



Salisbury Youth Hockey

CONSTITUTION

AND

BYLAWS

May 2015

## CONSTITUTION

### ARTICLE I – NAME

The name of this organization shall be Salisbury Youth Hockey (SYH), incorporated under the Connecticut statutes as a nonprofit corporation.

### ARTICLE II – MISSION STATEMENT

The mission of SYH is to promote the development of our children both as hockey players, and as people, by establishing a safe, supportive and fun environment in the context of an instructional and competitive hockey program.

### ARTICLE III – OPERATION

SYH shall maintain as a nonprofit corporation and all funds shall be expended to promote the common good and serve the area through an organized youth hockey program. SYH shall act in furtherance of an exempt activity (i.e. education) and making certain its activities are limited to this objective.

In the event of dissolution of SYH, its assets shall be distributed to a charitable institution with objectives similar to those of SYH.

### ARTICLE IV - HEADQUARTERS

All annual, regular and special meetings shall be held in a location decided by the Board of Directors.

### ARTICLE V – AFFILIATION

SYH shall be affiliated with USA Hockey and shall operate as an integral unit of that association through the Connecticut Hockey Conference (CHC).

### ARTICLE VI – GOVERNMENT

The government of SYH shall be vested in a Board of Directors, consisting of members voted in by a majority vote of existing Board members. The number of Board members shall not exceed 15 nor be fewer than 7. Of these directors, Board Officers shall consist of a President, Vice President, Secretary and Treasurer, as shall be elected by the present Board.

The outgoing President and Vice President may remain on the Board of Directors for one (1) year at the end of their term, in a non-elected advisory capacity, to ensure the continuity of the program. The Ex-Officio Board Member shall not have voting privileges.

The Directors of SYH shall be elected in the manner prescribed by the Bylaws and shall hold office for a period of one year, or until their successor is duly elected and qualified. No Board of Director Officer or Member shall serve in the same position for more than three consecutive years, unless no other viable candidate is presented or a majority vote of the remaining Board members determines that this person's occupation of this position is in the best interests of the organization.

## ARTICLE VII – MEMBERSHIP

The membership of SYH shall consist of those youths who participate directly in the youth hockey program and their parents or guardians, team coaches, committee members and designated team and league volunteers.

Any member of the organization, upon evidence of conduct detrimental to the welfare and honor of the organization, may be dismissed from the membership by a two-thirds vote of the Board of Directors.

## BYLAWS

### ARTICLE I – GOVERNMENT

[1] The Board of Directors shall have responsibility for control and management of the property of SYH, and for attaining the objectives of the organization, subject to the will of the membership. Funds of the organization shall be expended for such purposes as the Board of Directors may direct.

[2] Vacancies in any office or directorship shall be filled by the majority vote of the remaining Board of Directors and shall be filled in this manner until the next Annual Meeting and election of officers and directors.

[3] The organization's fiscal year shall commence June 1<sup>st</sup>.

[4] Officers and directors shall take office immediately upon election.

[5] In case of conduct unbecoming by any Director or any Officer, the position or office of such Officer or Director may be declared vacant at any meeting of the Board of Directors called for that purpose and by a majority affirmative vote with a quorum present.

[6] Absence from three or more consecutive regular meetings shall be cause for consideration of removal from the Board.

## ARTICLE II – ELECTIONS

[1] The President, at the March Board meeting, shall appoint a nominating committee of at least two (2) members. It will be the duty of this committee to receive nominations of candidates and present such nominations to the Board at the April Board meeting.

[2] Election of officers and directors will be held annually at the May Board meeting.

[3] At each annual election of Directors, each Board member present in-person or by valid proxy, shall be entitled to vote by written ballot for Board of Director positions.

[4] Only one vote is allowed from each Board member.

## ARTICLE III – MEETINGS

### [1] Regular Meetings

Regular meetings of the Board of Directors shall be held on the call of the President, as often as necessary, but at least once a month. Unless canceled for summer recess, regular meetings shall take place on the third Monday of every month.

