

# **Bylaws of Yuma Youth Hockey, Inc.**

Amended October 3rd, 2019

## **ARTICLE I: NAME AND PURPOSE**

### ***Section 1 – Name:***

The name of the organization shall be Yuma Youth Hockey, Inc. (YYHI), a non-profit organization incorporated in the state of Arizona. League may also operate under the names of Yuma Youth Hockey League (YYHL) and Yuma Blaze.

### ***Section 2 – Purpose:***

The primary purpose of Yuma Youth Hockey, Inc. shall be to promote, develop and instill fundamentally sound skills, sportsmanship, fair play and team unity in Yuma’s dedicated youth athletes in the sport of hockey.

## **ARTICLE II: GENERAL MEMBERSHIP**

### ***Section 1 – Eligibility:***

Each Board member, coach, assistant coach, parent or legal guardian of player of YYHI shall be considered a member.

### ***Section 2 – Responsibilities:***

- A. All YYHI members and teams shall agree to the conditions and abide by the rules and regulations set forth in these bylaws.
- B. A plea of ignorance to the Bylaws of Rules and/or Regulations of YYHI is not sufficient and violators should expect appropriate action from the Board of Directors.
- C. Any person found guilty of violating the Bylaws or Rules and Regulations may be asked to appear before the Board of Directors in order to explain their actions.

### ***Section 3 – Annual Meeting:***

An annual meeting of the general membership shall be held on or prior to May 31<sup>st</sup> of each year for the purpose of electing members to the board.

### ***Section 4 – Voting:***

All members shall be entitled to one vote in the annual election of directors.

## **ARTICLE III: BOARD OF DIRECTORS**

### ***Section 1- Board of Directors Role:***

The Board of Directors shall control all business and other affairs of Yuma Youth Hockey, Inc. (YYHI) during scheduled meetings.

***Section 2 – Board Size and Officer Positions:***

- A. The Board of Directors of YYH shall consist of the following positions: President, Vice-President, Treasurer, Secretary, Registrar, Director of Coaches, Director of Publicity and a minimum of three “Members at Large.” The exact number of members at large shall be determined by the currently sitting board of directors.
- B. Specific Board positions shall be determined by the newly elected Board of Directors at the first Board meeting immediately following elections. Specific Board positions shall be determined on an annual basis, in the following order: President, Vice-President, Secretary, Treasurer, Registrar, Director of Coaches, and Director of Publicity. The remaining “Members at Large” shall be assigned to chair the various subcommittees by the President.

***Section 3 – Nominations and Elections:***

- A. Any member of YYH shall be eligible to serve on the Board of Directors. Nominations for positions on the Board of Directors may be submitted by any member, 30 days or less, prior to the annual meeting. Any members may nominate themselves for election at the annual meeting.
- B. An annual corporate meeting shall be held on or before May 31<sup>st</sup> of each year for the purpose of electing a Board of Directors. Candidates receiving 51% or more of the votes cast by members who are present shall win election to vacant Board seats.
- C. The term of office shall be for two years with half of the Board members of the closest fraction thereto being elected in even numbered calendar years, and the remaining directors being elected in odd numbered calendar years.

***Section 4 – Term and Eligibility:***

- A. Term of office will be for two years.
- B. No family shall have more than one of its immediate members serving on the board at any given time. If there are two immediate family members serving on the board at the same time, only one may vote and only one may serve in a position of financial responsibility and/or be designated to sign checks.
- C. No Board member shall serve in the same officer position for more than two consecutive 2-year terms or more than four (4) consecutive years.

***Section 5 – Officer Responsibilities:***

- A. **President**  
Duties of office include presiding over monthly board meetings and meetings of the general membership, serve as the primary contact for the league, appoint members at large to head up committees, as well as overseeing other board members in carrying out their duties of office.
- B. **Vice President**  
Duties of the office include chairing the meetings when the President is absent, notify all Board members of the time and place for Board meetings if the Secretary is unable to do so, serve as a member of the Travel Hockey Committee. The Vice President will take over if the President resigns or is removed from office.

