



# SNAKE RIVER YOUTH HOCKEY ASSOCIATION

BYLAWS REVISION 1

Incorporated February 26, 2024

## TABLE OF CONTENTS

Definitions.....	iv
Article I – Incorporation.....	1
Article II –Purpose and Vision .....	1
Section 1: Purpose.....	1
Section 2: Vision .....	1
Article III – Membership .....	2
Section 1: Code of Conduct.....	2
Section 2: Nonpayment of Dues and Fees .....	3
Article IV – Board of Directors.....	3
Section 1: Duties.....	3
Section 2: Authorities .....	3
Section 3: Composition.....	4
3.1 Terms of Office .....	4
3.2 Officer Eligibility.....	4
3.3 Compensation.....	5
Section 4: Elections.....	5
4.1 Initial Board of Directors .....	5
4.2 Candidate Nominations.....	5
4.3 Conduct of Elections.....	6
4.4 Oversight of Elections.....	6
4.5 Vacancies.....	6
4.6 Removal of BOD Members .....	6
4.7 Recall of BOD Members.....	7
Article V – Officers and Committees .....	7
Section 1: Executive Committee.....	7
1.1 President .....	8
1.2 Vice President .....	8
1.3 Secretary.....	8
1.4 Treasurer .....	9
Section 2: Directors .....	9
2.1 Coaching Director.....	10
2.2 Hockey Operations Director .....	11
2.3 Fundraising and Scholarship Director.....	11
2.4 Registrar .....	11
2.5 Communications Director.....	11
Section 3: Standing Committees .....	12
3.1 Finance Committee .....	12
3.2 Fundraising Committee .....	12
3.3 Policy Committee .....	12
3.4 Discipline Committee .....	12
3.5 Public Relations Committee.....	13
3.6 Tournament Committee.....	13
3.7 Coaching Committee.....	13
Article VI – Finances .....	13

Section 1: Not for Profit Status.....	13
1.1 Dissolution.....	14
Section 2: Contracts and Agreements .....	14
Section 3: Expenses .....	14
Section 4: Dues and Registration.....	14
Section 5: Financial Records.....	15
Section 6: Accounting .....	15
Section 7: Insurance .....	15
Section 8: Indemnification .....	15
Article VII – General.....	16
Section 1: Meetings .....	16
1.1 Annual Meeting .....	16
1.2 BOD Meetings.....	16
1.3 Special Meetings .....	16
1.4 Quorum .....	17
1.5 Conduct of Meetings.....	17
Section 2: Articles of Incorporation and Bylaws.....	17
Section 3: Policy .....	17
Article VIII – Dispute Resolution, Discipline, and Arbitration.....	18
Section 1: Dispute Resolution .....	18
Section 2: Equal Opportunity .....	18
Section 3: Discipline.....	18
3.1 Appeals.....	18
Section 4: Abuse .....	18
Section 5: Suspension or Expulsion .....	18
Article IX - Certification.....	19

## DEFINITIONS

**Association** – Whenever the term Association is used in these By-Laws, it shall mean Snake River Youth Hockey Association.

**BOD** - Whenever the acronym BOD appears in these By-Laws, it shall mean the elected officials described in [Article V](#).

**Member** – Whenever the term Member is used, it shall mean a Registered Player or Representative of SRYHA as defined in [Article III](#).

**Officer** – The term Officer applies to elected members of the SRYHA BOD, including both Executive Committee members and Directors, as described in [Article V](#).

**Registered Player** – Whenever the term Registered Player is used, it shall mean an individual who is a resident of the State of Idaho, registers with SRYHA, and is involved in ice hockey competition or programs in compliance with the Policies and Procedures of SRYHA, including registration and payment of fees as defined in [Article III](#).

**SRYHA** – Whenever the acronym SRYHA is used in these By-Laws, it shall mean Snake River Youth Hockey Association.

# BYLAWS OF THE SNAKE RIVER YOUTH HOCKEY ASSOCIATION

## ARTICLE I – INCORPORATION

The name of this Corporation is the Snake River Youth Hockey Association (SRYHA). The address of the corporation shall be 2184 Channing Way PMB 500, Idaho Falls, ID 83404 or such other place within Bonneville County, Idaho, as the Board of Directors (BOD) may determine. The Association shall maintain a mailing address within the State of Idaho and must be in good standing with the State of Idaho. In these Bylaws, this Corporation may also be referred to as the Association.

## ARTICLE II –PURPOSE AND VISION

### SECTION 1: PURPOSE

The purpose of the Association shall be to foster, promote, and improve amateur hockey in the Snake River Region of Eastern Idaho geographical area. To further that purpose, the Association shall:

1. Develop and promote competitive regional youth ice hockey focused on providing local competition in the Snake River Region.
2. Grow the sport of ice hockey by introducing a low-cost opportunity for local competition modeling other youth sports programs such as football and soccer.
3. Promote and improve the standards of youth amateur ice hockey in Eastern Idaho.
4. Stress yearly measurable improvement in the areas of individual skills and team play while providing opportunities for players to reach their maximum potential.
5. Provide a fun and encouraging environment to learn hockey under the direction of qualified leadership.
6. Develop character, sportsmanship, and physical fitness of the players.
7. Develop the technical and teaching skills of the coaches.
8. Strive for a low coach to player ratio based upon player skill level.
9. Provide a transparent management structure and encourage member participation to ensure that member focus can be on development of players instead of concerns over transparency of Association operations.
10. Use fund raising and volunteer resources to minimize cost to individual participants.
11. Pursue affiliation with a nationally recognized amateur athletics organization.

### SECTION 2: VISION

The vision of the Association is to grow the sport of ice hockey in Eastern Idaho by introducing it to a wider audience. The Association intends to maintain costs as low as possible to make the sport of hockey accessible to all families. The Association is dedicated to the development of competitive local play in the sport of hockey, modeling youth sports programs such as football and soccer. SRYHA believes that the introduction of a low-cost ice hockey program that provides an opportunity for growth through local competition will attract a larger population of players to the sport.

