

BY-LAWS

of

WHITMAN-HANSON-KINGSTON

YOUTH HOCKEY ASSOCIATION, INC.

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Section 1. NAME, PURPOSES, LOCATION, CORPORATE SEAL AND FISCAL YEAR

1.1 Name and Purposes:

This organization shall be known as Whitman-Hanson-Kingston Youth Hockey Association, Inc. The organization maintains a tax-exempt status under section 501(c)(3) of the Internal Revenue Code. Our fiscal year ends on June 30 of each year and at that time annual filings are made with the Massachusetts Secretary of State's Office, the Attorney General's Division of Public Charities and the Internal Revenue Service. The purposes of the corporation are: To foster local, regional, national and international amateur sports competition (youth ice hockey) by participation in hockey activities sanctioned by the Amateur Hockey Association of the United States (AHAUS) and the Amateur Hockey Association of the Commonwealth of Massachusetts (AHACM), Provide an educational environment for the teaching of the fundamentals of ice hockey and good sportsmanship. The corporation will be dedicated to the principals of clean sportsmanship while attempting to make a worthy contribution to the health, security, happiness and well being of each participant. The Association's basic skating program will be dedicated to the health and happiness of its' player members and not to the attainment of exceptional skill or ability.

Notwithstanding any other provisions of these articles, the corporation is organized exclusively for one or more of the purposes as specified in Sec. 501 (C) (3) of the Internal Revenue Code of 1954, and shall not carry on any activities not permitted be carried on by a corporation exempt from the Federal income tax under IRC Sec. 501to (C) (3) or corresponding provisions of any subsequent Federal tax laws.

No part of the net earnings of the corporation shall inure to the benefit of any member, trustee, director, officer, of the corporation, or any private individual (except that reasonable compensation may be paid for services rendered to or for the corporation), and no member, trustee, director, officer of the corporation or any private individual shall be entitled to share in the distribution of any of the corporate assets on dissolution of the corporation.

No substantial part of the activities of the corporation shall be carrying on propaganda, or otherwise attempting to influence legislation, except as otherwise provided by IRC Sec. 501 (h) or participating in, or intervening in (including the publication or distribution of the statements), any political campaign on behalf of candidates for public office. In the event of dissolution, all of the remaining assets and property of the corporation shall, after necessary expenses thereof, be distributed to another organization exempt under IRC Sec. 501 (C) (3) or corresponding provisions of any subsequent federal government, or state, or local government for a public purpose

1.2 Location:

The principal office of the corporation in the Commonwealth of Massachusetts shall initially be located at the place set forth in the articles of organization of the corporation. The directors may change the location of the principal office in the commonwealth of Massachusetts effective upon filing a certificate with the Secretary of the Commonwealth.

1.3 Corporate Seal:

The directors may adopt and alter the seal of the corporation.

Section 2. MEMBERS

2.1 Membership:

Membership in the corporation will be open to persons from the constituent towns (Whitman, Hanson, Kingston, Halifax, and Plympton), as well as to persons eligible to participate in the program in accordance with the pertinent rules/regulations of AHAUS and AHACM and shall consist of the following categories (which are not cumulative):

Eligibility to participate in the " Whitman-Hanson-Kingston Youth Hockey Association, Inc " is not determined by sex, race, creed, or color. The Whitman-Hanson-Kingston Youth Hockey Association, Inc " does not discriminate against any person based upon sex, race, creed, or color.

a. All duly elected or appointed officers on the Board of Directors will be considered voting members of the Association of the annual election.

b. All head coaches, assistant coaches and administrative coaches in good standing are to be considered voting members of the Association for the annual election. Each member of the coaching staff must properly file an application form with the program director. Coaches' applications must receive the approval of the majority of the Board of Directors.

c. Skaters who have properly filed their applications and have met the age residence and financial requirements as set forth by the Association will be considered as non-voting playing members. Each

parent and/or guardian of the player members will be considered voting members of the Association for the annual election.

The Board of Directors or other such governing board, includes among its voting members individuals whose children are actively skating in the program, and that the membership and voting power held by such individuals is not less than 20% of such membership and voting power held in that Board of Directors.

Provide for reasonable direct representation and participation by parent(s), guardian(s) or minor players, coaches, and any other volunteers in that program in the process for nomination and election of Directors and in the process for adoption/amendment of by-Laws.

There will be a limit of two votes per family membership, with the exception of Section 2.1 Paragraph b.

2.2 Annual Meetings

The Association will hold an annual meeting and election between March 1st and April 30th to fill such vacancies as will occur for any of the following reasons:

- a. All officers and directors will be elected annually.
- b. A vacancy in any office for any reason occurring within thirty (30) days of the date set for the annual election will be filled by general election.
- c. The annual meeting may be held at such place within the Commonwealth of Massachusetts as the president, members or directors shall determine. Notice of any change of the date fixed in these by-laws for the annual meeting shall be given to all members at least fourteen (14) days before the new date fixed for such meeting.
- d. The Treasurer will give a financial report for the past year and a projected budget for the next year, at the annual meeting. The Treasurer will also have copies available for the board and the general membership.

