

BYLAWS OF THE NORTHWEST ARKANSAS

AMATEUR HOCKEY ASSOCIATION

BYLAW 1

The Organization

Section 1. Name of the Association

A. The name of the Association shall be *Northwest Arkansas Amateur Hockey Association (NWAHA)*. Teams skating for the Association shall be designated and known as the *"Northwest Arkansas Ice Hogs"*.

B. The Association is a 501©(3) nonprofit educational organization formed to provide a healthy, competitive, and educational program of ice hockey to youth of high school ages and below, who are eligible to compete in USA Hockey.

Section 2. Purpose

A. The primary emphasis of the program shall be on the development of basic hockey skills and the promotion of hockey not only for competition, but to also learn life lessons. We aim to strike a balance between being competitive and fostering growth and development of our players, while emphasizing the importance of being supportive teammates.

B. To develop, implement, and maintain a Screening and Abuse Policy, and other such policies as required by USA Hockey which assures NWAHA participants that its coaches and administrators comply with principles and standards of conduct established by USA Hockey.

Section 3. Non-Profit Statement

A. NWAHA is a 501© nonprofit organization.

B. NWAHA does not contemplate pecuniary gain or profit to any member thereof and is organized solely for nonprofit purposes.

C. No substantial part of the activities of the NWAHA shall consist of attempting to propose, support, oppose, advocate the adoption or rejection of, or otherwise influence legislation by propaganda, lobbying or otherwise, and the NWAHA shall not participate in or intervene in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these Articles, the NWAHA shall not conduct or carry on any activities not permitted to be conducted or carried on by an organization exempt from Federal taxation under Section 501(c)(3) of the Code and the Regulations or the corresponding provisions of any subsequent Federal tax laws or by an organization contributions to which are deductible under Section 170(c)(2) of the Code and the Regulations or the corresponding provisions of any subsequent Federal tax laws.

D. No part of any net earnings of NWAHA shall inure to the benefit of any Registered Team Member or any individual, except that the NWAHA shall be authorized and empowered to pay reasonable compensation for

services rendered by a Director, Officer, employees, or agents and to pay principal and interest at a reasonable rate not exceeding current market rates on funds loaned or advanced by a Director or Officer of the NWAHA.

E. Any individual with a potential conflict must disclose it to the board immediately and prior to any board or committee action.

1. Conflict Determination: The Board will determine if a conflict exists after reviewing the disclosure. The individual in question shall abstain from discussion and voting.
2. Addressing the Conflict: If a conflict is found:
 - a. The Board may approve the matter if it serves the organization's best interests.
 - b. Alternative solutions may be sought to avoid the conflict.
3. Documentation: The Board shall record the conflict, discussion, and resolution in meeting minutes.

Section 4. Definitions

A. USA Hockey: The national governing body for the sport of amateur hockey, pursuant to the Amateur Sports Act of 1978, as amended and the duly authorized representative of the International Ice Hockey Federation (IIHF) with exclusive jurisdiction over the conduct of play of the sport of amateur hockey as sanctioned by the IIHF within the United States of America.

B. Association: Any active amateur hockey association or club that has one or more Registered Members which actively engage in the sport of hockey within and who are properly registered with USA Hockey.

C. Board: NWAHA Board of Directors.

Section 5. Hockey Preeminence

A. NWAHA, an Affiliate of USA Hockey, shall abide by and act in accord with the Articles of Inc. NWAHA, Bylaws and Policy and Procedures, Playing Rules and decisions of the Board of Directors of USA Hockey, and such documents and decisions shall take precedence over and supersede all similar governing documents and/or decisions of NWAHA. Further, NWAHA (1) shall assist USA Hockey in the administration and enforcement of the Bylaws, Rules and Regulations, Playing Rules and decisions of the Board of Directors of USA Hockey, within and upon its members and/or within its jurisdiction and (2) agrees to be guided by the core values of USA Hockey as set forth in the Affiliate Agreement signed by NWAHA and USA Hockey.

