

SCYIHA Bylaws (Amended February 27, 2020)

Article 1: Name

These by-laws constitute the rules adopted by the State College Youth Ice Hockey Association (SCYIHA) for the regulation and management of its affairs.

Article 2: Purpose

The primary purpose of this association is educational as that term is defined in Section 501 (c) (3) of the Internal Revenue Code. Specifically, the purposes of the association are to educate and promote the development, education, and training of school age youth in USA hockey rules in a competitive travel team environment; promote the education of persons who aspire to coach hockey in coaching techniques and hockey fundamentals; and to educate the general public in the appreciation of hockey as an amateur sport. As an organization, we expect all participants, coaches, parents and spectators to abide by the most recent USA Hockey Zero Tolerance Policy (see Appendix One) and applicable SCYIHA policies (see Appendices).

State College Youth Ice Hockey Association is organized for charitable purposes consistent with section 501 (c) (3) of the Internal Revenue Code, including the promotion of hockey and skating among youth at appropriate levels who are deemed qualified through a series of player evaluations to safely participate.

Generally, SCYIHA shall have and exercise all rights and powers conferred, or which may hereafter be conferred, upon nonprofit associations by the laws of Pennsylvania, including the power to contract, rent, buy, or sell real or personal property; provided, however, that SCYIHA shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in the furtherance of the primary purpose of SCYIHA. SCYIHA does not contemplate pecuniary gain or profit to its members, officers or directors and is organized solely for nonprofit purposes.

Article 3: Offices

The registered principal business address of SCYIHA shall be: P.O. Box 10168, State College, Pennsylvania 16805. In addition, SCYIHA may maintain other offices within or without of Pennsylvania, as it may require. The Board of Directors may change the registered office by duly adopted resolution and amendment of Articles.

Article 4: Membership

Section 1: Definition

The members of SCYIHA are all those persons having membership rights hereunder, including but not limited to legal parents or guardians of children involved in any of the divisions of SCYIHA, coaches and assistant coaches, advisors, and other individuals evidencing an interest in the development of SCYIHA. There shall be one class of membership. Membership shall be renewable annually by payment of nominal dues as prescribed by the Board of Directors. Membership shall be non-transferable and are not refundable, except through appeal to the Board. Membership shall be terminated by death of a member, failure to pay annual dues, formal written resignation, or for cause inconsistent with membership, after notice, hearing and rendering of decision. Membership shall be open to the general public. Members are expected to attend the annual business meeting of the association and carry out faithfully any obligations that they undertake in connection with any particular SCYIHA activity.

Section 2: Assessments

Registration fees will be approved by the Board prior to the tryout period and provided to all parents and players. Members shall not be subject to assessments for corporate activities.

Section 3: Annual Meeting

The annual meeting of members shall be held in State College, Pennsylvania on or around spring tryouts for the following year or such other place and time during that month as the Board of Directors shall elect. The Board of Directors shall give notice of the time and place of the meeting at least one week in advance of the meeting date. Additional meetings of members may be called by the Board of Directors or the President of SCYIHA upon notice similar to that required for annual meetings. Consensus of the majority of members present shall constitute action

by the membership.

Section 4: Voting Rights

The "Active" (or voting) member shall be any person eighteen (18) years of age or older, who subscribe to the charitable purpose and policies of SCYIHA and are either a legal parent or guardian of a youth in the program, or serve in a Board appointed position in the organization (e.g., coach). In addition, an active member must be current in any, and all, financial obligations to SCYIHA. Each family of SCYIHA shall be entitled to one vote per household. Votes may be held in person with absentee and in-person ballots counted or held electronically.

Board members must be elected annually by the membership. Board Position terms will align with the Fiscal Year for the Association (June 1 to May 31). For the 2020-2021 Fiscal Year, 12 members will be elected, and for subsequent years 6 members will be elected. Any interested person can be nominated for the ballot prior to the election whether or not they have a player in the organization. Nominations will be taken prior to the annual meeting. Prior to the annual meeting an official ballot will be emailed out to all current members. Each family in good standing may vote for up to 12 candidates for 2020-2021 and 6 candidates in subsequent years. Votes will be accepted in person at the annual meeting or absentee via email to the current Secretary prior to the annual meeting. All votes will be counted at the annual meeting by a member attending the meeting as well as a board member (or appointed person by the Board such as the Discipline Officer). The 12/6 persons with the highest votes will be the Board members for the next season. In the case of a tie for the final board position, a special vote will be conducted by the members attending the meeting. Only one person per family is eligible to be a voting member of the board. Other family members may be appointed to special positions at the discretion of the board.