2.3 Special Meetings:

Special meetings of the members may be held at any time and at any place within the Commonwealth of Massachusetts. Special meetings of the members may be called by the president or by three (3) of the directors, or upon written application of twenty (20) or more members, and shall be called by the clerk, or in the case of the death, absence, incapacity or refusal of the clerk, by any other officer.

2.4 Notice of Special Meetings:

Written notice of the time and place of special meetings of the members shall be given to each member by delivery in hand to the member, or a member of his family or by mail (so delivered in hand, or mailed not less than fourteen days before said meeting). Such notice need not specify the purposes of a meeting, unless otherwise required by law, the articles of organization or these by-laws or unless there is to be considered at the meeting (i) contracts or transactions of the corporation with interested persons, (ii) amendments to these by-laws, or (iii) removal or suspension of a member director.

2.5 Quorum:

At any meeting of the members 25 voting members not including board members in attendance shall constitute a quorum. Any meeting may be adjourned to such date or dates not more than 90 days after

the first session of the meeting by a majority of the votes cast upon the question, whether or not a quorum is present, and the meeting may be held as adjourned without further notice.

2.6 Action by Vote:

Each member shall have one vote. When a quorum is present at any meeting, a majority of the votes properly cast by members present in person or duly represented shall decide any question, including election to any office, unless otherwise provided by law, the articles of organization, or these By-Laws.

No member shall vote by proxy. The eligibility of any member of the General Membership to vote at a Meeting, shall be decided by the Clerk whose decision shall be final and binding.

2.7 Tied Vote

In the event of a tie in the vote of the membership for election of the final member of the Board of Directors in any given year, the existing members of the Board of Directors will vote between or among the persons whose election resulted in the tied vote, and by such vote the Board of Directors will break the tie and elect the final member of the Board.

Section 3: BOARD OF DIRECTORS

3.1 Number and Election:

The members annually at their annual meeting shall fix the number of directors (which shall not be less than ten (10), including officers) and shall elect the number of directors so fixed.

3.2 Tenure:

All board members shall take office one week after the annual meeting so they can manage their respective division and assume other duties for the coming year. Except the Treasurer who's term will end on June 30 at the end of the fiscal year.

3.3 Powers:

The affairs of the corporation shall be managed by the directors who shall have and may exercise all the powers of the corporation, except those powers reserved to the members by law, the articles of organization or these by-laws. The Board of Directors shall have authority to conduct all ordinary and necessary business between regular and special meetings, except for purchase of equipment or capital goods not specifically budgeted for in excess of \$2,000.00. Purchases of equipment or capital goods not specifically budgeted for in excess of 2,000.00 but less than \$6,000 shall be approved by a majority of the Board of Directors. Purchases of equipment or capital goods not specifically budgeted for in excess of \$6,000.00 shall be approved by a majority of the Corporation's members.

3.4 Committees:

The directors may elect or appoint one or more committees and may delegate to any such committee or committees any or all of their powers. Any committee to which the powers of the directors are delegated shall consist solely of directors. Unless the directors otherwise designate, committees shall conduct their affairs in the same manner as is provided in these by-laws for the directors. The members of any committee shall remain in office at the pleasure of the directors.

Discipline Committee

The Discipline Committee shall be comprised of four members from the Board of Directors, Vice President or Ace Coordinator, Secretary, two Level Directors and a Member at Large. Should an occasion arise, the committee shall sit within 48 hours of an official report being received by any of the officers. Such complaint may come from any of the involved parties and must be made in writing. Such parties may include, but are not limited to, Whitman-Hanson-Kingston Youth Hockey Association, Inc. registered players, coaches and volunteers, parents and/or guardians, officials, and family members of those previously stated. The committee will act in accordance of all rules and policies of USA and Massachusetts Hockey. Should incidents arise which are not specifically covered by previously written policies, the Committee reserves the right to treat each case on its own merits and rule as deemed necessary. No member of the Discipline Committee can be directly involved in a specific case. Such ruling will hold until the next regularly scheduled Board meeting when the ruling will be presented for approval of the Board in its entirety. If an appeal is forthcoming it may be presented at this time to the Board, in person. The Board may then have final say on such matters.

Nomination Committee

The Nomination Committee will be responsible for recruiting individuals wanting to be place on the ballot and are a member in good standing. The Committee will consist of three Board Members and up to four general Members in good standing.

Audit Committee

The Audit Committee will be responsible for reviewing the League expenses, payments, and receipts for the current year. The Committee is appointed at the January Board meeting and will report the results at the March meeting. This Committee will consist of 3 to 4 Board members one of whom is the Treasure.

3.5 Attendance Removal:

A director may be suspended or removed: (a) with or without cause by vote of a majority of the members, or (b) with cause by vote of a majority of the directors then in office. A director may be removed with cause only after reasonable notice and opportunity to be heard, whether such removal is by the membership, or the Board of Directors.

In the event that any member of the Board of Directors fails to attend three consecutive Board of Director meetings, then on the date of the third meeting at which the member of the Board fails to attend, the Board of Directors shall by majority vote determine whether or not that member shall remain a member of the Board of Directors. Such vote of the Board shall be final and determine the question of the continuation of such member in his or her tenure on the Board.

3.6 Resignation:

A director may resign by delivering his written resignation to the president, treasurer or clerk of the corporation. Such resignation shall be effective upon receipt (unless specified to be effective at some other time).