B. Nothing contained herein, however, shall be construed to delegate the duties or responsibilities of NWAHA's Directors or Officers to USA Hockey, its Officers, Directors, agents or employees, nor shall this provision be construed to prevent NWAHA from implementing rules, policies and procedures which may be more stringent than those of USA Hockey providing such rules, policies or procedures do not conflict with those of USA Hockey.

BYLAW 2

Membership

Section 1. Membership of the Association

- A. Any youth, in good standing with NWAHA, age four by January 1st of the current season, to nineteen (provided they have not completed high school), interested in pursuing a program of healthy, competitive, educational, and recreational ice hockey may become an active player upon payment of dues and fees and acceptance by the Board of Directors.
1. An active USA Hockey number is required prior to player and volunteer registration.
 2. Players of a certain age are required to complete SafeSport prior to the start of the season.
- B. Parents or guardians of active players shall be regarded as member families of the Association. These member families will be expected to encourage, promote, and assist in carrying out the Association's activities.
- C. Head coaches who are not part of a member family will be considered members of the Association if they are actively coaching, hereby referred to as member coach.

Section 2. Transfer of Assets Upon Dissolution or Merger

- A. If for any reason dissolution of the Association should occur, all assets and equipment shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or to the federal government or a state or local government for a public purpose, and no member or parent will profit by any such action.
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BYLAW 3

Meetings

Section 1. Annual Meetings

- A. The annual meeting of the Association shall be held as soon as possible after the end of the hockey season, which will be the April monthly meeting.
1. Written notice of the time and place of the meeting shall be given to all active NWAHA members.

Section 2. Special Meetings

- A. The President may call a Special Meeting of the Association upon giving notice to the membership in the matter herein described for an annual meeting, except that the notice shall also specify the purpose of the Special Meeting.
- B. Upon written demand signed by at least twenty percent (20%) of the NWAHA member families, the President shall also call a Special Meeting for the purpose to which the demand relates, in the manner described in Section 2, Part A.
- C. The President may call for an Executive Session of the Board and/or Voting Board members as needed.

Section 3. Voting by Members

- A. Each member family and each member coach shall have one vote on all questions at the annual meeting.
- B. Unless approved by the Board, online voting is not allowed on any matter except for the election of Board of Director positions.

Section 4. Order of Business

- A. The Order of Business at the annual April meeting and so far as applicable at other meetings, shall be substantially as follows, unless changed at the meeting:
1. Call to Order
 2. Reading and disposal of unapproved minutes
 3. Treasurer's report
 4. Report of directors and committees
 5. Old and unfinished business
 6. New business
 7. Call of vote and/or election of new Board of Directors; or the announcement of the new Directors if online voting has occurred ahead of the annual meeting.
 8. Adjournment
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BYLAW 4

Board of Directors

Section 1. Qualifications

- A. Except for the immediate Past President and Past Vice President, only family members who are current with dues, obligations, are in good standing with NWAHA and have been a member for one (1) skating season or more may serve on the Board of Directors. A skating season, for the purposes of this paragraph shall be from **August 1st through March 31st**. All President candidates must have previously served on a committee or another board position for at least (1) year prior to running for office; previous travel team experience is preferred, but not required. Age Level Representatives must have a child currently skating in the age group/team for which they are representing. Head coaches may not fill a voting board position unless approved by the Board.
1. Any interested candidate not meeting the above requirements may seek Board approval to run for office.

Section 2. Composition

A. The Board shall include the following Director positions:

1. President (Voting in case of tie only)
2. Past President (1 year term, Non-voting)
3. Vice President (Voting)
4. Past Vice President (1 year term, Non-voting)
5. Secretary (Voting)
6. *Treasurer (Voting)
7. *Assistant Treasurer (as needed, Non-voting)
8. Age Level Directors (Voting)
 - a. 8U Mite
 - b. In-House / Recreation Team
 - c. 10U Squirt
 - d. 12U PeeWee
 - e. 14U Bantam
 - f. High School
9. *Head of Coaches (Non-Voting)
10. *Registrar (Non-Voting)
11. *Director of Scheduling (Non-Voting)
12. *Fundraiser Director (Non-Voting)

B. Appointed Board members include: Treasurer, Assistant Treasurer, Head of Coaches, Registrar, Director of Scheduling and the Fundraising Director.