### [2] Conduct of Meetings

(a) Order of Business: The order of business at any regular meeting shall be as follows so far as is practicable:

- (1) Attendance taken
- (2) Review and approval of minutes of previous meeting
- (3) Reception of Visitors
- (4) Treasurer's Report
- (5) President's Report
- (6) Old Business
- (7) Officers'/Directors' Reports
- (8) Bylaws/Policy Review
- (9) New Business
- (10) Correspondence
- (11) Adjournment

(b) Minutes: The minutes of the SYH Board of Director meetings shall include a record of those in attendance, motions considered and their disposition, and reports received either explicitly or as attachments. The minutes shall be distributed to Board of Director members prior to the onset of the next regular meeting. Copies of the meeting minutes shall be kept on file with the secretary and be available for review by any SYH member.

(c) Voting: Every Board of Directors member present shall vote on every motion unless excluded by a majority of the Board of Directors from voting by reason of perceived conflict of interest.

(d) Motions:

(1) Each Board of Directors member shall have the privilege of proposing motions for consideration by the Board of Directors with a requirement of a second.

(2) On any questions, members shall observe parliamentary courtesy. The proposer of any motion shall have the right to open and close debate; however, closure shall not take place until every member choosing to speak has had the opportunity to do so.

(3) Any member has the right to propose amendments to the motion, providing it enhances the intent of the original motion and is accepted by the proposer.

(4) A proposer has the right to withdraw the motion at any time.

[3] Special Meetings

Special Meetings of the Board of Directors may be called by the President and shall be called by President upon the request of three Directors providing all Board of Director members have been notified by telephone, email or voicemail. The object of such meeting shall be stated in the notice (e.g. to approve the number of players selected per team) and no other business shall be transacted.

[4] Quorum

A majority of the voting members of the Board of Directors shall constitute a quorum at any meeting.

## ARTICLE IV – DUTIES OF OFFICERS/DIRECTORS

[1] OFFICERS (TOTAL 4)

PRESIDENT

The President shall preside at all meetings. The President shall cast the deciding vote in the event of a tie vote at Board meetings. The President has the power to appoint all officers and committees not required to be elected, and shall serve as ex-officio on such committees. The President shall have signatory authority on all money accounts of SYH. The President shall act as the CHC Representative for SYH, and shall attend monthly CHC meetings and provide necessary information to the Board.

VICE PRESIDENT

The Vice President shall succeed to the powers of the President in his/her absence, and perform other duties as may be delegated to him/her by the President. The Vice President shall be responsible for allocating ice time among the divisions within the budget set by the Treasurer. The Vice President may appoint an assistant with whom he/she will divide the responsibilities of allocating ice time among the various divisions, schedule games, and distribute ice and game schedules to coaches. The Vice President may also appoint a scheduler for each of the divisions.

#### SECRETARY

The Secretary shall record all business transactions of SYH, attend to the correspondence, and keep records of SYH, including minutes of the Board of Directors meetings. The Secretary shall submit a report at Board meetings of any pertinent correspondence to and from SYH.

#### TREASURER

The Treasurer shall have charge of all money accounts of SYH and shall keep a details account of income and expenditures of SYH. The Treasurer shall submit a statement of the financial condition of SYH at Board meetings. The Treasurer shall supply the Secretary with copies of the statements for the minutes. The Treasurer shall have signatory authority on all money accounts and shall sign all checks of SYH. The Treasurer shall file all SYH income tax forms.

#### [2] BOARD MEMBERS (TOTAL NO MORE THAN 11)

#### REGISTRAR

The Registrar shall have charge for the registration of all players, coaches, and volunteers in SYH. The Registrar shall determine the eligibility of players under CHC and USA Hockey rules, taking into consideration SYH policies. The Registrar shall advise the President for the issuance of release forms.

#### COACHING DIRECTOR

The Coaching Director shall oversee coaches, and ensure that all coaches are certified to the appropriate level as determined by CHC and USA Hockey guidelines. The Coaching Director shall also implement a unified program for all levels. The Coaching Director shall also encourage, and assist, as needed, coaches to prepare for practices. This preparation shall include both a general concept of the needs of his/her players, as well as basic drills.

