

**MIDDLESEX COUNTY YOUTH HOCKEY
ASSOCIATION, INCORPORATED.**

BY-LAWS

ARTICLE I: Mission

Middlesex County Youth Hockey Association (MCYHA) is a non profit organization that exists to provide youths with an amateur ice hockey development program designed to allow each participant the opportunity to develop their ice hockey skills to their full potential. This will be implemented through a combination of skill development and competition. MCYHA will offer a variety of programs starting with the Learn to Skate, Learn to Play Hockey and In-House Programs, ranging through Tier, 3, 4 and a competitive Tier 2 travel team opportunities as dictated by USA Hockey MCHYA recognizes a wide range of abilities and commitment among participants. MCYHA does not discriminate on the basis of race, gender, national origin or religious affiliations. MCHYA will endeavor to emphasize fun at all levels of participation.

ARTICLE II: Objectives

- To provide a foundation for the growth and development of all players.
- To promote USA Hockey philosophies as well as CHC rules for the enjoyment and learning of all players at all levels.
- To promote and develop ice hockey skills.
- To commit to the development of student athletes and put emphasis on the priority of school before hockey.
- To develop and promote fair play at all levels.
- To foster the importance of participation in lifelong sport and exercise.

ARTICLE III: Name and Identification

The name of the Corporation shall be the Middlesex County Youth Hockey Association, Incorporated (the "Association")

ARTICLE IV: Membership

Eligibility for membership shall be determined as follows:

Section 1: ACTIVE MEMBERS

The following shall constitute Active Members of the Association.

- a. Parents or legal guardians of players registered in any of the programs sponsored by the Association;

- b. Coaches and/or Assistant Coaches regardless of whether the Coach or Assistant Coach has a child registered in any program sponsored by the Association;

Active members shall have full voting rights (one vote per family or individual) and privileges contingent upon payment (exception: Coaches or other such individuals with no children in the Association), of annual dues, fees and assessments and upon the maintenance of proper decorum at all Association activities.

Section 2: HONORARY MEMBERSHIP

Honorary membership may be conferred upon any person for conspicuous and meritorious contributions rendered to this Association upon the recommendation of the Executive Board of the Association. Persons recommended become honorary members with full voting rights and privileges upon affirmative vote of the members of the Executive Board. The Association Secretary will maintain a list of Honorary Members and include it on the Association website.

ARTICLE V: Officers.

Section 1: OFFICERS OF THE ASSOCIATION

The Association shall have Five (5) Officers collectively known as the "Executive Board":

- a. President
- b. Hockey Director
- c. Vice President/Public Relations
- d. Recording Secretary
- e. Treasurer

Section 2: APPOINTED POSITIONS

The Executive Board shall appoint individuals for the following non-voting positions on an annual basis:

- a. Equipment Manager
- b. Association Scheduler
- c. Parent Managers Coordinator
- d. Registrar
- e. Association Web Master
- f. CHC Representative

The Hockey Director shall appoint individuals for the following non-voting positions on an annual basis:

- a) Coaching Director
- b) House / Clinic Director

Section 3: ELECTION OF OFFICERS.

a. Eligibility. All Active and Honorary members of the Association are eligible to become Officers of the Association. An Officer whose dues remain unpaid, or who is absent from three (3) of the regular meetings of the Association during his/her term, may be judged ineligible and removed from office by a vote of a 3/4ths majority of the remaining Executive Board.

b. Election. Nominations for Offices of President, Hockey Director, Recording Secretary, Treasurer, and Vice President of Public Relations shall be submitted to the Recording Secretary 14 days prior to the Annual Meeting (refer to Article VIII Section 1). The Officers shall be elected at the Annual Meeting of the Association by a vote of all eligible Active and Honorary members present and shall hold office for a term of two (2) years which terms shall be staggered so that no more than three (3) officers' positions shall be the subject of an election in any given year. The following officers will be elected on even years: President, Vice President/Public Relations, and Recording Secretary. The following officers will be elected on odd years: Hockey Director and Treasurer. The Hockey Director's and the Recording Secretary's initial terms shall commence with the 2010/2011 season and last for three (3) years. After the initial 3 year term, the Hockey Director and the Recording Secretary shall serve two (2) year terms commencing with the 2013/2014 season. The Officers shall take office on the first day of April following their election. For the 2010/2011 season, the election process shall take place at the January 2010 meeting with nominations being submitted to the Recording Secretary 14 days prior. An office which becomes vacant before the Annual Meeting shall be filled by appointment of the Executive Board to fulfill the existing term.

