

# Constitution of the New Hartford Youth Hockey Association

Adopted and approved  
by the membership this  
the 16<sup>th</sup> day of April, 1996

New Hartford Youth Hockey Association  
P.O. Box 82  
New Hartford, NY 13413

## Constitution of the New Hartford Youth Hockey Association

**This page intentionally left blank**

Constitution of the New Hartford Youth Hockey Association

# TABLE OF CONTENTS

TABLE OF CONTENTS .....	3
CONSTITUTION .....	6
ARTICLE I. NAME OF THE ASSOCIATION .....	6
ARTICLE II. DEFINITION OF AN AMATEUR .....	6
ARTICLE III. OBJECTIVES .....	6
SECTION 1. DEFINITION AND OBJECTIVES OF THE ASSOCIATION. ....	6
BY-LAWS     7	
ARTICLE IV. MEMBERSHIP .....	7
SECTION 1. NUMBER OF MEMBERS .....	7
SECTION 2. QUALIFICATIONS OF MEMBERSHIP .....	7
SECTION 3. ANNUAL DUES. ....	7
SECTION 4. VOTING ELIGIBILITY .....	7
ARTICLE V. GOVERNMENT .....	7
SECTION 1. GOVERNING BODY AND OFFICERS OF THE ASSOCIATION .....	7
SECTION 2. ELIGIBILITY TO BE NOMINATED FOR OFFICE OR BOARD POSITION - GENERAL ASSOCIATION MEMBERS .....	8
SECTION 3. ELIGIBILITY TO BE NOMINATED FOR REELECTION - CURRENT BOARD MEMBERS .....	8
SECTION 4. TERM OF OFFICE .....	8
SECTION 5. OPERATING YEAR OF THE ASSOCIATION .....	8
SECTION 6. BOARD OF DIRECTORS - COMPOSITION .....	8
SECTION 7. RESIGNATION OF THE PRESIDENT .....	9
SECTION 8. RESIGNATION OF AN OFFICER .....	9
SECTION 9. VACANCIES ON THE BOARD .....	9
ARTICLE VI. THE ANNUAL ELECTION .....	9
SECTION 1. TIME OF THE ANNUAL ELECTION .....	9
SECTION 2. NOMINATING PROCESS FOR ANNUAL ELECTIONS .....	9
SECTION 3. SPOUSES SERVING SIMULTANEOUSLY ON THE BOARD OF DIRECTORS .....	10
SECTION 4. FORUM OF THE CANDIDATES .....	10
SECTION 5. CONDUCTING THE ELECTION .....	11
SECTION 6. THE BALLOT .....	11
SECTION 7. UNOPPOSED NOMINATIONS .....	11
SECTION 8. THE ELECTION PROCESS .....	12
SECTION 9. TIES IN THE ANNUAL ELECTION .....	12
SECTION 10. INSTALLATION OF THE NEW BOARD AND OFFICERS .....	12
SECTION 11. ABSENTEE BALLOTS .....	12
ARTICLE VII. ASSOCIATION MEETINGS .....	12
SECTION 1. GENERAL MEETINGS .....	12
SECTION 2. BOARD MEETINGS .....	12
SECTION 3. ANNUAL MEETING .....	12
SECTION 4. ANNUAL MEETING - AGENDA ITEMS .....	13
SECTION 5. QUORUM AT THE ANNUAL MEETING AND ANNUAL ELECTION .....	13
SECTION 6. SPECIAL MEETINGS .....	13

## Constitution of the New Hartford Youth Hockey Association

SECTION 7. EMERGENCY MEETINGS AND CONDUCTION OF BUSINESS .....	13
ARTICLE VIII. THE BOARD OF DIRECTORS .....	13
SECTION 1. THE BOARD OF DIRECTORS .....	13
SECTION 2. AUTHORITY OF THE BOARD .....	13
SECTION 3. MEETINGS OF THE BOARD .....	14
SECTION 4. ASSOCIATION MEMBER ATTENDANCE AT BOARD MEETINGS .....	14
SECTION 5. DISMISSAL OF AN OFFICER OR BOARD MEMBER .....	14
SECTION 6. SPECIAL WORK MEETINGS .....	14
SECTION 7. DUTIES OF THE BOARD .....	15
SECTION 8. THE SCHEDULERS .....	15
SECTION 9. REFEREE-IN-CHIEF .....	15
ARTICLE IX. DUTIES OF THE OFFICERS .....	15
SECTION 1. THE PRESIDENT .....	15
SECTION 2. VICE PRESIDENT .....	16
SECTION 3. THE TREASURER .....	16
SECTION 4. THE SECRETARY .....	17
ARTICLE X. COMMITTEES .....	17
SECTION 1. STANDING COMMITTEES .....	17
SECTION 2. FINANCIAL LIMITATIONS OF COMMITTEES .....	17
SECTION 3. FUND RAISING COMMITTEE .....	18
SECTION 4. MEMBERSHIP REGISTRATION COMMITTEE .....	18
SECTION 5. FINANCIAL AUDIT COMMITTEE .....	18
SECTION 6. COACHES COMMITTEE .....	18
SECTION 7. GRIEVANCE COMMITTEE .....	18
SECTION 8. EQUIPMENT CHAIRMAN .....	18
SECTION 9. TOURNAMENT COMMITTEE .....	18
SECTION 10. AD HOC COMMITTEES .....	18
ARTICLE XI. RULES AND REGULATIONS FOR PLAYERS .....	19
SECTION 1. PLAYER ELIGIBILITY .....	19
SECTION 2. PLAYER FEES .....	19
SECTION 3. SAFETY EQUIPMENT .....	19
SECTION 4. PLAYER MOVEMENT BETWEEN AGE DIVISIONS .....	19
SECTION 5. PLAYER CONDUCT .....	20
SECTION 6. PARENT CONDUCT .....	20
ARTICLE XII. RULES AND REGULATIONS FOR COACHES AND ASSISTANT COACHES .....	21
SECTION 1. COACH ELIGIBILITY, CONDUCT, BEHAVIOR AND RESPONSIBILITIES .....	21
SECTION 2. COACH CERTIFICATION .....	22
SECTION 3. SELECTION OF TRAVEL TEAM PLAYERS .....	22
SECTION 4. EQUAL ICE TIME FOR HOUSE LEAGUE PLAYERS .....	22
SECTION 5. DIVISION OF HOUSE TEAMS WITHIN AN AGE DIVISION .....	22
SECTION 6. ON ICE DISCIPLINE .....	22
SECTION 7. APPLICATION FOR COACHING POSITIONS .....	22
SECTION 8. ON ICE RESPONSIBILITY .....	23
ARTICLE XIII. OFFICIALS - REFEREES, LINESMEN, SCOREKEEPERS, TIMEKEEPERS, ETC .....	23
SECTION 1. MAJOR OFFICIALS .....	23
SECTION 2. MINOR OFFICIALS .....	23
SECTION 3. BEHAVIOR, CONDUCT AND RESPONSIBILITIES .....	23
SECTION 4. OFFICIAL COMPENSATION .....	23
SECTION 5. REFEREE-IN-CHIEF .....	23
ARTICLE XIV. PARLIAMENTARY AUTHORITY .....	24

## Constitution of the New Hartford Youth Hockey Association

ARTICLE XV. ARTICLES OF INCORPORATION.....	24
ARTICLE XVI. POLICIES & PROCEDURES.....	24
SECTION 1. POLICY & PROCEDURE MANUAL .....	24
ARTICLE XVII. AMENDMENTS.....	24

# **NEW HARTFORD YOUTH HOCKEY ASSOCIATION, INC.**

## **CONSTITUTION**

### **Name of the Association**

The name of this association shall be the New Hartford Youth Hockey Association, Inc., and hereafter referred to as "the Association".

### **Definition of an Amateur**

An amateur hockey player is one who is registered by a recognized amateur hockey association and is not engaged in playing organized professional hockey under contract to a professional club.

### **Objectives**

#### Section 1. Definition and Objectives of the Association.<sup>1</sup>

1. The Association will be a not-for-profit organization and claims complete jurisdiction as the governing body of amateur ice hockey in the Township of New Hartford, NY, in compliance and in concert with the New York State Amateur Hockey Association and USA Hockey. As such, the objectives of this Association shall be:
2. To foster, advance, develop, encourage and regulate the game of ice hockey as an amateur sport while promoting sportsmanship and the development of youth;
3. To affiliate with, and cooperate with, other youth hockey organizations within New York State and with other hockey associations and elsewhere;
4. To establish and maintain uniform playing rules for amateur ice hockey in concert with other youth hockey associations. All rules and regulations are to be in compliance and in concert with the New York State Hockey Association and USA Hockey, Inc.;
5. To establish Travel Teams and to participate in sectional and New York State Ice Hockey contests and tournaments;

---

<sup>1</sup> NYSAHA Annual Guide Book 1994-95, Article II - Purposes, pp. 8-9.

## **Constitution of the New Hartford Youth Hockey Association**

6. To register, annually, active amateur ice hockey players, clubs house leagues, travel teams, and officials with the New York State Amateur Hockey Association through the collection and payment of fees by the Association's Treasurer.

