

Geauga Youth Hockey Association By-laws



Document Control

Version	Date	Person	Comments
1.1	4/1/2002	Jim Revak	25 updates to existing by-laws in order to make them more current. Accepted by vote of board members, January 2002.
1.2	1/16/2004	Jim Revak	5 updates to existing by-laws: limit Treasurer terms to 2 years, change to by-laws can be made at any meeting, team selection based on skill, eliminate stipulation on returning players, wording added for CSHL Select rule.
1.3	4/3/2011	Barb Mulhern	Various changes to update board structure and remove reference to specific committees that no longer exist as well as other minor changes
1.4	1/5/2012	Barb Mulhern	Updates to disciplinary process

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Article One: Name

This organization shall be called the Geauga Youth Hockey Association. Within these by-laws, the term "Association" or "Gauga Hockey" will refer to this Geauga Youth Hockey Association.

Article Two: Objectives

This Association claims complete jurisdiction to govern and regulate amateur ice hockey within the Geauga Youth Hockey Association. As such, the objectives of this Association shall be to:

- ♦ Provide children with a wholesome sport-oriented fitness activity, which will be physically and mentally stimulating.
- ♦ Promote sportsmanship and safe, competitive play.
- ♦ Design a program that is fun with the children's benefit and interest in mind.
- ♦ Help children improve knowledge and skill.
- ♦ Conduct, promote, and assist local, district, regional, national, or international hockey contests or tournaments in cooperation with affiliated or sanctioned organizations.
- ♦ Affiliate with, cooperate with, and retain membership in the Cleveland Suburban Hockey League (CSHL) and/or other USA Hockey recognized organizations and to recognize those organizations' jurisdiction to regulate member hockey teams.
- ♦ Affiliate with, cooperate with, and retain membership in USA Hockey, recognizing USA Hockey's jurisdiction as the governing body of amateur ice hockey in the United States.

Article Three: Basic Policies

- A. This association shall be nonsectarian and nonpartisan.
- B. No part of the net earnings of the Association shall inure to the benefit of, or be distributed to its members, trustees, officers, or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of purposes set forth in Article Two of these by-laws. The payments and distributions will be conducted as described in Article 7, Section G, of these by-laws.

- C. The Association shall not directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political or religious campaign on behalf of, or in opposition to, any candidate for public office or religious hierarchy, or devote more than an insubstantial part of its activities to attempt to influence legislation by propaganda, or otherwise, that are not in the furtherance of the purpose of this Association.
- D. Exoneration from Personal Liability: The Geauga Youth Hockey Association hereby consents and declares that each officer, members of the Board of Trustees, chairmen and members of all committees, head and assistant coaches, and all elected or appointed officials in any capacity shall be deemed to have assumed office or assignment on the express understanding, agreement and condition that each of them and his/her heirs, executors, and 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 Geauga Youth Hockey Association from and against all liabilities, judgments, costs, charges, and expenses whatsoever which such member sustains or incurs in or about any action, suit, or proceeding which is brought, commenced or prosecuted against him/her for and in respect to any act, deed, matter or thing whatsoever made, done, or permitted by him/her in or about the execution of the duties of his/her office and also from and against all other costs, charges, and expenses which he/she sustains or incurs in or about or in relation to the affairs thereof except such costs, charges, or expenses as are occasioned by his/her own gross, willful neglect.
- E. In the event (with the written consent of greater than 50% of the total membership) of the dissolution of this Association or in the event that it shall cease to carry out the objectives as required in these by-laws, any and all business, property, and assets shall be applied to settle any and all debts incurred by this Association. Any and all remaining assets shall accrue to the USA Hockey organization solely for the purpose of promotion of the sport of hockey in the state of Ohio within the meaning of Section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future tax code. Any assets not so disposed shall be disposed by the Court of Common Pleas of Geauga County, State of Ohio, exclusively for such purposes or to such organization or organizations as said Court shall determine, which are organized and operated exclusively for such purposes.
- F. The Geauga Youth Hockey Association shall operate as a not for profit organization as described in Section 501 (c)(3) of the United States Internal Revenue Code.

Article Four: Membership

The membership of this Association shall consist of General Voting members, team members, and affiliate members playing or conducting hockey within this Association.