3.7 Vacancies:

Any vacancy in the board of directors may be filled by majority vote of the directors. Each successor shall hold office for the unexpired term or until he sooner dies, resigns is removed or becomes disqualified.

3.8 Regular Meetings:

Regular Meetings of the board of Directors will be held on the third Thursday of every month, or as

close to it and open to all members .The time and location should be posted a week before the schedule, places and such times as the Directors may determine. The order of business at each meeting will be as follows:

- a. Reading by the secretary and approval by the Board of the minutes of the previous meeting.
- b. Treasurer's report
- c. Program directors reports
- d. Review ice hours and distribution
- e. Equipment director's report
- f. Unfinished business
- g. New business

The President will preside at all meetings and in his absence the vice-president will preside. The aforesaid presiding officer will vote only in the event of a tied vote. The secretary will record the minutes of each meeting and distribute with agenda for next meeting.

The Board of Directors will, at their January meeting:

- a. Establish a nomination committee and a listing of openings at the Board of Directors to be filled by general election.
- b. Establish auditing committee.
- c. Prepare the agenda for the annual meeting.

The President or any majority of the officers may call such special meetings as are required to carry out the business of the Association. All directors must be properly notified of any special meeting. Robert's Rules of Order will prevail except when in conflict with established Association rules.

3.9 Reasonable and Sufficient Notice:

Except as otherwise expressly provided, it shall be reasonable and sufficient notice to a director to send notice by mail at least three (3) days before the meeting addressed to him at his usual or last known business or residence address or to give notice to him in person or by telephone at least forty-eight (48) hours before the meeting.

3.10 Quorum:

At any meeting of the directors a majority of the directors then in office shall constitute a quorum. Any meeting may be adjourned by a majority of the votes cast upon the question, whether or not a quorum is present, and the meeting may be held as adjourned without further notice.

3.11 Action by Vote:

When a quorum is present at any meeting, a majority of the directors present and voting shall decide any question, including election of officers, unless otherwise provided by law, the articles of organization, or these by-laws.

3.12 Compensation:

Directors shall not be entitled to receive compensation for their service.

3.13 At Large Board Members

The President of the Corporation may, with the approval of the Board of Directors, during each Fiscal Year, appoint up to three (3) at large members of the Board of Directors to serve concurrently with the President. Such at large members shall be non-voting members of the Board and shall not be considered in determine quorum and/or voting requirements of the Board. The purpose of the at large board positions is to provide support to the Task Teams under the direction of the elected members of the Board Members. In so doing, these positions will facilitate a more equitable distribution of duties and will simultaneously develop the at large board members for future Board positions. The at large board members will assist in financial management, fund-raising, registration, equipment management, communications, Conference Representative, and other activities important to the Organization.

Section 4. OFFICERS AND AGENTS

4.1 Number and Qualifications:

Executive Officers Functional Officers, At Large Non Voting Board Members. The officers of the corporation shall be the President, Vice President, Treasurer, Secretary/Clerk, Registrar and such other officers, if any as the directors may determine An officer shall be a director or member. If required by the directors, any officer shall give the corporation a bond for the faithful performance of his duties in such amount and with such surety or sureties as shall be satisfactory to the directors.

The elected governing body of the program shall be known as the "Board of Directors" and shall consist of the following officers:

EXECUTIVE OFFICERS

President
Vice-President/ACE Coordinator
Treasurer
Secretary
Registrar

FUNCTIONAL OFFICERS

Learn to Skate/Instructional Director
Mite Director
Squirt Director
Peewee Director
Bantam/Midget Director
Web Master
Ice Coordinator
Equipment Manager
At Large and NON-VOTING Board Members
District 4 Representative
South Shore Conference Representative
Yankee Conference Representative

4.2 Election:

All officers shall be elected annually by the voting membership at the annual meeting.

4.3 Tenure

All officers shall take office one week after the annual meeting and election with the exception of the Treasurer, which will be July 1 of the election year. All elected members will serve until the next election year, except for the Treasurer which will serve to the following June30 until resignation,

removal or death.

4.4 President and Vice President:

The president shall be the chief executive officer of the corporation and subject to the control of the directors, shall have general charge and supervision of the affairs of the corporation. The president shall preside at all meetings of the members.

The vice president shall have such duties and powers, as the directors shall determine. The vice president shall have and may exercise all the powers and duties of the president during the absence of the president or in the event of his inability to act.

4.5 Treasurer

The treasurer shall be the chief financial officer and the chief accounting officer of the corporation. He shall be in charge of its financial affairs, funds, securities and valuable papers and shall keep full and accurate records thereof. He shall have such other duties and powers as designated by the directors or the president. He shall also be in charge of its books of account and accounting records, and of its accounting procedures. Except for payment of ice times and league and IMR fees, disbursements above the sum of \$500.00 shall be approved by a majority vote of the Board of Directors.

4.6 Clerk:

The clerk shall record and maintain records of all proceedings of the members and directors in a book or series of books kept for that purpose, which book or books shall be open at all reasonable times to the inspection of any member. Such book or books shall also contain records of all meetings or incorporators and the original, or attested copies, of the articles or organization and by-laws and names of all members and directors and the address of each. If the clerk is absent from any meeting of members or directors, a temporary clerk chosen at the meeting shall exercise the duties of the clerk at the meeting.

