

# **ORGANIZATION BY-LAWS**

## **WESTERN CONNECTICUT YOUTH HOCKEY ASSOCIATION, INC.**

### **ARTICLE I – NAME AND OFFICES**

**Section 1.** Name – Established August 27, 1998 as Western Connecticut Youth Hockey Association, Inc.

**Section 2.** Offices – The principal office of the Association shall be located at such address within the State of Connecticut as may be established from time to time by the Board of Directors (“BOD” or “Board”). The BOD may establish a branch or subordinate offices, as may be needed from time to time, at any place within the State of Connecticut.

### **ARTICLE II - OBJECTIVE**

Western Connecticut Youth Hockey Association, Inc. (“WCYHA” or the “Association”) is an organization operating youth hockey programs for the benefit of children in the Danbury metropolitan area.

**The program’s mission and purpose include the following:**

- To conduct an amateur hockey program consistent with the rules and regulations of the Connecticut Hockey Conference (“CHC”) and USA Hockey.
- To promote, encourage, and improve the standards of amateur hockey.
- To associate and be a “good neighbor” with other hockey associations.
- To provide participants with the opportunity to develop skills and knowledge of ice hockey through education, example and organized competition.
- To promote the development of individual character and team pride through hard work, personal accomplishment and achievement.
- To foster teamwork, good sportsmanship, exemplary individual conduct and fair play among all participants, coaches and spectators.

- To provide a positive hockey experience for all children by letting families have a voice in the Association.
- To perform or participate in other activities that will aid in reaching these objectives in a safe and fun environment.

### **ARTICLE III - MEMBERS**

**Section 1.** Membership – This Association shall be open to all within the guidelines of the CHC, the authorized State Affiliate of USA Hockey.

**Membership is achieved as follows:**

Upon the payment of the annual player registration fee, and upon selection to one of the Association's teams, the participating player and the parents or legal guardian(s) of the minor participating player shall become members of the Association. Each family unit is entitled to one vote per registered player that is current and up to date with the player's financial obligations.

The BOD, by a majority vote, may grant Associate Membership to individuals who act as volunteers for the organization and Honorary Membership to individuals who have shown support for the organization. Both Associate and Honorary members shall have the same rights and privileges as regular members, except the right to vote at the Associations annual meeting, and will not be required to pay a fee.

### **ARTICLE IV - MEETINGS**

**Section 1.** Annual Meeting – The Annual Meeting of the Members of the WCYHA shall be each and every year at the banquet held after the completion of the season. The purpose of the meeting is to nominate members to serve on the BOD (with respect to

open BOD positions due to the expiration of a term or due to a vacancy that may have occurred between Annual Meetings and have not been filled by the BOD), receive reports of funds (overview of the finances transacted in the current fiscal year will be made available), discuss programs in progress, and for the transaction of such other business that may come before the meeting. The Secretary shall post to the WCYHA website a notice with the time and place of such annual meetings. This shall be done 10 days prior to the scheduled meeting.

**Section 2.** BOD Meetings – The BOD shall hold regularly scheduled meetings on the 2nd Wednesday of every month at approximately 7:30 p.m. at a place agreed upon by the Board. The date, time and location of all BOD meetings will be communicated to Association members via a post to the WCYHA website at least 5 days prior to the meeting. Members of the Association may meet with the BOD to discuss a specific issue at the monthly BOD meeting. These open sessions will be held during the opening 15 minutes of each meeting. Please email or request in writing one week prior to our regularly scheduled meeting.

**Section 3.** Order of Business – The Order of Business for all BOD meetings shall be as follows: 1) Roll Call, 2) Reading of the minutes of the previous meeting, or meetings, 3) Report of Committees, 4) Report of Officers and Directors, 5) Old and Unfinished Business, 6) New Business, and 7) Adjournment

**Section 4.** Special Meetings – The President may issue a call for an executive meeting of the officers, Board or members, if the BOD deems it in the best interest of the Association. Notices shall be posted on the WCYHA website at least 5 days but no more than ten days before the scheduled date set for such a meeting. Such notice shall state the reasons such a meeting has been called, the business to be transacted at such meeting and by whom. No other business but that which is specified in the request and notice may be transacted at such an executive meeting.

