



Mosinee Youth Hockey Organization Bylaws

I. NAME

- a. This organization shall be known as the Mosinee Hockey Club, and herein referred to as "the Club" or "Club".

II. PURPOSE

- a. The purpose of this Club shall be:
 - i. To promote the sport of hockey in the Mosinee area, in accordance with the Wisconsin Amateur Hockey Association (WAHA) regulations.
 - ii. To raise sufficient operating funds.

III. THE ORGANIZATION

- a. **Officers:** The officers of the Club shall consist of a President, a Vice President, a Secretary, and a Treasurer
- b. **Board of Directors:** A Board of Directors shall include the above officers and seven (7) additional members, each of whom must be a registered member of the Mosinee Hockey Association (refer to item 4b(3))
- c. Duties of Officers and Board Members;
 - i. The President shall preside over all meetings and generally oversee the activities of the Club.
 - ii. The Vice President shall assist the President, and in the absence of the President will assume the chair
 - iii. The Treasurer shall collect and disperse funds, maintain a set of books covering all of the Club's financial transactions. The Treasurer shall be responsible for all appropriate regulatory filings.
 - 1. In the event of a newly elected Treasurer, the exiting Treasurer shall have completed the fiscal year end close, prepared the fiscal yearend financial statements, and completed the Form 990 (Non- Profit Tax Return) before turning over the Treasurer responsibilities.



- iv. The Secretary shall maintain custody of all original documents, including contracts and agreements. The Secretary shall record and maintain minutes of all official meetings, which shall include copies of all significant original document. The original documents shall be maintained in a secure location. Access to the secure location will be limited to the Secretary and Treasurer. The Secretary shall oversee the organization of the annual player registration.
- v. The Board of Directors shall have full discretionary power over all matters connected with the Club, and they shall furnish each annual meeting with a detailed report of any proceedings of said Board.

IV. MEMBERSHIP

- a. Purpose:
 - i. To define and record the membership of the Mosinee Hockey Club. The Secretary shall keep a current roster of all members, their address, email address(es), phone number(s) and membership status.
- b. Membership Guidelines:
 - i. All registered players in good standing with MHC and WAHA. This is a non-voting membership status.
 - ii. Parent/Guardian of all registered players for the term that the players are registered and in good standing.
 - iii. Any community member who wishes to register in writing with the MHC with the desire to help us achieve our function and purpose. No fee for this membership.
- c. Privileges:
 - i. Groups two and three may:
 - 1. Receive Club communications/information
 - 2. Participate in Club activities
 - 3. Receive voting privileges of one per registered individual for Club elections and functions.
- d. Responsibilities:



- i. Registration fees for all players are required (see Registration section).
 - ii. Service duties as set by the Board of Directors is required of group two (see Service Duty section).
 - iii. Responsible custody of all MHC property or equipment.
 - iv. Compliance with these rules and regulations is required by all.
- e. Revocation of Membership
 - i. The Board of Directors has the discretion to revoke any membership with a 2/3 vote of the full Board.
 - ii. Procedure for revocation;
 - 1. A special ad hoc committee will conduct fact-finding incident to a proposed revocation and report their findings to the Board of Directors.
 - 2. The member facing revocation may provide a pertinent input to the Rules Committee during the fact-finding process and/or at the Board of Directors prior to the vote to revoke.
 - 3. The decision of the Board of Directors is final. The term of the revocation is at the discretion of the Board of Directors.
 - iii. Upon revocation of membership all equipment or properties of the Club must be returned in acceptable condition with provision for reasonable wear.

V. PROCEDURE FOR FILLING BOARD POSITIONS

- a. Types of openings;
 - i. Regular position – Filled at the annual meeting in April
 - ii. Interim position – Filled on an as-needed basis
- b. Posting procedure for position nominations;
 - i. No less than two weeks prior to the nomination/election meeting there shall be a communication indicating the number of positions to be filled, the term of the position(s), the requirements of the position(s), the nominating procedures and the date, time and location of the nominating/elections meeting.
- c. Nomination procedure;



- i. Nomination shall be made at a regularly scheduled meeting (not a special meeting). Nomination for expired terms shall be conducted at the annual meeting in April.
 - ii. Nominations will be accepted and seconded from any member of the Club who is in good standing. Any member of making or seconding a nomination must be present at the nomination meeting.
 - iii. If there is more than one vacancy to be filled, the nominee does not have to be nominated for a specific vacancy.
 - iv. All nominees must be present at the nominating meeting and must accept the nomination.
- d. Election procedure;
 - i. Elections for vacancies shall be conducted immediately following the nomination procedure. Any member of the Club, 18 years of age or older, who is in good standing is eligible to cast one vote per vacancy. Members wishing to vote must be present at the meeting. Absentee votes will not be accepted.
 - ii. Each elected Board Member will serve a three-year term.
 - iii. The nominee with the largest number of votes shall be elected to fill the position. In the case of a tie for the largest number of votes, the current Board Members present shall vote with the presiding officer casting a potential tie breaking vote.
 - iv. The term of interim vacancies shall begin on the day the nominee is elected and end on the date the original term was scheduled to expire. If more than one interim vacancy is being filled, the nominee with the largest number of votes will be elected to the interim position that has the longest remaining term. The nominee with the next largest number of votes will be elected to the longest term and this process will continue until all positions are filled.
 - v. The results of the election shall be communicated to the association.
- e. Administrative items;
 - i. If there is any question as to whether a member is "in good standing" for the purpose of nominating or voting, a vote of the current Board Members present will be binding.