4.65:Registrar:

The Registrar shall record, maintain records of registration, tryouts and team rosters to authorized parties, maintaining player information files (registration forms, liability forms, insurance information, etc.) and having this information readily available for review by the Board of Directors.

4.7 Resignation

An officer may resign by delivering his written resignation to the president, treasurer or clerk of the corporation, or to a meeting of the members or directors. Such resignation shall be effective upon receipt (unless specified to be effective at some other time), and acceptance thereof shall not be necessary to make it effective unless it so states.

4.8 Vacancies:

If the office of any officer becomes vacant, more than thirty (30) days before the annual meeting of the membership, the directors may elect a successor. Each such successor shall hold office for the unexpired term, and in the case of the president, treasurer and clerk until his successor is elected and qualified, or in each case until he sooner dies, resigns, is removed or becomes disqualified.

Section 5: EXECUTION OF PAPERS

Except as the directors may generally or in particular cases authorize the execution thereof in some other manner, all deeds, leases, transfers, contracts, bonds, notes, checks, drafts and other obligations made, accepted or endorsed by the corporation shall be signed by the president or by the treasurer.

Any recordable instrument purporting to affect an interest in real estate, executed in the name of the corporation by two of its officers, of whom one is the president or a vice president and the other is the treasurer or an assistant treasurer, shall be binding on the corporation in favor of a purchaser or other person relying in good faith on such instrument notwithstanding any inconsistent provisions of the articles of organization, by-laws, resolutions or votes of the corporation.

Section 6. PERSONAL LIABILITY

The members, directors and officers of the corporation shall not be personally liable for any debt, liability or obligation of the corporation. All persons, corporations or other entities extending credit to, contract with, or having any claim against, the corporation, may look only to the funds and property of the corporation for the payment of any such contract or claim, or for the payment of any debt, damages, judgment or decree, or of any money that may otherwise become due or payable to them from the corporation.

The corporation shall have power to purchase and maintain insurance on behalf of any person who is or was a director, officer, employee or other agent of the corporation, or is or was serving at the request of the corporation as a director, officer, employee or other agent of another organization, in which it has no interest, against any liability incurred by him in any such capacity, or arising out of his status as such, whether or not the corporation would have the power to indemnify him against such liability.

Section 7. FINANCIAL RESPONSIBILITIES

7.1 Dues:

Dues for members shall be fixed at such amounts, as the Board of Directors shall determine of any membership period. It is understood that during the year there may be changes in the fee based on the program's financial status.

The Board of Directors shall set, at the start of each season, rules regarding payments and payment schedules, and shall see that every member receives a copy of those rules.

7.2 Arrears:

Members who fail to pay their fixed dues within thirty (30) days from the time the same becomes due may be dropped from the rolls and shall forfeit all rights and privileges of membership. If an individual is suspended for nonpayment of fees, reinstatement will occur when the delinquency is cleared, including any fines due under the current billing policy. A person who is delinquent twice in any two year period may be required to pay the entire fees for the current and if applicable past season before reinstatement,

a. In the event that a player is to be suspended for non-payment, the President or Treasurer shall notify that player at least seven (7) days prior to suspension, in writing.

b. The President shall notify the Level Director of all pending suspensions, as soon as possible.

c. Only the President or Treasurer may authorize suspensions of players for financial matters. There will be exceptions made for any member exhibiting a hardship, which prevents this timely payment of dues.

7.3 Fees:

A reasonable fee may be assessed as a parent's obligation to assure the operational continuity and the integrity of the program. This includes registration and roster fees. The board also reserves the right to offer financial incentives for player members for the integrity of the program.

7.4 General Treasury:

The Board of Directors shall decide all matters pertaining to the finances of the program and it shall place all income into the general treasury. The Board of Directors prior to the start of the activity must approve all team fundraising. Receipts shall be placed by separate account into the general Treasury and returned back to the teams upon their request. The board shall not permit the disbursement of program funds for other than the conduct of WHK youth hockey activities in accordance with all state and federal laws.

7.5 Privacy Policy

WHK will not use, distribute, or disclose any member's personal information to third parties without prior consent. In addition, we will not require member to disclose more personal information than is necessary in order to participate in the program. We will need to share your information with the USA and Massachusetts Hockey Organizations for registration and insurance purposes
WHK will not provide, sell, rent or trade your e-mail or mailing address with any group or organization.

Section 8. CODE OF CONDUCT

8.1 Suspensions or Termination:

Members may be terminated by resignation or action of the Board of Directors.

The Board of Directors, by a two-thirds vote of those present at any duly constituted meeting, shall have the authority to discipline or suspend or terminate the membership of any member when the conduct of such person is considered detrimental to the best interest of WHK Youth Hockey.

The member involved shall be notified of such meeting, informed in writing of the general nature of the charges and given an opportunity to appear at the meeting to answer such charges. If in the event that said member does not appear he/she will forfeit any due process.

The Board of directors shall, in case of a player member, give notice to the Level Director and the Head Coach of the team of which the player is a member. Said Director/Coach shall appear, in the Capacity of an advisor, with the player before the Disciplinary Committee of the Board of Directors, which shall have full power to suspend or revoke such player's right to future participation.