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- A. General Voting Members: There shall be one vote for each registered player within the Association. General Voting Members must be eighteen years of age or older; non-voting members shall be all others. Parents, legal guardians, or custodians of a registered player, that is not eighteen years of age or older, shall have the responsibility to cast one vote representing that registered individual and will be entitled to exercise all rights and privileges as that status may accord. General Voting Members are eligible to elect Board Members and vote on any changes to the by-laws as presented by the Board of Trustees in accordance with this document. Upon compliance with these by-laws and dues and fees paid as described in Article Five: Dues, Fees, and Sanctions, General Voting and Non-Voting Members are considered in good standing and are entitled to exercise all rights and privileges as that status may accord
- B. Team Membership: Upon compliance with all the provisions of the by-laws of this Association, teams shall be deemed members in good standing and entitled to exercise all rights and privileges as that status may accord. Individual Team members are comprised of eligible hockey players registered with the Geauga Youth Hockey Association and USA Hockey.
- C. Affiliate Membership: Affiliates include, but are not limited to, the following: coaches, parents of team members, and volunteers acting on behalf of the Association. Upon compliance with these by-laws and dues and fees paid as described in Article Five: Dues, Fees, and Sanctions, Affiliate Members are considered in good standing and are entitled to exercise all rights and privileges as that status may accord.
- D. Team or Affiliate Membership shall be subject to suspension or forfeiture in the event of a failure to comply with any of the requirements or provisions of the by-laws of this Association and its affiliate associations. Suspension or forfeiture will result in the loss of voting privileges and other rights and privileges as deemed appropriate by the Board of Trustees.
- E. The Board of Trustees reserves the right to refuse any Team Membership or Affiliate Membership application at their discretion as long as the rejections are not based on gender, race, or creed.
- F. The discovery of a violation of the by-laws or decisions of the Board of this Association or its affiliates shall subject the offending Team or Affiliate Member to suspension by the Board. However, before any action can be taken, a hearing must be held by the Board, called by the President of the Board of Trustees, during which the alleged offender shall have the right to be present and present witnesses or any information he/she deems pertinent. Following the hearing, the Board may take action to suspend the offender by a two-thirds majority vote in favor of such action.
- G. Any member desiring to resign from the Association shall submit her/his resignation in writing to the Board. No Member's resignation shall be accepted until his/her dues, fees and any outstanding debts to the Association are paid in full. Upon acceptance of the member's resignation, a release shall be granted.

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- H. Each parent and player shall sign and follow a code of conduct as approved by the board and/or the Director of Hockey.

Article Five: Dues, Fees, and Sanctions

- A. Dues and fees shall be established by the Board of Trustees. These dues and fees shall be reviewed and approved by the Board of Trustees on an annual basis before Team Member registration of the current hockey season as defined by the USA Hockey Organization. The dues and fees include, but are not limited to the following: USA Hockey Association fees, CSHL or other League fees, annual ice fees, referee fees, insurance fees, Membership dues, etc. The dues and fees are non-refundable and payable as defined in these by-laws.
- B. Any member or members failing to pay the established and required dues and fees shall be subject to sanction as determined by the Board of Trustees. This sanction may include suspension of player privileges, participation in Association events, withholding of a formal release from this Association, or any other required sanctions deemed appropriate by the Board of Trustees.
- C. Dues and fee rebates will be considered for voluntary withdrawal from Association Team participation only for hardship cases. A hardship case review must be submitted in writing at a Board of Trustee meeting. The case will be reviewed and may be approved or rejected at the dues shall be paid according to the fee payment schedule set forth each year unless prior arrangements have been made with the Board. Membership dues must be paid in full before voting and ice privileges are given.
- D. All funds donated to the Association by a business, individual, or corporate sponsorship program must follow the corporate sponsorship guidelines. Any exception to this rule can only be made by vote of the Board of Trustees. All Team Members are responsible for the payment of their own fees and dues.

Article Six: Government

A Board of Trustees shall govern the affairs of this Association.

