# **FORT ZUMWALT SOUTH HOCKEY CLUB**

# **BYLAWS**

# **REVISED June 2017**

# Purpose of the Club

## The purpose of the Fort Zumwalt South Hockey Club (FZSHC) is to establish, organize, and govern a high school ice hockey program that will participate in the Mid States Club Hockey Association (MSCHA), the Mid States Club Hockey Association Developmental League (MSCHADL), or any other high school club hockey association in a given year.

## The guiding principles for the club shall be:

### The student athlete is priority;

### Our club will provide as many student/athletes as possible the opportunity to participate and contribute to the ice hockey program;

### Education and development of hockey skills for the student/athlete are our most important products;

### We will always strive to supply the best atmosphere for the student/athlete to contribute to the advancement of the program;

### We encourage parent contributions to the advancement of the program.

## The FZSHC will promote the concepts of good sportsmanship, fair play, honesty, teamwork and respect in the youth that participate in the club.

# Non-Profit Organization

## The FZSHC shall not be conducted or operated for profit and no individual shall profit financially from their association with the Club.

## In the event of the liquidation, dissolution or winding up of the club for whatever reason, none of the property of the club shall be distributed to any of the Officers of the club. In the event of such termination, all assets remaining after the payment of outstanding debts, liabilities and obligations shall be donated to an organization engaged in charitable, education or similar activities. The recipient will be chosen by the Officers of the club.

## Exoneration of Personal Liability

### Each person who acts as an Officer of the FZSHC shall be indemnified by the FZSHC against his or her expenses actually and necessarily incurred by him or her in connection with the defense of action, suit or proceeding in which he or she is made a party by reason of having been an Officer of the FZSHC, except or relating to matters as to which he or she shall be adjudged in such action, suit or proceeding to be liable for willful misconduct of the performance of his or her duties.

### The right of indemnification provided herein shall insure each Officer referred to, whether or not he or she is such at the time such costs or expenses are imposed or incurred. In the event of his or her death shall extend to legal representatives.

# Membership

## Any person who is actively involved in the club by being a registered coach, assistant coach, team coordinator, officer, player, parent(s) or legal guardian(s) of any youth who is a registered participant in the Varsity or Developmental ice programs of the club shall be a member of the club.

## There shall only be one voting member per family (parent or guardian).

## The parent/legal guardian signature of the student’s registration forms shall constitute membership at the beginning of each season. The secretary shall keep a current record of all members.

## There are no membership dues other than those fees required by the Board of Directors to be paid by each player for each high school hockey season.

## Player season fees shall be established by the Board of Directors and may be changed by the Board of Directors from season to season depending on the current budget for the respective season. These fees will be published to the parents at the start of the respective season as soon as the fees are established.

## There will be at least two member meetings per year:

### An annual meeting of the members of the club to be held in March or April of each year, after the completion of the regular hockey season; and

### A meeting in the fall before the season begins. The Board of Directors can change the dates of the meeting.

## Special Meeting of the General Membership can be called by three or more of the Officers of the Board voting for such a meeting.

## The board may designate any place either within or without the County of St. Charles as the place of meeting for any annual or special meeting of the members.

## A member may be expelled from the FZSHC by the Board of Directors while his or her player is still a rostered player on the Varsity or Developmental team for any act or behavior deemed by the Board of Directors to be detrimental to the club, its members, players or its standing with the league.

## No member shall be expelled from the FZSHC for any reason except by a vote of at least three-fifths of the members of the Board of Directors voting for expulsion.

## Before a vote to expel a member can be taken by the Board of Directors, notice of the date of such a meeting at which expulsion of the member is to be considered shall be given to that member at least two weeks prior.

## The members will be required to volunteer some time to the FZSHC, whether it is on a committee or at a fundraising event as part of their obligation to the club.

## The cost of the awards banquet will be determined prior to the end of the season. The number planning to attend, less players, will divide the cost. The cost will also include the cost of any trophies, letters, decorations, and the cost of food as determined by the Board of Directors.

# Board of Directors

## General Powers – The business of the FZSHC will be managed by the Officers of the Board of Directors.

## Specific Powers – The Officers will determine what is in the best interest of the FZSHC and shall have the authority to develop, implement, and enforce the rules, policies, procedures, incentives, and penalties that advance those interests.

