Champaign-Urbana Youth Hockey Association Bylaws

Reviewed/Approved by: CUYHA Executive board Updated/Approved: 8/19/2025



Table of Contents

[ARTICLE I – NAME 4](#_TOC_250039)

[ARTICLE II – PURPOSES 4](#_TOC_250038)

[ARTICLE III – NON-PROFIT 4](#_TOC_250037)

[ARTICLE IV – MEMBERSHIP 4](#_TOC_250036)

[SECTION 1 – REQUIREMENTS FOR MEMBERSHIP 4](#_TOC_250035)

[SECTION 2 – CONDUCT CONTRACT(S) 4](#_TOC_250034)

[SECTION 3 – FEES/DUES DELINQUENCY 4](#_TOC_250033)

[SECTION 4 – FAMILY VOTING RIGHTS 5](#_TOC_250032)

[ARTICLE V – MEETINGS OF MEMBERS 5](#_TOC_250031)

[SECTION 1 – ANNUAL MEETING 5](#_TOC_250030)

[SECTION 2 – SPECIAL MEETINGS 5](#_TOC_250029)

[SECTION 3 – MEETING STYLE 5](#_TOC_250028)

[SECTION 4 – MEETING LOCATION 5](#_TOC_250027)

[SECTION 5 – NON-MEETING VOTING 5](#_TOC_250026)

[ARTICLE VI – LIABILITY OF MEMBERS 5](#_TOC_250025)

[ARTICLE VII – EXECUTIVE BOARD 6](#_TOC_250024)

[SECTION 1 – REQUIREMENTS FOR ACCEPTING OFFICE 6](#_TOC_250023)

[SECTION 2 – ELECTION TIMING AND REPORTING TO MEMBERS 6](#_TOC_250022)

[SECTION 3 – BOARD BUSINESS DUTIES 6](#_TOC_250021)

[SECTION 4 – BOARD POSITIONS 6](#_TOC_250020)

[SECTION 5 – INDEMNIFICATION 7](#_TOC_250019)

[SECTION 6 – RULES AND ETHICS COMMITTEE COMPLIANCE STANDARDS 7](#_TOC_250018)

[ARTICLE VIII – TERM OF OFFICE EXECUTIVE BOARD 8](#_TOC_250017)

[ARTICLE IX – DUTIES OF THE EXECUTIVE BOARD 8](#_TOC_250016)

[SECTION 1 – PRESIDENT 8](#_TOC_250015)

[SECTION 2 – VICE PRESIDENT 8](#_TOC_250014)

[SECTION 3 – SECRETARY 8](#_TOC_250013)

[SECTION 4 – TREASURER 8](#_TOC_250012)

[SECTION 5 – Registrar 8](#_TOC_250011)

[SECTION 6 – Executive Directors (2) 8](#_TOC_250010)

[SECTION 7 – Coaching Director (non-voting) 8](#_TOC_250009)

SECTION 85 – NOMINATING COMMITTEE CREATION AND STANDARDS 8

[ARTICLE X – MEETINGS AND QUORUMS OF THE EXECUTIVE BOARD 9](#_TOC_250008)

SECTION 1 – MEMBERSHIP MEETING INTERVALS 9

[SECTION 2 – EXECUTIVE MEETINGS 9](#_TOC_250007)

SECTION 23 – SPECIAL MEETINGS CREATION 9

SECTION 34 – QUORUM 9

SECTION 45 – BOARD POSITION VACANCY 9

[ARTICLE XI – RESIGNATION OR REMOVAL FROM THE EXECUTIVE BOARD 9](#_TOC_250006)

[SECTION 1 – APPOINTING BOARD SUCCESSOR(S) 9](#_TOC_250005)

[SECTION 2 – REMOVAL OF MEMBER MOTION 10](#_TOC_250004)

[SECTION 3 – REMOVAL OF MEMBER NOTICE 10](#_TOC_250003)

[ARTICLE XII – DISTRIBUTION OF ASSETS UPON DISSOLUTION 10](#_TOC_250002)

[ARTICLE XIII – TRANSPORTATION 10](#_TOC_250001)

[ARTICLE XIV – AMENDMENTS 10](#_TOC_250000)

# ARTICLE I – NAME

The name of this organization shall be CHAMPAIGN-URBANA YOUTH HOCKEY ASSOCIATION (CUYHA), hereafter referred to as the ‘Association’.

