## Oak Park and River Forest High School Hockey Club, Inc. Bylaws Adopted 11/3/2025

## ARTICLE I NAME AND AFFILIATION

The name of the corporation is Oak Park and River Forest High School Hockey Club, Inc. (referred to hereinafter as "OPRFHC"). OPRFHC shall be affiliated with USA Hockey and the Amateur Hockey Association of Illinois ("AHAI").

# ARTICLE II ADDRESS

The principal office of OPRFHC shall be the address of the current treasurer of OPRFHC in the State of Illinois. The registered office of OPRFHC required by the General Not-For-Profit Corporation Act to be maintained in the State of Illinois may, but need not, be identical with the principal office in the State of Illinois. The addresses of the principal office and registered office may be changed from time to time by the Board of Directors (Board).

# ARTICLE III ORGANIZATION AND STATUS

OPRFHC is organized as a not for profit under 805 Illinois Compiled Statutes Section 105.

OPRFHC is in good standing with the state of Illinois. OPRFHC is a not for profit corporation.

# ARTICLE IV PURPOSES

### **SECTION 1.**

To provide a hockey club at the Illinois high school level and establish and support teams for students attending Oak Park and River Forest High School.

### **SECTION 2.**

To improve the standards and conduct of high school hockey in Oak Park and River Forest in accordance with the OPRFHC Mission Statement.

### **SECTION 3.**

To administer the sport of hockey, with the development and growth of the community in mind, so that the sport is made available to more people at a reasonable cost.

### **SECTION 4.**

To develop and encourage sportsmanship and playing proficiency of all Players and persons involved in the OPRFHC.

## **SECTION 5.**

To encourage its Members and Players to engage in community service activities in groups and individually.

### **SECTION 6.**

To cultivate a working relationship with OPRF High School and the Villages of Oak Park and River Forest.

# ARTICLE V MEMBERS

#### **SECTION 1. MEMBERSHIP**

The Members of OPRFHC shall be comprised of each parent or legal guardian of each Player rostered on one of the OPRFHC teams, except that, for voting rights and quorum count purposes, there shall be only one Member vote per Player.

#### **SECTION 2. ANNUAL MEETING**

An Annual Meeting of the Members shall be held each year no later than December 31 of the applicable year, for the purpose of affirming the incumbent and/or electing new Board members and for the transaction of such other business as may be necessary.

#### **SECTION 3. SPECIAL MEMBER MEETINGS**

Special Meetings of the Members may be called by the President, or the majority of the Board to put a matter to a vote of the Members.

## **SECTION 4. PLACE OF MEETING**

The President or Board may designate any place within Oak Park or River Forest, Illinois as the place of meeting for any Annual Meeting or for any Special Meeting. Meetings can be held online assuming all parties can hear and respond live and in real time.

## **SECTION 5. NOTICE OF MEETINGS**

Written notice stating the place, day and hour of a meeting, including the Annual Meeting, and, in the case of a Special Member Meeting, the purpose of the Special Member Meeting, shall be delivered via email not less than three (3) days before the date of the meeting to each Member entitled to vote at such meeting. Meeting dates shall also be posted on the OPRFHC website.

### **SECTION 6. QUORUM FOR MEMBER MEETINGS**

Ten percent of the Members, including Board Members, eligible to vote shall constitute a quorum of the Members at any meeting of the Members, provided that if less than 10 percent of the voting Members are represented at said meeting, the majority of the Members so represented may adjourn the meeting without further notice. If a quorum is present, the affirmative vote of the majority of the voting Members represented at the meeting shall be the act of the Members.

## **SECTION 7. MEMBER VOTING RIGHTS**

Each Member shall be entitled to one vote, subject to Section 1 of this Article, upon each matter submitted to a vote at the Annual and any Special Meeting of the Members. The Members vote shall be cast by the Member. No proxy voting shall be permitted. All other OPRFHC business put to a vote at a regular meeting shall be voted on only by the Board.

## **SECTION 8. VOTING DISPUTE RESOLUTION**

At any meeting of the Members, any question or dispute relating to the validity or result of any vote shall be submitted to the incumbent Board for a determination and the decision of the majority of the Board present, provided a quorum of the Board is present, shall be binding on all parties.