C. **Secretary**

The Secretary shall keep a record of all Board meetings and present them to the Board in the form of minutes for approval within a timely manner. The Secretary shall also notify all Board members of the time and location of all Board meetings, oversee and certify elections, provide league correspondence as needed and keep a book containing all minutes, organization Bylaws, league rules for Board meetings.

D. **Treasurer**

The Treasurer shall oversee the finances of the organization, keep an accurate record of receipts and expenditures, pay out of funds in accordance to league policy and board approval, and provide a financial report at each Board meeting for approval.

E. **Registrar**

The registrar shall keep a complete record of players and teams of YYHI for the purpose of player and team registration, team affiliation and insurance records; send proper registration to organizations YYHI is affiliated with and register travel teams for tournaments. The Registrar shall also serve as a member of the Recreational Hockey Committee.

F. **Director of Coaches**

The Director of Coaches shall coordinate all coach recruiting and coaching activities of YYHI including but not limited to: coaches meetings, clinics and evaluations; maintaining a roster of coaches for recreational and travel hockey; communicating with coaches regarding parent concerns, rules and regulations, and scheduling of practices and games; acting as a liaison between the coaches and the Board.

G. **Director of Publicity**

The Director of Publicity shall arrange for the publication and/or reporting of significant events and results of YYHI. The Director of Publicity shall also assist in the solicitation of sponsors.

***Section 6 – Vacancies and Removal from Office:***

- A. A director may retire or resign his/her seat at any time; however, a director may be removed only by a unanimous vote of the directors not in question, who are present at an emergency meeting. Any Board member who fails to attend three consecutive regularly scheduled meetings of YYHI shall be considered to have tendered his/her resignation to the President or Secretary of the Board. Absences may be excused if the Board member provides prior notice of conflicts beyond his/her control.
- B. Vacant directors' positions shall be filled by appointment, by the remaining Board members present at a meeting of the YYHI Board.

**ARTICLE IV: BOARD MEETINGS**

***Section 1 – Regular Meetings:***

- A. All regular meetings are to be conducted using parliamentary procedure according to Robert's Rules of Order when they are not in conflict with the organization's bylaws.
- B. Board meetings shall be scheduled before and during the regular season to organize, review policies and procedures, schedule tournaments, or as deemed necessary.
- C. At all meetings of the Board of Directors, fifty percent or more of the members shall constitute a quorum for the transaction of business.

- D. It is the responsibility of the Secretary to notify Board members of the time and place of meetings. Should the Secretary be unable or unwilling to provide this information then the Vice President shall do so.
- E. Monthly Board Meeting minutes shall be made available to any and all members following the ratification of the minutes by the board.

***Section 2 – Voting:***

- A. Each Board Member has one vote.
- B. Proxy voting assignments shall be allowed provided they are in writing and signed, or are electronically identifiable.
- C. In cases where action may be required by the Board prior to the next scheduled board meeting, the President may call for a motion and vote via email or text. The call for an electronic motion and vote may be agreed to at a previous board meeting or by group email/text sent to all board members by the President. Motion and second as well as each member’s vote must be sent to all board members. All actions taken by the Board via electronic voting must be ratified at the next scheduled board meeting.
- D. The President will vote only to break a tie.

***Section 3 – Special and Emergency Meetings:***

Shall be called at any time by the President, or if the President is absent or refuses to act, by any three Board members. Positive notice of the time and place of the meeting will be delivered personally to all Board members. Manner of notification will be annotated at meeting to ensure compliance.

***Section 4 – Executive Session:***

The Board of Directors of YYHI reserves the right to retire to executive session from time to time as may be necessary.

**ARTICLE V: DUE PROCESS AND EMERGENCY ACTION**

- A. No member, coach or Board member shall have official Board action taken against him/her without prior notification of the allegations presented against them and an opportunity to present his/her response to said allegations.
- B. In the event that a situation arises where immediate action is necessary against a member, coach or board member, the agreement of no less than three Board members shall be sufficient to affect such action. This action will not, however, be permanent. An emergency meeting of the Board of Directors shall convene no more than seven days following the emergency action in order to resolve the issue.

**ARTICLE VI: STANDING COMMITTEES**

***Section 1 – Standing and Subcommittee Structure***

Each Board Member at Large shall serve on one of the following Standing Committees: 1) Recreational Hockey or 2) Travel Hockey. These Standing Committees shall have subcommittees (see below) Each Member at Large shall chair at least one of the subcommittees. The

responsibilities of the subcommittees may overlap from time to time. More committees may be added at the discretion of the Board of Directors.