# ARTICLE II – PURPOSES

The purposes of the organization are to 1) organize, operate, and promote youth hockey athletic program in the Champaign-Urbana area; and 2) encourage responsibility, confidence, sportsmanship, teamwork, and physical fitness on the part of the hockey player.

# ARTICLE III – NON-PROFIT

The Association shall have no capital stock and shall not be conducted for pecuniary profit.

# ARTICLE IV – MEMBERSHIP

## SECTION 1 – REQUIREMENTS FOR MEMBERSHIP

Membership in the organization consists of parents or legal guardians of a child approved by the Executive board. The child has to be a participant within the organization for the season (i.e. learn to skate, house league, a travel team, or the high school team. The season does not include the spring session at the end of the year.

Non-parent coaches are considered members of the Association.

A member in good standing is one who has paid all current fees, has no outstanding debts to the Association, and who is not under suspension.

## SECTION 2 – CONDUCT CONTRACT(S)

Parents or Legal Guardians, and Players shall each sign a contract annually at the commencement of each hockey season. The player contract and the parent/legal guardian contract shall set forth minimum guidelines for the conduct expected of participating parents and players. The contract shall be in a form approved by the Executive board. A breach or violation of the contract shall be cause for sanctions which shall be progressively applied or imposed in combination as follows: 1. Reprimand; 2. Restriction from specified Association activities; 3. Suspension from the Association and /or 4. Expulsion from the Association imposed after notice to the player, parent or legal guardian and a hearing by a committee of the Board established to determine any violations of the parent or player contract.

Disciplinary action may lead to the forfeiture of refund. Grievances concerning disciplinary action must be made in writing or e-mail to the Chair of the Rules and Ethics Committee withing fifteen (15) days of the imposition of the sanction and emailed, addressed to the CUYHA post office box, or hand delivered. Final disciplinary action shall be subject to approval by a majority vote of a quorum of the Executive board.

## SECTION 3 – FEES/DUES DELINQUENCY

Parents and guardians of the participating players shall be notified by the Treasurer of the amount of delinquency. Membership for the entire family will be automatically terminated if overdue fees are unpaid for 15 days, absent approval of the Board.

Coaches will be told by the Treasurer to terminate ice privileges and participation in Association activities shall be allowed upon certification by the Treasurer that fees of the player are paid and current. A player whose fees are more than 15 days delinquent, more than once, shall be turned in to AHAI as bad debt.

## SECTION 4 – FAMILY VOTING RIGHTS

A parent or legal guardian from each family with one or more registered players in the Association shall be entitled to cast one vote in the annual election of the Executive board and at any other meeting called for or resulting in a vote of the membership. Each Board member shall be entitled to cast one vote in the annual election of the Executive board and at any other meeting called for or resulting in a vote of the membership.

# ARTICLE V – MEETINGS OF MEMBERS

## SECTION 1 – ANNUAL MEETING

The annual meeting of the members shall be held in May. Official business of the Association shall be conducted at the May membership meeting.

## SECTION 2 – SPECIAL MEETINGS

Special meetings of the members shall be called and conducted by the President as deemed necessary or in response to a request made by a quorum of executive members. Notice of the meeting and its agenda must be provided to all members at least one week in advance of the meeting. Notice of the special meeting of the members shall be provided in writing by mail, e-mail, or any other electronic means.

## SECTION 3 – MEETING STYLE

Meetings will be conducted according to parliamentary procedure as set forth in the latest edition of Robert’s Rules of Order.

## SECTION 4 – MEETING LOCATION

The annual meeting of the members and any special meetings of the member shall be conducted at a location determined by the Executive board.

## SECTION 5 – NON-MEETING VOTING

Any vote or any other action that may be taken at an annual meeting or special meetings of the members to vote, may be taken by ballot without a meeting in writing by mail, e-mail, or any other electronic means pursuant to which the members entitled to vote thereon are given the opportunity to vote for or against the proposed action. The voted upon action shall receive approval by majority of the members casting votes, or such larger number as may be required by the articles of incorporation, or the bylaws, provided that the number of members casting votes would constitute a quorum if such action had been taken at a meeting.

# ARTICLE VI – LIABILITY OF MEMBERS

No members of the organization shall be personally liable for any bills or obligations of the Association.

# ARTICLE VII – EXECUTIVE BOARD

## SECTION 1 – REQUIREMENTS FOR ACCEPTING OFFICE

All members elected to the Executive board must be in good standing to accept office. The Executive board shall be elected prior to the two-year term by ballot of all current members in good standing. The incumbent Executive board shall be responsible for assuring a representative slate of candidates and the conduct of the election. A code of ethics will be instituted for all elected board members. Failure to meet the standards of the code will result in the immediate removal of the executive member by a majority vote of the executive board. The member in question does receive a vote.

