



## By-Laws

### **Article I – NAME & AFFILIATION**

The name of this organization shall be McLean County Youth Hockey Association, hereinafter referred to as MCYHA. MCYHA shall be affiliated with and shall operate pursuant to the current rules and regulations of USA Hockey/USA Hockey Inline.

### **Article II - PURPOSE**

#### Section 1

A voluntary organization to organize, operate and promote youth ice and inline hockey programs in Bloomington-Normal and surrounding areas.

#### Section 2

To encourage responsibility, confidence, sportsmanship, teamwork, and physical fitness.

#### Section 3

To encourage the development of house league and competitive travel teams at a reasonable cost.

#### Section 4

To operate a non-profit educational corporation under Section 501 ( c ) ( 3 ) under the Federal Internal Revenue Code that seeks to exercise and safeguard the rights of its members.

#### Section 5

To achieve these objectives, MCYHA will provide a supervised program pursuant to the current rules and regulations of USA Hockey/USA Hockey Inline.

## **Article III – OFFICES**

The principal office of MCYHA shall be in the State of Illinois.

## **Article IV - MEMBERSHIP**

### Section 1                    Eligibility

MCYHA members include:

1. Parents and legal guardians of players who are active members of USA Hockey/USA Hockey Inline.
2. Players age 18 or over who are active members of a MCYHA team and of USA Hockey/USA Hockey Inline.
3. Active board members, coaches, and officials.
4. Other MCYHA volunteer leaders as approved by the board of directors.

### Section 2                    Resignation

A member may resign at anytime by written notice filed with the Board Secretary. The player will no longer be allowed to participate upon receipt of the resignation.

### Section 3                    Financial Obligations

Any member who fails to meet the financial requirements of MCYHA within the time specified shall be issued a written notice of delinquency. If after thirty ( 30 ) days the member is still in arrears their membership shall automatically terminate. The member and their child or legal dependent shall not be permitted to participate until all financial obligations are paid in full, unless authorized by the board.

### Section 4                    Removal

The board of directors shall have sole discretion for removing a member for any issues other than financial obligation. Any member may be suspended or expelled for actions not considered to be in the best interest of the organization, provided written charges are filed by a board member and after a hearing is held at a later meeting of the board for which due notice (at least 30 days but not more than 60 days) is given the charged member. The member can attend the meeting and will be given a reasonable amount of time to present evidence and answer charges. A simple majority of all current voting Board of Directors present shall be needed to remove a member under those circumstances.

### Section 5                    Reinstatement

Any member who has resigned or been suspended or expelled may be eligible for reinstatement provided they meet all the requirements for membership and obtain the approval by a majority of the board within a reasonable amount of time after reapplication.

## **Article V – MEETINGS**

### Section 1 Annual Meeting

The MCYHA annual meeting is open to active members and shall be held in May of each year as determined by the board. The meeting agenda shall include election of board officers and to transact other business as necessary. Notice of the annual meeting shall be posted at the site of regular league play in plain view and on the association website setting the time, place and purpose of the meeting. Minutes of the annual meeting will be posted at the site of regular play and on the website.

### Section 2 Board Meetings

The Board of Directors shall establish a schedule of regular board meetings which shall be posted at the site of regular league play in plain view and on the association website. Minutes of the board meetings will be posted at the site of regular play and on the website.

### Section 3 Special/Closed Meetings

The Board may also hold special meetings as necessary, including “closed” meetings at which attendance is limited to the Board of Directors and its invitees. The President or any board member can request a special or “closed” meeting. Minutes of special or “closed” board meetings will be posted at the site of regular play and on the website.

### Section 4 Quorum

A quorum is defined as two thirds (2/3) of the active board members to transact business at any meeting of the Board of Directors.

### Section 5 Voting

Once a quorum is present, a simple majority of the board is required to approve any action of the board unless otherwise indicated in the by-laws.

## **Article VI – BOARD OF DIRECTORS**

### Section 1 Eligibility

Any active member in good standing with MCYHA shall be eligible to seek and hold a board position.

### Section 2 General Power and Duties

The board of directors shall manage the property and business affairs of MCYHA. Each director shall be entitled to one (1) vote upon each matter submitted to vote at a board meeting.

### Section 3 Board Size

The MCYHA board shall consist of no fewer than seven nor greater than fifteen (15) directors.

### Section 4 Terms

Elected directors serve two (2) year terms.

### Section 5 Reappointment

Directors may be reelected or reappointed upon completing their term of service. Members shall be limited to serving on the board for not more than four (4) consecutive terms of office. Any member who serves any portion of another board member's unexpired term shall, for the purposes of this paragraph, be considered to have served that term. A member can become eligible to serve again after a one (1) year absence.