c. Dismissal of an Executive Board Member. If it is felt by the membership that an elected executive board member is not fulfilling his/her duties or is overstepping his/her assigned duties as described in Section 4, Duties of Officers, a method of removal of that Executive Board Member shall be as follows:

1. A petition signed by at least one half (1/2) of the active members in good standing must be presented to the executive board at a regular monthly meeting outlining the specific offense and reason for the membership to consider dismissal.
2. Once presented with said petition, a non petitioned executive board member shall read the petition to the membership present. Discussion of the petition will be allowed.
3. The petitioned Officer shall have the opportunity to either respond to the membership at the time of the reading or ask to have his/her response delayed until the next monthly meeting, providing the next monthly meeting falls within Association scheduled monthly calendar (August through May). If a delay in response is asked for by the petitioned board member, a specific and sound reason must be delivered by said board member as to the reason such a delay should be granted.
4. Granting a response delay shall be voted on by the non-petitioned Executive Board members. Once voted, the petitioned board member must comply with the out come of the vote.

5. Once the petitioned Officer has had an opportunity to respond to the membership, a vote shall be taken to determine the outcome of the petitioned Officer. A 3/4 majority vote for dismissal by members present and voting, must be achieved, providing at least ten (10) affirmative votes are cast. The petitioned executive board member must comply with the outcome of the vote by attending members and non petitioned executive board members.

6. If the vote cast determines that the petitioned Officer will vacate his/her position Executive Board will appoint an interim replacement to complete that vacated executive board members term.

Section 4: DUTIES OF OFFICERS. Upon election, the new slate of Officers shall perform the duties as outlined below:

President:

The President's primary task is to insure that the practical tasks of the Association are completed to a high standard and in accordance with the by-laws of the organization by holding those elected and appointed to positions of authority accountable for their responsibilities. In addition, the President shall be responsible for the following duties:

1. The President shall call, convene, and conduct all regular, annual, or special Association meetings using Roberts Rules as a guideline, as well as chair meetings of the Executive Board, as required by Association business.
2. The President shall insure that the elections and appointments of officers are conducted according to the by-laws (Article V Section 3).
3. The President shall be responsible for reviewing any contracts that MCYHA enters into. In addition, any such contracts will be reviewed and approved by the MCYHA executive board members.

Hockey Director:

The Hockey Director shall have oversight of all Association dealings pertaining to the on ice activity. In addition, the Hockey Director shall be responsible for the following duties:

1. Appointment of the Coaching Director and the House / Clinic Director
2. Approval of the coaching curriculum as presented by the Coaching Director
3. Approval of the number of teams and levels within each division as defined by USA Hockey.
4. Selection of league(s) where each team will participate
5. Provide direction to the Association Scheduler as to the appropriate schedule level for each team.

6. Review and approve the Coaching Director's recommended coaching staff and submit it to the Executive Board for approval.

Vice-President / Public Relations:

The Vice President / Public Relations will conduct or coordinate all public relations and fundraising activities for the Association. In addition, the Vice President / Public Relations shall be responsible for the following duties:

1. Work with Association members to solicit sponsors of Association activities and thank sponsors for their support.
2. Work with association members to market all programs – travel, house, and clinic.
3. Appoint a Fund Raising Director who will work with association members to organize all fund raising and tournament hosting activities.
4. Work with Head Parent Coordinator to coordinate information being passed onto parent managers

Recording Secretary:

The Recording Secretary shall will be responsible for the following duties:

1. Maintain minutes of all Association meetings and work with the Association Web Master to publish them on the Association web site in a timely manner.
2. Maintain all non-financial Association documents as required.
3. Publish the Association newsletters.
4. Distribution channel for all outgoing communications on behalf of the Association.