- A. The Board of Trustees of the Association shall consist of not less than five (5) and no more than fifteen (15) elected Board Members. Trustees shall be volunteers approved by the Board or be elected from the general voting membership of youth parents and guardians for no more than three years. There may be a renewal of a board member by vote of the majority of the board to serve a second term or subsequent terms if the board votes accordingly.
- B. The Board may replace any Board Member who does not complete his/her full term of service, for which the member was elected, by a two-thirds majority approval.

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C. Any Board Member who misses three (3) consecutive Board Meetings may be asked to tender their resignation. The Board will have the discretion to accept or reject the resignation.

D. Board of Trustees' Duties:

1. Formulate, prescribe, alter and amend these by-laws for the government of this Association.
2. Establish and collect dues and fees of the Association.
3. Direct the expenditure of monies.
4. Authorize the President or other officers to negotiate a contract with the Association's home ice facility and other locations. The terms of the contract are subject to approval by the Board of Trustees. The Board will determine the location of the Association's home ice facility.
5. Appoint committees from the Association's Membership, or otherwise employ individuals for the handling of special or specified business.
6. Interpret, define, and explain all of the provisions of these by-laws.
7. Call any necessary meetings of the Association and fix the time and place of these called meetings.
8. Have immediate access, on demand of the Association's President, to all books, vouchers, receipts, and records generally pertaining to the finances and operations of the Association and any project or program of this Association.
9. Fill a vacancy on the Board of Trustees caused by the resignation, expulsion, or withdrawal of any Trustee. The replacement of the Trustee will be as prescribed in Article Six: Government Section B.
10. Remove or remit any suspension or penalty that has been imposed by the Board. The removal or remittance of a suspension or penalty shall be approved by a majority of the Board.
11. Forthwith remove from office, with due cause, any officer or member of the Board of Trustees by a two-thirds majority vote of the Board.
12. The Board shall receive a copy of the financial statement of the Association at each regular Board meeting. The Board shall also receive a copy of the Association's operating budget as approved by the Finance Committee within 30 calendar days following the first meeting of the newly elected board.

Article Seven: Officers

A. The Officers of this Association shall be elected by the newly elected and incumbent Board of Trustees from the membership of the newly elected and incumbent Board at the April meeting following the Annual meeting. These Officers shall perform the duties prescribed by these by-laws and by the parliamentary authority adopted by this Association. The Officers of this Association shall be as follows:

- ♦ President
- ♦ First Vice President
- ♦ Second Vice President
- ♦ Secretary
- ♦ Treasurer

B. All Officers shall serve for a term of no more than three years with no limit to consecutive terms subject to Board approval. The Treasurer shall serve for a term of one year, beginning on July 1 and running through June 30 of the following year to coincide with the fiscal year. Additional terms will be at the approval of the Board. Any Officer who does not complete his/her full term of service for which the Officer was elected shall be replaced by the Board of Trustees at the next regular meeting of the Board. At that time, the Board shall appoint a replacement Officer from the Board to serve the unexpired term with two-thirds majority approval of the Board members present.

C. The Officers shall be elected by simple majority board ballot to serve for one term and their terms shall begin at the April meeting.

D. The President

The President shall preside at meetings of the Association and the Board of Trustees. He shall generally perform the duties usual to the Office of President and may, at his/her discretion, order the calling of meetings of the Board of Trustees or the Committees of the Association. It shall also be the duty of the President, at the April meeting of the Board of Trustees, to conduct the election of Officers and to discuss the business of the forthcoming year.

The President is the only non-voting member of the Board of Trustees. In the event of a tie vote, the President may cast the deciding vote.

The President may appoint committee chairpersons, except those already designated in the by-laws Article Seven: Officers, Section A. The President shall be an ex-officio member of all Committees, except the Nominating Committee.

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Other than as provided in Article Seven: Officers, Section E, the President may have served as a trustee of this Association for a minimum of one year before being elected President.

The President may be involved with engaging/hiring a Director of Hockey with the appointment and/or contract of said position subject to approval by the Board.

E. The Vice Presidents

The Vice-Presidents, First and Second, serve as aides to the President and at least one presides when the President is absent or when called by the President. The First Vice-President shall serve in the capacity of President in the event of resignation, expulsion, or withdrawal of the President and shall continue to serve in such capacity until a new President is elected by a majority vote of the Board. The Vice Presidents should be familiar with all duties of the President and be prepared, if necessary, to preside at any meeting without notice.