# **BY-LAWS**

## **Membership**

### **Section 2. Number of Members.**

1. The number of members of this Association is unlimited and shall hereafter be referred to as "the membership".

### **Section 3. Qualifications of Membership.**

1. The membership shall be made up of parents or guardians of registered players and interested citizens who will actively promote sportsmanship and youth hockey. There shall be two classes of membership:
  - a. Adult Association Members (i.e., 18 years or older who are non-registered players). This class of membership includes the immediate parents and/or guardians of players registered in the Association, and Coaches registered in the Association who have completed the appropriate registrations and been approved by the Board of Directors as a Coach in the Association.
  - b. Honorary Members. Interested citizens, not having a child as a registered player in the Association may join the Association for an annual fee of \$5.00. Honorary members do not have voting privileges in the Association.
2. Adult Association Members in good standing are entitled to vote at Annual Elections. A member in good standing is defined as "a member who is not in financial arrears to the Association, and whose privileges of membership have not been suspended or revoked by action of the Association.

### **Section 4. Annual Dues.**

1. Parents or guardians of registered players are automatically members of the Association. Interested citizens will be assessed an annual fee of \$5.00.

### **Section 5. Voting Eligibility.**

1. All members must be registered for a period of not less than 90 days prior to the Annual Election to be eligible to vote and be in good standing.

# **Government**

### **Section 6. Governing Body and Officers of the Association.**

1. The Association shall be governed by the Officers and Directors as elected by the members of the Association at an annual election to be held each April. The Officers, comprising the Executive

## **Constitution of the New Hartford Youth Hockey Association**

Committee of the Association shall be President, Vice President - Travel League, Vice President - House League, Secretary, and Treasurer.

2. The membership shall also elect fifteen (15) Directors. The immediate past President shall also serve as a director.
3. A member may hold only one office or position (Executive Officer or General Board member) on the Board.

### **Section 7. Eligibility to be nominated for office or Board position - General Association Members.**

1. To be eligible for nomination to an elected position, the general Association member must be a member in good standing at the time of the election, and have attended at least six (6) of the Association meetings as a member (General and/or Board) during the current year.

### **Section 8. Eligibility to be nominated for reelection - Current Board Members**

1. Current year Board members (ex: 1995-96), to be eligible to run for re-election for a Board position in the following year (ex: 1996-97), must be a member in good standing at the time of election, must have attended at least 50% of the Board meetings and 50% of the general meetings in the current year (1995-96).

### **Section 9. Term of Office**

1. All Officers and Board members are to be elected for a term of one (1) year or until their successors are elected. Their terms of office shall begin immediately upon being elected and installed from the results of the Annual Election, as defined within the election procedure, and end at the time at which their successors are elected and installed according to this constitution.
2. All elections are by secret ballot.

### **Section 10. Operating Year of the Association**

1. The operating year of this Association shall be May 1<sup>st</sup> - April 30<sup>th</sup>.

### **Section 11. Board of Directors - Composition**

1. In addition to the fifteen (15) elected General Board members, and the Executive Officers, the Referee-in-Chief, Travel League Scheduler, House League Scheduler, and Mite Coordinator may also serve on the Board of Directors.
2. In the event the positions of Travel Scheduler, House Scheduler, Referee-in-Chief, and Mite Coordinator cannot be filled by elected Board members, a qualified member of the Association in good standing, and meeting eligibility requirements for election, may be appointed by the President upon approval of a majority of the elected Board to serve in the aforementioned board positions.
  - a. The Travel Scheduler, House Scheduler, Referee-in-Chief, and Mite Coordinator, appointed and approved by the Board as stipulated above, may have the option of fulfilling the function of that position, but decline being a Board member. In this instance, a vacancy on the Board will NOT be created and an additional member to the Board will not be elected.
  - b. Spouses of elected Board members or Officers may also be nominated to the Board to fulfill vacancies during the year if there are no other qualified candidates and within the guidelines of fulfilling vacancies as outlined in these by-laws.



## **Constitution of the New Hartford Youth Hockey Association**

### **Section 12. Resignation of the President**

1. In the event the President of the Association should resign, or otherwise not be capable of fulfilling the elected term, the Board of Directors by simple majority vote shall elect one of the Association Vice Presidents to the position of Association President.

### **Section 13. Resignation of an Officer**

1. In the event an Officer, other than the President, must resign from or leave the Board or the Association, The President shall appoint a Board member in good standing to temporarily fill the position until a special election can be held by the board. A replacement for that officer shall be elected by the Board of Directors. The candidate shall meet the eligibility criteria for nomination to hold office in the Association. The special election by the Board of Directors shall be held within 30 days for the resignation of said officer.

### **Section 14. Vacancies on the Board**

1. Vacancies of one of the Director's positions, other than Officers, shall be filled by the unsuccessful candidate at the previous election that had the highest number of votes. If there is no such unsuccessful candidate, the Board of Directors shall appoint a member of the Association in good standing by a majority vote of the Board.

## **The Annual Election**

### **Section 15. Time of the Annual Election**

1. The Election of Officers and the Board of Directors shall take place in April at a time and place ordered by the Board of Directors.
2. The polls will be open for a period of time to be defined in the February Board meeting by the Board of Directors.
3. The polls shall be open for a minimum of two (2) weekday evenings, for a minimum of three (3) hours per evening (i.e., Thursday & Friday night between the hours of 6 to 9 PM) on the dates determined by the Board of Directors. For any individual operating year, this sub-section concerning the number of evenings for the election and the open hours of the polls may be revised by a 2/3 majority vote of the Board to choose appropriate times for the elections. This vote will affect that Annual Election only, and revert to the stated by-laws the following year.
4. The Board of Directors shall also call for and set the time and place for a meeting of the current year Board to be held immediately after the closing of the polls on the last night of the election. The purpose of this meeting will be to announce the results of the election and install the new Officers and Board.

### **Section 16. Nominating Process for Annual Elections**

1. On or before the Board of Directors meeting held in February a nominating committee of five (5) members shall be elected by said Board of Directors. It shall be the duty of this committee to solicit candidates for offices, determine the members in good standing who are eligible to run for elected office, and nominate all candidates for election who choose to run for elected positions to be filled at the Annual Election in April.
2. The President of the Association shall not be a member of the Nominating Committee.

## **Constitution of the New Hartford Youth Hockey Association**

3. Written notice shall be sent to all Association members in good standing, who have been determined by the Nominating Committee to be eligible to be a candidate for office, informing them of the time and place of the Annual Election and soliciting candidates for office. Similar written notice shall also be sent to members in good standing who are within one (1) meeting of the eligibility requirements informing them of their potential eligibility.
4. The Nominating Committee, with the current Secretary of the Association, shall determine eligibility of all members in good standing to hold office.
5. The Nominating Committee shall present to the Board of Directors a report on the members in good standing eligible to hold office, and who have expressed an interest in being placed on the ballot. This report shall be due to the Board no later than the Board meeting prior to the Annual election and prior to the closing of the polls.
6. Any member of the Association in good standing may submit a name to the Committee for nomination.
7. Nominations will be closed no later than fourteen (14) days prior to the date of the Annual election unless it is to place in nomination the name of a member in good standing that was not included on the ballot by a clerical mistake in determining eligibility.
8. The Nominating Committee shall cause a ballot of the eligible candidates to be made for the Annual Election.
9. The Nominating Committee shall not refuse to place the name of a member in good standing on the ballot if that member has expressed said interest.

### **Section 17. Spouses Serving Simultaneously on the Board of Directors**

1. Spouses shall not serve simultaneously on the Board of Directors and/or as an Officer of the Association in any given operating year of the Association except as outlined below.
  - a. Spouses may be nominated simultaneously for election in any one operating year. The spouse with the highest number of votes in the election shall serve. The remaining nominated spouse on the ballot shall not serve on the Board unless there are insufficient elected (non-spousal) candidates to fill the complement of Board and Officer positions.
  - b. In the event that there are insufficient elected candidates (non-spousal) to fill Board or Officer positions, the remaining nominated spouses on the ballot of already elected candidates, shall be then elected by their ranking according to their highest number of votes among the candidates.
  - c. Spouses of elected Board members or Officers may also be nominated to the Board to fulfill vacancies during the year if there are no other qualified candidates and within the guidelines of fulfilling vacancies as outlined in these by-laws.
  - d. Spouses running for Board or Officer positions shall be identified as such on the ballot to avoid any confusion among the voting members, (i.e., footnote to "\* = Spouse" with an \* placed beside the names of spouses on the ballot).
  - e. This policy shall be clearly stated at the time of the balloting.

### **Section 18. Forum of the Candidates**

1. Prior to the conducting of the election, the Board of Directors shall set aside a time at the monthly General Meeting prior to the Annual Election for the candidates for office and the Board to address the General membership for the purpose of familiarizing the membership with the candidates and their positions on the governing of the Association.