Section 9 GENERAL RULES

9.1.Member Input

Complaints, problems or suggestions should be brought to the attention of the Board member responsible for that area.

- a. Regarding suspension for financial matters, contact the President or Treasurer.
- b. Regarding fund raising or payments on raffles, etc. contact the President or Treasurer.
- c. Regarding scheduling of ice or, contact the Ice Coordinator.
- d. Regarding coaching or team player matters, contact the Level Director.
- e. General program information, contact the President.

If a member feels that they did not get a satisfactory response to their inquiry, complaint, or suggestion after contacting one of the Board members, they may request to be heard by the board of directors by writing to the President and stating their inquiry, complaint or suggestion. The President shall then schedule for that member to be heard at the next Board meeting.

Any Board member who receives a written inquiry, complaint, or suggestion shall present it before the Board at the next Board meeting.

After an inquiry, the Board has heard complaint, or suggestion, and if it is found to be of merit, any

action taken shall be by approval by the vote of the Board. If the matter is found to be without merit, or if the Board votes to table or dismiss the issue, the petitioner shall be notified of the outcome, in writing, by the President

Section 10. DUTIES OF BOARD MEMBERS

General Responsibilities

1. The role of each member of the WHK Board of Directors is to monitor all aspects of the program and helps manage the corporation to the best of their ability.
2. Each board member is responsible to participate in establishing and refining the program policies, directives and guidelines.
3. Each board member is responsible for promoting the goodwill of the program.
4. Each board member will fully support board approved fundraising activities through individual participation and community promotion.
5. Each board member will actively pursue those issues, which will most benefit the future of the program and ensure program growth and viability takes precedence.
6. A board member's responsibilities will require his full commitment from time of election through the finish of that season's business for which he is responsible. Many responsibilities overlap into the next year and even if said member is not re-elected for the following, he must assist the new board member (in a non-voting status) at the start of his tenure and until such time as a smooth transition of power can take place.
7. In addition to their responsibilities as members of the board, each member has a specific function.

10.1 President

The President is the chief executive officer of the league and shall have general charge and supervision of all the affairs of the league. The President shall preside at all meetings. The President is in charge of leading the board in its execution of policy and directives ensuring proper function of the program. The President shall be involved in and conferred with in all matters concerning the financial and operational activities of the program. The President is responsible for good public relations, the promotion of the program and actively seeking ways to increase enrollment. In addition, the President is the league representative at Yankee Conference Executive meetings. The President is not allowed to vote on any issue except in the event of a tie vote for which the President must break the tie.

Specific Duties

1. Preside at all monthly board meetings
2. Represent program at the bi-annual Yankee Conference Executive meeting
3. Review proposed budget with Treasurer before presentation at board meeting seeking approval.
4. Review proposed team selection with Vice President/ACE Coordinator before submitting it to either the South Shore Conference or the Yankee Conference.
5. Oversee the registration process working closely with the Registrar to ensure all program policies and guidelines are adhered to.
6. Communicate board-meeting agenda to Secretary prior to meeting date.
7. Communicate with Web Master on the priority of information, which must be included in the monthly web site as needed.
8. Open all meetings of the general membership.
9. Promote the program in the town community through good public relations.
10. Promote the program in the hockey community through better relations with each of the conferences, District IV, Mass Hockey and USA Hockey.
11. Actively work to increase the enrollment in the program through better services and lower overall costs.
12. Support board members in their endeavors to perform their responsibilities and job functions as outlined for the program.
13. Keep open communication with the parent members of the program.

14. Review all program contracts with Treasurer and outside parties concerning fundraising.
15. Review annually the functions of each board member, make recommendations for improvement and seek board approval for same.
16. Review annually the functions, policies and procedures of the program, make recommendations and suggestions for improvement and seek board approval for same.
17. Review By-Laws of program, offer recommendations or suggestions for review to general board, formulate clear and concise changes (if needed) and prepare for general membership meeting to seek approval.
18. Notify town clerks' office of the current year's Board of Directors complete with names, addresses and phone numbers in each of the five towns in the league's area of participation directly after election and update as needed.
19. Uphold the rules and regulations of USA Hockey, South Shore Conference and Yankee Conference in all aspects of the operation of the program.
20. Retains the right, in all matters concerning a vote, to make the determination if the vote is by raise of hands, yes or no, or done by secret ballot.

10.2 Vice President/ACE Coordinator

The Vice President/ ACE Coordinator coordinates activities under the direction of the President. The role of the Vice President/ ACE Coordinator is to be active in all decisions connected to those areas of the program related to the annual try-outs, team commitments to each of the conferences, player placements, and coach selection. The Vice President/ ACE Coordinator works in conjunction with each of the level directors in the execution of their individual responsibilities. The Vice President/ ACE Coordinator shall have and may exercise all the powers and duties of the president during the absence of the president or in the event of his inability to act.