In addition to electing Board members, SCYIHA members also vote on other organizational issues. Examples of such issues include changes to bylaws, Board requests, impeachments of Board members, and a major financial expenditure that exceeds 25% of operating budget.

Article 5: Directors

Section 1: Definition

The Board of Directors is that group of persons vested with the responsibility for the management and operation of the business and affairs of SCYIHA. It shall consist of at least six (6) adult individuals with a maximum of twelve (12) individuals. These individuals shall be selected from the general membership. The Directors shall be elected annually with one half of the board being elected to a 1 year term and the remaining half elected for a two (2) year term for the 2020-2021 Fiscal Year. Thereafter, one half of the board shall be elected annually for a term of two (2) years. Any vacancy occurring on the Board may be filled by appointment made with the consensus of a majority of other members of the Board of Directors.

Section 2: Meetings

Regular meetings of the Board of Directors will be held monthly on a day of the week to be determined and mutually agreed upon by the incoming Board at the office of SCYIHA or at such other time and place as may be determined by the Board of Directors. Special meetings may be called by the President or any other officer of SCYIHA upon 24-hour notice in writing or by telephone or other direct oral or electronic communications to the directors. A majority of the whole Board shall constitute a quorum; and, the action of a majority of the quorum present at a meeting shall constitute the action of the Board of Directors.

Section 3: Officers and Board Positions

A Nominating Committee shall be appointed by the Board of Directors. Anyone interested in serving on the Board is required to submit a current brief biographical description (e.g., age level that nominee will represent, any skills that may assist the Organization). The Nominating Committee will submit the slate of Board nominees at the annual meeting. At the Annual Meeting the membership will vote on the nominees. The election of the Executive Board will be conducted at the first meeting of the new Board of Directors and voted on by the Board. The Executive Board of SCYIHA shall be: President, Vice-President, Secretary, and Treasurer who shall be duly elected

or appointed members of the Board of Directors and elected or appointed to serve as officers by a majority of the Board of Directors. In addition, the Board will appoint a Director of Hockey Operations, SafeSport Coordinator, Discipline Officer, and Registrar. A description of the duties of each officer is listed below:

The **President** shall be the chief executive officer of SCYIHA and shall have such authority and perform all duties and powers as are normally incident to such office. The President shall, with the concurrence of a majority of the Board, call all monthly general business meetings, the annual business meeting, all Executive Board Meetings and any special meetings and shall preside there over. The membership shall be notified of monthly business meetings a week before the date of the meeting. Other duties are:

- (a) Sign checks and make disbursement, upon the approval of the Executive Board in the absence of the Treasurer.
- (b) Be ex-officio, a member of all committees appointed by the Executive Board except the nomination committee.
- (c) May make all commitments, reservations, and contractual agreements that pertain to the Association upon approval of the Board.

The **Vice-President** shall perform all duties and exercise the powers of the President in the President's absence.

The **Treasurer** shall have charge, custody and control of all funds of the Association, shall keep true and accurate accounts thereof and shall deposit and disburse such funds as the Board of Directors direct. Other duties are:

- (a) Receive and record all funds payable to the association and disburse payments as authorized by the Executive Board.
- (b) Record all Association financial obligations.
- (c) May appoint assistants as deemed necessary with Board approval
- (d) Present financial reports at monthly business meetings.
- (e) At the beginning of each year, provide to each team manager a document that outlines the anticipated charges/expenses for the team for that year.
- (f) Arrange for external audit /review of financial records once every three years. The Board will approve the selection of the auditor.
- (g) Submit a complete set of financial data, balance sheet, accounts payable, accounts receivable and other records to be turned over to the Treasurer at the conclusion of the incumbent's term.

The **Secretary** shall keep and make minutes of the meetings of the membership and the Board of Directors and shall keep and maintain all corporate records and be the custodian of such books and records. Other duties include:

- (a) Keep the minutes of all meetings of the Association and the Executive Board.
- (b) Answer all correspondence on behalf of the Association.
- (c) Maintain a file of all meeting minutes and all correspondence.
- (d) May appoint a member secretary and any other assistants as deemed necessary with the Executive Board approval.

(e) Perform such other duties as may be incident to the office.

(f) Shall obtain a list of all sponsors and donors from the Treasurer and write a letter of thank you for the support of SCYIHA that will be signed by the present President and copies sent to all parties.

(g) Submit a complete set of minutes, correspondence, by-laws, and recorded data to be turned over to the Secretary at the conclusion of the incumbent's term.

The ***SafeSport Coordinator*** shall be appointed by the Board. The duties of the SafeSport Coordinator include monitoring, training, compliance, and serving as the initial contact for persons reporting suspected abuse, misconduct or other violations as per USA Hockey's SafeSport Program.