#### **SECTION 9. VOTING PROCEDURES**

Voting on any question or in any election shall be via voice, unless the Board arranges a ballot vote. Voting results shall be a matter of public record and included in the meeting minutes for any meeting at which a vote has taken place.

# ARTICLE VI

## **SECTION 1. GENERAL BOARD POWERS**

The business and affairs of OPRFHC shall be managed by the elected Board.

### **SECTION 2. SPECIFIC BOARD POWERS**

The Board shall determine what is in the best interest of OPRFHC teams and shall have the authority to develop, implement and enforce rules, policies, procedures, incentives and penalties that advance those interests. The specific powers shall include implementing and enforcing a Code of Conduct for the Players and Members.

### SECTION 3. BOARD COMPOSITION, TENURE AND QUALIFICATIONS

OPRFHC shall have at least seven (7) and no more than thirteen (13) Members elected to the Board. Directors shall be elected as outlined in Section 4 of this article. Former Members, defined as players, parents, or legal guardians of former OPRFHC players, shall also be eligible to serve as Directors. In any season in which OPRFHC is considered a "Combined Team" as defined by AHAI, the Board shall include a minimum of one (1) current or former Member from each high school district participating as a part of the Combined Team. Current Members serving as Directors shall serve as a Director until they: i) are no longer class eligible to be a Member; ii) have resigned their Director position; or iii) are removed subject to Section 3 of Article VII. Former Members serving as Directors shall serve a two (2) year term and may be re-elected for successive terms.

### **SECTION 4. ELECTION AND SLATE**

An election by the Members will be held prior to December 15 each year to fill vacancies on the Board. Prior to approving the slate, the Board shall publish nominee qualifications and give Members at least seven (7) days to provide nominations for vacant positions. From the nominations received, the Board shall prepare and approve a list of qualified nominees with at least one (1) candidate for each position to be filled. The Board shall endeavor to select candidates, so the composition of the Board reflects the diversity of OPRFHC teams and classes, such as JV and Varsity Members, and freshman, sophomore, junior, and senior class Members. Upon Board approval, the approved slate of nominees is then presented to the

Membership. A ballot is sent to each voting Member and Members shall have at least two weeks to vote. The candidates receiving the greatest number of votes for each position shall be elected. Should a tie occur, the winner will be determined by a coin flip. The continuing and newly elected Board will determine the Officers from among the new Board. Results of the election are to be communicated to the Chapter Membership no later than December 31.

### **SECTION 5. DIRECTOR VACANCY AND APPOINTMENT**

In the event of a mid-term vacancy, a director death, resignation, removal, or addition of a new mid-term Director, the Board may appoint, during a regular or special meeting, a Member to serve as a Director until the follow election of Directors.

## **SECTION 6. REGULAR MEETINGS**

The Board shall hold no fewer than nine (9) regular meetings during each Fiscal Year, inclusive of the Annual Meeting. Each Member shall be notified of each regular meeting by email at least three (3) days prior to the regular meeting. The President or the majority of the Board may determine, by resolution, the date, time and place, for holding monthly regular meetings. An agenda of topics to be considered by the Board at a given regular meeting shall be provided by email to all Members at least one (1) day prior to each regular meeting. Any Member may have a topic added to the agenda for any regular meeting by communicating that request to the President at least one (1) day prior to that regular meeting so the topic can be considered for the agenda.

## **SECTION 7. SPECIAL BOARD MEETINGS**

Special Meetings of the Board, other than the Regular Meetings, may be called by the President or the majority of the Board. The person(s) authorized to call a Special Board Meeting may fix the date, time and place for holding any Special Board Meeting called by them. Any regular meeting may be designated as a Special Board Meeting by the majority of the Board.

### **SECTION 8. NOTICE OF BOARD MEETINGS**

Notice of any Special Board Meeting shall be given by email to each Board Member at least seven (7) days prior to meeting. Any Board Member may waive notice of any meeting. The attendance of a Board Member at any meeting shall constitute a waiver of notice of such meeting. Notice of and an agenda for such Special Board Meetings shall be provided by email to the Board Members at least one (1) day prior to the Special Board Meeting.