## The number of Officers on the Board of Directors may be changed from time to time by the Board of Directors at any regular or special meeting of the Board. There should be a minimum of three Officers on the Board of Directors but not more than seven.

## A majority of the Board of Directors members must be present to constitute a quorum for any meeting of the Board of Directors.

## There shall be at least a five-day notice of any meeting of the Officers of the FZSHC. The notice may be waived by a simple majority of the Officers. Written or printed notice stating the place, day and time of the meeting, and in the case of a special meeting, the purpose or purposes for which the meeting is called shall be delivered no less than seven days before the date of the meeting. If said notice is mailed, such notice shall be deemed to be delivered when deposited in the US Mail, addressed to the member at his/her address as it appears on the records of the FZSHC, with postage thereon prepaid.

## There shall be at least one meeting of the Officers of the club per month to be held on the *second* Sunday of each month or an alternate date as determined by the Board of Directors. All meetings are open to the membership except matters of discipline, discussion of contracts, and any other issue that may be deemed a confidential matter by the Board of Directors.

## Occasions may arise in which the FZSHC is called to act immediately and it is not possible to arrange a meeting of the Board. In such cases, the President of the club shall act in the interest of the club, consulting with at least three-fifths of the Board of Directors. Phone or email is an acceptable means of communication.

## The Board of Directors may remove an Officer or agent elected or appointed by the Board whenever, in its judgment, the best interests of the club would be served thereby. The method of removal shall be by majority vote of the Board.

## A vacancy in any office because of death, resignation, removal, disqualification or otherwise may be filled by the Board of Directors for the unexpired portion of the term.

## Any resignation is to be made either in writing or verbally to the President or Secretary. The resignation will be considered official when submitted and accepted by the Board of Directors at the next Board meeting.

## Any person who resigns a position with the Board of Directors during their elected term shall be ineligible to hold any Board position for the remainder of their student/child’s playing time for FZSHC. Any deviation from this by-law must have Board approval and will be considered only if there are special and/or outstanding circumstances surrounding the Board member’s resignation.

## The act of the majority of the Board present at a meeting at which quorum is present shall be the act of the Board.

## Officers shall not receive any compensation for their services.

## To avoid a conflict of interest, only one parent per member family will be allowed to serve on the board simultaneously (i.e. spouse, former spouses).

## Coaches and /or their spouses cannot be an Officer or vote on the Board.

# Officers

## The Officers of the FZSHC shall be the President, Vice President, Treasurer, Secretary, and the Fundraising Chairperson and any other Officers as may be determined, elected or appointed by the Board. There may be circumstances when two offices may be held by the same person due to resignation or vacancies; however, at no time shall one person hold the offices of President and Treasurer. There should be at least three Officers making up the Board of Directors, but not more than seven. The Board will determine in March the number of Board positions needed for the upcoming year.

## Election and Terms of Office

### The Officers of the FZSHC will be elected by the membership for two year terms in a staggered election system if possible: two Officers elected in even years and three Officers elected in odd years. A staggered election will allow an orientation and transition of responsibilities in a timely and orderly manner for the newly elected Officers.

### Qualifying members who wish to seek office must have completed at least one season as a Varsity or Developmental team member at the spring annual meeting. Qualifying members are those individuals who are in good standing with the FZSHC with respect to financial obligations, as well as disciplinary issues.

### The Board of Directors will present a slate of qualified candidates to the membership present for voting at the spring general meeting. The President can determine whether a voice vote or written ballot will be used for the election.

### An Officer can request to be considered for reelection to the Board for another two-year term.

### Each Officer shall hold office until his/her successor has been duly elected and qualified, until his/her death, or until he/she shall resign or is removed in a manner herein provided.

## Officer Responsibilities

### **President**: The President shall be the principle Executive Officer of the FZSHC and shall in general supervise and control all the business of the club. He/she shall preside at all meetings of the members and of the Board of Directors. He/she is responsible for the overall conduct of the club including enforcement of the rules of the FZSHC, MSCHA/MSCHADL and any other affiliated organization. He/she will represent the club at any meetings requiring the club’s presence including affiliation and coaching meetings or any other meetings the Board deems appropriate. The President shall be responsible for purchasing/booking ice time for the FZSHC.