### Section 6 Appointed Director Roles

Four directors shall be appointed by the board to serve one year terms in the following roles:

1. Inline House Commissioner
2. Inline Travel Commissioner
3. Ice House Commissioner
4. Ice Travel Commissioner

### Section 7 Election Process

Election of board members shall be coordinated by the board secretary. The following process applies:

1. Candidate submits a resume to the secretary
2. Members vote for elected directors at annual meeting
3. Secretary certifies election outcome

Proxies will be allowed for current board members. The proxy shall be in writing and delivered to the Secretary prior to the meeting, and will be effective only for the meeting stated on the proxy.

#### Section 8                      Removal

Any director can be removed if a written petition is received by the President, the board member is given the opportunity to respond, and at least two thirds (2/3) of the active board members vote to remove the member.

#### Section 9                      Vacancies

Any director who resigns or is removed from office prior to the expiration of their term will be replaced by a member appointed by the board. The President shall nominate a replacement board member and a simple majority of the board is required for approval. The replacement director term will conclude when the original term expires, requiring the member to resign or submit their name as a candidate.

#### Section 10                    Errors & Omissions

The board shall maintain an Errors & Omissions policy to cover all active directors while performing MCYHA responsibilities.

#### Section 11                    Regular Meetings

The board shall hold regular meetings at such a place and at such a time as designated by the board president.

#### Section 12                    Special Meetings

Special meetings of the board may be held at any time by request of the president, or a special request of at least one third (1/3) of the current board members.

### **ARTICLE VII - OFFICERS**

#### Section 1                      Number

The officers of the MCYHA board shall be President, Vice President, Secretary, Treasurer, and Registrar.

## Section 2 Term of Office

Officers of MCYHA shall hold office for a two year (2) term or until their successors are duly elected or appointed.

## Section 3 Recall of Officers

Any officer can be removed if a written petition is received by the President, the board member is given the opportunity to respond, and at least two thirds (2/3) of the active board members vote to remove the member.

## Section 4 Vacancies

Officer vacancies shall be filled by a candidate recommended to the board and a majority vote of the current board members.

## Section 5 Officer Duties

### President

The President shall preside at all meetings of MCYHA membership and at all meetings of the Board of Directors, shall serve as Chief Executive Officer of the Association, shall be an ex-officio member of all standing and special committees, and shall perform such other duties as are normally associated with the office of President, including but not limited to negotiation with ice/in-line facilities for rink time, serving as contact for suppliers and other leagues, and collecting and disseminating information regarding activities which would benefit MCYHA members, such as available well-established hockey camps and schools.

### Vice President

The Vice President shall chair the Suspension Committee and oversee the discipline and grievance policy, conduct membership surveys, and shall preside at meetings and perform other functions of the President in the President's absence.

### Secretary

The Secretary shall have custody of the bylaws and all other official records of the Association; shall keep accurate minutes of the meetings and other activities of the Association and the Board of Directors; shall be responsible for all correspondence on behalf of the League, including communications to the general membership; and shall ensure that meeting minutes and other important Association communications are posted on the MCYHA website and at other accessible locations. Additionally, the Secretary shall transmit all records and correspondence to any person elected to succeed him or her in that office.

Treasurer

The Treasurer shall receive and disburse all funds with the approval of the Board of Directors, shall keep an accurate account of all funds received and disbursed for MCYHA, shall submit a financial report at all regular meetings and at such other times as may be requested by the President, shall compile an annual statement of Association finances working with a Certified Public Accountant, and shall prepare all necessary federal, state and local tax filings. Additionally, the Treasurer shall transmit all financial records of the Association to any person elected to succeed him or her in that office.

Registrar

The Registrar shall maintain complete and accurate records of Association membership, shall record and maintain all team rosters and statistics shall provide referee score sheets for each game and shall maintain completed referee score sheets for the Association. Additionally, the Registrar shall transmit all membership and team information and statistics to any person elected to succeed him or her in that office.

**ARTICLE VIII – FISCAL YEAR**

The fiscal year for the MCYHA shall begin with the first day of July each year and end in the last day of June in the following year.

**ARTICLE IX – DISSOLUTION OF THE ORGANIZATION**

Upon the dissolution of the MCYHA, the board shall, after making provisions for payment of all of the liabilities of the organization, dispose of the assets of the organization to such organization incorporated pursuant to Section 501 ( c ) ( 3 ) of the Internal Revenue Code (or the corresponding provisions of any future United States Revenue Code) as determined by the board. Any assets not disposed of by the board shall be disposed of as determined by the Court of Common Pleas in the county in which the principle office of the organization is located at the time of dissolution.

**ARTICLE X – ORGANIZATION FUNDS**

Section 1                      General Funds

Funds collected by the MCYHA shall be used only to accomplish the purpose and objectives of the organization as defined in the bylaws.

Section 2                      Financial Reporting

The treasurer shall prudently manage and invest all monies of the organization, and provide financial reports at board meetings.