**Section 5.** Quorum – Attendance at a BOD Meeting by 67% of the BOD members entitled to vote shall constitute a quorum of the BOD.

**Section 6.** Voting – A simple majority vote of a quorum will carry any motion made and seconded at a meeting of the BOD, except for the President's vote which shall only be considered in the event of a tie. For the election of Directors and Officers, the Board shall vote by voice and a majority shall be necessary for the Directors and Officers to be appointed. Any meeting of the BOD, if a simple majority present so requests, any question may be voted upon in the manner and style provided for election of officers. Each member of the BOD shall have one vote. All voting will be done by voice. In the case of a tie, the tie will be broken by the vote of the President. No voting may be done by proxy and voting may take place as long as a quorum exists.

**Section 7.** Action Without a Meeting – Any action required or deemed necessary by the BOD may be taken without a meeting if the action is taken by all members of the BOD. Such action shall be evidenced by written consents sent via email to the entire BOD, describing the action and each Board member's applicable vote. The consents may specify the time at which the action taken under is to be effective. The action will be included in the minutes of the meeting immediately following the earlier of the date such consent or action takes place. Voting by proxy is not permitted.

## **ARTICLE V – BOARD OF DIRECTORS**

**Section 1.** Duties – The property, affairs and business of WCYHA shall be managed by the BOD, which shall exercise all of the powers of WCYHA within the limits of the corporate purpose as set forth in the Certificate of Incorporation and the Non-stock Corporation Act of the State of Connecticut. The BOD may make such rules and regulations covering its meetings as it may in its discretion determine necessary. Such

BOD shall only act in the name of the Association when it shall be regularly convened by its Chairman after due notice to all directors of such meeting, except as otherwise provided in these By-laws. This does not prevent any Officer or Director from performing tasks as directed by the BOD. The WCYHA Board Member elections are assigned to a Director position. The annual general election process is used to determine new Board Members, as chosen by the Membership. All BODs shall sign a confidentiality agreement and shall not attend meetings until this requirement is met. They will be required to attend 67% (8 out of 12 meetings) of the BOD meetings; failure to do so can be cause for dismissal from the Board by a super majority vote of the BODI. Board Members, at the discretion of the BOD, may share an office but can only have one vote on the Board. BOD members may participate on appointed committees.

**Section 2.** Selection – The Officers shall be selected to serve a 3 year term by the BOD. At the end of that term, the BOD may request that the officer continue his/her position if he or she so desires. A majority vote will be taken to complete this election. If the member does not choose or is not asked to remain on the Board, between annual meetings, their position will be filled by nomination of the members with the final vote coming from the BOD. All Officers shall by virtue of his/her office, be a member of any and all committees of the Board. Any open position on the BOD existing during the course of the year between Annual meetings because of death, resignation or removal of a Director shall be filled by a majority vote of 67% of the BOD then holding office. In the event of the absence or inability of the President to exercise his office, a Vice President may be selected by majority vote of the BOD to become the Acting President with all the rights, privileges and powers as if he had been the duly elected President to fulfill the remainder of the term. WCYHA Board Members must have at least one child rostered on a current team. Vacancies in the BOD shall be published to the membership and be filled within 120 days of such vacancy by a simple majority vote of the remaining officers and members of the BOD for the balance of that term.

**Section 3.** Compensation – Directors shall not receive any compensation for their services in such capacity, but may be reimbursed by WCYHA for their reasonable expenses and disbursements made on behalf of WCYHA upon presentation of a valid receipt and upon prior approval from the BOD.

