

- **PARKWAY CENTRAL ICE HOCKEY BYLAWS**

ARTICLE I - NAME

The name of this organization is Parkway Central Ice Hockey, an Association known as PCIH hereafter.

ARTICLE II - PURPOSE

- The purpose of PCIH is:

A. To provide the students of the Parkway School District (Parkway Central High School) and those deemed eligible by Midstates Rules - the opportunity to compete in the game of ice hockey by establishing and maintaining a Varsity, Junior Varsity, "B", and/or "C" Team(s), known as Team hereafter, each school year during the hockey season whenever possible.

B. To develop and promote good sportsmanship, fair play, honesty, loyalty, courage, and respect in the Parkway Central Student Athlete, under the PCIH's charge, to help them become tomorrow's outstanding citizens.

C. To function as a non-profit organization specific in nature and intent to provide the benefits, development, education, and enjoyment of those students of Parkway School District who have accepted to represent and play for the Varsity, Junior Varsity, "B" and/or the "C" Team(s) of this PCIH.

D. To foster and promote understanding in the fundamental skills and the fine points of ice hockey.

ARTICLE III - NON-PROFIT CORPORATION

PCIH shall have no capital stock, shall not be conducted for pecuniary profit, and is incorporated under the laws of State of Missouri relating to Not-for Profit Corporations. PCIH is a Missouri Non-Profit Corporation 501(c)3.

ARTICLE IV - SUCCESSION

PCIH shall have permanent succession and its period of duration is perpetual.

ARTICLE V - MEMBERSHIP

Section 1:

A. Parents or legal guardians of any student participating on the Varsity, Junior Varsity, "B" or 7th grade student in Minor Birth Year to practice but unable to play until Mid States Age appropriate of PCIH shall be a member of the Association.

B. The term "member" shall hereinafter have the meaning of the legal guardian or parent having legal custody of a player participating in PCIH's program, and there shall be only one member per player. The member shall be that person designated at the time of registration. In the event the member cannot vote, so long as the PCIH Executive Committee is notified of such change at least one day in advance, in writing, the member may designate his/her vote to another parent or legal guardian of the student player.

C. A member shall have the privilege of voting on PCIH matters requiring membership voting. Each member shall be entitled to one vote.

D. Participating membership shall be valid while all current fees are paid and while proper registration of the related player(s) is maintained.

Section 2:

PCIH Membership application shall be constituted by the signing of the legal parent or legal guardian for the student/player's participation in the program. The Secretary shall maintain a register of all members. It shall be current at all times and available upon request of a member or Parkway School District.

Section 3:

A. Membership dues will consist of the fee to be paid by each participating student/player for the maintenance of the program. Fee schedule shall be as such: (a) 50% due by the 1st Sunday in September of the then current season; (b) the balance due by the 15th of December of the current season.

B. Said fees shall be established by the Executive Committee and may be changed by the Executive Committee from season to season.

C. Hardship cases shall be reviewed by the Executive Committee.

1. Requests in writing shall be completed by the Applicant requesting for review of their hardship case.
2. A payment schedule shall be set up for the Applicant, as agreed to by the Executive Committee.

Section 4:

A. Non-payment of fees in accordance with Section 3 of this Article can result in expulsion of the parents and/or player from the PCIH membership.

B. A member and/or player may be expelled from the PCIH by 2/3 vote of the Executive Committee while his or her player is a roster player on a PCIH Team for any act of behavior deemed by the Executive Committee to be detrimental to PCIH, its members, players, aims or tenets.

C. No member and/or player shall be expelled from the PCIH for any reason except by a vote of not less than 2/3 of the members of the Executive Committee voting for expulsion. The member and/or player shall be allowed to present his/her case to the Executive Committee prior to any vote by the Executive Committee to expel such member or player.

D. Before a vote to expel a member and/or player can be taken by the Executive Committee, notice of the date of such expulsion meeting shall be given to that member.

ARTICLE VI – MEETINGS

Section 1:

A. All meetings shall be open to the membership, except for the closed session Executive Committee Meetings, and shall follow Roberts Rules of Order.