To accomplish this vision, SRYHA was founded on the following values:

1. The Association shall provide a safe opportunity for all Eastern Idaho youth to learn and participate in the sport of hockey. Fairness and safety are the core values adopted in all activities undertaken by the Association. Issues that challenge these values shall be dealt with swiftly by the Association in a transparent manner.
2. The Association shall conduct its business in a fully open and transparent manner. To the maximum possible, all Association records, including financial information, shall be made available for review by Association membership at any time. Certain sensitive information may be redacted from Association records prior to public review, at the sole discretion of the BOD. Similarly, all Association business shall be conducted in a fully open manner (as specified in [Article VI Section 5](#)), and the participation of Association membership in Association business shall be encouraged.

## ARTICLE III – MEMBERSHIP

This Corporation shall have membership located within SRYHA's geographical area, the Snake River Valley of Eastern Idaho, who register for participation in amateur hockey. All Registered Participant Member dues shall be established by the BOD during its Annual Meeting, or at a special meeting called for that purpose. The following constitute Membership of the SRYHA:

1. An individual (Registered Player) who is a resident of the State of Idaho, registers with SRYHA, and is involved in ice hockey competition or programs in compliance with the Policies and Procedures of SRYHA, including registration and payment of fees.
2. Every parent or legal guardian for each Registered Player playing hockey for a recognized team of this Association, and who is in good financial standing, is a member of this non-profit corporation.
3. Any person who is a registered Coach of a team that is recognized by this Association, is a member of this non-profit corporation.

The parents or legal guardians shall be entitled to cast the ballot representing the family of the Registered Player for which they are responsible in elections for the SRYHA as defined in [Article IV Section 4](#). One vote shall be allowed for the immediate family of each player, and for the immediate family of each coach registered within the Association. For a member to cast a vote, he or she must be a registered coach or the parent/legal guardian of a Registered Player and must be listed on the player's registration form.

## SECTION 1: CODE OF CONDUCT

Members, along with family members and guests, are responsible for always conducting themselves in a mature and sportsmanlike manner. Coaches, players, and officials are always to be treated in a respectful and non-abusive manner. If a Member, their family member, or their guest fails to conduct themselves as required herein, the SRYHA BOD shall have the authority to take appropriate action, including but not limited to prohibiting the offending person(s) for a stated period from attending or participating in SRYHA sanctioned activities.

Such action by the BOD shall be taken only after all concerned parties have been given a reasonable opportunity to be heard by the Disciplinary Committee established in these Bylaws. Nothing in this section shall be construed to limit the authority of referees or rink management to deal with any unruly or inappropriate behavior.

## SECTION 2: NONPAYMENT OF DUES AND FEES

The failure to pay any fee or other sum of money as determined to be due by the BOD shall terminate the membership of a member, including all voting rights and privileges, and shall also terminate the opportunity of such a member's child to participate in practices or games. Membership, including all voting rights and privileges, and participation in practices and games by the member's child, shall be reinstated upon fulfillment of the member's financial obligations and with the approval of the BOD.

## ARTICLE IV – BOARD OF DIRECTORS

### SECTION 1: DUTIES

The regular management of SRYHA shall be vested with the Board of Directors. The BOD shall have the authority to do all things necessary for the orderly management of SRYHA, including, but not limited to, establishing committees, signing contracts, hiring personnel, and establishing reasonable policies and procedures to implement the purpose of SRYHA. The BOD shall have, and may exercise, all of the powers of the Association in the management of the business and affairs of the Association in such manner as the BOD may deem as being in the best interests of the Association and the youth hockey community.

It shall be incumbent upon the BOD to always enforce all Bylaws, Policies, and Procedures of SRYHA. The BOD shall have final authority over all matters pertaining to the administration of SRYHA. The use of the Yetis and SRYHA Logo is subject to approval by the BOD. Any request must be submitted in writing and approved by the BOD.

The BOD may, in its discretion and consistent with these Bylaws, delegate authority to any officer(s), committee(s) appointed by the BOD or other Registered Participant Member(s) designated by the BOD. Matters requiring a vote of the BOD shall be done by a majority vote of those attending, so long as a quorum is present, as defined in [Article VII, Section 2](#) of these Bylaws.

### SECTION 2: AUTHORITIES

The BOD shall have the authority to:

1. Guide the SRYHA in its efforts to improve player skills and appreciation of ice hockey as a participant sport and to help mold a socially acceptable competitive spirit in each player.
2. Authorize all expenditures for operation.
3. Temporarily fill vacancies on the BOD until the term has expired.
4. Grant membership via majority vote to select individuals who are deemed qualified and capable of assuming a volunteer role with the corporation.
5. Approve appointed positions via 2/3 majority vote.
6. Approve the hiring and termination of all employees or independent contractors of SRYHA.
7. Approve the annual budget by May 31 and a revised budget by December 31 of each year.
8. Authorize the opening of the SRYHA General Account and any Sub-Accounts necessary to conduct the financial business of SRYHA.
9. Ensure that all accounts are maintained in accordance with proper procedures and in the best interest of SRYHA.

All rights relating to the terms of employment of any employee of the Association, or any independent contractor providing services for the Association, including but not limited to hiring, termination and discipline, shall be retained by the BOD as a whole and shall not be granted to any individual member of the Board or to any officer of the Association.

### SECTION 3: COMPOSITION

The government and authority of SRYHA shall be vested in a BOD composed of at least four (4) representatives, selected through an annual democratic election process. A majority of the BOD must always be composed of representatives selected by democratic elections by the Membership, except as defined in [Article IV, Section 4](#).