**Section 4.** Discipline of Directors and Officers & Compliance – The BOD shall have the power by a majority vote of those present at any regular or special meeting to discipline, suspend, or remove any Officer or Director from office for good cause. Good cause could include, without limitation, a Director's or an Officer's failure to comply with his/her obligations, conviction of a crime, and/or violation of the WCYHA, CHC, and USA Hockey Code of Conducts, or conduct that is otherwise detrimental to the operations and goodwill of WCYHA. A Director or Officer shall be elected by the BOD to fill the removed Director's or Officer's position. Directors or Officers who are absent from three (3) meetings without cause may be declared to have vacated their position at the discretion of the BOD, who may appoint a successor.

**Section 5.** Discipline, Suspension, Removal of Administrator, Coach or Player- The BOD shall have the power by a majority vote to discipline, suspend, or remove any individual serving WCYHA in an administrative position, any coach, or any player for good cause. Good cause may include an individual's failure to comply with his/her obligations, conviction of a crime, violation of the WCYHA, CHC, and USA Hockey Code of Conducts, WCYHA confidentiality agreement or conduct that is otherwise detrimental to the operations and goodwill of WCYHA. In the case of the removal of an administrator, there will be a vetting process directed by the Director of Discipline and Compliance and an impartial panel of 2-3 WCYHA members selected by the Director of Discipline and Compliance.

**Section 6.** Board of Directors and Officers – The BOD and Officers of the Association shall be elected by the BOD and shall be as follows:

## **PRESIDENT**

Shall, by virtue of his/her office, be the Chairman of the Board of Directors and preside at all membership meetings. Shall present at each Annual Membership Meeting an annual report of the activities and progress of the Association for the immediately previous year. Shall recommend to the BOD, for their approval, all committees, temporary or permanent. Shall direct and confirm that all books, records, reports and certificates, as required by law, be properly obtained and filed. Shall be one of the officers authorized to sign the checks or drafts of the Association. Shall have the power as may be reasonably construed as belonging to the chief executive officer of the Association.

## **VICE PRESIDENT/HOCKEY COMMITTEE DIRECTOR**

Serves in an advisory capacity to WCYHA. Works on special projects at the request of the President. Serves as the Chairman of the Nominating Committee for the annual election of Executive positions. Runs meetings in the President's absence. Attends as an alternate at various hockey oriented regulatory, league and resource groups. Acts as liaison between the BOD and all individuals and entities involved in fund raising activities. Serves as the Chairman of the fundraising committee, and is responsible for developing, coordinating and implementing fundraising events. Reports all activities and actions to the President.

## **HOCKEY DIRECTOR**

- Setting up proper age appropriate skills
  - 1 Proper scope and sequence of skills
- Show leadership by showing up to and help run all Hockey Committee meetings
- Show up to at least 1 practice for each team every 2 weeks (If the position is split between two individuals, a Hockey Director is expected to be present every week at each teams practice.)
  - 1 Doesn't have to be on ice but can be in the stands evaluating players and coaches
- Communicate with coaches when he will be coming to practice
  - 1 Every Friday list will be given where he will be going
- Appropriately manage specialty coaches for clinics and lessons at a reasonable rate

- Monthly communication with coaches to review lesson plans and ensure skills are being taught at appropriate levels
- Evaluation, managing and development of coaching staff
- Weekly emails for ideas with practice drills, nutrition information, dryland drills, etc. ●  
Setting up what is evaluated at tryouts
  - 1 Set up tryout committee that will run and evaluate
- Set up preseason coaching clinics to make sure all coaches are on the same page

The Hockey Director is not required to attend the monthly BOD meetings and will have no voting rights. This position may be split between two individuals at the Board's discretion.

### **SECRETARY**

Shall keep the minutes and records of the Association in an appropriate location either electronically or in hard copy format. Shall file any certificates required by a statute, local, federal or state. Shall give and serve all notices to members of this Association. Shall be an official custodian of the records and seal of this Association. Shall distribute minutes of all BOD meetings via email in a timely manner. Shall present to the BOD, at any meeting, communications addressed to him/her as Secretary of the Association. Shall attend to all correspondence of the Association and shall exercise all duties incident to the office of Secretary. Will keep records and distribute service hour letters according to the direction from the President or BOD.