C. Additional non-voting positions may be added as the Board sees fit.

D. A candidate wishing to hold both a voting position and a non-voting appointed position may do so with Board approval.

Section 3. Nomination and Election

A. The term of each Board member shall be two (2) years unless the Director is elected to or chooses to fill an unexpired term. For optimizing the sharing of experience and “institutional memory”, it is desirable to have overlapping terms of office so that approximately half of the Board shall turn over in any given year.

1. Elected Board members may not fill the same Board position for consecutive terms, but may run for an alternate board position, if desired.
 - a) *After the completion of that successful term, they may then again run for their formerly held position, if desired.*
2. An elected Board member may not serve more than two (2) terms of the same office.
3. Board-appointed members are to serve two (2) year terms with no limitations on the number of consecutive term appointments.

B. In March of each year, the Board shall issue a notice to Association member families and member coaches, inviting qualified individuals interested in serving on the Board for the upcoming season to submit nominations of eligible candidates or their own name and qualifications to the Board Secretary.

1. The names received by the Secretary will be reviewed by the Board to determine if each nominee meets the criteria for election to the Board of Directors.

2. Those members meeting the required criteria will be placed on the ballot should the nominee accept their nomination.

C. Timeline of events:

1. **March:** Secretary begins the nomination process as stated in Bylaw 4, section 3B.

2. **Late March / Early April:** All active NWAHA member families will vote via written online ballot.

- a. In the event of a tie, follow the procedures listed in Bylaw 4, Section 3, G below.

3. **April Board meeting:** Election winners are announced and approved.

4. **May / June:** Overlap of “At Large Directors” with current Board members.

- a. All incoming and outgoing Directors are expected to attend these monthly Board Meetings.

5. **July:** The new Board takes effect.

D. The Board shall submit to each member family and member coach, as part of the written notice for a ballot listing, the qualified candidates for each position on the Board of Directors for which the member family or coach is entitled to vote.

1. The members will be instructed to complete the ballot and submit it to the Secretary when called for.

2. Votes not cast by the communicated deadline and/or correct method will not be counted.

3. Member families shall have a minimum of (7) days to complete any online ballots.

4. There shall be one vote per registered member family or member coach.

E. At each Annual Meeting, there shall be elected not more than (12) Directors for a term of (2) years each. Election to the Board of Directors shall be by a simple majority of the votes cast.

F. Upon conclusion of the Annual Meeting, the President of the exiting Board, or a suitable designate, shall schedule and preside over a meeting of the “At Large Directors” and continuing Directors to conduct initial business, as soon as possible, but prior to the scheduled monthly business meeting of the Board in July.

1. This meeting is to be in-person if at all possible and will level-set expectations for new “At Large Directors”, nominate and approve appointments for the for the upcoming season, and transfer knowledge to the “At Large Directors”.

G. In the event no candidate for a Board position receives a simple majority, a runoff election between the two candidates receiving the most votes for each position will be held the week before the April Annual Meeting.

1. The runoff election shall be conducted by written ballot of all members entitled to vote for such a position in a manner like that required by Bylaw 4, Section 3D above.

H. In the event that any position on the Board of Directors, other than Past President and Past Vice President, cannot be filled by election, the Board of Directors shall fill such position in a manner like that required by Bylaw 4 Section 4 below.

Section 4. Vacancies

A. Any vacancy on the Board occurring during the term of office, except for the position of Past President and Past Vice President, shall be filled through an appointment by an affirmative (2/3) vote of the Board of Directors, to be nominated by the President.

1. The appointed individual shall serve for the remainder of the unexpired term.
2. Upon completion of said term, the appointee may choose to run for election to the same position in the subsequent election cycle.