### **Vice President**: In the absence of the President, or in the event of his/her inability or refusal to act, the Vice President shall perform the duties of the President and when so acting, shall have the powers of and be subject to all the restrictions upon the President. The Vice President shall perform other duties as from time to time may be assigned by the President or the Board. He/she is responsible for the timely acquisition and maintenance of club equipment, supplies and uniforms. The Vice President will oversee discipline problems in the club.

### **Treasurer**: The Treasurer shall have charge and custody of and be responsible for all funds. He/she will receive and give receipt for monies due and payable to the club and deposit such monies in the name of the Club in a bank, trust company, or other depository. The Treasurer shall perform all duties incident to the Office of Treasurer and such other duties as from time to time may be assigned by the President or by the Board of Directors. The Treasurer shall see to it that all fees and expenses to MSCHA/MSCHADL, ice arenas, equipment suppliers, etc. are paid in a timely fashion, and that players have paid their fees. Each spring, the Treasurer will also make a written accounting to the club. The accounts may be audited at any time by the other Board of Directors. An annual review by the Board and a representative chosen from the general membership may also be conducted. The Treasurer shall keep a detailed accounting of all financial transactions of the FZSHC and provide membership/parents with a detailed listing of their player’s account. The books of the club will be closed on the last day of June, following the preceding Winter/Summer sessions.

### **Secretary**: The Secretary shall keep minutes of the FZSHC and Board meetings in one or more books provided for that purpose. He/she shall see that all notices are duly given in accordance with provisions of these bylaws or as required by law. The Secretary will have general charge over the release of information, schedules, game times, place and other events to the media and the participants in the activities of the club. In general he/she shall perform all duties incident to the Office of Secretary and such other duties from time to time that may be assigned by the President or the Board. The Secretary will also hold current records of birth certificates, insurance forms, grade cards, consent forms, and any other forms required for participation in MSCHA/MSCHADL or USA Hockey. The Secretary shall be responsible for website maintenance.

### **Fund Raising Chairperson**: The Fund Raising Chairperson will be responsible for the following: to design, develop, implement, and manage fund raising programs for the club to aid in the reduction of player fees necessary to participate in the program. All fund raising projects solicited from corporate donations will be deposited entirely into the general fund, unless otherwise directed by the Board. Distribution of funds for player expenses or general use will be the Board’s decision and will be based upon the budget projections and financial stability. Opportunities will be made during the season for each member to participate in fund raising events. The amount(s) from fundraisers to be applied toward the player’s fees will be determined by the Board. Any monies raised by the players that are above and beyond the required player’s fees will stay in the general fund and may not be returned to the individual.

# Coaches

## The board shall select the Varsity and Developmental team Head Coaches. The Varsity Head Coach oversees the entire ice program for the FZSHC.

## The Developmental Head Coach and Varsity Head Coach will select their coaching staff respectively. It is recommended that these positions be discussed with the Board of Directors.

## All coaching staff of the FZSHC must obtain the appropriate coaching certifications as outlined by MSCHA/MSCHADL and USA Hockey.

## Coaches are *not* Officers or members of the Board of Directors, but are accountable to the club. All coaches are responsible for their conduct on and off the ice as well as the conduct of team members. Coaches are also responsible and accountable to the club.

## The coaches will be responsible for conducting practices both on/off ice. Coaches need to be present at practices and games at least 90% of the time, allowing for emergencies or work schedules. In the event that neither the Varsity nor Development team Head Coach can be present, he shall designate one of the Assistant Coaches to fulfill his requirements.

## Coaches will be responsible for guiding and directing the team in principles of fair play. They shall abide by the general purpose of the club.

## When a coaching opening occurs, the Board will receive and conduct interviews of the prospective coaches. A vote of 75% of the ENTIRE Board shall be required to remove or approve a Head Coach. (All voting Board Members must be in attendance at the meeting.)

## A coach may be removed from the club at any time by the majority vote of the Board at a special meeting of the Board following the discipline guidelines provided herein.