B. Regular meeting(s) of PCIH shall be held two times during the season, minimum, on a date to be determined by the Executive Committee, and at a time and place to be determined by the Executive Committee.

C. The annual meeting of members shall be at least (1) month prior to the conclusion of the hockey season. The annual meeting will be for the PCIH members to elect the Executive Committee, appoint committee members, and determine the direction of PCIH for the coming year.

D. Notice of any meeting(s) shall be mailed or e-mailed to each member's address given by the member to PCIH. The notice shall state the date, time and place as well as the purpose of the meeting.

Section 2:

A. Special meetings may be called by the (a) President, or (b) by the majority of the Executive Committee, or (c) by petition of not less than 51 percent of the members in good standing requesting that the Executive Committee call such a meeting.

B. The petition shall state the nature of business to be conducted at the special meeting.

C. The President shall act to schedule a special meeting within 14 days of the receipt of the petition. Upon failure of the President to act on such a request, it shall become the duty of the Executive Committee to call the special meeting.

D. Notice of a special meeting shall be mailed or e-mailed to each member's address given by the member to PCIH. The notice shall state the date, time and place as well as the purpose of the meeting. Notice shall be given to the full membership at least (2) weeks in advance of meeting.

E. Votes determined through email between Executive Committee of Director meetings shall follow the same approval process as in a formal meeting. Motions composed and presented for vote via email along with the results will be added to the minute of the previous Executive Committee and noted as such.

Section 3:

A quorum for general membership meetings shall consist of:

A. For any regular scheduled meeting, a quorum shall be 51 percent of the Executive Committee members, plus any PCIH members present.

B. For any special meeting, a quorum shall be 51 percent of Executive Committee members and those members present if adequate notice has been given to the full membership through notices posted two (2) weeks in advance.

Section 4:

A. Members who are entitled to vote may do so in person, if current fees are paid and they are in good standing.

B. All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place, unless otherwise provided by these By-Laws.

Section 5:

The order of business at all meetings shall be as follows:

A. Roll Call

B. Minutes of previous meeting

C. Financial Report

D. Unfinished Business

E. Committee Reports

F. New Business

G. Voting for new Executive Committee Members (if needed)

H. Closed Meeting Session (if needed)

ARTICLE VII - EXECUTIVE COMMITTEE

Section 1:

The Executive Committee shall have plenary authority over all business, hockey, and other affairs of PCIH.

Section 2:

The Executive Committee shall act in the best interest of PCIH and shall have the duty to develop, implement and enforce rules, policies, procedures, incentives, and penalties that advance those interests. Such duties include, but are not limited to, establishing a yearly budget, coordinating hockey operations, end of year banquet, and all fund raising activities.

Section 3:

A. The Officers, or Executive Committee, of PCIH (voting) shall consist of:

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer
- e. Registrar
- f. Hockey Coordinator
- g. Social Media Coordinator
- h. Member at Large (as applicable)

B. Spouse Rule – No two (2) persons who are the parents, legal guardian, and stepparent of a student/player can be voting members on the Executive Committee at the same time. If the case arises where two family members hold board positions concurrently, one will recuse themselves from voting. The recused voting member will remain the same for the duration of their elected term.

C. The past President shall serve as an ex-officio officer assisting the President and other officers until a transition has been completed, not more than three - six (3 - 6) months.

Section 4: The NON-Voting positions

A. The non-voting positions of PCIH shall consist of:

- c. Team Manager(s)
- d. Team Head Coach
- g. Committee Chairpersons
- h. Communications Coordinator
- I. As appointed by the Executive Committee (Banquet Coordinator, Fundraiser, other)

C. Non-Voting positions shall be appointed by the Executive Committee for a term of one season or until their successor are duly appointed.

Section 5:

A. The seven (7) members of the Executive Committee (President, Vice President, Secretary, Treasurer, Registrar, Hockey Coordinator and Social Media Coordinator) shall be elected during the Annual Meeting by the members of PCIH and shall serve for a term of two (2) years, which commences immediately upon June meeting following elections, and continues until their successors enter upon their duties. Officers are eligible for re-election for up to three (3) consecutive terms. The Member-at-Large will be selected by the Executive Committee at the first meeting of the following year.