### **TREASURER**

Shall have the care and custody of all funds belonging to the Association and shall be solely responsible for such funds and securities of the Association. Shall cause same to be deposited into a legal bank account per the direction of the BOD. Shall be one of the officers who shall sign checks or drafts of the Association at an amount up to \$5,000. Any check or draft greater than \$5,000 must have a dual signature of the Treasurer and President. Shall render a monthly financial report at the BOD meetings. Shall render a

State of Finances report at the annual membership meeting. Shall exercise all duties incident to the office of

Treasurer. The Treasurer shall also be the liaison between the BOD and the Association's external tax accountant to ensure that all necessary information is provided to such accountant for the timely completion of the Association's annual tax return. Shall assist the fundraising committee with the charitable donation letters to all donors.

### **REGISTRAR**

Shall report to the President and be responsible for maintaining all records of players including player release records; providing CHC with registration forms for each team within the WCYHA program, directing the administrative activities during the registration of players at the tryout sessions; and coordinating player sign-ups with the Team Managers. The registrar shall ensure that all coaches are certified to the appropriate level as determined by CHC and USA Hockey guidelines. The registrar will prepare and distribute information binders to all WCYHA Managers.

### **CHC REPRESENTATIVE**

Shall represent the WCYHA at CHC meetings, and report all information to the BOD. If unable to attend a CHC meeting the representative must secure a WCYHA BOD member to attend in his/her place.

### **COMMUNICATIONS DIRECTOR**

Shall coordinate all advertising for WCYHA, registration and special events. Prepares and distributed newsletters to keep the general membership informed. Posts relevant articles to the bulletin boards at the arena. Submits articles regarding WCYHA to surrounding publications.

### **DIRECTOR OF MEMBER SAFETY**

Shall Chair the WCYHA Disciplinary Committee and act as the WCYHA safe sport representative.

## **ASSOCIATE MEMBERS**

Two or more elected Board Members, at the discretion of the Board, may hold office as non-voting Members. Associate Members will serve as alternates for absentee Board Members when a quorum is needed, and will be allowed to vote in place of the absentee Board Member.

## **BOARD APPOINTEES/COMMITTEES**

The Board may appoint individuals or establish committees to carry out Board directives that may include but are not limited to: Fundraising Banquet Director, Master Scheduler, Evaluations/Tryouts Coordinator, Team Manager Liaison, Scheduling Coordinator, Recruitment and Retention Coaches Coordinator, Web Administration, Injury Prevention/Education, Tournament Director, Official Coordinator, Equipment Coordinator. Board-appointed person(s) or committee members that are not a Director or an Officer are non-voting members of the Board.

## **ARTICLE VI – ADMINISTRATORS**

**Section 1.** Non-Officers to Serve as Administrators – Administrators shall be appointed by majority vote of the BOD to a one year term with duties defined by the BOD in its administrative roles.

These administrator positions include but are not limited to:

### **TEAM MANAGER**

Shall report to the Communications Director. His/her responsibilities include, but are not limited to keeping the records for the team; sending out communications to the players and parents regarding WCYHA; and bringing any team issues communicated to them to the BOD. All teams are required to have a Team Manager who is a parent of one of the rostered players on the team. The Team Manager is responsible to do the following: Act as a WCHYA representative to the rink during all hosted games Ensure proper conduct

from team members and parents as defined in the USA Hockey Code of Conduct Serve as a point of contact for grievances -- any grievance shall be subject to a 36- hour waiting period after the start of the issue before a grievance can be submitted Communicate grievances/suggestions to the Coach and/or Hockey Director Relay status of grievance to Player/Parent and communicating Board policies to the coach and parents Coordinate team travel for games and tournaments, and provide directions and phone numbers for families

### **MASTER SCHEDULER**

Shall act as the main point of contact between the Team Schedulers and the management team at the arena. Shall obtain schedules from all Team Managers and secure home ice time with the arena as well as hire officials as needed. Shall adjust and make changes to schedules as needed.

### **TEAM SCHEDULER**

Shall report to the Master Scheduler and be responsible for scheduling all games for their respective team.