The BOD shall be comprised of an Executive Committee consisting of a President, Vice President, Treasurer, and Secretary and elected Directors established by the BOD. Each member of the BOD is entitled to one (1) vote and proxy voting shall not be permitted. All Directors shall serve as Officers of the Association and shall be elected or appointed as such.

The BOD shall have the authority to appoint members to fill roles supporting the BOD. Appointed positions shall be non-voting and shall serve at the sole discretion of the BOD. Appointed officers shall participate in all open and closed sessions of BOD meetings. Appointed positions, including the selected candidate and any associated compensation, will be reevaluated on an annual basis and voted upon by the BOD.

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#### 3.1 TERMS OF OFFICE

The term of office of each elected member of the Board of Directors shall be two (2) years with a term limit of three (3) terms regardless of the position filled. The term of office of each appointed position shall be one (1) year with no term limits so long as a vote of the BOD is conducted annually to reinstate the incumbent into the position.

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#### 3.2 OFFICER ELIGIBILITY

To be eligible for election to any SRYHA BOD position, an individual may not have served as a board member or in any position with voting rights for another youth hockey association within the preceding five (5) year period. Any individual who has served as a board member or who possessed voting rights for a youth sports organization that was terminated or dissolved during their tenure, or any individual who has been removed from an elected position in a youth sports organization for cause is not eligible for election to any SRYHA BOD position unless granted a waiver by a two-thirds (2/3) majority vote of the BOD.

To be eligible for election as Treasurer, an individual must have general knowledge of bookkeeping best practices, nonprofit tax reporting requirements, and understand sound financial controls and financial records retention laws. Some Director positions will have additional eligibility requirements as indicated in [Article V Section 2](#).

Members of the Executive Committee are not eligible to serve simultaneously as a director.



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### 3.3 COMPENSATION

Elected officers of the BOD shall receive no compensation or remuneration for serving as such, other than reimbursement upon presentation of proper vouchers of actual expenditures incurred on behalf of SRYHA and approved by the BOD.

Individuals serving in appointed positions may be paid a reasonable salary, based upon fair market analysis, for those roles. Compensation for appointed positions could include reduction or elimination of fees for their Registered Player(s). Compensation will be determined on a case-by-case basis by the BOD and will be documented in a compensation agreement signed by the President, Treasurer, and the selected Candidate. Appointed positions, including the selected candidate and any associated compensation, will be reevaluated on an annual basis and voted upon by the BOD.

## SECTION 4: ELECTIONS

Elections shall be held at the Annual Meeting in the spring, prior to the start of the Association's Fiscal Year, or at a Special Meeting called by the BOD per [Article VII Section 1.3](#). To ensure continuity of the BOD, officer elections will be staggered and be held to the following time schedule:

- Even Year: President, Secretary, Fundraising and Scholarship Director, Hockey Operations Director
- Odd Year: Vice President, Treasurer, Coaching Director, Registrar, Web Presence Director
- Director positions to be filled for the upcoming season will be determined by the BOD prior to the Annual Meeting. This will determine the Director vacancies open for candidate nominations.

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### 4.1 INITIAL BOARD OF DIRECTORS

The initial BOD shall be established and chartered with the task of initiating the SRYHA. As such the initial BOD is staffed by volunteers who are dedicated to establishing a robust and transparent youth hockey association in compliance [Article II](#) of these Bylaws. The term of the initial BOD shall be one (1) year; elections to replace the initial BOD shall be held prior to the start of the second season of SRYHA operations.

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### 4.2 CANDIDATE NOMINATIONS

The Secretary shall, at least thirty (30) days prior to the Annual Meeting, invite the membership to submit nominations for Executive Committee and Director Positions to be elected. Nominations will close twenty (20) days prior to the Annual Meeting. Once the nominations have closed, the ballot will be finalized and only those names received prior to the closure of nominations will be included on the ballot and the Annual Meeting agenda.

Any member can nominate someone to be considered for an elected position. Upon accepting the nomination, all nominees will be verified to be Members in good standing with the corporation and to meet minimum requirements for the position. All eligible nominees shall be set forth on the Annual Meeting agenda; nominees who are determined not to be eligible shall be contacted by the Secretary documenting the deficiency that prevents their candidacy prior to publishing the Annual Meeting agenda.

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#### 4.3 CONDUCT OF ELECTIONS

The election of members of the Executive Committee and the Directors shall be the last item on the agenda of the SRYHA Annual Meeting, and the newly elected Executive Committee Members and Directors shall assume office at the conclusion of the Annual Meeting. Elections shall be conducted by ballot during the Annual Meeting or during a Special Meeting called for that purpose.

Each family shall be entitled to one (1) vote per family, regardless of the number of players and/or coaches in the program, for each position on the Executive Committee and for each Director. No proxy voting will be allowed. The members present at the Annual Meeting or Special Meeting shall constitute a quorum. Except as otherwise provided by these By-Laws, all elections and all issues voted upon at the Annual Meeting or Special Meeting shall be decided by a simple majority of votes cast. Votes shall be tallied by the Secretary prior to the end of the Annual Meeting. The candidate receiving the greatest number of votes shall be elected to the position on the Board for which such an election is held.

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#### 4.4 OVERSIGHT OF ELECTIONS

Any member shall have the right to challenge the result of an election by requesting a recount during the Annual Meeting or Special Meeting. Upon request for a recount, the ballots for the challenged office shall be recounted independently by the President and Vice President under the oversight of any interested membership. Upon conclusion of the independent recounts the vote tallies shall be compared, if the results agree the candidate receiving the greatest number of votes shall be elected to the position. If the results are not in agreement another recount shall be conducted per the process outlined above until matching results are obtained. If the recount is for the position of President or Vice President, the Treasurer shall stand in for the person holding the contested office.