Treasurer:

The Treasurer will maintain all financial records of all Association financial activities. In addition, the Treasurer will be responsible for the following duties:

1. Maintain all bank accounts and, together with any other officers, make appropriate disbursement.
3. Notify the appropriate individuals and the Executive Board of accounts receivable and delinquent accounts on a monthly basis.
4. Maintain a budget report and report monthly to the Association membership at the regularly scheduled meetings.

5. File all Association income tax and sales tax forms.
6. At all times maintain individual member information in a confidential and secure manner.
7. Notify the President immediately if it is discovered that confidential information has been compromised or distributed to others.
8. Prepare a budget and schedule of fees for modification and approval of the Executive Board.

Section 5: DUTIES OF APPOINTED POSITIONS

Coaching Director:

The Coaching Director shall have oversight of all on and off ice coaching related activities. In addition, the Coaching Director will be responsible for the following duties:

- 1 Review and nominate coaches for each team based on completed MCYHA Coaching Applications (including background check form). The nominees will be presented to the Hockey Director prior to try-outs for all Tier 2 teams and in a timely manner after team selection for Tier 3 teams and below.
2. Supervise Coaches and assistants throughout the season to ensure proper decorum at all Association games, practices and related activities.
3. Conduct regular Coaches' meetings and clinics to insure Coaches adequately prepare for practices and games adhering to the Associations Philosophy.
4. Coordinate with the CHC Representative to insure the proper level of certification is obtained for all Coaches and Assistant Coaches through CHC and USA Hockey.
5. The Coaching Director may appoint one or more Coaching Director-Assistants to support the duties of the Coaching Director.

House/Clinic Director:

The House / Clinic Director will coordinate all house league and learn to skate programs sponsored by the Association. In addition, the House / Clinic Director will be responsible for the following duties:

- 1 Appoint Coaches and Assistant Coaches for House and Clinic programs upon approval of the Coaching Director.

3. Coordinate with the Coaching Director and the CHC Representative to insure the certification of all House and Clinic Coaches through CHC and USA Hockey.
4. Appoint a House / Clinic parent manager who will work with the Registrar to run the House/Clinic Registration.

Equipment Manager:

The Equipment Manager will be responsible for managing all Association owned equipment and team supplies by keeping a current inventory which includes location of said equipment.

Association Scheduler:

The Association Scheduler has the responsibilities as follows:

1. Securing ice times with the rinks and allocating ice time among the various teams within each of the Association's divisions
2. Appoint individual schedulers for each team within the Association
3. Schedule games with any affiliated leagues that the Association teams may participate in.
4. Distribute ice and game schedules to individual team schedulers
5. Work with the local USA Hockey officials group to insure the appropriate on-ice officials are assigned to each Association game.

Parent Managers Coordinator:

The Parent Managers Coordinator will work with the Registrar to obtain all appropriate documents from their respective teams Parent Managers (birth certificates, insurance forms, Medical releases, etc.) In addition, the Parent Managers Coordinator will be responsible for the following duties:

1. Responsible for disseminating Board, CHC, and USA hockey information to Parent Managers.
3. Coordinate with the VP/Public relations to coordinate all fund raising and Association public relations activity at the individual team level.

Registrar:

The Association Registrar has the responsibilities as follows:

1. Maintain an Active Member list and share that information to the Treasurer in a timely manner.
2. Maintain complete mailing rosters of youths participating in Association activities, by team and division, as well as their parents or sponsors.
3. Plan and announce Registration.
4. Obtain insurance, medical releases, birth certificates, and other forms as required by the Association.
5. Maintain the Association's USA HOCKEY affiliation.
6. Provide information to Officers for projections of the following year's enrollment
7. At all times maintain individual member information in a confidential and secure manner.
8. Notify the President immediately if it is discovered that confidential information has been compromised or distributed to others.

Association Web Master:

The Association Web Master will be responsible for insuring the content of the web page is accurate and timely by working with all appropriate Association Officers.

CHC Representative:

The CHC Representative has responsibilities as follows:

1. Act as the Association's representative to the Connecticut Hockey Conference (CHC).
2. Attend all CHC meetings and required activities.
3. Report on all CHC meetings to the Officers and all Active members at the regular meetings of the Association.
4. Coordinate with Coaching Director the certification of all Coaches and Assistant Coaches through CHC and USA Hockey.