B. The position of Past President and Past Vice President shall be filled only by the immediate Past President / Vice President respectively.

1. The term of office for the Past President / Vice President shall be limited to the one year following his/her vacating the position of Past President / Vice President.
2. If the President / Vice President vacate their office during a skating season, they will serve as immediate Past President / Past Vice President only for the remainder of the current skating season, provided that the office of the Past President / Past Vice President is not already occupied.
3. These positions can be vacated completely by an affirmative (2/3) vote of the Board of Directors if the Board deems the position unnecessary.

Section 5. Quorum

A. At any meeting of the Board, a majority of the Voting Board members shall constitute a quorum.

Section 6. Voting

A. The criteria for voting by Board members is defined in Bylaw 4, Section 2, under "Board Composition".

1. Absentee members may be polled and/or may vote by proxy.
2. A simple majority of "for" for "against" vote shall carry a motion.
3. Abstentions shall not be counted.

B. Non-Voting members shall include: Head of Coaches, Assistant Treasurer, Registrar, Director of Scheduling and the Fundraising Director.

Section 7. Meetings

- A. The Board of Directors shall meet each month, or as otherwise deemed necessary.
1. Uniform notice of Director's meetings shall be given to each Director.
 - a. Meeting agendas shall be provided / posted twenty-four (24) hours ahead of the meeting.
 2. The meeting time / date details shall be communicated and posted in a public forum for all NWAHA members.
 - a. The Board must provide a minimum of three (3) in-person meeting instances during the hockey season: **October (Start of Season), February (Budget Meeting), and April (Annual Meeting).**
 - a. Board members are required to attend these meetings in person.
 3. Meetings of the Board of Directors shall be conducted according to and governed by the most current edition of Roberts Rules of Order, except as otherwise provided in the bylaws.
 - a. A summary of meeting minutes shall be posted online and/or emailed to all Board members within one (1) week of the Board Meeting.
 - b. If posted online, the link to the minutes shall be included in the monthly newsletter.

Section 8. General Powers and Duties of the Board of Directors.

- A. The Directors shall conduct, manage, and control the affairs and business of the Association. They shall require proper records to be kept of all business transactions and take such other lawful actions as they deem necessary to affect the purposes of the Association.
- B. Duties of the Board Include
1. Make Board appointments as necessary.
 2. Approve yearly nominations for team head coaches and projected number of teams presented by the Head of Coaches.
 3. The President, Vice President, and Registrar shall determine the yearly scholarship guidelines and shall grant all scholarships, to be approved by the Treasurer.
 4. They shall periodically review and implement revisions to the Bylaws and Policies and communicate the changes in a public forum.
 - a) *Provided that notice of such proposed amendment shall be given at least (14) days prior to such vote.*
 5. They shall review and approve applications for members and volunteers to the association as warranted.
 6. They may delegate any powers or responsibilities to a duly appointed committee.

Section 9. Absence from Meetings

A. Any Voting Board Member not attending two (2) consecutive meetings (unexcused) may be removed from office by an affirmative (2/3) vote of the remaining Board Members, and a new Board Member appointed when applicable, to be filled as listed in Section 4 above.

1. Board members will be given a written notification if their absence is considered unexcused.
 2. If a Board member is removed, written notification will be given to them pending the outcome of the vote.
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BYLAW 5

Duties of Directors

Section 1. President (Voting)

A. The principal duties of the President shall be as follows:

1. Preside at all meetings of the Board of Directors and all the regular and special meetings of the members, and to have general supervision of the affairs of the Association.
2. This person shall sign or delegate the signing of all certificates, contracts, and legal instruments.
3. The President, with approval of the Directors, shall make the appointments for vacant appointed Board positions and may form ad-hoc committees as deemed appropriate.
4. They are charged with enforcing the Board's policies and procedures, ensuring unbiased selection of coaches and teams, approving fundraising efforts or team sponsors, resolving conflicts between teams, parents, and coaches; and communicating NWAHA's philosophies and policies.
5. The President shall be the liaison between NWAHA and rink management.
6. Establish, along with the Treasurer and Vice President, the annual league budget, subject to Board approval.
7. They 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.