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#### 4.5 VACANCIES

If a full slate of Directors is not elected by the membership, or if vacancies are created by resignation or otherwise, the BOD may nominate and elect officers to fill such vacancies until the next Annual or Special Meeting of the Corporation. Candidates nominated for a vacant position on the BOD shall be elected by a majority vote of the BOD. The elected member shall serve the remainder of the term of office for the vacated position. Those individuals elected to complete the remaining term of a vacated position assume office upon election.

In the event of the office of President being vacant, the Vice President will serve as the interim President through completion of the President's elected term. In the event the Vice President position is vacant, or he/she is unable to succeed the President, then the Secretary shall be empowered to conduct a BOD meeting for the sole purpose of electing an interim President.

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#### 4.6 REMOVAL OF BOD MEMBERS

The BOD may remove an elected officer by a two-thirds (2/3) majority vote (excluding the officer in question) of the BOD at any time, including under the following circumstances:

1. After a disciplinary committee hearing was held.
2. When a BOD member has three (3) consecutive absences (excused or unexcused, except for vacation, work related travel, or other extenuating circumstances to be decided by the BOD).

3. When BOD member acts contrary to the By-Laws of SRYHA or does not act in good faith on behalf of SRYHA. Failure of good faith can be described as misrepresentation of individuals during negotiations for contracts or like instruments of business; failure to support decisions or process developed by Association and/or is continuously disruptive during meetings. Disruptive is defined by continued failure to yield the floor when asked to do so by the presiding official; failure to follow Amended Robert's Rules of Order as directed by presiding official; and continuous disruptive outbursts when you do not have the floor.
4. When BOD member commits theft or embezzlement. BOD members removed under these circumstances shall also be referred to law enforcement.
5. When BOD member fails to discharge assigned duties and responsibilities of their position.

The removal vote shall take place only after the Secretary has provided such BOD members with due notice and the BOD member has been afforded an opportunity for a hearing at a regularly scheduled or special BOD meeting.

Any BOD Member who is removed for cause by the BOD shall not be eligible to hold future office except if granted a waiver by a two-thirds (2/3) majority vote of the BOD.

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#### 4.7 RECALL OF BOD MEMBERS

Any elected officer may be removed by the Membership providing to the Secretary a recall petition with a simple majority of the Membership's signatures attached. Any BOD member has the right to contest a recall petition in writing to the Secretary no later than the ten (10) days after the Secretary notifies the BOD member of the receipt of a valid recall petition. Non-receipt of a written contest by the Secretary shall be construed as non-objection to the recall petition and the elected officer shall be recalled. The process described in [Article IV Section 4](#) shall be followed to address the resulting vacancy.

Upon receipt of a written contest to the recall petition, the President must then call a Special Meeting for the purpose of conducting a recall vote not more than forty-five (45) days after certification of the recall petition. The elected officer shall then be recalled from office by a majority vote of the Membership present at the Special Meeting. Recall voting shall be accomplished by secret ballot administered by the Secretary, except if the recall vote is for the Secretary in which case, it shall be conducted by the Vice President.

Should a recall be voted in the affirmative by the Membership, it shall be immediately followed by a request for nominations and election by those Members present at such a Special Meeting to fill the Board Vacancy. If the President is recalled, the office shall be assumed by the Vice President after which a new Vice President shall be elected.

Any BOD Member who is recalled by the Membership shall not be eligible to hold future office except if granted a waiver by a two-thirds (2/3) majority vote of the BOD.

### ARTICLE V – OFFICERS AND COMMITTEES

#### SECTION 1: EXECUTIVE COMMITTEE

Summary descriptions of roles and responsibilities are provided in this section. Further details of roles and responsibilities for SRYHA positions are provided in the SRYHA "Roles, Responsibilities, Accountabilities, and Authorities" policy document.

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## 1.1 PRESIDENT

The President shall be the principal Executive Officer of the Board and shall supervise and control all business and affairs of the BOD. The President shall perform all duties incident to the Office of President and such other duties as prescribed by the BOD. The President shall be empowered to do all things necessary to accomplish the orderly operation of SRYHA between BOD meetings, subject to approval at the next BOD meeting. Specific duties of the President include:

- Preside over all meetings of the Members and of the BOD.
- Sign, with the Vice President, and any other proper officer of the Association authorized by the BOD, any deeds, mortgages, bonds, contracts, or other instruments which the BOD has authorized to be executed.
- Make an annual report on SRYHA activities to its Membership at the Annual Meeting.
- Represent SRYHA at all meetings with outside organizations including but not limited to governmental organizations, partner facilities and organizations, oversight organizations, and sponsors.
- Provides the second authorized signature (unless delegated in writing such as in the case of delegation to Division Directors for maintenance of Sub-accounts) on all SRYHA disbursements along with the Treasurer.

In SRYHA matters that only require a majority vote, the President shall vote only in the event of a tie. In all other SRYHA matters which require more than a majority vote, the President shall have a vote. The President shall vote in the election to fill vacant officer positions.

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## 1.2 VICE PRESIDENT

The Vice President shall have responsibility to support the President in overseeing the administration of the Association, in addition to such other duties as assigned by the President or by the BOD.

- In the absence of the President, or in the event of the President's inability or refusal to act, the Vice President shall perform the duties of the President and when so acting, shall have all the powers of and be subject to all restrictions upon the President.
- May sign, with the President, and any other proper Officer of the Association authorized by the BOD, any deeds, mortgages, bonds, contracts, or other instruments which the BOD has authorized to be executed.
- Provide oversight and final determination, subject to BOD approval, of all public relations actions of the SRYHA to ensure consistency and quality of the presentation of the business presence of the SRYHA, including but not limited to internet and social media presence, advertising and communications, management of the SRYHA brand including the Yeti logo and color scheme, on-ice presence including uniform design, etc.

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## 1.3 SECRETARY

The Secretary is responsible for maintaining the orderly conduct of SRYHA meetings and elections and keeping the record of organizational activities. The Secretary shall perform all duties incident to the office of Secretary and such other duties as assigned by the President or BOD. Specific duties of the Secretary include:

- Publish an agenda for all BOD meetings at least five (5) days prior to the meeting.