## **ARTICLE VII – HOCKEY SEASON RULES & PROCEDURES**

**Section 1.** Team Name – WCYHA teams shall compete under the name Western Jr. Colonials.

**Section 2.** The Hockey Season – For purposes of determining player registration, the Hockey Season will commence each year upon the first day of Tryouts for any WCYHA team and end upon the completion of all CHC year-end tournaments the following calendar year.

**Section 3. Tryouts** – We have developed a tryout process that intends to place players on teams matching their individual skills and competitive level. The highest level team is not always the best fit for each player. The goal is to build teams that consist of players with similar abilities and drive, in a competitive atmosphere, while fostering skills development. We expect all players to attend all tryouts. Our policy is that a player must attend at least two tryout sessions to be placed on a team. If a returning player cannot attend spring tryouts but does plan to return to play for WCYHA in the fall, they must communicate this to the BOD prior to tryouts and request a “Special Case” placement (as described below) or be placed via a Missed Tryout Process. During tryouts there will be a group of qualified external evaluators grading each level as well as a WCYHA observer. The evaluators will have a list that will have an assigned number for each player with no names. After tryouts are completed, the evaluators will forward to the WCYHA BOD the evaluation results for each age group. The BOD will then meet to assign teams using a combination of these evaluations and the evaluations from the previous seasons coaches (for returning players). The BOD reserves the right to make allowances for “Special Cases” and for players who missed tryouts. These are handled on a case by case basis. Placement for each special case and missed try out applicant must be approved by the BOD. All Special Case and missed tryout players are required to pay the tryout fee before being considered for a team. Special Cases are situations where players miss all try-out sessions because of injury, medical condition, family emergency or other unforeseen last minute circumstance. Special case status is granted by the BOD and is available only to returning players. After a player receives a Special Case Status the BOD will place the player on the appropriate team. It is incumbent on the player and his/her family to communicate with the BOD in a timely fashion regarding circumstances that occur around planned participation in tryouts. To receive Special Case Status the player must have been registered for tryouts unless the injury or medical condition was communicated to the Association beforehand. Missed Tryout: this policy applies to players that do not participate in tryouts but are looking for a spot on the roster after tryouts. There are four situations where this can occur: 1) a player moves to our area; 2) a local player seeks to move to a new organization; 3) a local player seeks

to play travel hockey for the first time; and 4) a returning player misses tryouts but does not have special case status. A player who miss tryouts will be places on teams using the following procedures: Player will be placed on the lowest team for their appropriate age group, depending upon availability, until such time that a proper coaching evaluation can be done. Should a roster spot not be available the player will be added to our wait list After the coaching evaluation in the fall the player may be moved to a different team based on availability and skill level No child previously placed on an A team will be moved down to a B team and replaced with a player with missed tryout status

**Section 4. Coaches Selection Procedure** – Applicants for head coaching positions shall notify the WCYHA Coaching Director of their request to coach a WCYHA team. Coaching applicants must provide WCYHA with information explaining their specific qualifications and related experience for the level team they are applying to coach. All WCYHA coaches must meet USA Hockey coaching qualifications. Head coaches will be vetted through the Hockey Committee, but will be appointed by the BOD to preside over their team as designated by the BOD. The Head Coach shall recommend individuals to be the assistant coaches for their team, which shall be subject to approval by the BOD prior to any individual officially acting in any assistant coaching capacity. Pursuant to USA Hockey guidelines no more than four coaches may be present on the bench during games at any one time. Unlimited coaches may be present on the ice during practices as needed.

**Section 5. Other Appointments** – The BOD shall be empowered to make such other officer or administrator appointments as necessary for the proper conduct of the affairs of the WCYHA. The BOD may also appoint members of WCYHA who are not Directors to serve as administrators of specific WCYHA functions.

**Section 6. Budgets** – The purpose of the budgeting process is to determine the fee structure for each team in the program. The President and Treasurer will coordinate and

oversee the budgeting process. The BOD that will be in place for the upcoming hockey season shall appoint a Budget Committee. The Budget Committee shall, at a minimum, consist of the President, Vice President, Treasurer, and Registrar. Additional committee members may be added at the request of the Budget Committee. The Budget committee will present a budget proposal by the June meeting. The fees will be adjusted to be in line with budget objectives. The BOD will have the responsibility of approving both the budget and player fees prior to the beginning of the upcoming season.