## **Constitution of the New Hartford Youth Hockey Association**

2. The Board of Directors may at their discretion shall allow a posting of candidates' position papers in a suitable place and forum. The candidate's written presentation shall be no more than 250 words and shall address ONLY the candidates qualifications. The written statement shall NOT contain any language negatively addressing any other candidate or member of the Association.

### **Section 19. Conducting the Election**

1. The Annual Election of Officers and Board members shall be conducted in a "registered polls" method. The polls will be open to all members in good standing. Voting members may come to the polls during the announced times, register and vote during the hours in which the polls are open.
2. The Nominating Committee may appoint a reasonable number of Tellers (but not exceeding three (3) to be present at any time) to assist in the election process.
3. During the election, the Tellers shall at all times be supervised by no less than 2 members of the Nominating Committee.
4. A registration sheet shall be kept of those voting, and the Nominating Committee, the Secretary of the Association, and any Tellers appointed by the Nominating Committee, shall determine eligibility of the Association members. The Committee will not accept the ballot of any member who is not in good standing.
5. Each member of the Association voting MUST be present at the polls to vote. Votes by proxy, or absentee ballots are NOT allowed.
6. The election of Officers shall be conducted by the Chair of the Nominating Committee, the Nominating Committee, and the current Secretary of the Association, and Tellers as cited above. Tellers shall not be included in the counting of the votes, nor in the maintenance of the ballots in the off-times of the election.
7. The Nominating Committee and the current Secretary of the Association shall keep the ballots secret, and verify that the number of ballots entered matches the number of registered and eligible voters.
8. At such times when the polls are closed prior to the announcement of the results to the Board, the Nominating Committee and Tellers shall keep the potential outcome of the election secret. No tabulations of the results are to be made until all votes are cast and the polls are declared closed. The ballots may not be reviewed until all votes are cast and ready for final tabulation.
9. The Nominating Committee shall tabulate the results of the election, and make these results known to the Board of Directors at the Board meeting immediately following the closing of the polls.

### **Section 20. The Ballot**

1. The ballot shall list in a separate section entitled "Executive Committee" the positions of the Executive Officers and the names of members in good standing nominated for that position.
2. General Board members. The ballot shall list in a separate section. Entitled "General Board Members", the names of members in good standing nominated for General Board positions.
3. The Nominating Committee shall allow each of the members being proposed for election the opportunity to briefly present themselves before the membership prior to the election.

### **Section 21. Unopposed Nominations.**

1. If a position for either the Executive Officers or any Elected Board Positions is unopposed, the Secretary of the Association shall record one vote for these positions and the nominee shall be duly elected to the position.

## **Constitution of the New Hartford Youth Hockey Association**

### **Section 22. The Election Process**

1. The election of the Officers and Board of Directors of the Association shall be done by secret, written ballot.
2. A single ballot shall be held for all officers and directors, unless a tie occurs for a specific position. See Section Section 23.
3. For Officers and Board Positions, the person receiving the most number of votes for each respective position shall be declared the successful candidate.
4. For the General Board of Directors positions, the persons receiving the highest number of votes will be declared the successful candidates until all of the appropriate positions are filled.
- 5.

### **Section 23. Ties in the Annual Election**

1. Ties for any Executive Officer or General Board seat will be broken by a vote of the newly elected Board as the first order of business at the Board meeting to be held immediately following the Annual election.

### **Section 24. Installation of the New Board and Officers**

1. Following the announcement of the election results, and after any vote to break the ties in the election, the new Officers and Board will immediately take office. The new President will take charge of the Board meeting.

### **Section 25. Absentee Ballots**

1. Absentee ballots and ballots by proxy are not allowed.

## **Association Meetings**

### **Section 26. General Meetings**

1. The Association shall hold a minimum of six (6) general membership meetings annually. These meetings will be held in the months of October, November, December, January, February, and March at a time and place determined by the Board of Directors.
2. Additional meetings of the General Membership can be called by the Board of Directors or at the request of the General Membership as is necessary.

### **Section 27. Board Meetings.**

1. The Association shall hold a minimum of 10 Board of Directors meetings during the operating year.

### **Section 28. Annual Meeting**

1. The Association meeting in October shall be known as the Annual Meeting, and shall be for the purpose for allowing the Board and General Membership to discuss items of business which are important to the successful beginning of the new hockey season.

## **Constitution of the New Hartford Youth Hockey Association**

2. In any one year, by a majority vote of the Board, the Annual Meeting can be held in September with proper notice given to the General Membership.

### **Section 29. Annual Meeting - Agenda Items**

1. At the Annual Meeting, the Board shall present to the General Membership a report on the following issues:
  - a. Status of registration.
  - b. Number of teams.
  - c. Head Coaches of all Travel teams, and House teams (if known at that time).
  - d. Status of multiple teams within any age level in a specific league, i.e., if there are two House teams at any age level, the Board shall present to the membership its proposal on how these teams are to be evaluated and divided equally as provided for in these by-laws.
  - e. All other issues which shall properly inform the membership on the running of the Association

### **Section 30. Quorum at the Annual Meeting and Annual Election**

1. Fifteen (15) members of the Association in good standing shall constitute a quorum at the Annual Meeting and Annual Election.

### **Section 31. Special Meetings**

1. Special meetings of the Board and/or the Association can be called by the President or at the request of the majority of the Board of Directors. The purpose of the meeting shall be stated in the call. Except in cases of emergency at least seven (7) days notice shall be given.
2. For emergency meetings, a phone poll of the Board will be deemed sufficient to call for the meeting.

### **Section 32. Emergency Meetings and Conduction of Business**

1. In cases of emergency, the Executive Committee shall be empowered to act on behalf of the Association, provided the Board is informed of its actions at the next Board meeting, and such action is ratified by the Board.

## **The Board of Directors**

### **Section 33. The Board of Directors**

1. The Officers of the Association and the Directors shall constitute the Board of Directors. All members of the Board of Directors shall be members of the Association in good standing. All members of the Board of Directors, including the Executive Officers, shall have one (1) vote.

### **Section 34. Authority of the Board**

1. The Board of Directors shall conduct and supervise the affairs of the Association.

## **Constitution of the New Hartford Youth Hockey Association**

### **Section 35. Meetings of the Board**

1. A simple majority of the Board of Directors shall constitute a quorum.

### **Section 36. Association Member Attendance at Board Meetings.**

1. In order to properly and efficiently address the business of the Association, the following will pertain to attendance of Non-Board members at meetings other than General Association Meetings.
2. Meetings of the Board of Directors, and meetings of the Executive Committee, are considered to be held in executive session, and as such are open to the general membership on a limited basis.<sup>2</sup>
3. Individual Association members in good standing who are not members of the Board are welcome to attend the Board meetings only to observe the working of the Board.
4. Individual general members are not allowed to participate in debate, discussion or voting of any issues before the Board, except as provided below:
  - a. General Association members who are in good standing wishing to address the Board on a particular issue, must present their request to the Chair prior to the beginning of the meeting, either directly or through a Board member.
  - b. At the discretion of the Chair and/or the Board, the General Member(s) in good standing will be allowed to present their topic and participate in discussion or debate on that topic only.
  - c. Non-Board members who are invited to attend a Board or other Executive Session meeting (Grievance Committee, etc.) shall not participate in debate or discussion of subject matter other than the item upon which they were invited to speak.
  - d. Participation of a Non-Board member in a Board or Executive Session meeting, can be ruled out-of-order by the Chair.
  - e. The Board or the President shall NOT deny any member reasonable access to present issues to the Board.

### **Section 37. Dismissal of an Officer or Board Member**

1. Any member of the Board or Officer who has three consecutive, unexcused absences from regularly scheduled Board meetings, or who for any reason fails to attend at least half of the scheduled Board meetings (not including emergency meetings in which less than seven (7) days notice is given) in any six month period, shall be subject to removal from the Board by a two-thirds majority vote of the Board of Directors. The vacant position will be filled in the manner prescribed in Article 0- Government, Section Section 12 - Resignation of the President and - Board of Directors, and Sections Section 12, 8 and 9.
2. Any Board member missing two consecutive meetings, or upon prior to missing any meeting which would qualify for dismissal as outlined above, shall be sent a notice of the next Board meeting by Certified or Registered mail, informing the member of the meeting and that missing this meeting will subject the Board member to possible dismissal from the Board.

### **Section 38. Special Work Meetings**

1. The President shall have the authority to conduct special work meetings consisting of the Officers only to establish and review items such as the budget, insurance, equipment purchases, state

---

<sup>2</sup> The Scott, Foresman ROBERT'S RULES OF ORDER NEWLY REVISED 1990 edition, 9th edition. Chapter I, §9. Particular Types of Business Meetings Pg. 95, Executive Session.

## **Constitution of the New Hartford Youth Hockey Association**

meetings, coaches, officials, etc. Minutes of action taken at these meetings must be prescribed at the next meeting of the Board of Directors.