- Submit an announcement for the Annual Meeting and call for nominations for elected positions at least thirty (30) days prior to the Annual Meeting. Publish the agenda, including the candidate list for elected positions at least fifteen (15) days prior to the Annual Meeting.
- Maintain the minutes of the meetings of the members and of the BOD.
- Ensure that all notices are duly given in accordance with the provisions of these By-Laws or as required by law.
- Collect nominations for elected positions to be voted on by the Membership at the Annual Meeting.
- Validate the eligibility of candidates to stand for elections to positions for which they are nominated.
- Perform the initial tally of votes during elections and votes of the BOD.

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#### 1.4 TREASURER

The Treasurer shall have charge and custody of and be responsible for all funds and securities of the Association, including the primary Account and all Sub-Accounts maintained by the Association. The Treasurer shall keep full and accurate accounts of all receipts and disbursements of SRYHA. Specific duties of the Treasurer include:

- Receipt of and provision of receipts for monies due and payable to the Association from any source whatsoever and deposit of all such monies in the name of the Association in such banks, trust companies, or other depositories as shall be selected in accordance with the provisions of the By-Laws.
- Disbursement of SRYHA's funds under the direction of the BOD taking proper vouchers.
- Establishment of systems for the receipt of fundraising for the Association such as for collection of raffle or other fundraising revenue.
- Render a report as to the financial position of SRYHA not less than twice annually, including during the Annual Meeting of the SRYHA.
- Be the party responsible for preservation of SRYHA's non-profit 501(c)(3) status.
- Preparation of all reports, maintenance of all financial records and control of all financial activities in the manner prescribed by local, state, and federal law.
- Arranging for the filing of all required tax and annual reporting with State and Federal government authorities.

The Treasurer shall be one of two required authorized signatories on all SRYHA disbursements. Another BOD member (typically the President) must be designated as the second signatory on SRYHA's accounts jointly with the Treasurer.

## SECTION 2: DIRECTORS

Not all Director positions will necessarily be filled; these positions shall be filled at the sole discretion of the BOD. Director positions are typically elected by the Membership when the role is deemed necessary by the BOD. However, the Coaching Director may be appointed, if deemed appropriate by the BOD.

Directors shall be responsible for the management of the area which they are elected to represent. The BOD will determine which Director positions should be filled, and those positions will be open for nominations during the Annual Meeting. At the sole discretion of the BOD, authority for the management of funds associated with the Director's area may be managed by the Director in coordination with the

Treasurer. Delegation of this authority must be provided by name, in writing to the Director. Upon delegation of this authority, the Director shall keep full and accurate accounts of all receipts and disbursements that are reconciled with the Treasurer at least monthly. This reconciliation shall include at a minimum a review of all account debits and credits, and a review of all outstanding commitments.

Specific duties of the Director include:

- Coordination of all activities for the area that they represent.
- Participation in meetings and votes of the BOD.

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## 2.1 COACHING DIRECTOR

The Coaching Director may be elected or appointed and shall be responsible for overseeing the development of players and coaches within the SRYHA organization. If a Coaching Director is appointed, the BOD shall also determine if the Coaching Director qualifies as a paid position per [Article IV Section 3.3](#). If a Coaching Director is appointed, the Coaching Director will participate in all BOD meetings but will have no voting rights on the BOD.

The Coaching Director shall continually evaluate the competitive state of hockey within the Association and make recommendations to improve and grow players, coaches, and teams. The Coaching Director will annually set the program criteria and formulate tryouts, coaching selections, and hockey clinics. The Coaching Director shall oversee and support the development of coaching.

The Coaching Director must have five (5) years of coaching experience or equivalent. The coaching director will also have to either attain or possess certification for all age groups and genders for compliance on the ice. The Coaching Director will not be allowed to be rostered as a head coach within the Association. The Coaching Director shall not hold the same position with another youth hockey organization. The Coaching Director will oversee the Coaching Committee and appoint those on the Committee with the concurrence of the BOD. Specific duties of the Coaching Director include:

- Institute a comprehensive teaching outline and ensure that all required hockey skills are taught.
- Ensure that each on ice session is productive, instructive, safe and enjoyable for players.
- Serve as a role model, encouraging players to become better hockey players and individuals.
- Recruit new players and coaches.
- Coordinate the team placements of all players during the evaluation process.
- Monitor the progress of teams throughout the season bringing reports to the BOD.
- Resolve disputes and oversee discipline of players following recommendations from the Discipline Committee.
- Select all hockey instructors and coaches, and work to ensure that instructors and coaches have adequate resources.
- Provide supervision, instruction, communication and on-ice responsibilities to all hockey instructors and coaches.
- Build a cooperative team atmosphere so that all hockey staff (instructors and members) have a positive and enjoyable experience.
- Foster open communications.
- Represent coaches' interest and concerns to the BOD.
- Attend scheduled BOD meetings to communicate regarding the program, hockey staff, facility and other issues.
- Manage the coach to player ratio for each level with a goal of keeping the ratios of players to coaches as small as possible. Targets for coach to player ratios are as follows:
  - Player Age <5yrs: 1:5

- Player Aged 5-6yrs: 1:7
- Player Aged 6-12yrs: 1:10 plus a goalie coach
- Player Aged >12yrs: 1:14 plus a goalie coach

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## 2.2 HOCKEY OPERATIONS DIRECTOR

The Hockey Operations Director shall have responsibility for the program in coordination with the Coaching Director. Specific duties of the Hockey Operations Director include:

- Coordination with the Coaching Director and Head Coaches, for the management of times and schedules.
- Management of all equipment purchases and ice schedules for the Association.
- Certify ice bills to the Treasurer.
- Serve as the direct liaison with leagues and rink managers and convey concerns to the BOD.
- Conduct tournament operations and oversee any multi-team events hosted by SRYHA.