### **SECTION 9. QUORUM FOR BOARD MEETINGS**

The majority of the Board constitutes a quorum for transaction of business at any regular meeting or Special Board Meeting, provided that if less than the majority of the Board are present at said meeting, a majority of the Board present may adjourn the meeting without further notice.

### **SECTION 10. BOARD DECISIONS**

The act of the majority of the Board at a meeting at which a quorum is present shall be the act of the Board.

#### SECTION 11. REMOTE MEETING PARTICIPATION

Board Members may participate in a regular meeting, Special Board Meeting, or any Board committee meeting, by electronic communication method whereby all persons participating in the meeting can hear each other. Participation by any Board member in a meeting in this manner shall constitute that Board member's presence in person at the meeting.

## **SECTION 12. ELECTRONIC VOTING**

The President or the majority of Board may poll, conduct a recommendation, or call for a vote on any issue properly submitted in writing via email to the Board between regular meetings, provided that neither any Board Member nor the President objects to (1) the subject matter submitted in this format, or (2) any limitation of oral debate commensurate with polling or voting through the electronic format on the submitted issue.

## **SECTION 13. OTHER BOARD DUTIES**

Subject to Article XIII, the Board shall hear and rule on appeals from any of the OPRFHC committees and shall resolve any and all disputes within OPRFHC.

# ARTICLE VII OFFICERS

## **SECTION 1. OFFICER POSITIONS**

The Officers of OPRFHC shall be a President, Zero (0) or one (1) Vice-President, a Treasurer, a Secretary, and a Registrar. These officers are to be appointed by the Board.

### **SECTION 2. OFFICER TERM OF OFFICE AND VACANCIES**

Each Officer shall hold office until they i) are no longer class eligible to be a Member; ii) resign their Officer position; or iii) are removed under Section 3 of this Article.

Mid-term Officer vacancies may be filled, or new offices filled, at any regular meeting or Special Board Meeting by vote of the Board.

### **SECTION 3. OFFICER AND DIRECTOR REMOVAL**

Any Officer, Director, or agent elected or appointed by the Board may be removed, with or without cause, by a two- thirds vote of the entire Board or by the vote of two-thirds of the entire membership and in accordance with applicable law.

## **SECTION 4. PRESIDENT**

The President shall be the chief executive officer of OPRFHC and shall in general supervise and oversee all of the business and affairs of OPRFHC. He/she shall preside at all meetings of the Members and of the Board. He/she shall serve as ex-officio member on all committees, except for the Rules and Ethics Committee. He/she may sign, with the Secretary or any other proper officer of OPRFHC thereunto authorized by the Board, any bonds, contracts, or other instruments which the Board has authorized, pursuant to these Bylaws, to be executed, except in

cases where the signing and execution thereof shall be expressly delegated by the Board or by these bylaws to some other officer or agent of OPRFHC, or shall be required by law to be otherwise signed or executed; and in general shall perform all duties incident to the office of the President and such other duties as may be prescribed by the Board from time to time. In addition, the President or his/her designee(s) shall represent OPRFHC and its Members in meetings with other hockey associations and USA Hockey. The President shall be able to make basic day-to-day decisions that are within the framework of the current budget and approved goals and objectives for the current season without prior Board approval. Matters beyond the scope of the approved budget and/or goals and objectives of the hockey club shall be brought before the Board for discussion and a vote.

#### **SECTION 5. THE VICE-PRESIDENT**

In the absence of the President or in the event of his/her inability or refusal to act, 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 restrictions upon the President and in general perform all the duties incident to the Office of the Vice-President and such other duties as from time to time may be assigned to him/her by the President or the Board. The Vice-President shall be at least one class year behind the President and, for continuity purposes, shall be designated as Vice-President by the Board with the understanding that the Vice-President is qualified to become the President in a future season when the President is no longer class-eligible. The Vice-President will thus also undertake to learn the duties and responsibilities of the President.

### **SECTION 6. THE TREASURER**

If required by the Board, the Treasurer shall give a bond for the faithful discharge of his/her duties in such sum and with such surety or sureties as the Board shall determine. He/she shall: (a) have charge and custody of and be responsible for funds and securities of OPRFHC; receive and give receipts for moneys due and payable to OPRFHC from any source whatsoever, and deposit all such moneys in the name of OPRFHC in such banks, trust companies, and other insured depositories as shall be selected in accordance with these bylaws; (b) provide a monthly report to the Board summarizing the current financial status of OPRFHC; (c) in general perform all the duties incident to the Office of the Treasurer and such other duties as from time to time may be assigned to him/her by the President or the Board.