Coaches:

1. Coaches will provide instruction to Association skaters which shall include skating fundamentals and ice hockey strategies, as appropriate to his/her team age and skill level.
2. Coaches will participate in regular Coaches' meetings and training sessions organized by the Association, and participate in other non-Association sessions when available.
3. Coaches will prepare for each season and each practice by developing both a general conception of the teams needs and by preparing written plans for each practice session.
4. Coaches will provide, through their behavior and instruction, leadership to Association skaters in sportsmanship, fairness, discipline, and pride.
5. Coaches will define for their team a model of proper decorum and behavior. They are responsible for administering discipline as necessary.

Parent Managers:

1. Parent Managers will work with the Registrar to obtain all appropriate documents from their respective teams (birth certificates, insurance forms, Medical releases, etc.)
2. Parent Managers will coordinate with the VP/Scheduling to resolve all scheduling questions and issues.
3. Parent Managers will communicate with all parents of their respective teams by conducting parent meetings as necessary to relay all association news.
4. Parent Managers will attend all regular monthly meetings.
5. Parent Managers will confirm all games with opponents.
6. Parent Managers will work with their respective coaches as necessary.

ARTICLE VI: Dues and Assessments

Section 1: DUES

The Board shall determine the amount of dues, assessments, and other financial obligations as specified in the following sections.

Section 2: PAYMENT SCHEDULE AND PENALTIES

A Pre-Registration Letter shall specify the date of registration and a deadline by which fees must be paid. Immediately following this deadline, the Treasurer shall inform the Board of the financial obligations which remain among the Active Members sponsoring youths (within his/her divisions) in the Association.

Active Members shall understand it is their obligation to pay dues and fees as established by the Board in a timely manner in accordance with the schedule set forth by the Treasurer. If fees and dues are not paid in accordance with the schedule established by the Treasurer, players and participants sponsored by the delinquent Active Member will not be allowed to participate in any Association activities including games, practice or clinics. Such Active Members will lose all privileges of the Association until the financial obligations are satisfied.

- a. Any exceptions and special circumstances will be presented to the Board for discussion and approval.

Section 3: FINANCIAL OBLIGATIONS AND FUNDRAISING ACTIVITIES

1. The VP/Public Relations will be responsible for the coordination of all Association Fund-Raising activity.
2. In order to reduce the amount of Active Member's fees, the Officers shall also specify through which activities, including the solicitation of sponsors, rebates against annual dues may be earned. Subject to the approval of the membership at a regular meeting, the Officers will determine the amount of rebates.
3. No Executive Board member may receive compensation for the performance of their duties. Any Executive Board member or appointed officer may be reimbursed for reasonable expenses incurred in carrying out the duties of their office.

Section 4: ASSESSMENTS

A general assessment of the Active Membership is the first corporate alternative for meeting financial deficit prior to the completion of the fiscal year. If, in the judgment of the Officers, expenses will sufficiently exceed income to justify a general assessment, they shall present a projection of the Association's revenues and expenses for the then-current fiscal year and specify the amount of the assessment as early as possible to allow Active Members to comply with the assessment. Presentation of the financial condition and assessment can be made at a regular monthly meeting or a special meeting if necessary. The Treasurer will then be authorized to make the appropriate announcement to the membership. Active Members not submitting their assessments by the required deadline shall be subject to the same penalties specified in Section 2 of this Article.

Section 5: POLICY FOR REFUNDING OF DUES AND FEES

Fees, dues and payment dates will be established by the Board. Once fees are paid, they will not be refunded. An appeal may be made to the Board for refunding of fees. The Board will review, or establish a committee to review, refunding of fees and dues.

ARTICLE VII: Amendments to the By-laws

Amendments to these by-laws may be proposed by any Active or Honorary member at any Association regular meeting. The Secretary then shall supply written notice that such proposals have been made and they shall be voted upon at the next regular meeting by posting such information on the Association's web site. Such notice shall contain the specific proposals offered. The offered amendment(s) will be voted upon and may be affected by two-thirds (2/3) affirmative vote of the members present and voting, provided that at least ten (10) affirmative votes are cast.