B. Nominations shall be made during the month of May, prior to the Annual June Meeting. Nominations shall be presented to the Executive Committee by nomination during a membership meeting, or by mail, or by email.

C. All regular elections shall be conducted during the Annual June Meeting. The Executive Committee shall be elected by secret ballot vote and the balloting shall be conducted to afford all Members a reasonable opportunity to vote. The counting of the votes shall be executed by one (1) Executive Committee of Director and one (1) member present at the meeting and overseen by the members of PCIH.

D. When a vacancy on the Executive Committee occurs with more than three (3) months remaining in the term the Executive Committee must receive nominations for the vacancy from the PCIH members two weeks prior to the next regular meeting or special meeting. The nomination and election shall be voted upon during the subsequent meeting.

E. Motions requesting the removal of a Executive Committee Member for (1) Not performing the duties of his/her office, (2) Malfeasance of his/her office, (3) Gross negligence and/or gross misconduct, may only be entertained at a regular meeting, and during the closed session. The proposed removal must be announced on the pre meeting agenda. A secret vote by the membership shall be conducted, and the counting of the votes shall be done by one (1) Executive Committee of Director and one (1) member present at the meeting and overseen by the members of PCIH. Final disposition shall require the approval of the majority of the Executive Committee present at the meeting after a vote by the Membership and Executive Committee.

F. No member of the Executive Committee, Officers or Committee Members may receive from outside of PCIH reimbursement, gifts, gratuities, fees, moneys or other items of value of services, which are connected with their position. They may be eligible for reimbursement by the Treasurer for the expenditures that are incurred by them, as an agent for PCIH, in execution of their position as an Officer.

ARTICLE VIII – EXECUTIVE COMMITTEE/OFFICERS:

Section 1: President

A. The President shall be a member of the Executive Committee and will be responsible for:

- a. The President of PCIH shall be the official spokesperson and be responsible for the conduct of the business of PCIH.
- b. Shall coordinate the tasks of all Executive Committee members and the committee members of PCIH.
- c. Shall establish additional committees as needed and appoint their chairpersons as required for the conduct of business of PCIH.
- d. Shall make an annual report thereon to the members at the beginning and end of the season.
- e. Shall preside at all meetings.
- f. Shall be responsible for acquisition and contracting Club ice time for team practice and/or games in conjunction with the Hockey Coordinator and the team coordinators.
- g. Shall coordinate with the Parkway School District Board of Directors and the Parkway Central High School, Parkway Central Middle School's administration in all matters concerning PCIH operations.
- h. Shall be responsible for receiving and coordinating all "off-ice" complaints about the coaches and players, investigate said reports and make presentations of complaints and investigate results with recommended actions to the Executive Committee.
- i. Communication to families regarding fines and suspensions shall be communicated by the president or president's designee.

B. The President shall have the right to vote on PCIH matters requiring the vote of the Executive Committee and/or the membership.

Section 2: Vice President

- A. The Vice President shall be a member of the Executive Committee and will be responsible for:
- Shall coordinate and oversee all committee chairpersons and their respective committees of PCIH.
 - Handling of any other activities as assigned by the President.
 - Shall perform all duties of the President in the event he/she is absent or incapacitated.
 - The Vice President may be delegated the execution of his/her responsibilities, but shall be held accountable for their fulfillment and their proper execution.
- B. The Vice President shall be entitled to one vote on PSIHC matters requiring the vote of the Board of Directors.