### Section 3                      Financial Review

The financial records shall be reviewed annually by a Certified Public Accountant, who shall provide a written report on the financial condition of the organization. This report shall be made available for inspection by each member of the organization.

## **Article XI – STANDING COMMITTEES**

Permanent Committees of MCYHA, including chairpersons, shall be appointed at the Annual Meeting.

### House Team Committee

This committee shall serve at the pleasure of the Board of Directors and shall consist of a Commissioner and sufficient volunteers to ensure the proper function of the House League Youth and High School Teams. The Commissioner shall be appointed annually by the Board, and shall attend each Board Meeting and serve as a member of the Suspension Committee. The House Team Committee shall oversee team numbers, player selection, game scheduling, coach and referee appointments and organization, rules, and costs, and shall discharge such other responsibilities as may be assigned by the Board.

### Travel Team Committee

This committee shall serve at the pleasure of the Board of Directors and shall consist of a Commissioner and sufficient volunteers to ensure the proper function of a Travel League consisting of CIHL and High School Teams. The Commissioner shall be appointed annually by the Board, shall attend each Board meeting, shall serve as the MCYHA representative to CIHL and shall serve as a member of the Suspension Committee. The Travel Team Committee shall oversee team numbers, player selection, coach and referee appointments and organization, game scheduling, rules, and costs, and shall discharge such other responsibilities as may be assigned by the Board.

### Booster Club Committee

This committee shall serve at the pleasure of the Board of Directors and consists of a Chairperson and sufficient volunteers to staff a standing committee and necessary project subcommittees. The Chairperson shall be elected at the Association annual meeting. The primary function of this committee is to organize all fund raising events during the course of a year, consistent with MCYHA financial needs made known to this committee by the Board of Directors.

## Registration and Equipment Committee

This committee shall serve at the pleasure of the Board of Directors and consists of a Chairperson and volunteers as determined by the Chair. This committee is responsible for planning, organization, and staffing of player registration, and for control and maintenance of House League equipment owned by MCYHA and “leased” to house League players.

## Coaching Committee

This committee shall serve at the pleasure of the Board of Directors and consists of a Chairperson and volunteers as determined by the Chair. The Chairperson shall attend each regular Board Meeting, and shall serve as a member of the Suspension Committee. This Committee shall ensure that MCYHA has a sufficient number of qualified coaches to serve the Association’s needs, shall prepare and maintain a Coaching Guide with MCYHA coaching expectations, and maintain regular contact with the House and Travel Team Committees as well as with the Board.

## Referee Committee

This committee shall serve at the pleasure of the Board of Directors and consists of a Chief Referee and volunteers as determined by the Chief. The Chief Referee shall serve as a member of the Suspension Committee. This Committee shall ensure that MCYHA has a sufficient number of qualified and certified referees to serve the Association’s needs, by identifying appropriate training, providing appropriate instruction and critique, and determining appropriate pay scale. The Committee shall also make recommendations to the Board regarding financial support for referee training and instruction.

## Tournament Committee

This committee shall serve at the pleasure of the Board of Directors and consists of a Chairperson and volunteers as determined by the Chair. This committee shall be responsible for organization of any tournaments hosted by MCYHA, including publicity, scheduling, team contacts and lodging, collection of entry fees, awards, rules, and game volunteers such as timekeepers, scorers, and referees (in coordination with the Referee Committee). The Committee shall coordinate its financial needs with the Board Treasurer.

## Suspension Committee

This committee shall be chaired by the Vice President of the Association, and its additional members shall be the Travel and House Team Commissioners, Coaching Committee Chairperson, and Chief Referee. This committee shall meet when a coach or referee recommends disciplinary action for an Association player or member which would result in a 30 day or longer suspension. If recommended for a minor player, that

player's parents should be in attendance at the resulting Suspension Committee meeting. The committee shall also establish, and reduce to writing, rules regarding suspensions and resulting dues refunds, if any, prior to the applicable season.

### **Article XII– SPECIAL COMMITTEES**

Special Committees may be appointed by the Board of Directors for such special purposes as deemed necessary. Committee duties and responsibilities are to be outlined at the time of the appointment, and such committees shall be dissolved at the Annual Meeting following appointment, but may be reappointed at any time following the Annual Meeting. It is the intention of the Association that any activity which can logically be handled by a Standing Committee or by specially appointed sub-committees thereof will be so assigned, and that appointment of Special Committees will be infrequent and will be reserved for unique circumstances.

### **ARTICLE XIII –AMMENDMENTS**

The MCYHA bylaws may be amended by majority vote of the MCYHA membership at the Annual Meeting. It may also be amended at a special meeting called for that purpose, provided that MCYHA membership receives notice as specified in Article V herein at least ten (10) days in advance of the date of such special meeting.