### **Section 39. Duties of the Board**

1. >From the General Board Members, the duties of Standing Committees Chairs will be assigned to specific Board members. If these positions are not filled from the Board members, then the President, with Board approval shall appoint a member in good standing to be the Committee Chair. This will not create a new Board position, rather the member will report directly to the Board.
2. No Board member or Officer of the Association shall have the authority to individually alter, forego bypass or amend the rules, regulations, or policies of the Association or USA Hockey without following proper procedures to the Board.

### **Section 40. The Schedulers.**

1. The Travel and House Schedulers, reporting to the respective Vice Presidents, and the President shall be responsible for scheduling the Association's practice sessions, home and away games, and will communicate with all other hockey organizations as shall be necessary to schedule the same.
2. The Schedulers shall post the schedule of the Association's games and practice schedules at the New Hartford Recreation Center for public notice.
3. The Schedulers shall provide to the President and Vice Presidents copies of all game and practice schedules.
4. With the approval of the Board, in any given operating year, one individual may assume the positions of both Travel and House Scheduler.

### **Section 41. Referee-In-Chief**

1. The Referee-In-Chief shall be responsible for selection, supervision, and scheduling for all on-ice Officials for the Association games played at the NHYHA home ice rink or any alternate "home ice" facility.
2. The Referee-In-Chief shall coordinate an instructional clinic each season for players and adults who are interested in learning the rules of ice hockey and becoming certified as a referee.

## **Duties of the Officers**

### **Section 42. The President**

1. The President shall be the Chief Executive Officer of the Association and shall preside at all meetings of the Board of Directors and general membership.
2. The President shall appoint Board Members or Association members in good standing to fill the Chair positions of the Standing and Ad Hoc Committees, and shall supervise the functions of, and be member ex-officio of all committees, except the Nominating Committee.
3. All appointments and decisions by the President are subject to the approval of the Board of Directors.

## **Constitution of the New Hartford Youth Hockey Association**

4. The President shall have such other powers, authorities, and duties as conferred upon him by the Board of Directors, or as otherwise set forth in the Association's By-Laws.

### **Section 43. Vice President**

1. Vice President - Travel League and Vice President - House League shall have equal standing within the overall organization, and be responsible for programs within their respective leagues.
2. The Vice Presidents shall act as Association Program Director for their respective leagues for all teams other than Learn-To-Skate and the Mite Program, unless so empowered by the Board of Directors for a specific operating year.
3. The Vice President - Travel shall oversee the selection of the Travel Teams.
4. The Vice President - House shall oversee the equal dividing and assignment of players to house teams within an age division should there be two or more teams at that level.
  - a. It is the intention of the House League that when two house teams are formed within any age division (i.e. Squirt, PeeWee, Bantam, etc.) that at such time as when these teams are formed, the players be divided in a manner that shall provide for the formation of teams of equal competitive standing with respect to each other.
5. The Vice President(s) shall occupy the office of the President, perform the duties of the office, and act with full authority if the President for any reason is absent or temporarily unable to perform his/her responsibilities until such time that a new President is elected as provided for in these by-laws.
6. Should the President of the Association not be able to attend an Association meeting, he/she shall designate one of the Association Vice Presidents to chair that meeting.
7. The Vice President of the respective leagues shall determine within a reasonable time after registration the number of teams to be established in each age division, and report the information in a timely manner to the Board of Directors.
8. The Vice President of the respective leagues shall facilitate the making of the ice schedule with the Schedulers of the Association, each Vice President representing the teams of their respective leagues.
9. The Vice Presidents, within their respective leagues, shall supervise the proper certification of the Association's Coaches to ensure each team's eligibility for sectional tournament play and/or to comply with USA Hockey rules and regulations so as to promote proper education and safe instruction of the Association's players.
10. The Vice Presidents, within their respective leagues, shall supervise the Association's Assistant Coaches and ensure that the Association's objectives are properly advanced through the coaching process.

### **Section 44. The Treasurer**

1. The Treasurer shall keep full and accurate accounts of all receipts and disbursements of the Association, and shall deposit all monies in the name of the Association in an account(s) for such purposes in such bank(s) or financial institution(s) as may be designated by the Board of Directors.
2. The Treasurer shall disburse funds of the Association pursuant to the direction of the Board of Directors and shall render to said Board an account of the transactions of the Treasurer, and of the financial position of the Association on a regular basis at the Board meetings and at the request of the Board.
3. The Treasurer shall submit a monthly statement to the Board of Directors and the membership, and be prepared to report to same at all regular or special Board or general membership meetings.



## **Constitution of the New Hartford Youth Hockey Association**

4. At such times as the Board of Directors may require or direct, the Treasurer shall present for examination all books, accounts, or other instruments that may be necessary for the proper auditing of the Association accounts.
5. The Treasurer shall prepare checks for all Association financial disbursements for signature by the Officer(s) designated as signatory(ies) by the Board of Directors.

### **Section 45. The Secretary**

1. The Secretary shall keep the minutes of the Association meetings, and shall be the designated Officer for receipt of the correspondence of the Association.
2. All minutes shall be kept current in a book kept for that purpose. The minutes shall record all motions made at any meeting of the Board of Directors or of the general membership, and the results thereof.
3. The minutes shall record all financial transactions approved by the Board of Directors.
4. The Secretary shall keep a record of all members in good standing attending Association General and Board meetings.
5. The Secretary shall be the Custodian of the Association's books, contracts, records, legal instruments and other documents belonging to the Association. The Secretary shall also be the Historian of the Association and shall organize and maintain items, documents, and information relevant to the history of the Association.
6. The Secretary shall carry on the correspondence requested by the Board of Directors and keep on file all copies of correspondence sent or received by the Association for a minimum of two (2) years.
7. As stipulated in Article 0, The Secretary of the Association shall cause to keep a separate listing, from the minutes of the Board meetings, of all Board approved actions which govern Association Policy or Procedure. These Policies or Procedures shall be appropriately indexed according to topic for proper reference (i.e., Player Movement, Registration, Team Selection, etc.).

## **Committees**

### **Section 46. Standing Committees**

1. Chairman of all standing committees shall be appointed by the President by the June Board of Directors Meeting. Standing Committees shall be composed of a minimum of four (4) and a maximum of seven (7) members identified as having voting authority within each committee, unless specified elsewhere in these by-laws. All committees under Article 0 are standing committees except the ad hoc committees as identified.
2. The Term of Standing Committees shall be from the time of Appointment to the end of the Operating Year.

### **Section 47. Financial Limitations of Committees**

1. Committees are not authorized to make Association expenditures nor financially commit the Association funds without the approval of the Board of Directors.

## **Constitution of the New Hartford Youth Hockey Association**

### **Section 48. Fund Raising Committee**

1. A Fund Raising Committee shall be responsible for fund raising programs in order to achieve the objectives of the Association.

### **Section 49. Membership Registration Committee**

1. A Membership Registration Committee shall be responsible for soliciting the new members and players, and maintain a membership roster and player roster.
2. The Membership Registration Committee, with the Treasurer, shall conduct the Registration of the Membership at the beginning of the season.

### **Section 50. Financial Audit Committee**

1. The Financial Audit Committee of at least three (3) members of the Association in good standing, exclusive of the Treasurer, shall audit the financial affairs of the Association annually.

### **Section 51. Coaches Committee**

1. A Coaches Committee, consisting of the Executive Officers of the Association, will be responsible for evaluating all Coach candidates for appointment by the Board of Directors.

### **Section 52. Grievance Committee**

1. A Grievance Committee shall be responsible for reviewing complaints against Association members, Coaches, Assistant Coaches, Officials, and disciplinary actions against any players on House or Travel Teams. The Grievance Committee shall make its recommendation for action to the Officers of the Association.
2. Meetings of the Grievance Committee are considered in Executive Session, and are closed to all others except those called by the Committee, or representatives specifically requested by the person against whom the grievance was called.
3. As provided by USA Hockey, the Grievance Committee shall meet and act on appropriate player misconduct penalties, and report their recommendations to the Board.
4. The Grievance Committee shall, within a reasonable period of time, make a written report of its actions and recommendations to the President of the Association for presentation to the Board.

### **Section 53. Equipment Chairman**

1. The Equipment Chairman shall be responsible for Association-owned equipment.

### **Section 54. Tournament Committee**

1. The Tournament Committee shall oversee the Tournaments conducted by the Association.

### **Section 55. Ad Hoc Committees**

1. Ad Hoc Committees shall be appointed by the President as the need arises.

## Rules and Regulations for Players

### Section 56. Player Eligibility

1. All players are eligible to play hockey in the Association with the consent of their parents or guardians. Players must meet the age requirements for each age division as established by USA Hockey.
2. Participation in Fund Raisers. All players will be required to participate in any fund raisers deemed necessary by the Association.

### Section 57. Player Fees.

1. All Travel and House players will be required to pay all the declared fees per classification. The registration fees will be due at the time of registration, but no later than December 15<sup>th</sup>. Written commitment to pay Travel fees will be made by December 15<sup>th</sup>, and all Travel fees will be paid by January 31<sup>st</sup>. Failure to do so may result in a player's removal from his/her team until the balance owed is paid.
2. The Treasurer and the Executive Committee will review any special circumstances for delayed payments beyond the stipulated dates which should come before the Board.
3. Parents of registrants who are aware of any special payment circumstances which should be considered by the Association, should inform the Association President, Treasurer or Chair of the Registration Committee at the time of player registration.
4. All special circumstances for payment to be considered must be presented to the Treasurer, in writing, by December 15<sup>th</sup> of the operating year.