## SECTION 2 – ELECTION TIMING AND REPORTING TO MEMBERS

The Executive board shall be elected during the months of April or May and results reported at the regularly scheduled annual meeting in May or June, the top vote getters shall be installed to the Executive board and assume office July 1st. If an age group is not represented by a Board member, a Board liaison may be appointed from the group. The Board members elected shall serve a two-year term. If a Board member is incapacitated, resigns, vacates, or is removed, the Board shall appoint a successor to fill that position for the remainder of the term. The outgoing President shall remain for a period of at least one year as an advisor to the Directors and upon request of the Board, vote on issues pertaining to the welfare of the Association.

## SECTION 3 – BOARD BUSINESS DUTIES

The Board shall conduct the business of the Association.

## SECTION 4 – BOARD POSITIONS

The Board shall organize itself by electing a President, Vice President, Secretary, and Treasurer. The President shall have a minimum of one-year prior Association Board experience. The Board may designate the following additional officers: Registrar, Equipment Officer, Apparel Officer, Fundraising Officer, Ice Scheduler, Public Relations Officer, Rules and Ethics Committee Chair, Coaching Director, and Tournament Director. Additionally, the Board may establish three to five at-large Board positions.

### EXECUTIVE BOARD - Voted on by the membership at the annual meeting 2yr President (even years)

### 2yr Vice President (odd years) 2yr Secretary (even years)

### 2yr Treasurer (odd years) 2yr Registrar (odd years)

### 1yr Executive Director (every year) 1yr Executive Director (every year) DIRECTORS

### All positions are for one year Public Relations

### Fundraising Ice Scheduler Apparel

### NIHL Rep

### HS Rep

### Coaching Director\*

### Ethics and Discipline Chair

### All director positions are appointed by the Executive board at the first meeting in July. Term runs through June. These positions are advisory in nature and do not vote (except the Coaching Director for the remainder of the current contract).

## SECTION 5 – INDEMNIFICATION

The Association may, by resolution of the Executive board, provide indemnification by the Association of any and all of its directors, or coaches, or former directors, officers, or coaches against expenses actually and necessarily incurred by them in connection with the defense of any action, suit or proceeding in which they or any of them are made parties, or a party, by reason of having been a director, officer, or coach of the Association except in relation to matters as to which such director, officer, or coach or former director, officer, or coach shall be adjudged in such action, suit, or proceeding to be liable for negligence, or misconduct in the performance of duty and to such matters as shall be settled by agreement predicated on the existence of such liability.

## SECTION 6 – RULES AND ETHICS COMMITTEE COMPLIANCE STANDARDS

The Rules and Ethics Committee shall serve as the disciplinary committee. The disciplinary committee will comply with Article IX of AHAI Rules and Regulations regarding disciplinary matters. Members of the executive board will serve as the committee members. Behavior leading up to board-level discipline will be outlined and signed by all families of CUYHA. Note - Appeals will follow the process already in place

### The committee will be chaired by a Director. Behavior leading up to board-level discipline will be outlined and signed by all families of CUYHA.

### Code of Ethics - A code of ethics will be instituted for all elected board members. Failure to meet the standards of the code will result in the immediate removal of the exec member by a majority vote of the executive board. The member in question does receive a vote.

# ARTICLE VIII – TERM OF OFFICE EXECUTIVE BOARD

Members elected to the Board shall assume office July 1st and serve for a period of two years. Members of the Board may be re-elected to the Board for consecutive terms.

# ARTICLE IX – DUTIES OF THE EXECUTIVE BOARD

## SECTION 1 – PRESIDENT

The President shall preside at meetings and shall perform such duties pertaining to the office.

## SECTION 2 – VICE PRESIDENT

The Vice President shall assist the President when called upon and in absence of the President, shall perform all functions of that office.

## SECTION 3 – SECRETARY

The Secretary shall record the minutes of all meetings of the Executive board, annual membership meetings, and special membership meetings.

## SECTION 4 – TREASURER

The Treasurer shall receive all funds and make disbursements on behalf of the Association and render monthly and annual reports to the Executive board. Each year, the treasurer, in consultation with the Executive board, shall appoint an audit party to certify the accuracy of the annual report. The treasurer is responsible for filing the tax return. The Treasurer will present the annual budget to be approved in July. A three-year (minimum) budget forecast will be reviewed at that time as well.