F. The Secretary or Registrar

The Secretary or Registrar shall keep records of the Association and act as an aide to the President. General duties include:

1. Record minutes and keep record books current and in order.
2. Keeping Committee reports on file
3. Notifying Officers and Committee Members of their appointments.
4. Sending out notices of meetings and conducting the general correspondence of the Association.
5. Having available at each meeting:
 - ❖ A current copy of the By-laws of the Association
 - ❖ A list of all Committees and their members
 - ❖ An accurate record of the Association's membership
 - ❖ Agenda of that particular meeting's planned order of business

G. The Treasurer

The Treasurer is the authorized custodian of the funds of the Association. As such, the treasurer shall:

1. Collect and disburse all monies of this Association as prescribed in the By-laws or as authorized by the Board of Trustees or the Association assembly.

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2. Keep an accurate and detailed account of all monies received and paid out in a record book.
 3. Record receipts and disbursements accurately in accordance with accepted bookkeeping practices and procedures and approved budgeted funds of this Association.
 4. Deposit immediately all monies received in a bank approved by the Board of Trustees, with the account in the name of Geauga Youth Hockey Association.
 5. Disburse funds only by check, countersigned by the President.
 6. Issue receipts for all money collected, retaining a copy for Association records.
 7. Pay all Association debts promptly, out of Association funds.
 8. Advise the Board of those members delinquent with payment of dues and fees to the Association and issue notices to those delinquent in payments.
 9. Prepare a financial report for regular meetings of the Board of Trustees. Each report shall be filed with the Secretary for review purposes. The report should contain at least the following items:
 - ❖ Balance on hand at the beginning of the period covered by the report.
 - ❖ Total receipts for the period
 - ❖ Total disbursements for the period
 - ❖ Balance on hand at the date of the report
 10. Prepare an Annual Financial Report for the Association membership at the Annual Meeting.
 11. The fiscal year of the Association shall begin on July 1 and end on the following June 30.
 12. Prepare annually, tax and any other financially related reports that may be required by the Internal Revenue Service of the United States or by the State of Ohio.
- H. All Officers shall:
1. Perform the duties described in the parliamentary authority in addition to those outlined in these by-laws and those assigned from time to time.
 2. Deliver to their successors all official material by the first meeting of the newly elected Board of Trustees and it's Officers.

Article Eight: Meetings

- A. This Association shall have an Annual Meeting during the month of January or February of each year at a time and place set by the Board of Trustees and or President.
- B. This Association shall have Regular Board Meetings attended by the Board of Trustees at a place and time designated by the President and at a date and time agreed upon by the Board of Trustees. Meeting information shall be posted by the Secretary at the Association's home ice facility and/or on the Association's website. Regular Board Meetings are open to the membership.
- C. A majority of the Board of Trustees shall constitute a quorum for all meetings of the Association.
- D. A special meeting of the Board of Trustees shall be called by the President at the written or verbal request of three members of the Board. The request must clearly state the reason and purpose for a special meeting and have a Board member sponsor the request. If the request involves members of the Association, then the request must state the member sponsor(s) of the request. At least five days notice shall be given of such a special meeting and the purpose shall be stated in the notice. If the request involves members of the Association, it is the responsibility of the Board Member Sponsor of the request to notify those members of the Association participating in the request. No other business than stated in the purpose of the special meeting shall be transacted at the special meeting.
- E. A time limit of 10 minutes shall be set for non-Board members who wish to address the Board on a specific issue, plus a time limit of 10 minutes for questions from the Board. After the 20-minute time limit, the issue is referred to the appropriate committee for review and recommendation at a later date.
- F. The meeting minutes shall be recorded by the Secretary and kept on file as part of the general duties of the Secretary.

Article Nine: Parliamentary Authority

Robert's Rules of Order Newly Revised, the most recent edition, shall govern this Association in all cases or situations in which they are applicable and in which they are not in conflict with these By-laws, the CSHL Constitution or other League that this Association recognizes, and the By-laws and Rules and Regulations of the Amateur Hockey Association of the United States Constitution, By-laws and Rules and Regulations of the USA Hockey Association.