Specific Duties

1. Oversees player movement between teams, communicates with conference reps as required and ensures all USA Hockey and South Shore Conference rules are being adhered to.
2. Designs and updates the format for the league Coaching Application, Player Evaluation and Bi-Annual Coaching Survey in conjunction with the level directors.
3. Receives, reviews and forwards copies to all level directors any coaching applications relevant to their level.
4. Ensures that any tournaments or other extra-curricular activities any teams are contemplating do not interfere with league games. Work within the conference framework to alleviate any conflict.
5. Sets the agenda and presides over the annual and semi-annual program coaches' meetings.
6. Supports level director in resolving conflicts, which occur between parents and coaches.
7. Educates coaches on how to evaluate their players in a manner, which will be useful to level directors in the future, placement of players and to be used in conjunction with try-out results.
8. Receives and reviews bi-annual coaching surveys with the level directors prior to the level directors review with coaches and assistants.
9. Makes monthly report to board.
10. Shall have and may exercise all the powers of the president during the absence of the president or in the event of his inability to act

10.3 Treasurer

The Treasurer coordinates activities under the direction of the President. The role of the Treasurer is to be active in all decisions related to the financial portion of the program. This includes setting the annual budget, league fundraising, accounting paperwork, expense analysis and budget compliance. The Treasurer's duties are further extended to the reporting of player injuries, reviewing and approving contracts for ice and other league related acquisitions and ensuring the league is in compliance with state gaming laws. The Treasurer shall have and may exercise all the powers and duties of the president during the absence of the president or in the event of his inability to act.

Specific Duties

1. Establishes the league's annual budget no later than April of the preceding year.
2. Recommends player fees for the upcoming year based on past league history, the annual budget and number of projected players.
3. Analyzes program expenses compared with the budget on a monthly basis making necessary adjustments for over- and under-expenditures.
4. Prepare state filings for 501C3 Non-Profit Charitable organizations Form 990EZ prepared on the calendar year.
5. Prepare paperwork for the CPA for the Attorney General filing through the CPA three months after the close of the fiscal year ending on June 30th.
6. Responsible for reporting league related injuries to appropriate parties and insurance groups.
7. Responsible for review and approval of ice contracts in conjunction with the Ice Coordinator in regard to legal issues or requirements.
8. Communicate with those board members whose areas of responsibility require an annual budget for purchases, services and related expenses before submitting proposed budget.
9. Negotiates payment plans for members unable to commit to the league payment schedule ensuring confidentiality and remaining within acceptable guidelines.
10. Advises board on policy regarding collection of unpaid bills and works with the level Directors to ensure said policy is carried out.
11. Writes up monthly report on the general financial standing of program for publication in the monthly web site.
12. Make monthly report to board.
13. Shall have and may exercise all the powers of the president during the absence of the president or in the event of his inability to act.

10.4 Registrar

The Registrar coordinates activities under the direction of the President. The Registrar shall conduct all member registrations required by the league and manage the try-out registration with assistance from the Secretary, the Treasurer and each of the level directors. The Registrar is responsible for inputting all membership information into the league membership database and forwarding this information and any monies received to the Treasurer. The Registrar is responsible for producing and distributing membership registrations and team rosters to authorized parties, maintaining player information files (registration forms, liability forms, insurance information, etc.) and having this information readily available for review by board members.

Specific Duties

1. Coordinates all registration activities under the direction of the president.
2. Secure additional membership help, as needed, to assist in the registration process for handling paperwork, distributing handouts, etc. as needed.
3. Conduct all registration sessions with the assistance of the Secretary, the Treasurer and the respective level directors.
4. Follow established procedure for registration to ensure proper processing of league paperwork.
5. Provide a comprehensive listing of all registered players, names, addresses and phone numbers, playing level and parental information to the Treasure as soon as possible after registration
6. Forward all registration monies received immediately to the Treasurer for deposit.
7. Input into CyberSport database system all current player information.
8. Produce electronic transmittal file and hardcopy report to be used by USA Hockey in membership registration.
9. Work with level directors for names and team affiliation of members using this information to produce authorized team roster forms.
10. Acquire player/coach signatures on team roster forms.
11. Coordinate the consolidation of team membership forms, electronic files, IMR fees and team rosters under the direction of the president for distribution to District 4.

12. Provide registration forms and information to any potential members who desire to register with program at any time during the year.
13. Notify level director and bookkeeper or any new registrations, which take place during the year.
14. Vice President/ACE Coordinator, Treasurer, and President of any new registrations and team placements.
15. Provide team rosters (completed) to VP, President and level directors on initial distribution and any updates during year.
16. Keep on file copies of registration form, waiver of liability, team roster for league in a portable filing system that can be easily managed.
17. Make monthly report to board.

10.5 Secretary

The Secretary coordinates activities under the direction of the President. The Secretary shall be the clerk of the league and record and maintain records of all proceedings of the board and its members. The Secretary shall maintain and provide to the board and membership a current listing of the board of directors including positions, addresses, and telephone numbers. The Secretary shall coordinate notification of board meetings, provide minutes of previous board meetings and maintain copies of minutes for inspection by the membership. The Secretary shall work with the Registrar and the Treasurer to facilitate the registration process at all league registrations and for all try-outs held by the program. In addition the Secretary shall assist as needed, the level directors in the processing of authorized paperwork (CORI, Liability, Consent to Treat forms, etc.).