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## 2.3 FUNDRAISING AND SCHOLARSHIP DIRECTOR

The Fundraising and Scholarship Director shall support the Association in its efforts to provide an economical hockey program that will benefit all players. Specific duties of the Fundraising and Scholarship Director include:

- Oversee the Association's fundraising efforts through the conduct of raffles, solicitation of sponsorship from the local community, and other fundraising activities.
- Overseeing the disbursement of funds for player scholarships for SRYHA players.
- Manage the process of selecting prospective scholarship recipients.

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## 2.4 REGISTRAR

The Registrar shall oversee all registrations for the Association. Specific duties of the Registrar include:

- Management of player registrations.
- Management of Coach and Volunteer registrations.
- Verification of compliance with background check and Abuse Prevention System training.
- Validation of player placement in appropriate Divisions based upon verification of age through examination of Birth Certificates.
- Maintenance of membership lists.

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## 2.5 COMMUNICATIONS DIRECTOR

The Communications Director shall be responsible for the management of the public presence, including social media and internet presence, of the Association. Specific duties of the Communications Director include:

- Oversight and management of all social media accounts including but not limited to Facebook, Instagram, and Twitter.
- Oversight and management of the Association website.
- Management and approval of all content posted to public forums, including social media, representing the Association.
- Management and approval of users who request membership in Association social media pages.



- Management of terms of use for members of Association social media pages, including decisions on termination and blocking of members who violate terms of use.
- Management of all advertising and outreach activities representing the Association, including but not limited to participation in public events, development and distribution of recruitment materials, coordination with media outlets, etc.

## SECTION 3: STANDING COMMITTEES

Not all standing committees will always be active. Appointment of these committees shall be at the sole discretion of the BOD. The following are the Standing Committees of the BOD. In addition, ad hoc committees may be appointed by the BOD for specific purposes when required. All committees shall coordinate directly with the appropriate BOD elected officers to accomplish their assigned tasks. Standing Committees may appoint sub-committees for specific purposes which may contain members on the Standing Committee; however, any such sub-committees will be chaired by a member of the Standing Committee. Standing Committees shall meet at the call of the Chairman. The Chairman shall appoint all members to the committee, following the specified requirements.

### 3.1 FINANCE COMMITTEE

The Finance Committee shall be empowered to prepare the annual and revised budgets of the Association and conduct special cost studies or financial examinations as directed by the BOD. The Finance Committee shall submit the proposed annual budget to the BOD during the May meeting of the BOD each year. It shall present the revised budget to the BOD during the December meeting of the BOD each year. The Finance Committee shall be chaired by the Treasurer and shall also consist of at least two (2) BOD Members, one of whom shall be the Fundraising and Scholarship Director if seated.

### 3.2 FUNDRAISING COMMITTEE

The Fundraising Committee shall raise funds as required for the current and future operations of SRYHA. It shall be chaired by the Fundraising and Scholarship Director if seated, and shall also consist of the Vice President, and not less than three (3) members of the Membership and/or the BOD.

### 3.3 POLICY COMMITTEE

The Policy Committee shall review and prepare any revisions to the SRYHA By-Laws for presentation to the Membership and prepare annually a list of policies that govern the Association. The Policy Committee shall provide, subject to BOD approval, any policy changes by June 1 of each year and present all changes to the Membership via the website. The Policy Committee shall be chaired by the President and shall also consist of Vice President and not less than two (2) members of the Membership and/or the BOD.

### 3.4 DISCIPLINE COMMITTEE

The Discipline Committee shall ensure that the standards of conduct as set forth by SRYHA are implemented and enforced. The Discipline Committee shall have the authority to impose such penalties as required to accomplish this purpose. These penalties shall be binding on all members, players, and coaches and are subject to review under [Article VIII, Section 3](#). The Discipline Committee shall submit a



report of all findings to the BOD for review. The Discipline Committee shall be chaired by the President and consist of the Vice President, not less than two (2) members of the BOD one of whom shall be either the Coaching Director if seated or the Hockey Operations Director if seated.

If an item under consideration by the Discipline Committee involves one or more members of the Discipline Committee, the members involved shall recuse themselves from the proceedings of the Discipline Committee. In this scenario the highest-ranking BOD member on the Discipline Committee shall act as chair, and other BOD members will be seated to constitute a quorum on the committee.

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### 3.5 PUBLIC RELATIONS COMMITTEE

The Public Relations Committee shall publicize and promote the SRYHA and its activities. The Public Relations Committee shall coordinate the presentation of awards, both meritorious and achievement for players, coaches, and Members of SRYHA. It shall form sub-committees or working groups to publish a newsletter, design and distribute promotional materials, participate in exhibits and festivals, and schedule recruiting activities for players and coaches. It shall report to the Membership during the Annual Meeting. The Public Relations Committee shall be chaired by the Communications Director if seated and shall also consist of the Secretary and not less than two (2) members of the Membership and/or the BOD.

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### 3.6 TOURNAMENT COMMITTEE

The Tournament Committee shall plan, organize and conduct all SRYHA Tournaments; it shall be chaired by the Hockey Operations Director if seated and shall also consist of two (2) members of the Membership and/or the BOD.

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### 3.7 COACHING COMMITTEE

The Coaching Committee shall be responsible for establishing the policy for the development of players and coaches within the SRYHA organization. The Coaching Committee will establish the annual plan for coaching, including the conduct of camps and clinics and assignment of coaches to each division. The Coaching Committee shall be chaired by the Coaching Director, if seated; in the absence of a Coaching Director one of the Head Coaches will be appointed as committee chair by the BOD. The Hockey Operations Director, if seated and either the President or Vice President will be standing members of the Coaching Committee. The Coaching Director shall appoint additional members on the Committee with the concurrence of the BOD.