### **SECTION 7. THE SECRETARY**

The Secretary shall: (a) keep the minutes of the Member and the Board meetings; (b) see that all notices are duly given in accordance with the provisions of these bylaws or as required by law; (c) be custodian of the corporate records; (d) keep a register of the contact information of each Member; (e) in general perform all duties incident to the Office of the Secretary and such other duties as from time to time may be assigned him/her by the President or the Board. In the absence of a Vice President, or in the event of his/her inability or refusal to act, the Secretary shall perform the duties of the Vice President.

#### **SECTION 8. THE REGISTRAR**

The Registrar shall: (a) be responsible for the registration of teams, players, coaches, and managers, with USA Hockey and AHAI, as necessary, and for obtaining and submitting tournament/travel permits, (b) keep records of all registrations and memberships, and (c) in general, perform all duties incident to the Office of the Registrar and such other duties as from time to time may be assigned him/her by the President or the Board. The Registrar shall be the main point of contact between OPRFHC and AHAI for all issues related to certification of team rosters and to player eligibility issues for regular season, tournament, and playoff games.

# ARTICLE VIII COMMITTEES

### **SECTION 1. COMMITTEE ESTABLISHMENT**

The Board shall designate and appoint committees deemed necessary or appropriate to the efficient conduct of OPRFHC affairs, provided, a Chairperson and members of these committees may be a member of the Board. Standing committees at minimum will include: Executive Committee, Financial Assistance Committee, and a Rules and Ethics Committee. With the exception of the Rules and Ethics Committee and Financial Assistance Committee, all committees shall make recommendations to the Board regarding the issues they are asked to address. The Executive Committee may form ad hoc committees to take on or address specific tasks or challenges for OPRFHC as needed,

## **SECTION 2. EXECUTIVE COMMITTEE**

The Executive Committee shall be composed of the Officers of the Board, including the President, Vice President(s), Secretary, Registrar, and Treasurer. The Executive Committee may meet as needed to discuss urgent matters, prepare recommendations for the full Board, and provide guidance on organizational issues. The Committee may consult with others, including but not limited to the Hockey Director, in formulating its recommendations.

## **SECTION 3. RULES AND ETHICS COMMITTEE**

The Committee shall consist of at least three (3) members, at least one of which shall be a current Director, appointed by the Board. Members shall be impartial and free of any conflict of interest related to the matters under review. No individual directly involved in a complaint or disciplinary matter may serve on the Committee for that case. The Rules and Ethics Committee shall be responsible for upholding the standards of conduct, sportsmanship, and integrity within the organization. The Committee shall review, investigate, determine consequences, and resolve appeals regarding any alleged violations of the OPRFHCMember Code of Conduct Policies. All matters related to the activities of the Rules and Ethics Committee will be handled confidentially. Committee members, club officials, and any individuals involved are expected to maintain this confidentiality, exercise discretion and not disclose any details beyond those with a legitimate need to know.

#### **SECTION 4. FINANCIAL ASSISTANCE COMMITTEE**

The Financial Assistance Committee shall consist of the President, the Treasurer, and the Secretary. The Committee shall be responsible for reviewing and determining eligibility for financial assistance requests submitted by players' families. The Committee ensures that financial aid is administered fairly, consistently, and in accordance with the Club's policies and available resources. The Committee has the authority to approve, modify, or deny financial assistance applications based on criteria established by the Board. All matters related to the activities of the Financial Assistance Committee will be handled confidentially. Committee members, club officials, and any individuals involved are expected to maintain this confidentiality, exercise discretion and not disclose any details beyond those with a legitimate need to know. Any Committee member who has a personal or financial interest in a particular application must recuse themselves from discussion and voting on that application.