- ii. The Secretary of the Club shall maintain a written record of the nomination and election results including the names of the nominees and who nominated them as part of the normal meeting minutes.
- f. Election procedure for Officers of the Board of Directors;
 - i. The Officers shall be nominated/elected by the Board of Directors from within the Board of Directors, at the first Directors meeting following the annual meeting. The incumbent President shall preside over the nomination/election process.
 - ii. President and Vice President positions shall be filled by members with a minimum of one year current board experience.
 - iii. All Board Officers terms shall be for 1 year in length. There is no limit on the number of consecutive terms an officer may serve.
 - iv. If any position produces multiple nominees, and results in a tie for the majority votes, the nominee with the least amount of votes will be eliminated and additional votes will be cast until a majority vote is achieved.
- g. Procedure to fill vacated Board Offices;
 - i. In the event that a Board Office is vacated at times other than the end of the term, either by resignation or termination:
 - 1. At any Board meeting, regular or special, the standing Board has the option to appoint a temporary replacement for open offices from within the Board.
 - a. The offices will be filled in the order as follows:
 - i. President
 - ii. Vice President
 - iii. Secretary
 - iv. Treasurer
 - b. If an officer vacates their current office to temporarily replace a higher office, offices subsequently vacated will be temporarily filled in the same order as outlined in I subparagraph a.



- c. All replacements will be temporary until the Board chooses to fill the original vacated offices(s) as defined below.
2. The Club will fill any vacated Board seats as defined in the Bylaws prior to holding any formal elections to fill vacated offices.
3. At any Board Meeting, regular or special, after vacated Board seats have been elected, the Board may hold formal elections to fill remaining terms for vacated Offices as desired.
 - a. All vacated Offices will be filled in the order of President, Vice President, Secretary, Treasurer.
 - b. President and Vice President positions still require a minimum of one year of Board experience.
 - c. If any Office received multiple nominees and the elections result in a tie for majority of votes, the nominee with the least number of votes will be eliminated and additional votes will be cast until a majority vote is achieved.

VI. RESIGNATION OF BOARD MEMBERS

- a. Should any member of the Board of Directors be unable or unwilling to fulfill their term it is requested that said member provide a written letter of resignation to the Board of Directors at least two weeks prior to ending their position on the Board of Directors.
- b. Upon resignation from the Board of Directors, the Board of Directors has the authority to request the return of any or all equipment or properties of the Club.

VII. TERMINATION OF BOARD MEMBERS

- a. A Director may be terminated from the Board by a 2/3 vote of the total Board, excluding the Director facing termination.
- b. Cause for termination is at the discretion of the Board and may include, but not be limited to:
 - i. Three successive unexcused absences from regularly scheduled Board meetings in a twelve-month period.
 - ii. Attendance at less than 50% of regularly scheduled Board meetings in a twelve-month period.



- iii. Behavior detrimental to the stated purpose of the Club.
- c. Excuse for absence may be obtained by notifying another Board member prior to any meeting.
- d. As a proxy is a recognized substitute of power of office, a properly executed written proxy will not be considered is an absence from meetings for which it is effective. Notification of proxy must be submitted to the Secretary prior to the meeting.
- e. In the event of pending termination, the Club Secretary shall notify the Director facing termination in writing at least two weeks prior to the date of any Board meeting addressing this.
- f. The Director facing termination will be given an opportunity to present their position prior to the Board's vote.
- g. Any appeal must be made prior to the Board's vote.

VIII. MEETINGS

- a. Regular Board meeting;
 - i. Regularly scheduled Board meetings will be held. Date and time will be determined at the 1st annual Board of Directors meeting.
 - ii. The President is responsible for the formulation of an addenda at least one week before any Board meeting.
 - 1. The agenda may be amended as needed.
 - 2. Agendas will be distributed to all members in good standing
 - 3. A quorum for Board Meetings shall consist of greater than 50% of standing Board members.
 - 4. Procedural disagreement will be resolved under Roberts Rules of Order.
 - 5. All meetings of the Board of Directors of the Mosinee Hockey Club, including any committees or subcommittees, will be open to the membership of the Club with the exception of:
 - a. Any meeting or portion of a meeting dealing with:
 - i. Termination of a Club member



- ii. Termination of a Board member
 - iii. A matter of discipline of a member or employee
 - iv. Personnel matters of an employee or potential employee
 - b. Any meeting or portion of a meeting deemed to require a closed process by at least 2/3 of the Directors.
- 6. Any records of closed sessions shall be secured as confidential with access limited to the active members of the Board of Directors.
- b. Special meetings;
 - i. Special meetings (non-scheduled) of the Board of Directors may be convened at the discretion of the President or the Vice President, subject to the following conditions:
 - 1. No Mosinee Hockey Club business can be conducted at these meetings without a quorum present.
 - 2. A good faith effort must be made to contact all Board members prior to the meeting
 - 3. A good faith effort must be made to provide a reasonable period between the notification and the meeting.
- c. Emergency meetings;
 - i. Emergency meetings can be convened by the President or Vice President in his absence. Emergency issues may be voted upon by electronic communications (including email). Once the topic is proposed, board members will be given 24 hours to respond all with any discussion. The deadline must be clearly stated within the initial communication. If all board members have responded to prior to the 24-hour window, the vote can be called, providing the President or Vice President:
 - 1. The issue must be presented from a written statement
 - 2. A good faith effort must be made to contact all Board members.
 - 3. Action on any issue requires a quorum of votes.



4. At the next regular board meeting, the issue, vote and action must be presented to the board and entered into the minutes.