**Section 7. Registration Payments** – The Budget Committee will establish a schedule of payments. The parents or guardian of each player are required to make payments as defined in the schedule of payments, as established from year to year by the BOD. In the event that payments are not received by the Treasurer on behalf of any player by the payment date, the Treasurer will send an email notifying the parents and the coach that the player will not be allowed on the ice until payment is received. In the case of financial hardship, the parents should contact the Treasurer or President, who shall review the situation on a case by case basis. The President will present a course of action to the entire BOD for review and approval.

**Section 8. Player Misconduct Penalties** – The rule requiring that a player sit out a game because he/she has received a misconduct penalty shall not be satisfied by scheduling a game between two WCYHA teams.

**Section 9. Match Penalties** – The Head Coach is required to report all match penalties and the surrounding circumstances to the Coaching Director immediately following the game in which the penalty occurred. The BOD will be responsible for reviewing each case to determine what action is required.

**Section 10. Code of Conduct** – The WCYHA Board will deal with violations of the Code of Conduct at its sole discretion, imposing warnings, suspension, or expulsion from the

program as it deems appropriate. Refunds will not be given to players or parents suspended or expelled based on violations of the code.

**Section 11.** Amendments to Hockey Season Rules and Procedures – The BOD may adopt amendments to hockey season rules and procedures by a majority vote at any duly held meeting for which the members of the BOD have been given prior notice of said meeting, including the subject matter of the amendment.

## **ARTICLE VIII - MISCELLANEOUS**

**Section 1. Fiscal Year** – The fiscal year for financial and accounting purposes will be the twelve months from June through May annually.

**Section 2. Dissolution** – A majority vote of the Directors holding office may vote voluntarily to dissolve WCYHA. Upon the dissolution of this organization, after payment of all debts, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) on the Internal Revenue Code or corresponding section of any future Federal tax code, or shall be distributed to the Federal Government, or to a state or local government, for a public purpose.

**Section 3. Non-profit Status** – Notwithstanding any other provision of these articles, WCYHA is organized exclusively to foster national or international amateur sports competition as specified in section 501(c)(3) of the Internal Revenue Code of 1986, and shall not carry on any activities not permitted to be carried on by an organization exempt from Federal Income tax under section 501(c)(3) of the Internal Revenue Code of 1986. No part of the net earnings of WCYHA shall inure the benefit of any member, trustee, director, or officer, or any private individual (except that reasonable compensation may

be paid for services rendered to WCYHA), and no member, trustee, or officer shall be entitled to share in the distribution of any of the assets upon dissolution of WCYHA. WCYHA shall not authorize or issue shares of stock or pay dividends.

**Section 4. Restrictions** – No part of the activities of the corporation shall be used for carrying on propaganda, or otherwise attempting to influence legislation (except as otherwise provided by Internal Revenue Code section 501(h)), or participating or intervening in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office.

**Section 5. Property** – Title to all property shall be held in the name of WCYHA.

**Section 6. Indemnification** – The Corporation shall indemnify its Directors, Officers, and employees as provided by the Non-stock Corporation Act of the State of Connecticut.

## **ARTICLE IX - AMENDMENTS**

Amendments to WCYHA's By-laws may be adopted by a majority vote of the total number of members of the BOD then holding office at any duly held meeting for which the members of the BOD have been given prior notice of said meetings, including the subject matter of the amendment.

### **Attachments in Webpage**

Board of Directors

Release/Transfer Policy

Records of Retention

Weather Policy

18/19 Travel Policy

Coaching Ethics Guide

Codes of Conduct

Zero Tolerance Policy

Emergency and Drop Off Policy

Secondary School Player

Playing Time Policy

Attendance and Commitment

SafeSport

Tryout Process

Conflict of Interest