## ARTICLE IX OPRFHC HOCKEY STAFF

## **SECTION 1. DIRECTOR OF HOCKEY OPERATIONS**

OPRFHC shall hire, as a contractor, a Director of Hockey Operations (Hockey Director) who shall be responsible for overseeing the administrative and day to day hockey operations for OPRFHC. The Hockey Director shall report directly to the Board. The Board will provide the Hockey Director with player development and club goals, and an independent employment contract. The Hockey Director's performance and contract shall be reviewed and renewed on an annual basis by the Board.

### **SECTION 2. COACHING STAFF**

The Hockey Director, in consultation with the Board and AHAI guidelinesshall make recommendations for, conduct interviews, and hire coaches, assistant coaches, off-ice training staff, skill and performance coaches, and the like for OPRFHC teams, and may assist in determining the salaries, duties, responsibilities, and annual performance reviews for same.

## **SECTION 3. HOCKEY STAFF CONTRACTS**

The Hockey Director and the remaining hockey staff personnel shall each sign a contract provided by OPRFHC prior to the start of each season. Each contract shall include an addendum that specifies the general duties, responsibilities, and guidelines for the position.

## ARTICLE X CONTRACTS, LOANS, CHECKS AND DEPOSITS

### **SECTION 1. CONTRACT AUTHORITY**

The Board may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name and on behalf of OPRFHC, and such authority may be general or confined to specific instances.

### **SECTION 2. LOAN AUTHORITY**

No loans shall be contracted on behalf of OPRFHC and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Board. Such authority may be general or confined to specific instances.

## **SECTION 3. CHECK AND DRAFT AUTHORIZATION**

All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of OPRFHC, shall be signed by such officer or officers, agent or agents of OPRFHC and in such manner as shall from time to time be determined by resolution of the Board.

### **SECTION 4. FUND DEPOSITS**

All funds of OPRFHC not otherwise employed shall be deposited from time to time to the credit of OPRFHC in such banks, trust companies or other insured depositories as the Board may select.

## **SECTION 5. FINANCIAL OBLIGATION ENFORCEMENT**

OPRFHC is not and will not act as a collection agency for outstanding financial obligations. However, OPRFHC will enforce its bylaws and impose a suspension of a Player for a Member's failure to satisfy any financial obligations as long as: (1) there is written correspondence to the obligor; and (2) collection is for a past or the current season.

## **SECTION 6. ANNUAL FINANCIAL REVIEW**

External financial audits may be conducted upon the instruction of the board; provided the OPRFHC is in the current financial position to allow for an external audit.

## ARTICLE XI FISCAL YEAR

The fiscal year of OPRFHC shall begin on the first day of August in each year and end on the last day of July in each year.

# ARTICLE XII WAIVER OF NOTICE

Whenever any notice is required to be given under the provisions of the Articles of Incorporation or under the provisions of The General Not-For-Profit Corporation Act of the State of Illinois, a waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

# ARTICLE XIII RESOLUTION OF DISPUTES

## **SECTION 1. SCOPE OF PROCEDURE AND PURPOSE**

OPRFHC has established a Dispute Resolution Procedure to provide an efficient, orderly and uniform method of resolving disputes and controversies involving or affecting OPRFHC, the

Members, the Board, Hockey Director, Coaches, and Players. The goal is to resolve all disputes fairly, promptly, and with minimal time and expense.