## SECTION 5 – Registrar

Serves as the primary liaison to AHAI Registrar and ensures association’s compliance with rules and guidelines for youth hockey. Additional duties are listed in the “Board Duties” document and will be amended.

## SECTION 6 – Executive Directors (2)

## SECTION 7 – Coaching Director (non-voting)

### The Coaching Director shall create a written program development plan that will be reviewed/approved annually by the Executive Board at the beginning of the new season (July). The plan is a recommendation from the coaching director.

*SECTION 8 – NOMINATING COMMITTEE CREATION AND STANDARDS*

The Executive board shall annually appoint a nominating committee charged with providing a slate to be voted upon by the members. The nominating committee shall seek possible candidates from the entire CUYHA membership. The report of the nominating committee shall be approved by the Executive board before being submitted to the members for election by ballot. If any age group is not represented on the

board, active solicitation by the Executive board would be performed to try and find a candidate to fill that vacancy. The nominating committee shall consist of a minimum of three members of the Board. The committee shall consider and present nominations of members in good standing for the elected Executive board. Members in good standing can present their names to the nominating committee for consideration of inclusion in the report of the nominating committee by April 1.

# ARTICLE X – MEETINGS AND QUORUMS OF THE EXECUTIVE BOARD

*SECTION 1 – MEMBERSHIP MEETING*

### Held monthly to discuss and conduct organization business. Open to all members.

## SECTION 2 – EXECUTIVE MEETINGS

### Executive Meetings (Executive Session) - Held at the beginning of every monthly meeting. Open only to executive members and anyone else invited to (and confirmed by a majority of the exec members present) attend.

*SECTION 3 – SPECIAL MEETINGS*

### May be called by the President or any four members of the Executive Committee. Meeting time/date/location must be announced in a timely fashion and held in a reasonable amount of time. Members (any number) of the organization may request a special meeting be held by making a written request to the President or through any four executive members. Any four exec members in agreement will request a special meeting on behalf of the member(s). It is the responsibility of the executive members to ensure that the proper channels have been accessed before agreeing to request the meeting on the member(s) behalf. Special meetings may be held utilizing only an executive session or utilizing a membership meeting format. The format will be determined by the president.

*SECTION 4 – QUORUM*

A simple majority of the Directors shall constitute a quorum for transaction of business.

*SECTION 5 – BOARD POSITION VACANCY*

A vacancy of Board position is deemed to exist if any Board member has been absent from three (3) consecutive Board meetings without good cause. Vacancies on the Board shall be filled by a majority vote in support of an appointee. Such appointee shall serve out the remainder of the term to which appointed.

# ARTICLE XI – RESIGNATION OR REMOVAL FROM THE EXECUTIVE BOARD

## SECTION 1 – APPOINTING BOARD SUCCESSOR(S)

If any member of the Board is incapacitated, resigns, or is removed, the Board shall appoint a successor for the remainder of his/her tenure in accordance with Article VII, Section 2.

## SECTION 2 – REMOVAL OF MEMBER MOTION

Any officer, director, or agent elected or appointed by the Executive board may be removed by a two- thirds vote of the entire Executive board whenever, in its best judgement, the best interests of the Association would be served thereby. If a motion is to be entertained to remove an officer, director, or agent elected or appointed by the Executive board, that person will be notified in advance so that they may be present at the vote.

## SECTION 3 – REMOVAL OF MEMBER NOTICE

Any Board member, officer, or director elected by the membership may be removed, with or without cause at any meeting of the membership by the affirmative vote of two-thirds of the membership votes present and voted, either in person or by proxy. No Board member, officer, or director shall be removed at a meeting of members entitled to vote unless the written notice of such meeting is delivered to all members by mail, e-mail, or any other electronic means entitled to vote on removal of Board members, officers, or directors. Such notice shall state that the purpose of the meeting is to vote upon the removal of one or more Board members, officers, or directors may be removed at such meeting.

# ARTICLE XII – DISTRIBUTION OF ASSETS UPON DISSOLUTION

In the event of dissolution, the assets of the Association shall be distributed among other tax-exempt organizations.

# ARTICLE XIII – TRANSPORTATION

The Association shall have no responsibility for transportation to and from practice sessions and games.

# ARTICLE XIV – AMENDMENTS

These Bylaws may be amended at the May, June, or July Executive board meeting by no less than two- thirds majority vote of the Board members present, except for Articles II, III, and XIII. A quorum of a simple majority of the Executive board shall be present for a vote to amend these Bylaws.