**Recreational Hockey**

1. Sponsorship
2. Officiating
3. Uniforms and Equipment

**Travel Hockey**

1. Fundraising
2. Team Liaison

***Section 2: Responsibilities***

- A. Rules and regulations governing the day-to-day activities of the Standing Committees of the corporation shall be established and reviewed at least annually by the Recreational and Travel committees respectively.
- B. These rules and regulations shall be presented to the entire Board for review and approval. A three-fifths vote of the Board of Directors shall be sufficient for the establishment of, or to effect changes to, these rules and regulations.

**ARTICLE VII: FUNDS AND FEES**

***Section 1: Use of Funds***

- A. Funds raised and fees collected specifically for recreational hockey or travel hockey shall be used only for their specific and intended purpose, and furthermore, that a separate accounting be kept of all funds collected and disbursed by this corporation.
- B. It is further intended that recreational players and members shall never be expected to raise funds or pay fees for anything that specifically benefits only the travel hockey branch of this corporation.
- C. Surplus monies or general financial support may be placed in a general fund and disbursed for items, which benefit the entire organization.
- D. The "Rules and Regulations" of the respective Standing Committees of this corporation may establish more specific guidelines for the collection and disbursement of funds.

***Section 2: Records and Reports***

- A. The club will maintain adequate and corrected accounts and books of its business and properties. All financial records shall be open to inspection by the Directors and members of this organization.
- B. All checks, drafts, or other orders of payment of money from organization accounts must show evidence of indebtedness. Checks from YYH accounts shall be signed or endorsed only by such persons authorized by the Board of Directors.
- C. The President, in conjunction with the Board of Directors, may authorize any officer or officers to enter into a contract or instrument in the name of or on behalf of YYHI.
- D. The Board of Directors must approve, in advance, any expenditure of over \$500.00 for any non-budgeted item.
- E. Two Board of Director members of the club shall conduct a review of YYHI financial records at least annually. This report shall be submitted to the Board.

## **ARTICLE VIII: ADDITIONAL GOVERNING AUTHORITIES AND REPRESENTATION**

### ***Section 1 – Rules and Regulations:***

- A. Yuma Youth Hockey, Inc. shall be governed by its bylaws and rules and regulations, as presently written except for those matters reserved by any regional or national organization that the corporation is associated with.
- B. The “USA Hockey Inline” rulebook shall be used to govern the rules and play unless otherwise stated in these bylaws.

### ***Section 2 – League Association Representation***

- A. Each year a liaison will be appointed by the Board to act as the representative on behalf of YYHI and any league for which the organization is a member there of. The appointed representative may be a serving Board member or general member of the league in good standing.
- B. League Representative must be approved by simple majority of the Board.
- C. League Representative may be reappointed on an annual basis with majority consent of the Board without subject to term limits.
- D. League Representative must report to Board at each monthly board meeting either in person or in written form.
- E. League Representative, if not a Board member, shall have no voting rights.
- F. League Representative must serve on the Travel Committee.

## **ARTICLE IX: AMENDMENT OF BYLAWS**

- A. The bylaws of YYHI may be amended by a two-thirds vote of the Board of Directors present at a regularly scheduled meeting.
- B. Any proposals or motions to amend the bylaws must be submitted to a Board member prior to the scheduled meeting.
- C. Any vote to amend the bylaws shall take place at the next scheduled meeting following discussion of the proposed amendment(s).
- D. Adopted amendments shall become effective at the time of the vote.

I, the undersigned, do hereby certify that I am the duly elected and acting Secretary of Yuma Youth Hockey, Inc., an Arizona non-profit corporation, and that the foregoing Bylaws comprising of seven (7) pages, including this page, constitute the Bylaws of said corporation as duly adopted at a meeting of the YYHI Board held on October 1st, 2019.

IN WITNESS THEREOF, I have hereunto subscribed my name this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
-----, Secretary of Yuma Youth Hockey, Inc.

WITNESS:

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-----, President of Yuma Youth Hockey, Inc.