### Section 58. Safety Equipment

1. All players are required to wear all safety equipment required by USA Hockey, Inc., for all practices and games. No exceptions shall be made.
2. Players shall wear helmets at all times when on the ice or on the bench during play of a game or practice.

### Section 59. Player Movement Between Age Divisions.

1. All players in both house and travel leagues shall play in their age division (mite, squirt, etc.) as defined by the regulations of USA Hockey for that operating year (season), unless special permission is given by an accepted motion from the Board of Directors, according to the following criteria:
  - a. Player movement down to a lower age level (i.e., PeeWee to Squirt) is not permitted by USA Hockey, and will not be condoned nor permitted by the Association, unless special permission is granted to that individual by USA Hockey or other State ice hockey authority, and subsequently approved by the Board of Directors.
  - b. Player movement up to a higher age level (i.e., moving a player from Squirt to PeeWee) will be allowed only if the following criteria are met:

## **Constitution of the New Hartford Youth Hockey Association**

- (1) The parents, or guardians, of the player, the Coach from his current team, and the Coach from the team the player wishes to move up to, agree to the movement.
  - (2) Movement of the player would not severely affect the competitiveness of the team on which he/she is currently playing either by numbers of players or competitive quality of the team.
  - (3) Upward movement of players is reserved for those exceptional situations involving a player of exceptional talent and capability where moving up to a higher level will represent the proper level of play for the child's current capability, regardless of the child's age.
  - (4) The parents, or guardians, and the Coaches from both teams make a presentation in writing to the Board of Directors stating their reasons for requesting the move in the manner described by the Board..
  - (5) At their option, the parents, or guardians, and the Coaches from both teams may make a personal presentation directly to the Board of Directors stating their reasons for requesting the move.
  - (6) The safety of the player, and that of the teams, shall be a paramount consideration.
  - (7) A guideline to be applied is: The player in consideration to be moved up to another age level must, in the opinion of both Coaches, and the Vice President of the respective league, be a dominant player on the team he would be leaving, and be capable of play at a substantially competitive level of play on the team to which he would be moved.
- c. Any member of the Board who has a child applying for movement within this policy shall abstain from voting for any of the player movement in that election. This is done to be fair to the general members who also cannot vote on that issue.

### **Section 60. Player Conduct**

1. While representing the Association during all Association functions, including home and away games, practices, fund raising activities, etc., all players shall refrain from violence, profanity, and illegal activities, and will abide by the rules and regulations of the New York State Amateur Hockey Association, USA Hockey, and the New Hartford Youth Hockey Association.
2. Good sportsmanship shall be required for all players in the Association. Players are expected to abide by the Constitution, By-Laws, and rules of the Association, and those of USA Hockey.
3. Any player who is found with alcohol, tobacco, or any illegal drug while involved in a New Hartford Youth Hockey activity will automatically be suspended until a hearing can be held by the Grievance Committee.
4. All players shall respect the property and facilities of the Town of New Hartford Recreation Center and the facilities of other hockey organizations, and refrain from willful or intentional destruction of said property and/or facilities.

### **Section 61. Parent Conduct**

1. At all Association Home and Away games, practices and Association events, parents of registered players in the Association shall act in a manner which is conducive to the goals and objectives of the Association, USA Hockey, and good sportsmanship.
2. Parents shall be responsible for their children and their children's actions in the locker rooms and in the Recreation Center and visiting facilities.

## **Constitution of the New Hartford Youth Hockey Association**

3. During Association Home and Away games, Parents shall show courteous respect to the game officials and their decisions. Parents should be mindful that their actions, and those of their children, are a reflection on our Association and our Community.
4. Parents of registered players in the Association are expected to volunteer their efforts and resources for the benefit of all Players and the Association. This includes participation in Association events, tournaments, and fund raising activities.
5. Parents are to provide their encouragement and support for their Team Coaches. Any issues of disagreement should be brought forth in a spirit of cooperation. Parents should respect the Coaches as volunteers, giving their time and skills for the benefit of all Players.

## **Rules and Regulations for Coaches and Assistant Coaches**

### **Section 62. Coach Eligibility, Conduct, Behavior and Responsibilities**

1. All Coaches and Assistant Coaches shall be volunteers and shall abide by the Constitution and By-Laws as established by New Hartford Youth Hockey Association, USA Hockey, and the New York State Amateur Hockey Association.
2. Coaches and Assistant Coaches of the Association shall be members of the New Hartford Youth Hockey Association by either being the parent or guardian of a registered player in the Association, or paying the membership fee as may be provided in these by-laws.
3. The position of Coach is an important one and carries with it the responsibility to portray a proper role model for the players on their teams and in the Association.
4. Coaches and Assistant Coaches shall be ever mindful that they are responsible for the equal development of all players on their team.
5. All Coaches and Assistant Coaches shall conduct themselves at all times in a sportsmanlike manner.
6. Coaches shall not use abusive, threatening, or demeaning language or actions toward any players of the Association during games, practices, or any Association activities.
7. Physical or verbal abuse of a player by Coach will not be tolerated by the Association and may be grounds for dismissal of that Coach following an appropriate investigation and hearing.
8. Corporal punishment of a player or inappropriate physical contact with a player by any Coach or member of the Association is not allowed and is prohibited by the Association.
9. Any person who has been legally convicted in a court of law of sexual or physical abuse of a child shall disqualify him/herself from holding a coaching position in the Association. The Board shall not knowingly appoint such a person to a coaching position or any position where said person may come into contact with children of the Association.
10. Coaches and Assistant Coaches shall train players to the best of their ability and shall refrain from name calling, profanity, and humiliating players.

## **Constitution of the New Hartford Youth Hockey Association**

### **Section 63. Coach Certification**

1. Coaches and Assistant Coaches shall be knowledgeable about the rules and regulations governing amateur ice hockey, and shall be certified as designated by the USA Hockey Coaching Achievement Program.

### **Section 64. Selection of Travel Team Players**

1. Coaches and Assistant Coaches, supervised by the Vice President - Travel shall be responsible for the selection of Travel team members after a minimum of four (4) practice sessions have been held.
2. All Travel Coaches shall be encouraged to confer with other Coaches knowledgeable in the ability of those players seeking a position on the Travel teams.

### **Section 65. Equal Ice Time for House League Players**

1. Coaches and Assistant Coaches shall allow all players in House League practices and games, equal ice time as much as possible in accordance with recreational league play.

### **Section 66. Division of House Teams Within an Age Division**

1. Should there be enough players to field two or more teams for an age division (i.e., PeeWee, Squirt, etc.) within the House League, the division of the players shall be done in such a manner as to ensure, as much as is possible, equal division of the players into teams of equal playing capability and competitive level. The procedure for dividing players among the House teams within any age level shall be according to Board-approved procedure.
2. Division of said players shall be done by the Head Coaches of the respective teams, supervised by the Vice President - House. The procedure for such a division shall be reported to and approved by the Board of Directors
3. Players transferring to the House League from the Travel League after the selection of the Travel teams in any season, will be assigned to teams by joint review and decision of the Vice President - House, and the Head Coaches of the respective House teams. Such assignments will be made taking into consideration the number of players on the respective teams and their level of competitiveness to each other at the time of said transfer.

### **Section 67. On Ice Discipline**

1. Coaches and Assistant Coaches shall maintain discipline for players during practices and games.
2. Coaches and Assistant Coaches have complete authority to remove from the ice, during a game or practice, any player who is acting in a manner which jeopardizes the safety of the other players, or who acts in an unsportsmanlike manner, or who refuses to follow the directions of the Coaching staff.
3. Corporal punishment of a player, or punishment which purposely demeans a player is strictly prohibited.

### **Section 68. Application for Coaching Positions**

1. Coaches and Assistant Coaches shall apply in writing to the President by June 1<sup>st</sup> for the current calendar year. The Board of Directors shall appoint Travel Coaches within 45 days, or at other such time as may be directed by action of the Board of Directors.

## **Constitution of the New Hartford Youth Hockey Association**

### **Section 69. On Ice Responsibility**

1. A Coach or Assistant Coach must be present each time a team is on the ice at all practices and games.

## **Officials - Referees, Linesmen, Scorekeepers, Timekeepers, etc.**

### **Section 70. Major Officials**

1. Major Officials are the Referees and Linesmen and are selected by the Referee-in-Chief.

### **Section 71. Minor Officials**

1. Minor Officials are the positions of Scorekeeper, Timekeeper, Penalty Box officials, and Goal Judges.

### **Section 72. Behavior, Conduct and Responsibilities**

1. All major and minor Officials shall abide by the Constitution and By-Laws as established by the New Hartford Youth Hockey Association, USA Hockey, and the New York State Amateur Hockey Association.
2. The Referee/Linesmen (major Officials) for each game have authority over the conduction of the game and over the conduct of the Minor Officials who serve at the discretion of the Major Officials at that game. Minor Officials must refrain from open disagreement with or harassment of the Major Officials, and must conduct themselves at all times in a sportsmanlike manner.
3. All Officials (major and minor) shall be knowledgeable about the rules and regulations governing amateur ice hockey. All Referees and Linesmen must comply with USA Hockey certification procedures as is appropriate for their level.
4. All volunteer Officials shall be subject to approval and dismissal by a majority vote of the Board of Directors.