ARTICLE VIII: Meetings

Section 1: ANNUAL MEETINGS

The Annual Meeting of the members shall be held each year on the second Wednesday following the first Monday of February. The election of Officers will take place at the Annual Meeting according to the schedule specified in Article V Section 3 b. Notice of the time and place of the Annual Meeting shall be published by the Secretary on the Association's web site at least ten (10) days prior to the annual Meeting.

Section 2: REGULAR MEETINGS

Regular meetings of the members shall be held monthly during each hockey season, commencing in August and terminating in April. Regular Meetings will be conducted on the second Wednesday following the first Monday of each month. Notice of the day, time and place of each regular meeting for the entire hockey season will be posted by the Secretary on the Association's web site at least ten (10) days prior to the first regular meeting in August. The purpose of the regular meeting will be to conduct the ordinary business of the Association. Regular meetings may be cancelled and/or rescheduled by the Board at its discretion. Notice of such cancellation or rescheduling shall be posted on the Association's web site as much before the regular meeting date and time as possible.

Section 3: BOARD MEETINGS

The Board will meet on the first Monday of each month. Meetings of the Board shall continue on the first Monday of each month for the months of May, June and July to attend to Association business.

Section 4: SPECIAL MEETINGS

Special meetings of the members may be called by an Officer of the Association or they may be called upon the written petition of twenty-five (25) members, active or honorary, to the Officers; in either case, seven (7) days prior notice having been given to all members.

Section 4: PROCEDURE

All annual, regular, and special meetings of the membership shall be guided by the provisions of Robert's Rules of Order.

ARTICLE IX: Financial Procedures

Section 1: PURCHASING

Whenever the Association purchases equipment, services, or supplies whose aggregate value in a single order exceeds \$5,000.00, the Treasurer shall insure that prior to the purchase at least three competitive bids for the same specific item were obtained, and that the vender selected is among those whose quotations were sought. The Association is not bound to select the lowest-priced vendor, and may give consideration to Association sponsors consideration to Association sponsors.

Section 2: ISSUING MONEY INSTRUMENTS

Whenever any instrument is prepared to draw funds from Association accounts, the signatures of two Officers must be found on that instrument.

Section 3: AUDIT

The Treasurer shall have the fiscal accountings of Association activities audited by a financial review committee established by the Board on an annual basis.

Section 4: REPORTS

The Treasurer shall present a current Monthly Profit/Loss Statement and Expense Review for review and approval at each Board Meeting.

Section 5: FINANCIAL POLICIES - PROCEDURES

The Board will annually review and update as necessary the policies and procedures utilized by the Treasurer.

ARTICLE X: Clinic level – skill development

These programs are designed to meet the needs of the beginning player. Basic skills will be taught equally in a non-competitive environment. Fun, physical development, and a sociable environment are stressed.

Section 1: Learn to Skate Program

This program is designed to teach the fundamentals of skating to beginning players.

Section 2: Learn to Play Program

This program is designed to teach the fundamental skills of passing, puck control and shooting to beginning players.

ARTICLE XI: Recreational level – In-house

Recreational hockey encourages internal or “house league” play. This program is designed to provide opportunities to play for enjoyment, fitness, relaxation and fellowship. Skill development and team concepts are stressed, rather than winning.

ARTICLE XII: Travel Teams

Travel Teams provide the program for our players with the desire and ability for competitive play to gain these experiences as they continue their development as hockey players. The balance of competition and sportsmanship is stressed, and travel should be reasonable.

Section 1: Travel Team Composition

Teams will be created (A, B and C teams) in a given year for each USA Hockey Level (Mite, Squirt, Peewee, Bantam, and Midget) as dictated by the membership registration. Each team will play teams of similar level within the state, with the potential of also participating in special tournament play. Team rosters will be selected and assigned based on an annual tryout evaluation as specified in the Association’s “Try Out Procedures” tab found on the Association website.

Section 2: Team Rosters

Each team can carry up to 20 TOTAL players as per CHC Bylaw VI.5 (Configured with no more than 18 skaters and no more than 3 goalies). Each team may designate up to 5 alternates on a roster from a lower level team to play up to 9 games for the higher level team as per CHC Rules and Policies Article I.G.4. (*The alternate players are included in the total of 20.*)