dollars (\$500) must be approved by a majority vote of the Board of Directors.

#### **Section 2**

**Board of Directors and term of office** – The Board of Directors cannot contain more than 50% non-Club members. The Board of Directors and their terms of office shall be as follows:

##### **Board of Directors – Voting Members**

- President - 2 years (Tie Breaker Vote)
- Vice President - 2 years
- Treasurer - 2 years
- Recording Secretary - 2 years

##### **Appointed Board Members – Non-Voting Members**

- Coaching Director - 1 year
- Director of Coordinators - 1 year
- At Large Member - 1 year

#### **Section 3**

**Meetings** – The Board of Directors shall meet as often as may be necessary for the orderly conduct of business and affairs of the Club. Special meetings may be called by the President or upon notice of any two (2) members of the Board of Directors. Such notice shall be by phone by the person or

persons calling the meeting and shall give the date, hour and exact location of such meeting. Notification shall be given not less than 48 hours prior to the meeting except in cases of emergency. Special meeting requires the attendance of a minimum of three (3) members of the Board of Directors to be considered a valid meeting. Board meetings to be held the 1st Thursday of each month.

#### **Section 4**

**Elected Offices** – The elected offices shall be as follows:

- President
- Vice President
- Treasurer
- Recording Secretary

**Appointed Offices** – The appointed offices shall be as follows:

- Coaching Director
- Director of Coordinators
- At Large Member(s)

The appointed positions may be nominated by any board member and require simple majority vote by all members of the Board of Directors excluding the nominating board member.

#### **Section 5**

- The position of President and Recording Secretary shall be elected in even numbered years.
- The position of Vice President and Treasurer shall be elected in odd numbered years.
- All nominations must be presented in person or by proxy to the Board of Directors at the general meeting to be held in January. All ballots must be cast and signed by an eligible club member in good standing on election night.
- Nominees must be members in good standing and state in writing their willingness to accept the position if elected before they are placed on the ballot.
- Election procedures are as follows:
  1. All Officers will be elected for a two (2) year term.
  2. In the event of a tie for any elected position, a new vote will be immediately taken only among the tied nominees.

#### **Section 6**

##### **Board Member Disciplinary Procedures**

###### **1. Board Members**

Any appointed and/or elected Board Member failing to fulfill the described duties of his office or acting in a behavior detrimental to the Club may be recalled by a majority vote of the Board of Directors. Any member subject to disciplinary action shall be notified by the Board of Directors in writing prior to any action being taken against that member.

If the recalled Board member is found to be in neglect of his duties during this hearing, the Board of Directors can replace him with a two-thirds majority vote.

###### **2. General Members**

Any member acting in a behavior that is detrimental to the club may be subject to disciplinary action by the Board of Directors. Any member subject to disciplinary action shall be notified by the Board of Directors in writing prior to any action being taken against that member.

## **Section 7**

### **Vacancy Procedures**

**Vacancies** – Should any office, except that of President be vacated, the replacement will be nominated by the President and approved by the Board of Directors. Should the office of President be vacated, the Vice President will automatically assume the office of President. The appointed member shall hold the position until the next election.

## **Section 8**

### **Duties of Elected Offices**

**President** – He shall perform all duties incident to the Office of President and such other duties as may be prescribed by the Board of Directors from time to time. Together with the Board of Directors, he will organize, supervise, and direct the Club's activities for the year. He shall set meeting dates as he deems necessary to accomplish the Club's objectives. He shall appoint such committees as shall be necessary for the functioning and operations of this Club.

**Vice President** – In the absence of the President, the Vice President shall perform the duties of the President, and when so acting shall have all the powers of and be subject to all the responsibilities of the President. He shall perform such other duties as from time to time may be assigned to him by the President or by the Board of Directors.

**Recording Secretary** – He shall see that all notices are duly given in accordance with the provisions of these by-laws. He shall be custodian of the club's records. He shall maintain and make available, upon request, copies of the Minutes of the General Board Meetings to any Club members. He shall make available a copy of the current by-laws, rules and regulations of the club. He shall perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the President or by the Board of Directors. He shall keep the minutes of the general meeting and board meetings and make them available to the board for additions or corrections then re-issue to all board members.

**Treasurer** – He shall have charge and custody of and shall be responsible for all funds of the Club, receive and give receipts for moneys due and payable to the Club from any source whatsoever, and deposit all such moneys in the name of the Club in such banks as shall be selected by the Board of Directors. He shall provide written financial statements of the club at every monthly board meeting, along with substantiating bank balance at each Board Meeting. He shall annually file all necessary legal papers and prepare budgets for the Club.

## **Section 9**

### **Duties of Appointed Offices**

**Director of Coaching** - He is, in general, to perform all responsibilities of overseeing and training of all club coaches. Present coaching candidates for recommendation to the board for approval and acquire background checks on all candidates. Other responsibilities include: liaison to coordination and management of on ice evaluations. Receives written complaints about coaches and players, investigates said reports and makes presentation of complaints and investigation results with recommended actions to the Board of Directors.

**Director of Coordinator** – He is, in general, to perform all responsibilities of assisting the Director of Coaching as well as serving as a liaison within the Club. Responsibilities include scheduling practices, jerseys and equipment, newsletter, ice trading, scheduling of volunteers (i.e. time clock, score sheets, etc.) and referees. May accept formal complaints about the Board of Directors, coaches, players, parents or other members. The Board upon need and circumstances may assign other job duties.

**At Large Member** – He is, in general, a member who may be appointed to any position as an emergency replacement where a position has become open until the next election.

## **Article IV – Amendments to By-Laws**

**Proposal** – Any club member may propose amendments to these by-laws by submitting the same in writing to the President and/or Recording Secretary. Such proposals will be presented at the next regularly scheduled meeting of the Board of Directors. All proposed amendments would be voted on as scheduled by the Board of Directors.

**Action** – Amendments must be approved by a minimum of 75% of the entire Board of Directors.

## **Article V - Rules**

Seckman Ice Hockey Club adheres to and abides by all currently established rules of the club and all rules, by-laws and regulations of Mid-States and USA Hockey.

The Seckman Ice Hockey Club has the right to develop its own rules and regulations.

## **Article VI – Rules of order of Business**

**Powers** – All powers not mentioned in by-laws shall be and are reserved to the Board of Directors.

**Effective Date** – These by-laws shall become effective immediately upon adoption by the Board of Directors.

**Use of Masculine Words** – The use of the masculine gender herein has been for convenience only and whenever the masculine gender has been used, the female gender as well is included.

**Fiscal Year** – shall begin the first (1<sup>st</sup>) day of January

**Assets** of this association are permanently dedicated to the exempt purpose within the meaning of Section 501 © (7), of the Internal Revenue code of 1954 (or corresponding provisions of future laws).

The preceding by-laws have been accepted by the following members of the Board of Directors on this

\_\_\_\_\_ Day of the month of \_\_\_\_\_ in the Year \_\_\_\_\_  
and are effectively immediately.

President: \_\_\_\_\_ Date: \_\_\_\_\_

Vice-President: \_\_\_\_\_ Date: \_\_\_\_\_

Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_

Recording Secretary: \_\_\_\_\_ Date: \_\_\_\_\_