Section 3: Secretary

- A. The Secretary shall be a member of the Executive Committee and responsible for:
- Seeing that all notices are duly given in accordance with the provisions of these By-Laws, maintains a list of members, and in general perform all duties incident to the office of Secretary.
Recording and maintaining accurate record of the proceedings of all membership meetings and of all Executive Committee meetings.
Recording and maintaining all attendance of all members and officers at general and Executive Committee meetings. Shall be responsible for determining, through attendance history, which members are accorded voting privileges as noted in these By-Laws.
Making changes to the By-Laws and shall have a current copy at all meetings.
Functioning as parliamentarian.
Obtaining all grade information from the Parkway School District as required by any governing Association in which PCIH is associated with, that requires said information.
Assisting coaches with documentation as necessary – grade/credit eligibility requirements, emergency contact information for each player, etc.
Preparing (1) team notebook for each PCIH team and providing said notebook to the respective team's coordinator. The notebook shall consist of the roster, emergency contact information, consent to treat forms as required by Mid States and all other documentation required for the team.
Writing letters of correspondence for PCIH.
Maintaining PCIH member handbook and its distribution.
Providing copies of Executive Committee meeting minutes and each meeting and to any member in good standing when requested in writing by said member. Post copies of Executive Committee meeting minutes on the Team website (if a team website exists).
Performing the usual duties of this office.
- B. The Secretary shall be entitled to one vote on PCIH matters requiring the vote of the Board of Directors.

Section 4: Treasurer

- A. The Treasurer shall be a member of the Executive Committee and shall be responsible for:
- Maintaining all financial records of PCIH. These records shall summarize all income and expenditures. All club finances must be recorded and maintained in an electronic format in a program for accounting, such as Quicken, Excel, etc.
 - Receiving all monies.
 - Keeping the accounts of the PCIH.

- d. Creating an annual budget to be approved by (1) Executive Committee and (2) members.
- e. Reporting on the accounts of the PCIH at all regular meetings.
- f. Paying bills certified approved by the Executive Committee.
- g. Making annual registration to the State of Missouri as required to maintain Non-Profit Corporation status in the State of Missouri.

B. The accounts shall be audited annually.

C. All expenditures should fall under the annually approved budget for hockey coordinator and designated committees. All other expenditures shall be approved by a simple majority vote of the Executive Committee before authorizing such expenditure or will not be subject to payback.

D. Shall serve on the Executive Committee and perform the duties of the Treasurer without bond, unless decreed by the majority of the Executive Committee to provide said bond.

E. The Treasurer shall be entitled to one vote on PCIH matters requiring the vote of the Executive Committee.

Section 5: Club Registrar

A. The Club Registrar shall be responsible for:

- a. Coordinating PCIH, team registrations with USA Hockey, Missouri Hockey, Mid States Hockey, and all other leagues or associations in which PCIH has registered team(s).
- b. Rostering all teams in PCIH. Reporting all rosters and their changes to all Associations that require said information.
- c. Maintaining a list of all PCIH members and distributing said list to the Executive Committee and Team Coordinator & Secretary.
- d. Obtaining from all members/players their respective registration paperwork as required by the Executive Committee. This paperwork includes all forms required by Mid States, USA Hockey, Missouri Hockey and any other Association in which PCIH is a registered member.

Section 6: Hockey Coordinator

A. The Hockey Coordinator shall be responsible for:

- a. Overseeing and training all the clubs' coaches.
- b. Acting as liaison between the coaches and parents; Coaches and the Executive Committee.
- c. Selecting the coaching candidates for recommendations to the Executive Committee for approval.
- d. Assist in the selection of the coaching staff, with the final approval of the Executive Committee.
- e. Ensure that all coaches adhere to all Executive Committee policies, rules and other requirements regarding the management of the teams, to receive player and parent complaints about coaching matters and try to resolve such complaints in a manner mutually acceptable to all concerned and consistent with all Club rules, policies and other requirements. When the Hockey Coordinator is unable to resolve a problem in this manner, it will be his/her responsibility to report the situation to the Executive Committee for final resolution.
- f. Assisting the coaches in the selection of players for teams, coordinating the eligibility of the players with the coaches.
- g. Giving all rosters to the Club Registrar for submission to Mid-States and USA Hockey.
- h. Receiving and coordinating all "on-ice" complaints about the coaches and players, investigate said reports and make presentations of complaints and investigate results with recommended actions to the Executive Committee.
- i. Setting PCIH's goals & developing the agenda to meet the objectives of PCIH's on ice activities.