Specific Duties

1. Record minutes of each board meeting, format notes into a clear, concise document and distribute via mail to each board member within two weeks of respective board meeting date.
2. Copy and keep on file the minutes of each meeting and have readily available to the general membership upon their request.
3. Type the agenda for each board meeting based on pre-discussion with the President of the program, copy and distribute said agenda to all board members just prior to start of meeting.
4. Notify the President of the program of any members or other persons requesting to be placed on that meeting's agenda and the reason for such a request immediately after the request is made.
5. Maintain an up-to-date listing of all board members, their current phone numbers and addresses and board positions for general membership or other inquiries.
6. Maintain an up-to-date listing of all board position responsibilities and make same available to general membership upon request.
7. Maintain an up-to-date copy of the program by-laws and make same available to general membership upon request.
8. Reserve meeting room for monthly board meetings, which meets with the approval of the board and is accessible to the general membership.
9. Notify all board members and the general membership of any changes in board meeting dates, times or locations via phone calls/letters to board members and signs posted at home rink for general membership.
10. Assist registrar in the processing of paperwork mandated at each of their levels as requested. This includes, but is not limited to, CORI forms, Waiver of Liability forms, and Consent to Treat forms.
11. Be present at and assist the Registrar at all league registrations and try-out sessions as needed.
12. Make monthly report to board.

10.6. Level Director

The Level Director coordinates activities under the direction of the Vice President/ACE Coordinator. The players enrolled in the Organization shall be grouped as Learn to Skate, Instructional Mites, Mites, Squirts, Pee Wees, Bantams or Midgets based upon age. Each grouping shall be designated a "Level" and each Level shall have a Level Director except for the Bantam/Midgets who will be combined.

Within each Level there shall be established different Divisions – this term shall refer to the skill level in a given Level. For the Instructional Level, the Organization has three Divisions: Learn to Skate, Termite, and Mighty Mite. For the Mite Level through Bantam Level, the Organization has three Divisions: A, B, and C. For the Midget Level, the Organization has two Divisions: A and B. Each Level Director shall be responsible for all activity within such Director's Level. The role of the Level Director is to manage the overall level and provide motivational support to parents, coaches and players. The Director will coordinate all day-to-day activities and enforce all rules and regulations pertaining to the WHK program, Mass Hockey, USA Hockey, and Yankee Conference.

Specific Duties

1. Pursues qualified coaching applicants, receives and reviews all applications and makes recommendations to the board for all coaches and assistant coaches at the level.
2. Coordinates the level tryout sessions in conjunction with the Vice President/ACE Coordinator and the Ice Coordinator.
3. Recommends and proposes the number of the level teams at each playing level, A, B and C.
4. Determines appropriate playing levels of each player and team using the process approved and set forth by the board.
5. Represents WHK program by attending and receiving materials from the Yankee and South Shore Conferences at their annual the level meeting.
6. Distributes all game and practice schedules and related materials to each team and ensure compliance.
7. Communicates with the Vice President/ACE Coordinator immediately of all matters concerning the team's extra-curricular activities (tournaments, etc.).
8. Enforces all program policies, rules and procedures including the collecting of outstanding financial obligations, on-ice insurance regulations and mandatory coaches clinics.
9. Mediate problems between coaches and parents to ensure team rapport and notifying Vice President/ACE Coordinator to intervene if needed.
10. Communicates all activities to parents, coaches and players.
11. Ensures that each player at his level is being given equal opportunity to progress, to learn the game of hockey, and be treated fairly and equitably in regard to playing time and practice.
12. Secures and maintains player evaluations from head coaches on each player at his level for future reference.
13. Provide monthly reports to the Board on all activities involving the level.
14. Distributes all league equipment (jerseys, water bottles, pucks, etc.) to appropriate teams ensuring compliance with league rules on the return of said equipment.
15. Receives all bi-annual coach survey data and meets with and reviews this information with each coach and assistant at the level.
16. Work in conjunction with Vice President/ACE Coordinator and the level coaches on enhancing and improving practice sessions.

10.7 Web Master

The Web Master coordinates activities under the direction of the President. The Web Master is responsible for the up keep of the pursue information of either informational or recreational value, which is relevant to the program or to youth hockey in general. In addition, the Web Master must keep abreast of program policies, team stats, player awards, conference and USA Hockey information, etc. to report it in a timely manner. There must be open communication with all members of the board, players, member parents, coaches, etc. The Web Master is the message conveyance link between the board and the general membership.

Specific Duties

1. Work closely with the President to be sure all matters of importance to the membership are posted in the Web Site.
2. Procure team standings and player awards for posting on the web site.

3. Work with Equipment, Fundraising, and Treasurer to formulate their individual columns for the web site.
4. Research articles of interest and include such in web site.
5. Publish changes in rules, regulations, by-laws, etc. from the conferences, USA or Mass Hockey that affect game play and are of importance to coaches, players and the league in general.
6. Publish dates and times of meetings, clinics, sub-committee sessions, etc. in a timely manner.
7. Include coach survey in a non-reproducible format into web site for distribution to membership with Vice President/ACE Coordinator (or other approved person) as receiver of said survey.
8. Receive and encourage articles from the general membership for publication in the web site.
9. Make monthly report to board.