## The Board will review the performance of the Coaching Staff at the end of the fall/winter season as to player development, program progressions, competitiveness, and goals of the club.

## The coaching staff is responsible for managing time on the ice. This includes tryouts, selecting the roster, positions, and how much ice time each player receives. This is not open for discussion. Ice time will change from game to game based on the needs of the team and should be evaluated over the entire season.

## The Head Coaches of the teams may suspend a player(s) for one game for a documented reason, to be forwarded to the Board of Directors with a copy to the parents if requested. The Head Coaches may suspend a player(s) for more than one game for a documented reason, to be forwarded to the Board of Directors and a copy to the parents immediately. Immediate attention to this matter will be given by the Board to uphold, modify or reject the suspensions.

## Coaches will give, at their discretion, appropriate feedback to the players pointing out areas a player may need to improve to attain maximum skills and competitiveness to make a Varsity team.

## The locker room is closed to all but the players and coaches. Only at the Coach’s request should any other individual be permitted in the locker room.

## Head Coaches or responsible adult will allow no female players in the locker room until the dress of the male players is appropriate and cleared.

O. Coaches will remain in the near vicinity of locker rooms during practices and games when players

 are present in order to monitor player behavior and prevent problems.

# Teams

## The Varsity Head Coach and the Board of Directors will determine whether the club will field a Developmental (JV, B or C) team for the upcoming season. The function of the B and C team will be to give middle school and prospective JV/Varsity players a sampling of high school competition and help them to prepare for high school tryouts.

## The Board will determine the fees and fee schedules for the Developmental and Varsity teams.

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## The Varsity team is by its nature competitive, and winning is the ultimate goal. Every effort will be made to achieve that end.

## The Varsity and Developmental team player eligibility will be determined by MSCHA/MSCHADL rules.

## All bylaws and rules shall apply to the Varsity and Developmental teams.

# Players

## Conduct on and off the ice, during games, practices and while representing FZSHC will adhere to the Player Code of Conduct expectations. Players will review and sign the USA Hockey Player Code of Conduct at the start of each season.

## The coaching staff will designate a Captain or representative to talk to the referees. If a player should receive a penalty, he/she will skate immediately to the penalty box and let the Captain or representative get an explanation.

## Players must attend all practices and games. If an absence is required, the player will follow coach expectations regarding communication of absence. Injured and suspended players will work with their coaches to determine practice and game attendance expectations.

## It is understood that situations come up which force a player to miss a practice/game. Habitual unexcused absences will be reflected in the amount of ice time received. This applies to everyone. Hockey is a team sport and to be part of the team, players must be there and be committed to the team.

## The club will not prohibit players from playing high school or other outside sports during the high school hockey season, but there will be basic provisions when conflicts occur:

### Players should provide an update schedule of the other team the Head Coach as soon as possible;

### Conflicts with any FZSHC games should be discussed as soon as possible with the FZSHC coaching staff.

### Notify your Head Coach or Assistant Coach if there are any immediate conflicts.

## Tobacco or the use of all alcohol or illegal drugs will not be tolerated.

## Any disciplinary action taken against a player by Fort Zumwalt High School, in accordance with the MSCHA/MSCHADL rules, will carry over to the club.

## To be eligible to try out for the fall season, grade cards from the previous high school semester must reflect a minimum of 3 credits passed. A player must attain a minimum number of credits to try out for the summer session, if applicable. Summer school classes at this time are included in eligibility. Copies of grade cards should be sent to the Secretary as soon as received.

## High school players must be taking at least 5 classes per semester as required by Fort Zumwalt South High School for credit towards a diploma.

## Any injury incurred during a FZSHC event which forces a player to seek medical attention will be required to have a medical release to return to the program.

## High school players who have a GPA of at least a 4.0 for weighted subjects/3.8 for non-weighted subjects and middle school players who achieve the honor roll the first semester will be classified as a SCHOLAR ATHLETE. Players who have a GPA of at least 3.8 or better for weighted subjects or at least 3.6 for weighted subjects will be classified as HONORABLE MENTION.

## Players who are classified as pool players are defined by MSCHA/MSCHADL, playing for FZSHC, shall be subject to the same provisions as above with the exception being to their respective high school.