### **Section 73. Official Compensation**

1. Major Officials (Referees and linesmen, only) may be compensated for some game expenses for special travel team games, tournament games, and sectional games as budgeted and determined by the Board of Directors.

### **Section 74. Referee-in-Chief**

1. The Referee-in-Chief shall be responsible for coordinating the functions of all the Referees, Linesmen, and for their conduct.

## **Constitution of the New Hartford Youth Hockey Association**

### **Parliamentary Authority**

The rules contained in the current edition of The Scott, Foresman ROBERT'S RULES OF ORDER, NEWLY REVISED, shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules or order the Association may adopt.

### **Articles of Incorporation**

In the event the Association shall be declared inoperable, all hockey equipment owned by the Association shall become the property of the New Hartford Central School system, as prescribed under the original articles of incorporation.

### **Policies & Procedures**

#### **Section 75. Policy & Procedure Manual**

The Secretary of the Association shall cause to keep a separate listing, from the minutes of the Board meetings, of all Board approved actions which govern Association Policy or Procedure. These Policies or Procedures shall be appropriately indexed according to topic for proper reference (i.e., Player Movement, Registration, Team Selection, etc.), and kept as a part of the permanent records of the Association.

### **Amendments**

Unless otherwise stated within the Constitution and By-laws, these By-Laws can be amended at any regular meeting of the Association by a two-thirds vote of the membership present, provided that the amendment had been submitted in writing to the Board of Directors thirty (30) days prior to the meeting.

The By-Laws, and/or any amendments thereto, shall take affect at the beginning of the new operating year of the Association following their adoption by the Membership, unless specifically cited otherwise in the By-Laws or amendment.





## Constitution of the New Hartford Youth Hockey Association

SECTION 7. EMERGENCY MEETINGS AND CONDUCTION OF BUSINESS.....	13
ARTICLE VIII. THE BOARD OF DIRECTORS.....	13
SECTION 1. THE BOARD OF DIRECTORS.....	13
SECTION 2. AUTHORITY OF THE BOARD.....	13
SECTION 3. MEETINGS OF THE BOARD.....	14
SECTION 4. ASSOCIATION MEMBER ATTENDANCE AT BOARD MEETINGS.....	14
SECTION 5. DISMISSAL OF AN OFFICER OR BOARD MEMBER.....	14
SECTION 6. SPECIAL WORK MEETINGS.....	14
SECTION 7. DUTIES OF THE BOARD.....	15
SECTION 8. THE SCHEDULERS.....	15
SECTION 9. REFEREE-IN-CHIEF.....	15
ARTICLE IX. DUTIES OF THE OFFICERS.....	15
SECTION 1. THE PRESIDENT.....	15
SECTION 2. VICE PRESIDENT.....	16
SECTION 3. THE TREASURER.....	16
SECTION 4. THE SECRETARY.....	17
ARTICLE X. COMMITTEES.....	17
SECTION 1. STANDING COMMITTEES.....	17
SECTION 2. FINANCIAL LIMITATIONS OF COMMITTEES.....	17
SECTION 3. FUND RAISING COMMITTEE.....	18
SECTION 4. MEMBERSHIP REGISTRATION COMMITTEE.....	18
SECTION 5. FINANCIAL AUDIT COMMITTEE.....	18
SECTION 6. COACHES COMMITTEE.....	18
SECTION 7. GRIEVANCE COMMITTEE.....	18
SECTION 8. EQUIPMENT CHAIRMAN.....	18
SECTION 9. TOURNAMENT COMMITTEE.....	18
SECTION 10. AD HOC COMMITTEES.....	18
ARTICLE XI. RULES AND REGULATIONS FOR PLAYERS.....	19
SECTION 1. PLAYER ELIGIBILITY.....	19
SECTION 2. PLAYER FEES.....	19
SECTION 3. SAFETY EQUIPMENT.....	19
SECTION 4. PLAYER MOVEMENT BETWEEN AGE DIVISIONS.....	19
SECTION 5. PLAYER CONDUCT.....	20
SECTION 6. PARENT CONDUCT.....	20
ARTICLE XII. RULES AND REGULATIONS FOR COACHES AND ASSISTANT COACHES.....	21
SECTION 1. COACH ELIGIBILITY, CONDUCT, BEHAVIOR AND RESPONSIBILITIES.....	21
SECTION 2. COACH CERTIFICATION.....	22
SECTION 3. SELECTION OF TRAVEL TEAM PLAYERS.....	22
SECTION 4. EQUAL ICE TIME FOR HOUSE LEAGUE PLAYERS.....	22
SECTION 5. DIVISION OF HOUSE TEAMS WITHIN AN AGE DIVISION.....	22
SECTION 6. ON ICE DISCIPLINE.....	22
SECTION 7. APPLICATION FOR COACHING POSITIONS.....	22
SECTION 8. ON ICE RESPONSIBILITY.....	23
ARTICLE XIII. OFFICIALS - REFEREES, LINESMEN, SCOREKEEPERS, TIMEKEEPERS, ETC.....	23
SECTION 1. MAJOR OFFICIALS.....	23
SECTION 2. MINOR OFFICIALS.....	23
SECTION 3. BEHAVIOR, CONDUCT AND RESPONSIBILITIES.....	23
SECTION 4. OFFICIAL COMPENSATION.....	23
SECTION 5. REFEREE-IN-CHIEF.....	23
ARTICLE XIV. PARLIAMENTARY AUTHORITY.....	24

## Constitution of the New Hartford Youth Hockey Association

ARTICLE XV. ARTICLES OF INCORPORATION.....	24
ARTICLE XVI. POLICIES & PROCEDURES.....	24
SECTION 1. POLICY & PROCEDURE MANUAL .....	24
ARTICLE XVII. AMENDMENTS.....	24

# **NEW HARTFORD YOUTH HOCKEY ASSOCIATION, INC.**

## **CONSTITUTION**

### **Name of the Association**

The name of this association shall be the New Hartford Youth Hockey Association, Inc., and hereafter referred to as "the Association".

### **Definition of an Amateur**

An amateur hockey player is one who is registered by a recognized amateur hockey association and is not engaged in playing organized professional hockey under contract to a professional club.

### **Objectives**

#### **Section 1. Definition and Objectives of the Association.<sup>1</sup>**

1. The Association will be a not-for-profit organization and claims complete jurisdiction as the governing body of amateur ice hockey in the Township of New Hartford, NY, in compliance and in concert with the New York State Amateur Hockey Association and USA Hockey. As such, the objectives of this Association shall be:
2. To foster, advance, develop, encourage and regulate the game of ice hockey as an amateur sport while promoting sportsmanship and the development of youth;
3. To affiliate with, and cooperate with, other youth hockey organizations within New York State and with other hockey associations and elsewhere;
4. To establish and maintain uniform playing rules for amateur ice hockey in concert with other youth hockey associations. All rules and regulations are to be in compliance and in concert with the New York State Hockey Association and USA Hockey, Inc.;
5. To establish Travel Teams and to participate in sectional and New York State Ice Hockey contests and tournaments;

---

<sup>1</sup> NYSAHA Annual Guide Book 1994-95, Article II - Purposes, pp. 8-9.

## **Constitution of the New Hartford Youth Hockey Association**

6. To register, annually, active amateur ice hockey players, clubs house leagues, travel teams, and officials with the New York State Amateur Hockey Association through the collection and payment of fees by the Association's Treasurer.

# **BY-LAWS**

## **Membership**

### **Section 2. Number of Members.**

1. The number of members of this Association is unlimited and shall hereafter be referred to as "the membership".

### **Section 3. Qualifications of Membership.**

1. The membership shall be made up of parents or guardians of registered players and interested citizens who will actively promote sportsmanship and youth hockey. There shall be two classes of membership:
  - a. Adult Association Members (i.e., 18 years or older who are non-registered players). This class of membership includes the immediate parents and/or guardians of players registered in the Association, and Coaches registered in the Association who have completed the appropriate registrations and been approved by the Board of Directors as a Coach in the Association.
  - b. Honorary Members. Interested citizens, not having a child as a registered player in the Association may join the Association for an annual fee of \$5.00. Honorary members do not have voting privileges in the Association.
2. Adult Association Members in good standing are entitled to vote at Annual Elections. A member in good standing is defined as "a member who is not in financial arrears to the Association, and whose privileges of membership have not been suspended or revoked by action of the Association."

### **Section 4. Annual Dues.**

1. Parents or guardians of registered players are automatically members of the Association. Interested citizens will be assessed an annual fee of \$5.00.