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## ARTICLE VI – FINANCES

### SECTION 1: NOT FOR PROFIT STATUS

The Association is organized exclusively for charitable and educational purposes under Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future Federal tax code. The fiscal year of the Association shall be from June 1 through May 31 of each year.

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the previous paragraph. No part of the activities of

the corporation shall involve the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporations shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

Notwithstanding any other provision of these articles, the corporation shall not carry out any other activities not permitted to be carried out

- a) by a corporation exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future Federal tax code, or
- b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future Federal tax code.

Notwithstanding any other provision of these articles, this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this corporation.

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## 1.1 DISSOLUTION

Upon the dissolution of the Association, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future Federal tax code, or shall be distributed to the Federal Government, or to the State or Local Government, for public purposes. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation 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.

## SECTION 2: CONTRACTS AND AGREEMENTS

The BOD, and the President as the principal Executive Officer of the Board, shall have the sole authority to enter into contracts and agreements in the name of SRYHA and all contracts and agreements shall be approved by a majority vote of the BOD. Such contracts and agreements must bear the signature of the President.

## SECTION 3: EXPENSES

All checks must be signed by the Treasurer. Any Member, at the direction of the BOD, is to be reimbursed for all prior expenses incurred in the name of SRYHA, provided they are presented for payment to the Treasurer within thirty (30) days of when the expense is incurred. A receipt for goods or services must accompany the request for payment. A certified statement may be accepted in lieu of a receipt for unusual circumstances. All reimbursements will be at the sole discretion of the BOD.

The SRYHA shall not be liable for unauthorized expenses. Anyone making unauthorized expenses may not be reimbursed. All expenses over \$100 are subject to the approval of a majority vote of the BOD unless they have been approved prior such as in the approved annual budget.

## SECTION 4: DUES AND REGISTRATION

All Members shall be responsible for the payment of dues, fees, and assessments established by the SRYHA BOD during its Annual Meeting, or at a Special Meeting called for that purpose. All Registered Participant Members must register online.

## SECTION 5: FINANCIAL RECORDS

The books and records of SRYHA, both financial and non-financial, are the property of SRYHA and not of any Officer or Member. It is the responsibility of the BOD to obtain the return of any SRYHA records in possession of a SRYHA Officer or Member at the conclusion of their term of office or whenever such person no longer has need of the records in working on SRYHA matters.

The Association shall strive to conduct its business in a fully open and transparent manner. Members of the SRYHA shall have the right to inspect its books and records at any time upon written request to the BOD. To the maximum extent possible, all Association records, including financial information, shall be made available for review by Association membership at any time, defined as within thirty (30) days from when the request is made. Certain sensitive information including but not limited to addresses, account numbers, phone numbers, etc. may be redacted from Association records prior to review, at the sole discretion of the BOD.

## SECTION 6: ACCOUNTING

All SRYHA books, including General and Sub-Accounts, shall be managed under the purview of the Association Treasurer. Directors and other SRYHA officers may be granted authority to maintain Sub-Accounts; such authority shall be delegated in writing from the BOD. Sub-Accounts shall be reconciled with the Treasurer monthly; this shall include at a minimum the review of all account debits and credits, and a review of all outstanding commitments.

All books, including General and Sub-Accounts of SRYHA shall be audited annually during the month of July by a reputable Public Accountant or equivalent. A SRYHA member or Director may, with BOD approval, perform this function so long as they do not possess one of the valid signatures to execute checks.

## SECTION 7: INSURANCE

SRYHA agrees to be covered by a general liability insurance policy. SRYHA may carry an employee dishonesty fidelity bond on all Officers of SRYHA authorized to sign checks. If so, then the President shall ensure that this bond is executed on June 1 of each calendar year, or upon expiration. SRYHA retains the right to obtain whatever additional insurance coverage it may desire, at its own expense.

## SECTION 8: INDEMNIFICATION

Every Director, Officer or agent of the Association shall be indemnified by the Association against all expenses and liabilities, including counsel fees, reasonably incurred by or imposed against them in connection with any proceeding to which they may be made a party, or in which they may become involved, by reason of their being or having been a Director, Officer, or agent of the Association

In the event of a settlement, the indemnification provided herein shall apply only when the BOD approves such settlement as being the best interest of the Association. Any indemnification by the Association

shall be allowed only to the extent permissible under applicable law. The BOD may purchase liability insurance to implement the provisions of this Section.

## ARTICLE VII – GENERAL

### SECTION 1: MEETINGS

#### 1.1 ANNUAL MEETING

The Annual Meeting of the Members of the Association shall be held each year prior to the end of the Association's fiscal year, but no sooner than April 1 and no later than May 31 of each year at a place, date, and time determined by the Secretary. Any action(s) or policy(s) adopted or requested to be adopted by the BOD of SRYHA shall be reported to its Membership at least once each year at a meeting called for such purpose. Notice of the Annual Meeting and call for nominations for elected positions shall be provided by the Secretary no less than thirty (30) days prior to the meeting. An agenda for the Annual Meetings shall be provided to all members of SRYHA no less than fifteen (15) days prior to the meeting. The Annual Meeting shall be open to all members of SRYHA. Elections shall be held at the Annual Meeting per [Article IV Section 4](#).

The members present at the Annual Meeting or Special Meeting shall constitute a quorum. Except as otherwise provided by these By-Laws, all elections and all issues voted upon at the Annual Meeting or Special Meeting shall be decided by a simple majority of votes cast.

#### 1.2 BOD MEETINGS

BOD meetings shall be held at least once every other month and additional meetings may be called by the President or, on request of any two (2) BOD members with notice provided to the Secretary. Notice of the date, place, and time of all meetings shall be given or made available to the Membership by the Secretary. Meetings of the BOD may be held by conference call or other electronic means, in which case links or other instructions for meeting participation shall be provided by the Secretary along with the distribution of the BOD meeting agenda.