## **SECTION 2. DISPUTE RESOLUTION PROCESS**

- All disputes shall be submitted in writing to the President of the OPRF Hockey Club. The written submission must include a brief and clear description of the nature of the dispute or controversy.
- b) Upon receipt of a dispute, the President shall make an initial determination of the appropriate forum for resolution. In making this determination, the President shall consider the following factors:
  - a) Whether the matter involves governance, ethics, player-coach relations, or operational/administrative issues.
  - b) Whether the matter falls under the authority of the Board of Directors, the Rules and Ethics Committee, the Hockey Director, another designated committee, or an external authority.
  - c) Whether the matter has significant implications for player safety, compliance, organizational integrity, or club reputation.
  - d) Ensuring that no individual with a personal interest in the matter influences the decision.
  - e) If the President is directly involved in the dispute, or has a conflict of interest, the Vice President(s) (or another Officer designated by the Board) shall assume the role of managing the process.
- c) If a dispute or complaint involves conduct that constitutes, or may constitute, a violation of the U.S. Center for SafeSport Code, then such matter shall be reported to and resolved in a manner consistent with the U.S. Center for SafeSport (SafeSport) rules, procedures, and reporting requirements. All mandatory reports, including but not limited to suspected child abuse, shall be made immediately to law enforcement or child protective services as required by federal law, and to SafeSport as required by the SafeSport Code.
- d) If the dispute involves or potentially involves a violation of the OPRFHC Code of Conduct, then the Code of Conduct Policy's review and appeal process shall take precedence over this section.
- e) No individual who is directly involved in the dispute may participate in the discussion, resolution, or appeal review of that matter.
- f) The responsible party shall review the dispute as promptly as reasonably possible and determine an appropriate resolution or action.
- g) The written summary of the resolution shall be sent by the responsible party to all parties involved by email within two (2) days of the decision.
- h) Appeals must be submitted in writing, via email or hand delivery, to the President within three (3) business days of receipt of the decision. Appeals must include new or extenuating information not previously available. Appeals that do not meet this criterion, as determined in the President's reasonable discretion, shall not be considered.
- i) All appeal decisions shall be made by the Board, and such decisions shall be final and

- binding.
- j) All matters related to disputes, including submissions, reviews, discussions, decisions, and appeals, will be handled confidentially. Members of the Board, Committees, club officials, and any other individuals involved are expected to maintain this confidentiality, exercise discretion, and not disclose any details beyond those with a legitimate need to know. Breaches of confidentiality may be subject to disciplinary action.

# ARTICLE XIV PLAYER REFUND POLICY

Player fees for an entire season shall be collected by OPRFHC at the beginning of that season or via an OPRFHC approved payment plan as established with the Treasurer. Fees are not refundable except for season-ending injury, illness or other extenuating circumstance, as approved by the Board, that occurs before 50% of regular season league games have been completed. Should such an injury, illness or other extenuating circumstance occur, the OPRF Hockey Club may refund up to a maximum of 50% of the player's regular season fees. If a Player is prohibited from playing, the prohibition from play must be medical in nature and does not include a suspension due to a violation of OPRFHC Code of Conduct policy or academic probation imposed by parents for any period of time during the season.

The Board will review any formal requests for a refund, ensuring that all requests meet the criteria above.

Any Board Member who happens to be the parent of a Player requesting a refund must recuse himself/herself from the decision-making process for his/her child. The Board reserves the right to nominate another Member parent to serve as a substitute for the recused Board Member for the purpose of reviewing and deciding on the refund request.

The Board has the final say in determining if a Player is eligible for a refund, the amount of said refund to the Player's family and, on a case-by-case basis, if a Player can return to practice and/or off-ice workouts and still be eligible for said refund.

# ARTICLE XV DISTRIBUTION OF ASSETS

The assets of OPRFHC are permanently dedicated to exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, as now in effect or as may hereafter be amended. OPRFHC shall not be operated for pecuniary profit and shall have no capital stock and shall make no distribution of dividends to its Members, Directors, Officers or persons having a private interest in the activities of OPRFHC.

In the event OPRFHC is dissolved, the Board shall pay, satisfy and discharge all liabilities and obligations of OPRFHC or make adequate provisions therefore and distribute all remaining assets of OPRFHC to an organization or organizations engaged in activities substantially similar to those of OPRFHC and organized and operated exclusively for charitable, educational, or

scientific purposes as shall at that time qualify as an exempt organization under Section 501(c)(3) of the Internal Revenue Code, as now in effect or as may hereafter be amended.

# ARTICLE XVI AMENDMENTS

These bylaws may be altered, amended or repealed and new bylaws may be adopted by OPRFHC. Any Member may present a proposed amendment of these bylaws to the President or the Board. The Board shall have at least 30 days to consider the proposed amendment and may approve or reject the proposed amendment. If approved, the amendment shall be presented for a vote of the Members, provided that the Members are notified of the proposed amendment at least 14 days prior to voting. The amendment shall be adopted if approved by the majority vote of the voting Members. If rejected, the presenting Member shall be notified of such rejection. Notwithstanding the foregoing, OPRFHC shall abide by and act in accord with the Constitution, bylaws, and Rules and Regulations of USA Hockey