### **Section 5. Voting Eligibility.**

1. All members must be registered for a period of not less than 90 days prior to the Annual Election to be eligible to vote and be in good standing.

# **Government**

### **Section 6. Governing Body and Officers of the Association.**

1. The Association shall be governed by the Officers and Directors as elected by the members of the Association at an annual election to be held each April. The Officers, comprising the Executive

## **Constitution of the New Hartford Youth Hockey Association**

Committee of the Association shall be President, Vice President - Travel League, Vice President - House League, Secretary, and Treasurer.

2. The membership shall also elect fifteen (15) Directors. The immediate past President shall also serve as a director.
3. A member may hold only one office or position (Executive Officer or General Board member) on the Board.

### **Section 7. Eligibility to be nominated for office or Board position - General Association Members.**

1. To be eligible for nomination to an elected position, the general Association member must be a member in good standing at the time of the election, and have attended at least six (6) of the Association meetings as a member (General and/or Board) during the current year.

### **Section 8. Eligibility to be nominated for reelection - Current Board Members**

1. Current year Board members (ex: 1995-96), to be eligible to run for re-election for a Board position in the following year (ex: 1996-97), must be a member in good standing at the time of election, must have attended at least 50% of the Board meetings and 50% of the general meetings in the current year (1995-96).

### **Section 9. Term of Office**

1. All Officers and Board members are to be elected for a term of one (1) year or until their successors are elected. Their terms of office shall begin immediately upon being elected and installed from the results of the Annual Election, as defined within the election procedure, and end at the time at which their successors are elected and installed according to this constitution.
2. All elections are by secret ballot.

### **Section 10. Operating Year of the Association**

1. The operating year of this Association shall be May 1<sup>st</sup> - April 30<sup>th</sup>.

### **Section 11. Board of Directors - Composition**

1. In addition to the fifteen (15) elected General Board members, and the Executive Officers, the Referee-in-Chief, Travel League Scheduler, House League Scheduler, and Mite Coordinator may also serve on the Board of Directors.
2. In the event the positions of Travel Scheduler, House Scheduler, Referee-in-Chief, and Mite Coordinator cannot be filled by elected Board members, a qualified member of the Association in good standing, and meeting eligibility requirements for election, may be appointed by the President upon approval of a majority of the elected Board to serve in the aforementioned board positions.
  - a. The Travel Scheduler, House Scheduler, Referee-in-Chief, and Mite Coordinator, appointed and approved by the Board as stipulated above, may have the option of fulfilling the function of that position, but decline being a Board member. In this instance, a vacancy on the Board will NOT be created and an additional member to the Board will not be elected.
  - b. Spouses of elected Board members or Officers may also be nominated to the Board to fulfill vacancies during the year if there are no other qualified candidates and within the guidelines of fulfilling vacancies as outlined in these by-laws.

## **Constitution of the New Hartford Youth Hockey Association**

### **Section 12. Resignation of the President**

1. In the event the President of the Association should resign, or otherwise not be capable of fulfilling the elected term, the Board of Directors by simple majority vote shall elect one of the Association Vice Presidents to the position of Association President.

### **Section 13. Resignation of an Officer**

1. In the event an Officer, other than the President, must resign from or leave the Board or the Association, The President shall appoint a Board member in good standing to temporarily fill the position until a special election can be held by the board. A replacement for that officer shall be elected by the Board of Directors. The candidate shall meet the eligibility criteria for nomination to hold office in the Association. The special election by the Board of Directors shall be held within 30 days for the resignation of said officer.

### **Section 14. Vacancies on the Board**

1. Vacancies of one of the Director's positions, other than Officers, shall be filled by the unsuccessful candidate at the previous election that had the highest number of votes. If there is no such unsuccessful candidate, the Board of Directors shall appoint a member of the Association in good standing by a majority vote of the Board.

## **The Annual Election**

### **Section 15. Time of the Annual Election**

1. The Election of Officers and the Board of Directors shall take place in April at a time and place ordered by the Board of Directors.
2. The polls will be open for a period of time to be defined in the February Board meeting by the Board of Directors.
3. The polls shall be open for a minimum of two (2) weekday evenings, for a minimum of three (3) hours per evening (i.e., Thursday & Friday night between the hours of 6 to 9 PM) on the dates determined by the Board of Directors. For any individual operating year, this sub-section concerning the number of evenings for the election and the open hours of the polls may be revised by a 2/3 majority vote of the Board to choose appropriate times for the elections. This vote will affect that Annual Election only, and revert to the stated by-laws the following year.
4. The Board of Directors shall also call for and set the time and place for a meeting of the current year Board to be held immediately after the closing of the polls on the last night of the election. The purpose of this meeting will be to announce the results of the election and install the new Officers and Board.

### **Section 16. Nominating Process for Annual Elections**

1. On or before the Board of Directors meeting held in February a nominating committee of five (5) members shall be elected by said Board of Directors. It shall be the duty of this committee to solicit candidates for offices, determine the members in good standing who are eligible to run for elected office, and nominate all candidates for election who choose to run for elected positions to be filled at the Annual Election in April.
2. The President of the Association shall not be a member of the Nominating Committee.

## **Constitution of the New Hartford Youth Hockey Association**

3. Written notice shall be sent to all Association members in good standing, who have been determined by the Nominating Committee to be eligible to be a candidate for office, informing them of the time and place of the Annual Election and soliciting candidates for office. Similar written notice shall also be sent to members in good standing who are within one (1) meeting of the eligibility requirements informing them of their potential eligibility.
4. The Nominating Committee, with the current Secretary of the Association, shall determine eligibility of all members in good standing to hold office.
5. The Nominating Committee shall present to the Board of Directors a report on the members in good standing eligible to hold office, and who have expressed an interest in being placed on the ballot. This report shall be due to the Board no later than the Board meeting prior to the Annual election and prior to the closing of the polls.
6. Any member of the Association in good standing may submit a name to the Committee for nomination.
7. Nominations will be closed no later than fourteen (14) days prior to the date of the Annual election unless it is to place in nomination the name of a member in good standing that was not included on the ballot by a clerical mistake in determining eligibility.
8. The Nominating Committee shall cause a ballot of the eligible candidates to be made for the Annual Election.
9. The Nominating Committee shall not refuse to place the name of a member in good standing on the ballot if that member has expressed said interest.

### **Section 17. Spouses Serving Simultaneously on the Board of Directors**

1. Spouses shall not serve simultaneously on the Board of Directors and/or as an Officer of the Association in any given operating year of the Association except as outlined below.
  - a. Spouses may be nominated simultaneously for election in any one operating year. The spouse with the highest number of votes in the election shall serve. The remaining nominated spouse on the ballot shall not serve on the Board unless there are insufficient elected (non-spousal) candidates to fill the complement of Board and Officer positions.
  - b. In the event that there are insufficient elected candidates (non-spousal) to fill Board or Officer positions, the remaining nominated spouses on the ballot of already elected candidates, shall be then elected by their ranking according to their highest number of votes among the candidates.
  - c. Spouses of elected Board members or Officers may also be nominated to the Board to fulfill vacancies during the year if there are no other qualified candidates and within the guidelines of fulfilling vacancies as outlined in these by-laws.
  - d. Spouses running for Board or Officer positions shall be identified as such on the ballot to avoid any confusion among the voting members, (i.e., footnote to "\* = Spouse" with an \* placed beside the names of spouses on the ballot).
  - e. This policy shall be clearly stated at the time of the balloting.

### **Section 18. Forum of the Candidates**

1. Prior to the conducting of the election, the Board of Directors shall set aside a time at the monthly General Meeting prior to the Annual Election for the candidates for office and the Board to address the General membership for the purpose of familiarizing the membership with the candidates and their positions on the governing of the Association.

## **Constitution of the New Hartford Youth Hockey Association**

2. The Board of Directors may at their discretion shall allow a posting of candidates' position papers in a suitable place and forum. The candidate's written presentation shall be no more than 250 words and shall address ONLY the candidates qualifications. The written statement shall NOT contain any language negatively addressing any other candidate or member of the Association.

### **Section 19. Conducting the Election**

1. The Annual Election of Officers and Board members shall be conducted in a "registered polls" method. The polls will be open to all members in good standing. Voting members may come to the polls during the announced times, register and vote during the hours in which the polls are open.
2. The Nominating Committee may appoint a reasonable number of Tellers (but not exceeding three (3) to be present at any time) to assist in the election process.
3. During the election, the Tellers shall at all times be supervised by no less than 2 members of the Nominating Committee.
4. A registration sheet shall be kept of those voting, and the Nominating Committee, the Secretary of the Association, and any Tellers appointed by the Nominating Committee, shall determine eligibility of the Association members. The Committee will not accept the ballot of any member who is not in good standing.
5. Each member of the Association voting MUST be present at the polls to vote. Votes by proxy, or absentee ballots are NOT allowed.
6. The election of Officers shall be conducted by the Chair of the Nominating Committee, the Nominating Committee, and the current Secretary of the Association, and Tellers as cited above. Tellers shall not be included in the counting of the votes, nor in the maintenance of the ballots in the off-times of the election.
7. The Nominating Committee and the current Secretary of the Association shall keep the ballots secret, and verify that the number of ballots entered matches the number of registered and eligible voters.
8. At such times when the polls are closed prior to the announcement of the results to the Board, the Nominating Committee and Tellers shall keep the potential outcome of the election secret. No tabulations of the results are to be made until all votes are cast and the polls are declared closed. The ballots may not be reviewed until all votes are cast and ready for final tabulation.
9. The Nominating Committee shall tabulate the results of the election, and make these results known to the Board of Directors at the Board meeting immediately following the closing of the polls.