Article Ten: Amendments

Amendments or alterations to these By-laws will be reviewed at the annual meeting, and may be made at any other meeting of this Association, provided that written

notice of the proposed amendment or alteration(s) shall have been presented to the Board of Trustees and Association Membership at least thirty (30) days prior to the date of the meeting, at which such change is scheduled for vote. Two-thirds majority of the Association present at such meeting is required for the adoption of any amendments or alterations to these By-laws.

Article Twelve: Standing Rules

- A. Guest Players: No Player may be present on the ice during any practice or game unless that player is duly registered with the Geauga Youth Hockey Association in accordance with USA Hockey or deemed necessary by the coach to conduct a practice.
- B. Head Coach Selection: Head Coach selection is to be done either by a majority vote of the Board of Trustees or by a designee appointed by the Board. Interested coaches will submit applications to the board, due May 1 of each year. The First Vice-President will coordinate the submission of applications. Head coaches will be notified of their acceptance within 30 days. The Head Coach of each team is responsible for recommending his/her qualified assistant coaches prior to the start of the season. The Board or its designee must approve all assistant coaches. If a selected Head Coach does not fulfill his/her responsibility, the same process will be used to name a replacement.
- C. Team selection: Team Selection may be done through at least two skill assessment rating sessions. The Board will determine and approve the process for team selection prior to annual tryouts being held. This process can be delegated with Board approval to an independent party. For the CSHL Select Rule, it is at the sole discretion of the Director of Hockey to decide to play the CSHL season as a Select team.
- D. Damage Policy: All eligible playing members and parents of this Association will sign a Code of Conduct during the registration process that contains a provision addressing liability for damages to locker rooms and behavior on and off the ice and while representing GYHA at tournaments, exhibitions, or other activities in which members participate. The policy is as follows:
 - 1. The coaching staff will be responsible for reporting any locker room damage or other damage done by any Geauga Youth Hockey Association player or other team member to the Board of Trustees and the damaged facility.
 - 2. When the damage is accidental, the team will be responsible for collecting for payment for the damage and each family will be billed for the damage.
 - 3. When the damage is intentional, the individuals involved will be billed for the damage.
 - 4. The coaching staff will determine whether damage is intentional or accidental. When the individual responsible for damage is unknown, the team members will be assessed a share of the damage.

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- E. Skate-up Policy: It is the general policy of this Association that there will be no skate-ups from age group to age group. Any exception shall be by the Director of Hockey.
- F. Skate-Down Policy: The intent of this Association is to provide children with a physically stimulating, mentally stimulating, fun, and competitive environment to play the sport of hockey. As such, it is the policy of this Association that Team Members selected by the Team selection process to skate at a given level of ability within their age classification shall not be allowed to skate below their physical and mental ability. Any exception shall be requested to the Board of Trustees in writing with a detailed explanation of the reasons for the request and any circumstances that may not have been understood by the coaches in the selection process. The request shall be reviewed with consultation from the Coaches and involved. The request may be approved by a simple majority vote by the Board.
- G. Injury Policy: Any player suffering an injury requiring medical attention may be required to provide a release from their physician prior to being able to return to the ice, particularly in cases of multiple and/or repeated injury. The Association recognizes the risks associated with playing ice hockey and it is the Association's goal to ensure the safety of each player.
- H. Player Conduct: Abusive language, fighting, vandalism, racial and/or other derogatory comments, or any action which may endanger the safety or well being of another individual is not tolerated. The first order of disciplinary action should rest with the Director of Hockey, the coach and the player. Should misconduct persist, the Board and/or the Director of Hockey reserves the right to suspend the player from organizational activities or to dismiss the player from the organization. Refer further to the policy pertaining to major penalties, game and gross misconduct penalties, match penalties, and game ejection in Article Twelve: Standing Rules, Sections J, K and player conduct within the USA Hockey Official Rules. Please see Appendix B which outlines the Association's Disciplinary Process.
- I. Coaches Conduct: The Board and/or the Director of Hockey reserves the right to review the actions of coaches and their assistants. Where required, the Board and/or the Director of Hockey may replace a coach. This will be in accordance with USA Hockey Rules and Regulations. The Head Coach along with the Board and/or the Director of Hockey has authority when dealing with team issues, such as discipline or Assistant Coaches' conduct.
- J. Rules governing game or gross misconduct, match penalty or game ejection by a player, coach, or Geauga Youth Hockey Association spectator must be reported by the head coach or team manager of that team in writing within 48 hours of the game in which it occurred. For a game or gross misconduct, match penalty, or game ejection received by a player, coach or Geauga Youth Hockey Association spectator for verbal abuse of the game officials, the Board and/or its designee may recommend a suspension from practices and games above and beyond those mandated by the league. Sanctions should be progressive. The Board and/or its designee will notify within 10 days the Head Coach or Team Manager of the recommendation.