#### FUNDRAISING DIRECTOR

The Fundraising Director shall coordinate fundraising events for SYH, including but not limited to an annual golf tournament, annual end of season banquet, raffles and team pictures. The Fundraising Director will arrange and oversee temporary volunteers to assist with SYH fundraising events. The Fundraising Director reports to the Board of Directors.

#### TEAM REPRESENTATIVES (UP TO 6)

Each level of play (Learn to Play, Mites/In-House, Squirt, Pee Wee, Bantam and Midget) shall have a representative who acts as a liaison between the team and the Board. The Team Representative shall attend Board meetings and report back to the team regarding special events and matters of interest. The Team Representative shall be responsible for coordinating volunteers to assist with the functions of their team. Team Representatives shall not have voting privileges, except at the annual meeting to elect new Board of Director members.

#### MEMBERS AT LARGE (NO MORE THAN 2)

There shall be no more than two At Large Board Members who may volunteer for or be designated specific responsibilities, depending upon the needs of SYH. Members at Large shall be responsible for organization support/commitment and to operate within the Bylaws. Members at Large shall not have voting privileges, except at the annual meeting to elect new Board of Director members.

#### ARTICLE V – COMMITTEES

The Board of Directors shall determine the committees proper and necessary to fulfill the purposes and objectives of the organization.

Committee Chairpersons shall be appointed by the President and announced at any regular Board meeting as needed during the year.

#### ARTICLE VI – AMENDMENTS

These Bylaws may be amended at any meeting of the Board of Directors, provided that copies of the proposed amendment shall be provided at least fourteen (14) days prior to the meeting. A vote of two-third (2/3) of the voting members of the Board of Directors shall be required for adoption.

AMENDMENT – PLAY UP POLICY  
Adopted May 2015

It is the policy of Salisbury Youth Hockey that each registered player will play in his/her age level as set forth by USA Hockey Rules. However, individual requests to play-up may be considered by a Select Committee, and reviewed on a case-by-case basis. Salisbury Youth Hockey recognizes that in certain situations it may be appropriate and/or beneficial to a player's development to play-up to the next age level. The Committee will consider and evaluate a player's development potential in his/her actual age level versus potential for success in an older age level. The Committee will also consider the fine balance between the best interest of a player requesting to play-up and the Salisbury Youth Hockey Association teams and players in both their actual age level, as well as older level.

There is an increased risk of injury for participants playing outside of their actual age classification. However, USA Hockey and Salisbury Youth Hockey allows the movement in certain situations if specific guidelines are followed:

[1] A player will not be permitted to move up more than one year in age, except in very rare and specific cases. For example, a first year Squirt cannot be moved to the Pee Wee level. A second year Squirt may advance to the Pee Wee level. This will apply at Mite, Squirt, Pee Wee and Bantam levels.

[2] The player must be registered in their proper age division and registration fee paid by September 30<sup>th</sup>.

[3] Only requests submitted in writing by the participant's parents or legal guardians will be considered. This request must be submitted and received by the President of Salisbury Youth Hockey no later than September 30<sup>th</sup>.

[4] Upon request, the participant's parent(s)/guardian must sign the Salisbury Youth Hockey Risk Acknowledgement and Liability Waiver, acknowledging the risks associated with playing outside of a player's actual age classification.

[5] The Committee will evaluate each request. Criteria for allowing a player to play-up will be based on the evaluation of the player's skill and ability to contribute to the older team, the player's emotional and physical maturity level compared to the older team's players, physical size and number of players at each level.

[6] The play-up player must be projected to be a dominant player on the older team. If the player is not projected to be a dominant player on the older team, then it is highly questionable whether playing up is truly in the best interest of that player or the team.

[7] Allowing players to play-up from a non-checking division to a checking division represents the greatest risk and will therefore receive additional scrutiny.



The Committee will present their recommendation to the Board of Directors for consideration. The Board of Directors' decision is final.

Per Connecticut Hockey Conference Rules, once a player has participated on a team at a higher USA Hockey age level, the player is not permitted to play for a team at his actual USA Hockey age level for the remainder of the season (Play-up; Stay-up Rule).