## All players must register with USA Hockey for the upcoming year. No player will be allowed to play without a current USA Hockey IMR number.

## If a player has questions about these rules or individual play, it should be discussed with his/her head coach at an appropriate time so that an appropriate response can be given.

# Parent / Guardian

## FZSHC supports and will enforce the USA Hockey zero tolerance policy and the 24 hour rule for parent / guardian conduct at a game.

## If a parent / guardian has a concern or complaint, it should be submitted in writing to the Board of Directors. It will be reviewed and will result in an appropriate and timely response once the matter has been evaluated.

## The Board of Directors will not tolerate angry, belligerent or abusive behavior toward the coaching staff, game officials, other parents / guardians or players at any time. Violations will result in disciplinary action by the Board.

# Fines

## The MSCHA/MSCHADL may fine a club when a specified number of infractions occur, or in accordance with the playoff rules per MSCHA/MSCHADL. In order to limit liability, the club shall assess fines to the player(s) parents. See MSCHA/MSCHADL rules for details of infractions/fines.

## As determined by MSCHA, once a fine has been assessed, the player that was fined will be responsible for the payment. If the fine involves more than one (1) player, said fine will be determined on a pro rata basis derived from the total infractions/games suspended or total games. I.e. if there are four (4) players who are involved in an incident, then the fine will be divided based on the number of games each player receives. This fine will be payable within three (3) days of the assessment unless it is appealed.

## A player will not be able to play games or participate in practice until the fine has been paid or arrangements to pay the fine are made with the Board of Directors.

## Appeals for fines or suspensions shall be born on the player(s) making the appeal request. There may be occasion where the Board determines that it is in the best interest of the club to make an appeal. Should this be the case, then the FZSHC shall pay the fee to make the appeal.

## If a member of the coaching staff is assessed a fine, the Board of Directors will determine if it shall be paid by the FZSHC or the assessed coach.

# Financial Items, Including Fees/Payment Schedules/Fundraising

## The FZSHC is a not for profit organization; its primary financial responsibility is the payment of expenses incurred while administering a high school hockey program. As determined by the yearly budget, the major expenses are ice rental costs, MSCHA/MSCHADL league fees and insurance costs. Payment of such expenses becomes the responsibility of all club members. The timely payment of such bills becomes paramount for fiscal stability.

## The FZSHC will assess a fee to each player on the Varsity or Developmental team roster. Said fees shall be a portion of the total expenses used to operate the club for the said year as outlined by the budget. The Board of Directors will determine the fees and swing differential, if applicable, and notify the parents/guardians before each respective season. The Board will determine the payment schedule prior to the start of the season. ALL FEES ARE TO BE PAID IN FULL BY THE LAST PAYMENT DEADLINE AS OUTLINED BY THE BOARD, unless payment arrangements have been made well in advance. Fees for SENIOR PLAYERS must be paid in full prior to the first game of the fall playoff games unless payment arrangements have been made well in advance. Any player whose fees are not paid in full by these deadlines, shall not be allowed on the ice for games, tournaments, scrimmages, playoffs or practices until said fees are paid in full to the Treasurer of the Club.

## The Board reserves the right to allow an extended payment plan for any individual on a case by case basis. Such arrangements are based upon request of the member and must be agreed upon by three-fifths (3/5) vote of the Board. It is expected that such requests occur prior to falling delinquent on regular payment schedules. Failure to keep the agreed upon payment arrangements will also result in loss of skating privileges.

## The Board can also set a late fee equal to 20% the amount due, but not to exceed $50 for each late fee, for any individual who has failed to meet any payment deadline.

## In the event that a summer season is made optional for players’ participation, the player will still be responsible for their yearly hockey fees. All expenses are shared and divided equally among the participants of the Varsity and Developmental team players.

## Families having two or more players in the FZSHC will be responsible for fees based on a per player basis.

## Depending on the fiscal reserve for a given year, the Board reserves the right to offer fee adjustments in cases of financial hardship at the discretion of the Board. Request for said adjustments need to be presented to the Board of Directors in writing.