Section 2. Past President (Non-Voting)

A. The principal duties of the Past President shall be as follows:

1. Provide continuity from one Board to another.
2. To this end, the immediate Past President will advise and assist the Board of Directors in the exercise of its responsibilities.

B. This position can be vacated by an affirmative (2/3) Board vote if the Board of Directors deems the position unnecessary.

Section 3. Vice President (Voting)

- A. The principal duties of the Vice President shall be as follows:
1. In the absence of the President, they are responsible for performing the duties of the President and are responsible for maintaining all team and individual registrations and requirements alongside the Registrar.
 2. Establish, along with the Treasurer and President, the annual league budget, subject to Board approval.
 3. Shall oversee scheduling with the Director of Scheduling to ensure we are operating within the approved budget for ice time and officiating.
 4. In conjunction with the President, prepare milestone dates that precede events such as league registration, league pre-registration (if any), hockey camp registration, coach's meetings, the 1st team meeting, and league pictures.
 5. They will arrange for a vendor for NWAHA photos in conjunction with the Director of Scheduling.
 6. They will chair and establish the league disciplinary committee, in which members are subject to Board approval, and will be the SafeSport Coordinator / Contact for NWAHA.
 7. They will also identify and appoint or hire a social media/community relations director, to be approved by the Board.

Section 4. Past Vice President (Non-Voting)

- A. The principal duties of the Past Vice President shall be as follows:
1. Provide continuity from one Board to another.
 2. To this end, the immediate Past Vice President will advise and assist the Board of Directors in the exercise of its responsibilities.
- B. This position can be vacated by an affirmative (2/3) Board vote if the Board deems the position unnecessary.

Section 5. Secretary (Voting)

- A. The principal duties of the Secretary shall be as follows:
1. Keep a record of the proceedings of the Board of Directors and the proceedings of the members of the Association at their regular and special meetings.
 2. Safely and systematically, keep all books, papers, records, documents, and correspondence belonging to the Association or in any way pertaining to the business thereof.
 3. Write and distribute the organization's monthly newsletter and share the monthly Board meeting minutes.

Section 6. Treasurer (Voting)

- A. Shall be appointed by the Board of Directors.
- B. The principal duties of the Treasurer shall be as follows:
 - 1. May be subject to a financial background check at the Board's request before accepting office.
 - 2. Keep account of all monies, credits, and property of any and every nature of the Association which shall come into this person's hands.
 - 3. Keep an accurate account of all monies received and disbursed.
 - 4. Render such accounts, statements, and inventories of monies received and disbursed and of money and property on hand.
 - 5. Accept all gifts to the association.
 - 6. Duties as assigned by the Board of Directors.
 - 7. Prepare an annual budget, in conjunction with the Vice President and President, for approval by the Board and serve as a guide when planning for the upcoming season.
 - 8. Collaborate with the Registrar to ensure and carry out timely SAHA/USA Hockey registration of skaters.
 - 9. Any documents or agreements that involve the Association paying money must be signed by specific Directors, as determined by the Board.
 - a) The Board of Directors has the authority to decide and designate which Directors are allowed to sign these documents on behalf of the Association.
 - b) The Board of Directors may also assign this duty to volunteers such as a coach or team manager in such cases as a tournament sign up.

Section 7. Assistant Treasurer (Non-Voting)

- A. Shall be appointed by the Board of Directors.
- B. The principal duties of the Assistant Treasurer shall be as follows:
 - 1. In the event the current Treasurer has given notice that they will not seek re-appointment the following year, an assistant shall be appointed to shadow the Treasurer for one (1) full budget year.
 - a) The Treasurer shall make this declaration no later than the end of the budget year (March).
- C. May be subject to a financial background check at the Board's request before accepting office.

Section 8. Age Level Representatives (Voting)

- A. The principal duties of the Age Level Representatives shall be as follows:
 - 1. Represent an age group or team, and maintain communication between the parents, team representatives of their age group, and the Board.
 - 2. Additional duties may be required as needed.