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- K. Rules governing major penalties: Any major penalty must be reported in writing by the Head Coach or Team Manager to the Board and/or its designee within 48 hours of the game in which it occurred. Any time a player receives a major penalty plus a game misconduct for a penalty associated with an injury or attempt to injure, the Board and/or its designee will notify in writing, the player, head coach, and parents that the next such incident will result in an automatic suspension from Geauga Hockey practices and games for the remainder of the season and placement on probation for the following season. The Board and/or its designee may also recommend that the player be suspended from Geauga Hockey practices and games for up to 30 days for the first offense. If the player incurs another such major penalty plus a game misconduct for a penalty associated with an injury or attempt to injure during the probationary period, then the player will be banned from Geauga Youth Hockey Association games and practices for no less than 365 days.

APPENDIX A

Geauga Youth Hockey Association Grievance Procedure

Purpose:

This grievance procedure has been established for the purpose of resolving concerns which any players or parents may have with coaches, other players, the Association, or the hockey program in general. The goal of this procedure is to resolve these concerns in such a way as to ensure that a child's participation in the program is a positive experience.

It is hoped that problems can be resolved in an amicable fashion to satisfy all parties involved; it is also understood that this is not always possible. Keep in mind that the Geauga Youth Hockey Association aims to do the greatest good for the greatest number while giving as much consideration as possible to each individual's needs.

The success of the Geauga Youth Hockey Association program is based on proactive participation by all. For that reason, parents, players, and coaches are encouraged to follow the established grievance procedure and to act only within that framework.

Procedure:

1. Discuss your concern with the coach of your team, even if the coach is the cause of your concern. The coaches have been encouraged to maintain a line of communication with the players and parents. If necessary, ask your team representative to introduce you to the coach so you can set up a meeting.
2. If step one does not resolve your concern, contact a Board Member and/or the Director of Hockey Programming if such position is occupied. Do not contact the team representative. The Board and/or the Director of Hockey Programming will attempt to resolve your concerns to your satisfaction.

APPENDIX B

Geauga Youth Hockey Association Disciplinary Process

Purpose:

This disciplinary process has been established for the purpose of outlining the Association's process for addressing disciplinary issues that arise with players and/or player parents/spectators and coaches. The goal of this process is to provide clear direction as to how issues will be handled.

The Geauga Youth Hockey Association is an organization intending to serve the needs of youth hockey players and their families for years to come. Accordingly, each player and their families are expected to behave in a fashion that represents the Association in an honorable manner and one that preserves the reputation of the Association.

The specific circumstances of any one incident will be reviewed on a case by case basis with appropriate disciplinary action being taken. Every situation will not necessarily warrant the same degree of action to be taken, therefore, the following process should be viewed as a general guideline and not necessarily a linear progression.

Process:

1. Behavior violating the Code of Conduct will be initially addressed by the Head Coach. If the behavior is deemed to have been severe, including, but not limited to, behavior that endangers another player (teammate or opponent) or damages the reputation of the Association, it will be brought to the attention of the Board and/or its designee.
2. Typically, the first offense by a player may be disciplined with a warning; however, more severe punishment including, but not limited to, suspension, may be assessed if warranted as determined by the Coach, the Board and/or its designee .
3. Disciplinary action for a second offense may include a mandatory suspension for a term to be determined based on the nature of the offense by the Board and/or its designee and may result in the expulsion from the program for the remainder of the season.