- j. Arranging the scheduling of Varsity games and coordinating with the Varsity Head Coach.
- k. Arranging and scheduling Varsity practices and practice games and coordinating with Varsity Head Coach.
- l. Finalize team roster(s) in coordination with team coaches and disseminating said roster(s) to the club Registrar, for submission to Mid-States.

B. The Hockey Coordinator shall be entitled to one vote on PCIH matters requiring the vote of the Executive Committee.

C. This position may be held by the Varsity Head Coach as directed by the Executive Committee, but in doing so such a person will recuse themselves from voting when issues are directly related to the individual or position.

D. Assures that the Varsity, JV, “B” and “C” Team rosters are coordinated regarding swing players dressing for each game.

F. Shall attend regular scheduled and special PCIH membership and Executive Committee meetings.

Section 7: Social Media Coordinator

- A. The Social Media Coordinator shall be a member of the Executive Committee and have the following responsibilities:
 - a. Write and curate content posted to the team’s social media accounts.
 - b. Managing social media campaigns related to each team.
 - c. Interacting with players, families, prospective players and fans via social media accounts
 - d. Coordinating with Parkway Central High School Newspaper for articles, pictures, interviews etc.
- B. The Social Media Coordinator shall be entitled to one vote on PCIH matters requiring the vote of the Executive Committee.

Section 8: Member at Large

- A. The Member at Large shall have limited responsibilities, as defined by the Executive Committee.
- B. The Member at Large shall be entitled to one vote on PCIH matters ONLY in situations when tie breaker vote is needed.

ARTICLE IX – NON-VOTING POSITIONS OF PCIH

Section 1: Equipment Manager

- A. The Equipment Manager shall be responsible for:
 - a. Acquiring and maintaining team uniforms/equipment jerseys.
 - b. Keeping an accurate inventory of PCIH’s equipment.
 - c. Sending out for repairing and/or replacing PCIH’s equipment.
 - d. Organizing distribution and retrieval of all equipment jerseys and the issue/return of said equipment jerseys to/from each player.
 - e. Informing the Executive Committee of any deficiencies in the equipment jerseys and maintaining enough equipment for each team.

Section 2: Mid-States/US Hockey Representative

- A. The Mid-States/USA Hockey representative responsible for:
 - a. Acting as the liaison between Mid-States League, USA Hockey and PCIH.

- b. Representing PCIH as an official Mid-States and USA Hockey representative and attending meetings of those, or sending a delegate in his/her place.
- c. Tracking all Club obligations and due dates to Mid-States and ensuring that the appropriate Club officials are advised sufficiently in advance of all such obligations and due dates so they can be met without fail; and will follow up to be certain that all such obligations are met. Because certain Mid-States rules only come into effect at certain statistical points of the season (e.g, when swing players have attained the maximum points allowed and become ineligible to participate in any further JV games and/or JV playoffs) it is imperative the Mid-States Coordinator diligently monitor these.
- d. Tracking and distributing all teams' statistics through the Coordinators, Club Statistician, and Secretary for issuance.
- e. Arranging and scheduling of games and coordinating with the Coaches.

Section 3: Team Coordinator(s)

A. The Team Coordinator shall not be a member of the Executive Committee.

B. The Team Coordinator shall be responsible for

- a. Providing said roster to other teams and Mid States representatives prior to season start.
- b. Acquiring locker rooms for each game or assigning of the said acquisition of locker room to another hockey parent.
- c. Assisting in the distribution of information from the Coaches and the Executive Committee to players and parents.
- g. Assisting the Equipment Manager in the maintenance, acquisition, and retrieval of Club uniforms/equipment.
- h. Arranging for team pictures.
- i. Assigning a team statistician.
- j. Coordinating players' events and games with the Cheerleaders and their respective coordinator and any committee chairperson.
- k. Shall attend regular scheduled and special PCIH membership and Executive Committee meetings.