The ***Discipline Officer*** shall be appointed by the Board. The duties of the Discipline Officer include administering Discipline Policy and Guidelines.

The ***Director of Hockey Operations*** shall be appointed by the Board. The Director of Hockey Operations will be responsible for establishing a USA Hockey approved training curriculum for the program, develop a skill development plan for the players participating in the program, work with the coaching staff to improve their knowledge base and skill set and generally oversee the administration and operation of all hockey related matters. Any proposed plan or training program requires the approval of the Board prior to implementation.

The ***Registrar*** shall be appointed by the Board. Responsibilities of the Registrar include: Assembling rosters for each team, submitting rosters to PAHL, and monitoring each team's paperwork for compliance.

Other positions that will be filled include PAHL Representative, Scheduler, Coaching Coordinator, Player Safety Coordinator, TM Coordinator, and Webmaster. Additional positions may be filled through approval of the Board.

Each such position shall remain in office until his or her successor is elected. Election of officers shall take place at the next meeting of the Board of Directors immediately following the annual membership meeting.

All Officers and positions are subject to removal from office by the Board of Directors for non-performance or malfeasance of duties; abuse of office or conduct outside of the office deemed to be inconsistent to the interests of SCYIHA.

Section 4: Committees

SCYIHA shall have the following standing committees with committee chair to be selected by the Board of Directors:

- Fund Raising
- Membership
- Tournament

Committee membership shall be selected by the Committee Chairperson. The Board of Directors shall have the authority to create additional committees as they deem proper from time to time.

Article 6: Informal Action

Any action required by law, under the Articles of SCYIHA or by these By-laws to be taken at a formal meeting of the members of the Board of Directors may be taken without a meeting (e.g., email vote) if a written consent setting forth such action is signed by a quorum of persons entitled to vote with respect to such item of action. Copies of waivers and consents shall be filed with the Secretary.

Article 7: Operations

Section 1: Fiscal Year

The fiscal year of SCYIHA shall be June 1 through May 31.

Section 2: Expenditures

Checks, drafts, or other directives or promises for the payment of money shall be signed by the Treasurer or in his or her absence, any other authorized corporate officer. Expenditures over \$15,000 must be signed by two members of the executive board. Other contracts and documents shall be executed by the President or in the President's absence, by the Vice-President and attested to by the Secretary; said documents shall have attached thereto a resolution so authorizing by the Board of Directors, certified by the Secretary to be a true and correct copy and authorizing such execution of document.

Section 3: Bookkeeping

Proper, correct and complete books and records shall be kept and maintained, including minutes of all meetings, a membership register, an original and one copy of the Bylaws of SCYIHA and all amendments therein.

Books and records of SCYIHA may be inspected by any member at reasonable times upon reasonable advance written notice to the Secretary.

Section 4: Fines

Membership in various leagues gives those leagues the right to fine SCYIHA for failure to meet certain requirements. It is the responsibility of the Board to keep those fines to an absolute minimum. Any Board member who causes, either through negligence or by oversight, fines in an amount deemed by the

Board to be excessive is subject to disciplinary action. Fines deemed by the Board to be in extreme excess will require action by the disciplinary committee and may result in removal of the Board Member. All fines shall be immediately reported to the Treasurer who will, at the next Board meeting, report such fines to the Board.

Article 8: Player and parent/guardian responsibilities

All participants in SCYIHA must abide by the Association By-Laws, policies and procedures (see Appendices). Parents/Guardians are responsible to keep ice payments current. If a child does not show up for a scheduled game or practice, they are still obligated to pay their share of the assessed ice time. If payments are not received by the due date determined by the Board, that player will not be permitted to skate until payment is received in full. If a player leaves the Association during the season, a refund may be considered at the discretion of the Board.

If a child or their parent/guardian feels they have been treated unfairly in some incident, they may refer to the SCYIHA Code of Conduct (Appendix 6).

The Association does not allow and prohibits any liquor, alcoholic beverages, drugs and weapons to be brought into or consumed in any locker room or dressing room or anywhere else on rink premises. Persons under the influence will be asked to leave the premises. This prohibition extends to anyone associated with SCYIHA. Any penalties or formal reprimand will be decided by the Board.

Article 9: Amendments

The power and authority to amend the Articles of the Association or these by-laws is hereby vested in the membership of SCYIHA.

Article 10: Dissolution

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine which are organized and operated exclusively for such purposes.

Adoption

These by-laws as originally adopted by vote of the Incorporators the 15th day of December, 1983, at State College, Pennsylvania are hereby amended by vote of the State College Youth Ice Hockey Association this 5th day of April, 1995; October 4, 2000; April 27, 2005; May 21, 2008; January 6, 2011; March 11, 2019; and February 27, 2020, at State College, Pennsylvania.