Section 9. Head of Coaches (Non-Voting)

- A. The Head of Coaches shall be appointed by the Board of Directors.
- B. The principal duties of the Head of Coaches shall be as follows:
 - 1. Present the yearly nominations for Head Coaches and estimated number of teams, for Board approval.
 - 2. Oversight of all hockey operations
 - 3. Organize educational activities for coaches, arrange goalie and skater clinics and supplemental coaching.
 - 4. Conduct a yearly evaluation of current coaches by member families.
 - a) The Head of Coaches may choose to conduct two evaluations: One after Declaration Season and one at the end of the skating season (March).
 - 5. Assist the Registrar in communicating the necessary classes, certifications, CEP, etc that are required to be a coach as well as the timeline to complete.
 - 6. Recruit coaches, plan and supervise placements, oversee concerns raised regarding coaches and oversee other on-ice activities.
 - 7. Shall develop appropriate curriculum plans for each age level.
- C. The Head of Coaches may also not be a team head coach unless Board approved.

Section 10. Registrar (Non-Voting)

- A. The principal duties of the Registrar shall be as follows:
 - 1. Distribute and collect skater registration forms and monies.
 - 2. Track payments/collections/billings and other skater financial information.
 - 3. Transmit registration for paid members to SAHA / USA Hockey.
 - 4. Submit rosters for approval with SAHA.
 - 5. Submit final USA Hockey Rosters by December 31 of the skating season.
 - 6. Submit payments to the Treasurer.
 - 7. Track USA Hockey numbers, SafeSport completions, background checks, and all coaching requirements (CEP) year to year.

Section 11. Director of Scheduling (Non-Voting)

- A. Shall be appointed by the Board of Directors.
- B. The principal duties of the Director of Scheduling shall be as follows:
 - 1. Coordinate the purchase and distribution of ice time for all teams at the home rinks and for practices/games as needed for the leagues/events in which NWAHA teams participate.
 - 2. Will be the liaison for the local head of officiating for local games.
 - a. High School teams may coordinate their own officials.
 - 3. Work in conjunction with the Vice President and/or Head of Coaches to present a proposed “in season” and “off season” schedule to be approved by the Board.

Section 12. Fundraising Director (Non-Voting)

- A. Shall be appointed by the Board.
- B. May be subject to a financial background check at the Board’s request before accepting office.
- C. The principal duties of the Fundraising Director shall be as follows:
 - 1. Assemble the Fundraising Committee for Board approval.
 - 2. Along with the Fundraising Committee, will coordinate all fundraising events for the Association.
 - 3. Responsible for reporting back detailed receipts and reports to the Board.

Section 13. Exoneration from Personal Liability

- A. NWAHA agrees that anyone holding a position within the organization – whether an officer, committee member, elected, appointed, or other role – will be protected (indemnified) from personal financial losses caused by lawsuits or legal actions related to their work for NWAHA. This protection includes covering costs, judgements, and other expenses as long as the person acted responsibly and did not intentionally do something wrong, purposefully neglect their duties, or commit fraud. This protection also extends to their heirs and estates.

Section 14. Removal from Office

- A. Any officer or agent, elected or appointed by the Board of Directors, may be removed from office by an affirmative vote of two-thirds (2/3) of the Board of Directors entitled to vote on the issue, whenever, in the Board’s judgement, the best interest of NWAHA would be served thereby.
 - 1. President shall call a Special Meeting for the purpose to which the demand relates, in the manner described in Bylaw 3, Section 2, Part A
- B. Being removed from office does not disqualify a person from being re-elected or appointed to a position in the future unless the removal from the Board was for disciplinary cause.
 - 1. If a candidate was removed for disciplinary cause and wishes to run for a future office, they may submit a request to the Board.

- C. Any Director may also be removed by a three-fourths (3/4) vote of the eligible voting member families and member coaches.
1. Upon written demand signed by at least fifty-one percent (51%) of the members, the President shall call a special election for vote on the removal.