## Jerseys shall be purchased by each player at the price negotiated by the Board of Directors with the jersey supplier.

## The Board will determine a non-refundable tryout fee for evaluation payable before tryouts regardless of the number of tryouts a player is requested to be present or attends.

## Fund raising: The FZSHC will provide two fund raising options for parents: general and individual fundraisers.

### **General fundraisers**: General fundraisers are for the purpose of lowering the cost of all player fees and used to defray club expenses. General fundraisers will be MANDATORY for all club members in some manner of participation as outlined by the Board. Failure to participate in these general fundraisers as club members can carry over as a balance due from year to year. An excess of funds by FZSHC can be carried over per guidelines established for non-for-profit organizations.

### **Individual fundraisers**: Money earned from individual fundraisers will be credited towards an individual player’s account. The individual player will receive a regular financial update showing credits, payments and fees owed to the club. Any question concerning one’s account can be directed to the Treasurer.

## The Board will determine the cost of the awards banquet and determine appropriate payment.

# Contracts / Loans / Checks / Deposits / Purchases

## The Board of Directors may authorize an Officer or Officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the FZSHC, and such authority may be general or confined to specific instance.

## No loan shall be contracted on behalf of the club and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Board. Such authority may be general or confined to specific instance.

## All checks, drafts or other orders for payment of money, notes or other evidence of indebtedness issued in the name of the FZSHC shall be signed by such officers, agent or agents of the club and in such a manner as from time to time to be determined by resolution of the Board.

## All funds of the FZSHC not otherwise employed shall be deposited from time to time to the credit of the club in such bank, trust, company or other depositories as the Board may determine.

## The Board of Directors will maintain a financial reserve balance to cover season start up fees including the club insurance payment, MSCHA/MSCHADL season fees, and practice ice purchase. Use of this reserve for any other purpose must be approved by majority of the Board of Directors.\

## FZSHC must approve any item or items to be purchased by the club if said amount exceeds 150% of the approved budget amount.

## There will be two board members with signature authority on all club bank accounts at all times.

## Cash payments are not the preferred method of payment, but when necessary will require a written receipt. Payments should be made with a personal check, cashier’s check or money order.

## Any player/family that has a check made out to FZSHC that is returned due to insufficient funds is responsible for the fees assessed to the Club due to the returned check. These fees will be added to the player’s monthly statement. After two returned checks due to insufficient funds in a given hockey season, the player/family will have to make all other payments with a money order or cashier’s check.

## The fiscal year of the Club shall begin the first day of July in each year and end on the last day of June in each year.

# Emergency Procedure

## In the event of an emergency, 911 will be called immediately.

# General Membership Rules

## The club will be bound by the regulations of MSCHA/MSCHADL. Should conflicts arise between the operating rules of the club and MSCHA/MSCHADL, THE LATTER WILL TAKE PRECEDENCE.

## The Board, parents, coaches and players will be bound by these Bylaws and Policies.

## The parliamentary authority for the Club shall be the current edition of Robert’s Rules of Order.

## These bylaws may be altered, amended, or repealed and new bylaws may be adopted at any meeting of the Board of Directors by favorable vote of 75% of the total membership of the Board. Amendments go into effect immediately upon approval by the officers.

## The Secretary of the Club will be responsible for filing a current copy of the Bylaws with MSCHA/MSCHADL. The President will sign and date the Bylaws each year.

XV. Club Social Media Accounts

 A. All club social media accounts (i.e. Facebook, Twitter, Instagram, etc.) are property of the Club and

therefore all posts are reflective of the Club. No comments regarding officiating, negative comments about other teams or coaches are allowed. Club social media accounts must follow other clubs/organizations and no individual players can be followed. Any inappropriate posts that should occur to any club social media account must be deleted immediately and reported to the President.

 Risse, Kelli----------------------------------------------------------------------------------------------thru 2018

Weissenborn, Dave ---------------------------------------------------------------------------------thru 2016

Hanebrink, Tom --------------------------------------------------------------------------------------thru 2014

Osborn, Kathy ----------------------------------------------------------------------------------------thru 2014

Shocklee, Becky -------------------------------------------------------------------------------------thru 2014

Gottschalk, Debbie ----------------------------------------------------------------------------------thru 2013