Section 4: Varsity Head Coach

A. The Varsity Head Coach shall:

- a. Be responsible for conducting all Varsity practices on and off the ice.
- b. Be present at Varsity practices.
- c. Be present at Varsity tournaments.
- d. Be present at Varsity exhibitions and league games.
- e. Be responsible for directing the Varsity team during those games.
- f. Interact with the Hockey Coordinator to develop a complete program.
- g. Select Varsity assistant coaches with the approval of the Hockey Coordinator and the Executive Committee.
- h. Be responsible for the selection of players for the Varsity team and coordinating said selection with the Director of Coaching/Competition.
- i. Shall communicate any conflicts to the Hockey Coordinator.

B. The Varsity Head Coach shall be governed by the Coaching Guidelines and the Coaching Philosophy as set forth by the Executive Committee, and Hockey Coordinator.

Section 5: Junior Varsity Head Coach

A. The Junior Varsity Head Coach

- a. Be responsible for conducting all Junior Varsity practices on and off the ice.
- b. Be present at Junior Varsity practices.
- c. Be present at Junior Varsity tournaments.
- d. Be present at Junior Varsity exhibitions and league games.
- e. Be responsible for directing the Junior Varsity team during those games.
- f. Select Junior Varsity assistant coaches with the approval of the Hockey Coordinator, and the Executive Committee.
- g. Interact with the Varsity Coach and Hockey Coordinator to develop a complete program.
- h. Be responsible for the selection of players for the Junior Varsity team and coordinating said selection with the Hockey Coordinator.
- i. Shall communicate any conflicts to the Hockey Coordinator.

B. The Junior Varsity Head Coach shall be governed by the Coaching Guidelines and the Coaching Philosophy as set forth by the Executive Committee, Hockey Coordinator, and Junior Varsity Coordinator.

Section 6: "B" Head Coach

A. The "B" Head Coach shall:

- a. Be responsible for conducting all "B" practices on and off the ice.
- b. Be present at "B" practices.
- c. Be present at "B" tournaments.
- d. Be present at "B" exhibitions and league games.
- e. Be responsible for directing the "B" team during those games.
- f. Select "B" assistant coaches with the approval of the Hockey Coordinator, and the Executive Committee.
- g. Interact with the Varsity Coach and Hockey Coordinator to develop a complete program.
- h. Be responsible for the selection of players for the "B" team and coordinating said selection with the Hockey Coordinator.
- i. Shall communicate any conflicts to the Hockey Coordinator.

B. The "B" Team Head Coach shall be governed by the Executive Committee, Hockey Coordinator and Junior Varsity Coordinator.

Section 7: Committees

A. The Executive Committee, at their discretion can appoint Committee Chairperson(s) for various PCIH related projects and committees.

B. These Chairpersons of each committee will obtain approval from the Executive Committee prior to implementing any plans.

C. The Executive Committee may choose, at their discretion, a vote of the members to take place before implementing any committees or plans.

D. The Vice President shall be ex-officio of each committee.

E. Its chairperson may call meetings of each committee at a time and place of their choosing.

F. All committees shall maintain their meeting notes and present them to the Secretary of PCIH and provide a brief summary of their meetings at regular scheduled PCIH meetings.

ARTICLE X –FINES AND SUSPENSIONS

The MSCHA (Mid-States) fines clubs when a specified number of infractions occur. These fines are as stated in the Mid-States Rule book. Any single game in which one or more player, coach, or administrator is removed will be considered an offense subject to fine.

Section 9 - G4 fines - fifth Game Suspension: After a team has played four games in which a player(s), coach(s) or administrator(s) has been removed from the game (this includes game suspensions), the team shall be subject to the following penalty: On the commission of an offense in the fifth game, the team will be fined \$100 payable to MSCHA within five (5) days after the completion of the game. If the fine is not paid within five (5) days, the team is suspended from the league and will forfeit all games after the five-day period until the fine is paid. It is the responsibility of the team to recognize the fifth offense and pay the fine. Ignorance is no excuse since every team has a copy of the score sheet.

For each offense after the fifth the fine shall increase \$100. To illustrate, the 6th offense is \$200, the 7th offense is \$300, the 8th offense is \$400, etc. All subsequent fines are payable within 72 hours (3 days).