Section 15. Limitations on Individual Director's Authority.

- A. Unless specifically authorized by the Board of Directors, no Director, volunteer, coach, or NWAHA member shall represent to other persons, organizations, or others, that they are speaking on behalf of NWAHA or that his or her opinion is the official position of NWAHA.

BYLAW 6

Committee Makeup and Duties

Section 1. Standing Committees

- A. There shall be at least (2) standing committees:
1. Fundraising Committee
 2. Discipline Committee
 3. Other ad-hoc committees may be formed as required by the Board.
- B. The objectives, programs, budgets, and fees proposed by each Standing Committee shall be subject to the approval by majority vote of the Board of Directors.

Section 2. Fundraising Committee

- A. This committee shall be headed by the Fundraising Director and are responsible for all active fundraising activities including sales planners, concession managers, tournament directors, and additional members as deemed appropriate to move forward the various initiatives.
1. The committee will be responsible for maintaining proper records and receipts for all monies raised.

Section 3. Discipline Committee

- A. Members of this committee shall be appointed by the Vice President and approved by a (2/3) vote of the Board. They will oversee discipline issues as needed, in a fair and unbiased approach. The Vice President shall be the liaison between this committee and the Board and will preside over these committee meetings but shall not vote or influence their decision in any way.
1. If the Vice President has a conflict of interest with the issue at hand, the President or another appointed Board of Director shall preside over the committee meeting.
 2. If a committee member has a conflict of interest, they are to recuse themselves from the committee during the time the issue is being reviewed.

BYLAW 7

Capital Structure

Section 1. Registration Fees

The registration fee for the upcoming year shall be set by the Board of Directors in **March** of each budget year and shall be shared with the organization no later than the **April** monthly meeting.

1. Also to be determined at this time: Holiday Ice Registration fees, Summer Ice Registration fees, and the Refund Schedule.
 2. Planned dates may need to be adjusted due to external factors.
- C. A statement showing the annual registration fee shall be provided to each member and posted online.
- D. All dues and fees levied and collected shall be income to the Association.
1. The Board shall do their due diligence to set the registration fees as to maintain adequate reserves and a balanced budget.

Section 2. Reserves

- A. Adequate unallocated reserves for depreciation, obsolescence, unexpected expenses, and losses for bad accounts shall be established and maintained.
- B. Any net earnings after payment of all costs and expenses, together with reasonable reserves, may be retained by the Association as unallocated surplus.
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BYLAW 8

Budget and Fiscal Calendar

Section 1. Fiscal Year

- A. The fiscal year follows the calendar year (January – December)

Section 2. Budget Year

- A. The Budget Year is April 1st – March 31st.
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BYLAW 9

Amendment of Bylaws

Section 1. Amendment Process

A. These Bylaws may be amended by the affirmative vote of the members at the annual or special meeting of the members at which a quorum is present; **or** by the affirmative vote of two-thirds (2/3) of the member families of the Board of Directors at the annual, regular or special meeting; provided that notice of such proposed amendment shall be given to the members or the Board of Directors at least (14) days prior to such vote.

B. Any amendments that (1) provides that some of the members have different rights from other members with respect to voting, dissolution, transfer of membership or otherwise, (2) relate to the termination or suspension of membership rights, (3) require cause or change the definition of cause with respect to the removal of a director elected by the members, shall be subject to the approval of the members at the annual meeting or a special meeting of members.

1. Any amendment meeting these circumstances shall be posted for (30) days prior to the vote.
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BYLAW 10

Policies and Procedures

Section 1. Guidelines and Procedures

- A. The Association shall develop general policies and procedures for the operation of the Association. These guidelines and procedures will be reviewed each year by the Board of Directors
 1. Policies and Procedures shall be given to the member families **or** the Board of Directors at least (14) days prior to such a vote.
 2. Policies and Procedures amended by the Directors shall be reported on at the next regular monthly meeting.

These BYLAWS were adopted by the incorporator(s) at the incorporation meeting held on XX