BOD meetings shall be open to all Members of the Association who are welcome and encouraged to attend and participate. A specific portion of each BOD meeting will be set aside as an opportunity for Member questions, comments, or other participation. Members may also submit proposed items for discussion at least forty-eight (48) hours in advance of the BOD meeting to the Secretary to be included as a topic of discussion on the meeting agenda. To ensure efficient conduct of the BOD meetings, Members shall not interfere with BOD meeting conduct outside of designated participation periods defined above.

The BOD may allow for a closed session as necessary, however the use of closed sessions should be minimized and reserved for only sensitive business that may not be acceptable for dissemination beyond the BOD such as reporting by the Disciplinary Committee.

#### 1.3 SPECIAL MEETINGS

A Special Meeting of the SRYHA membership may be called for by the President or, on request of any two (2) BOD members, as the need arises. Special Meetings are typically called for a specific purpose

such as to fill a vacancy on the BOD. Notification of the call for a Special Meeting shall be provided to the Secretary who will then schedule the Special Meeting. A forty-eight (48) hour notice period is required for Special Meetings.

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#### 1.4 QUORUM

A majority of the number of Executive Committee members in office shall constitute a quorum for transaction of business at any meeting of the BOD. Each member of the BOD is a voting member, except for the President who is a non-voting member, where a simple majority vote is required, except for in the case of a tie as described in [Article V Section 1.1](#).

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#### 1.5 CONDUCT OF MEETINGS

The rules contained in the current edition of the Amended Robert's Rules of Order, as Revised, shall govern the Association in all cases in which they are applicable and in which they are not in conflict with these By-Laws and any special rules of order the Association may adopt.

### SECTION 2: ARTICLES OF INCORPORATION AND BYLAWS

SRYHA shall make available online to its members, copies of its Articles of Incorporation, Bylaws and other governing documents, and all amendments thereto.

The Articles of Incorporation and Bylaws of SRYHA may be amended as follows: Proposed amendments shall be provided to all BOD Members at least thirty (30) days prior to any Annual Meeting or a Special Meeting where such amendments are to be voted on. To be approved, any amendment must receive the affirmative vote of at least two-thirds (2/3) vote of the BOD voting in attendance at the Annual Meeting. An out of cycle revision to the Bylaws may be authorized if necessary, by a two-third (2/3) vote of the BOD.

### SECTION 3: POLICY

General policies of the organization will be maintained on the SRYHA website. Other policies, as determined by the BOD, rules and regulations to supplement these By-Laws shall be devised for the purpose of clarity and uniformity. Policy changes and temporary rulings, as approved by the BOD, shall be in the form of meeting minutes issued by the SRYHA Secretary. These policy changes and temporary rulings shall be considered binding upon the general membership and the BOD immediately upon the date of acceptance by the BOD.

It is the responsibility of all Members to read any announcements issued by the SRYHA and follow the policy and procedures in these By-Laws and other SRYHA Policy. The President has the authority to develop and set procedures, this is typically done in coordination with the Policy Committee. The authority to complete these tasks may be delegated.

## ARTICLE VIII – DISPUTE RESOLUTION, DISCIPLINE, AND ARBITRATION

### SECTION 1: DISPUTE RESOLUTION

All claims, demands, discipline or disputes (“Disputes”) arising by and between Parties, shall be subject to provisions of this Article and constitute the sole and exclusive remedy for dispute resolution. It is the specific purpose of this Article to provide a uniform method of resolving disputes.

### SECTION 2: EQUAL OPPORTUNITY

SRHYA must provide an equal competitive opportunity considering ability, physical size, and other athletic criteria, to amateur athletes, coaches, trainers, managers, administrators, and officials to participate, consistent with the requirements of the Amateur Sports Act of 1978, as amended, in amateur athletic competition without discrimination based on race, color, religion, age, sex, or national origin.

### SECTION 3: DISCIPLINE

SRHYA shall provide for the prompt and equitable resolution of grievances of its members, including fair notice and opportunity for a hearing to any amateur athlete, coach, trainer, manager, administrator, or official before declaring such individual ineligible to participate.

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#### 3.1 APPEALS

The BOD shall have the authority to remove, recommend, or remand suspensions or penalties imposed by the SRHYA Discipline Committee, coaches, or others who are in positions of authority only upon appeal by the appropriate parties to the SRHYA BOD. Appropriate parties will be considered the parents/legal guardians of the member involved or the coach. The appeal will be heard at a BOD Meeting, or a Special Meeting may be called by the President. Board members involved in the discussion or hearings surrounding the initial findings will be eligible to vote during the hearing of the appeal and may be involved in the discussion. BOD members directly involved in the dispute must recuse themselves. The full BOD shall vote on the situation.

### SECTION 4: ABUSE

SRHYA shall adopt policies prohibiting sexual and physical abuse which meet certain minimum criteria established by the Abuse Prevention Systems (subject to any contrary requirements contained in State or local laws applicable to SRHYA).

### SECTION 5: SUSPENSION OR EXPULSION

A member may be suspended or expelled, after due notice and an opportunity for a hearing, for conduct detrimental to the Association, by the vote of two-thirds (2/3) of the BOD. The Secretary shall provide at least ten (10) days notice to such member and to the members of the BOD prior to the meeting at which such matter is to be considered. Such member shall be offered an opportunity to be heard at such meeting and to present testimony and other evidence in response to the charge or charges against him prior to any final disposition by the BOD.

## ARTICLE IX - CERTIFICATION

Adopted by a two-third (2/3) majority vote of the Executive Committee:

Signature On File

President – Ben Roberts

Date

Signature On File

Vice President – April Wickersham

Date

Signature On File

Secretary – Valerie Bailey

Date

Signature On File

Treasurer – Darby Heyrend

Date