On the 6th offense the officially rostered head coach shall be suspended for one game, and on the 7th offense the officially rostered head coach shall be suspended indefinitely until a hearing before the disciplinary committee.

Penalties incurred by the head coach with regard to his team receiving 12 or more penalties in one game will be counted with regard to this ruling. This does not apply to 3rd man-in penalties.

The club, in order to limit liability of an individual, will assess fines on an increasing scale to collect enough money to pay Mid-States. Any player, coach or administrator removed from a game (1st offense and 2nd offense) shall pay \$50 each to the team. For a subsequent game removal, the cost per player will increase to \$100. All fines assessed are payable within 72 hours (3 days). The player incurring the fines will not be allowed to practice or play in a game until all fines are paid.

Any single player receiving his/her 2nd game removal penalty may require to meet with the PCIH Hockey Club Board, the parents/guardians, and the coaches prior to the next league/post season game to determine what disciplinary action shall be taken.

Any fines collected but not paid to MSCHA will be returned to the player. Fines will be refunded at the end of the season including post-season play. Refunded money for fines will be calculated using this formula: Total cost to Mid-States, for all fines divided by the total number games in which fines occur will equal the cost for each penalty per player, coach, or administrator. The calculated cost of each penalty per player will be deducted from the total amount paid to the team by each player, coach, or administrator. Any remaining amounts will be refunded.

A game misconduct penalty assessed against a player will require suspension for the balance of that game and the next league or playoff game. A swing player who receives a suspension penalty will serve the suspension in

the league where assessed and will also be assessed a one game suspension of the next game in the other league.

ARTICLE XI – AMENDMENTS

A. These By-Laws may be amended by a majority vote of the PCIH Executive Committee prior to presentation to the PCIH membership.

B. These By-Laws may be amended by a majority vote of the PCIH members present and voting at any called meeting or special meeting of PCIH called for that purpose.

C. Each proposed amendment shall be presented at a meeting prior to being voted upon and shall be printed in the minutes of that meeting and made available to the members at least two (2) weeks in advance.

D. Each proposed amendment shall specify the date of its effectiveness and be presented at a meeting prior to being voted upon and printed in the minute of that meeting.

ARTICLE XII –NOTICE

A. Any notice required to be given herein shall be given in writing and shall be delivered by ordinary mail or emailed to each member's address given by the member to PCIH.

B. Notice of any meeting shall be given neither fewer than five (5) nor more than twenty (20) days prior to the meeting. Notice shall be deemed delivered when mailed or e-mailed.

ARTICLES XIII –RULES

A. PCIH and its members and Executive Committee shall subscribe to the rules and regulations imposed by all governing bodies.

B. These include Mid-States Club Ice Hockey Association, USA Hockey, and Parkway Central Club Hockey rules.

C. We support the rules of the ice arenas in which the club plays and practices in and the Parkway School District Guidelines for Student Activities – Rights and Responsibilities.

ARTICLES XIV– FISCAL CONTROL

A. Audits:

a. The President of the Executive Committee shall appoint a committee of two or three members to audit the Treasurer's records annually.

b. No more than one member of the Executive Committee may serve on that committee.

c. An audit shall be performed each year. When the auditing committee is satisfied that the Treasurer's final report is correct, they shall sign a statement of that fact at the end of the report. At this time, the books shall be transferred to the new Treasurer with all appropriate signature cards signed and ready to deliver to the bank.

d. Additional audits shall be performed in the event a Treasurer is replaced in midterm or as deemed necessary by the Executive Committee.

B. Bank Accounts:

a. The Treasurer shall maintain Club funds in checking and/or savings accounts.

b. At least one Executive Committee Member shall sign drafts against such accounts.

- c. The Treasurer shall be responsible for having two Executive Committee members with signatory powers authorized by the bank. These two officers shall be the Treasurer and the President. Club funds shall consist of all monies received.
- d. All canceled checks, bank statements, etc., shall be sent by the bank directly to the Vice President for his review.

C. Authorization of Expenditures

- a. The Executive Committee is not authorized to expend or enter into contracts without approval of at least a simple majority vote of the Executive Committee.