10.8. Ice Coordinator

The Ice Coordinator coordinates activities under the direction of the Vice President/ACE Coordinator. The Ice Coordinator is responsible for the acquisition and distribution of practice ice purchased by the league as well as that practice ice mandated by each of the conferences during pre-season. The Ice Coordinator must work closely with the Treasurer to authorize and ensure timely payment of bills for ice purchases and the Treasurer for expenditures for optional/additional ice above and beyond that which is budgeted. The Ice Coordinator is also responsible for scheduling the practice ice to avoid conflicts with scheduled games. This scheduling includes accounting for age appropriate practice hours, fair allocation of 'non-prime' practice hours and tournament/play-off schedules. The Ice Coordinator is further responsible for acquiring and maintaining good relationships with area rink management and is the communication link between them and the league.

Specific Duties

1. Attend all meetings concerning the allocation and purchase of practice ice as representative of the league.
2. Purchase sheets of ice for use by league teams as practice ice ensuring compliance with budget restrictions, appropriate hours, and travel time.
3. Schedule practice hours in a manner compliant with game schedules, member ages and shared ice appropriateness.
4. Outline ice schedule in an easy-to-read format accounting for all practice hours purchased by the league.
5. Schedule practice hours on a monthly basis with as much lead time for level directors' communication to coaches as possible.
6. Distribute copies of ice schedule to each level director, Vice President/ACE Coordinator and President in a timely manner.
7. Maintain open communication with all area rinks in the pursuit of viable practice hours and fees.
8. Negotiate the selling off of mandatory ice forced upon the league either by the conferences (for practice hours) or by the rinks (in exchange for future ice consideration).
9. Make monthly report to board.

10.9. Equipment Coordinator

The Equipment Coordinator coordinates activity under the direction of the Vice President/ACE Coordinator. The Equipment Coordinator is responsible for the acquisition, distribution, storage and repair of all league equipment. This equipment includes, but is not limited to, game jerseys, pucks, water bottles, goalie equipment, puck bags, shirt bags, medical kits, etc. The Equipment Coordinator is responsible for the inventory of league equipment and should know at all times who is in possession of said equipment and work directly with each of the level directors at the beginning and end of the season in the distribution and receipt of league equipment. The Equipment Coordinator is responsible for promoting the program to area merchants in the pursuit of reduced costs on needed equipment. In addition, this position requires communication with the Treasurer during budget review to establish

enough monies for future needs in this area.

Specific Duties

1. Receive and sign-in all league equipment from level directors and coaches documenting it.
2. Completely inventory all league equipment at end of season.
3. Ensure all equipment is marked with the program name and a distinctive serial number for tracking purposes.
4. Establish a database of equipment ownership including description, type, size and condition.
5. Repair all useable equipment at the most reasonable cost to the league.
6. Store all league equipment in a safe and secure storage area for length of term.
7. Communicate and get input from the Vice President/ACE Coordinator to establish projected needs for next season.
8. Establish and maintain contact with area merchants promoting the program and its purpose.
9. Purchase needed equipment at best cost to program and staying within budget guidelines in a time frame conducive to the beginning of the season. All equipment purchases in excess of \$250.00 require a majority approval of the Board of Directors.
10. Allocate equipment to level directors for their teams' use taking the necessary steps to ensure responsibility is taken for said equipment, (signatures).
11. Make presentations to board for purchases of equipment above and beyond that which is budgeted but for which a need is established.
12. Communicate non-compliance of equipment returns and damages to Level Director and Board for follow-through.
13. Collect and retain sponsor shirt labels at end of season.
14. Make monthly reports to Board.
15. Make end-of-year estimates for following year's budget.

10.10 At Large Board Members

The At Large Board Members represent the League under the direction of the President. The role of the At Large Board Member is to represent the league at either the South Shore/Yankee Conference or District 4 meeting. They may also be called upon to assist in financial management, fund-raising, registration, equipment management, and communications.

Specific Duties

1. Attend Conference or District 4 meetings as the WHK representative.
2. Communicates with the appropriate Board Member immediately of all matters concerning their area.
3. Assist registrar in the processing of paperwork mandated at each of their levels as requested. This includes, but is not limited to, CORI forms, Waiver of Liability forms, and Consent to Treat forms.
4. Be present at and assist the Registrar or Level Director at all league registrations and try-out sessions as needed.
5. Make monthly report to board.

Section 11. AMENDMENTS

This Constitution and By-Laws may be amended, repealed, or altered in whole or part by a majority vote at any duly organized meeting of the members provided notice of the proposed changes is included in the notice of such meeting.

Section 12. Indemnity Liquidation of Corporation Assets

In the event that the Corporation shall cease to function, any and all assets remaining, after all creditors are paid, shall be donated to some "Not-For-Profit" youth athletic organization, to be determined by a

general meeting with the Board of Directors. Voting members in this instance shall be parents of children who have participated in the program for the preceding two (2) years. Every director, in office at dissolution of corporation, officer, appointed committee chairperson, and/or committee member, and his/her heirs, executors, or administrators, estate and effects respectively, shall from time to time and at all times, be indemnified and saved harmless out of the funds of the Corporation, from and against:

a. All costs, charges and expenses whatsoever which such director, officer, committee chairperson, or member sustains or incurs in or about any action, suit or proceeding which is brought, commenced or prosecuted against him/her, for or in respect of any act, deed, matter, or thing whatsoever, made, done, or permitted by him, in or about the execution of the duties of his/her office or position;

b. All other costs, charges and expenses that he sustains or incurs in or about or in relation to the affairs thereof: Except such costs, charges or expenses as are occasioned by his own willful neglect or default.

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