### **Section 20. The Ballot**

1. The ballot shall list in a separate section entitled "Executive Committee" the positions of the Executive Officers and the names of members in good standing nominated for that position.
2. General Board members. The ballot shall list in a separate section. Entitled "General Board Members", the names of members in good standing nominated for General Board positions.
3. The Nominating Committee shall allow each of the members being proposed for election the opportunity to briefly present themselves before the membership prior to the election.

### **Section 21. Unopposed Nominations.**

1. If a position for either the Executive Officers or any Elected Board Positions is unopposed, the Secretary of the Association shall record one vote for these positions and the nominee shall be duly elected to the position.



## **Constitution of the New Hartford Youth Hockey Association**

### **Section 22. The Election Process**

1. The election of the Officers and Board of Directors of the Association shall be done by secret, written ballot.
2. A single ballot shall be held for all officers and directors, unless a tie occurs for a specific position. See Section 23.
3. For Officers and Board Positions, the person receiving the most number of votes for each respective position shall be declared the successful candidate.
4. For the General Board of Directors positions, the persons receiving the highest number of votes will be declared the successful candidates until all of the appropriate positions are filled.
- 5.

### **Section 23. Ties in the Annual Election**

1. Ties for any Executive Officer or General Board seat will be broken by a vote of the newly elected Board as the first order of business at the Board meeting to be held immediately following the Annual election.

### **Section 24. Installation of the New Board and Officers**

1. Following the announcement of the election results, and after any vote to break the ties in the election, the new Officers and Board will immediately take office. The new President will take charge of the Board meeting.

### **Section 25. Absentee Ballots**

1. Absentee ballots and ballots by proxy are not allowed.

## **Association Meetings**

### **Section 26. General Meetings**

1. The Association shall hold a minimum of six (6) general membership meetings annually. These meetings will be held in the months of October, November, December, January, February, and March at a time and place determined by the Board of Directors.
2. Additional meetings of the General Membership can be called by the Board of Directors or at the request of the General Membership as is necessary.

### **Section 27. Board Meetings.**

1. The Association shall hold a minimum of 10 Board of Directors meetings during the operating year.

### **Section 28. Annual Meeting**

1. The Association meeting in October shall be known as the Annual Meeting, and shall be for the purpose for allowing the Board and General Membership to discuss items of business which are important to the successful beginning of the new hockey season.

## **Constitution of the New Hartford Youth Hockey Association**

2. In any one year, by a majority vote of the Board, the Annual Meeting can be held in September with proper notice given to the General Membership.

### **Section 29. Annual Meeting - Agenda Items**

1. At the Annual Meeting, the Board shall present to the General Membership a report on the following issues:
  - a. Status of registration.
  - b. Number of teams.
  - c. Head Coaches of all Travel teams, and House teams (if known at that time).
  - d. Status of multiple teams within any age level in a specific league, i.e., if there are two House teams at any age level, the Board shall present to the membership its proposal on how these teams are to be evaluated and divided equally as provided for in these by-laws.
  - e. All other issues which shall properly inform the membership on the running of the Association

### **Section 30. Quorum at the Annual Meeting and Annual Election**

1. Fifteen (15) members of the Association in good standing shall constitute a quorum at the Annual Meeting and Annual Election.

### **Section 31. Special Meetings**

1. Special meetings of the Board and/or the Association can be called by the President or at the request of the majority of the Board of Directors. The purpose of the meeting shall be stated in the call. Except in cases of emergency at least seven (7) days notice shall be given.
2. For emergency meetings, a phone poll of the Board will be deemed sufficient to call for the meeting.

### **Section 32. Emergency Meetings and Conduction of Business**

1. In cases of emergency, the Executive Committee shall be empowered to act on behalf of the Association, provided the Board is informed of its actions at the next Board meeting, and such action is ratified by the Board.

## **The Board of Directors**

### **Section 33. The Board of Directors**

1. The Officers of the Association and the Directors shall constitute the Board of Directors. All members of the Board of Directors shall be members of the Association in good standing. All members of the Board of Directors, including the Executive Officers, shall have one (1) vote.

### **Section 34. Authority of the Board**

1. The Board of Directors shall conduct and supervise the affairs of the Association.

## **Constitution of the New Hartford Youth Hockey Association**

### **Section 35. Meetings of the Board**

1. A simple majority of the Board of Directors shall constitute a quorum.

### **Section 36. Association Member Attendance at Board Meetings.**

1. In order to properly and efficiently address the business of the Association, the following will pertain to attendance of Non-Board members at meetings other than General Association Meetings.
2. Meetings of the Board of Directors, and meetings of the Executive Committee, are considered to be held in executive session, and as such are open to the general membership on a limited basis.<sup>2</sup>
3. Individual Association members in good standing who are not members of the Board are welcome to attend the Board meetings only to observe the working of the Board.
4. Individual general members are not allowed to participate in debate, discussion or voting of any issues before the Board, except as provided below:
  - a. General Association members who are in good standing wishing to address the Board on a particular issue, must present their request to the Chair prior to the beginning of the meeting, either directly or through a Board member.
  - b. At the discretion of the Chair and/or the Board, the General Member(s) in good standing will be allowed to present their topic and participate in discussion or debate on that topic only.
  - c. Non-Board members who are invited to attend a Board or other Executive Session meeting (Grievance Committee, etc.) shall not participate in debate or discussion of subject matter other than the item upon which they were invited to speak.
  - d. Participation of a Non-Board member in a Board or Executive Session meeting, can be ruled out-of-order by the Chair.
  - e. The Board or the President shall NOT deny any member reasonable access to present issues to the Board.

### **Section 37. Dismissal of an Officer or Board Member**

1. Any member of the Board or Officer who has three consecutive, unexcused absences from regularly scheduled Board meetings, or who for any reason fails to attend at least half of the scheduled Board meetings (not including emergency meetings in which less than seven (7) days notice is given) in any six month period, shall be subject to removal from the Board by a two-thirds majority vote of the Board of Directors. The vacant position will be filled in the manner prescribed in Article 0- Government, Section Section 12 - Resignation of the President and - Board of Directors, and Sections Section 12, 8 and 9.
2. Any Board member missing two consecutive meetings, or upon prior to missing any meeting which would qualify for dismissal as outlined above, shall be sent a notice of the next Board meeting by Certified or Registered mail, informing the member of the meeting and that missing this meeting will subject the Board member to possible dismissal from the Board.

### **Section 38. Special Work Meetings**

1. The President shall have the authority to conduct special work meetings consisting of the Officers only to establish and review items such as the budget, insurance, equipment purchases, state

---

<sup>2</sup> The Scott, Foresman ROBERT'S RULES OF ORDER NEWLY REVISED 1990 edition, 9th edition. Chapter I, §9. Particular Types of Business Meetings Pg. 95, Executive Session.

## **Constitution of the New Hartford Youth Hockey Association**

meetings, coaches, officials, etc. Minutes of action taken at these meetings must be prescribed at the next meeting of the Board of Directors.

### **Section 39. Duties of the Board**

1. >From the General Board Members, the duties of Standing Committees Chairs will be assigned to specific Board members. If these positions are not filled from the Board members, then the President, with Board approval shall appoint a member in good standing to be the Committee Chair. This will not create a new Board position, rather the member will report directly to the Board.
2. No Board member or Officer of the Association shall have the authority to individually alter, forego bypass or amend the rules, regulations, or policies of the Association or USA Hockey without following proper procedures to the Board.

### **Section 40. The Schedulers.**

1. The Travel and House Schedulers, reporting to the respective Vice Presidents, and the President shall be responsible for scheduling the Association's practice sessions, home and away games, and will communicate with all other hockey organizations as shall be necessary to schedule the same.
2. The Schedulers shall post the schedule of the Association's games and practice schedules at the New Hartford Recreation Center for public notice.
3. The Schedulers shall provide to the President and Vice Presidents copies of all game and practice schedules.
4. With the approval of the Board, in any given operating year, one individual may assume the positions of both Travel and House Scheduler.

### **Section 41. Referee-In-Chief**

1. The Referee-In-Chief shall be responsible for selection, supervision, and scheduling for all on-ice Officials for the Association games played at the NHYHA home ice rink or any alternate "home ice" facility.
2. The Referee-In-Chief shall coordinate an instructional clinic each season for players and adults who are interested in learning the rules of ice hockey and becoming certified as a referee.

## **Duties of the Officers**

### **Section 42. The President**

1. The President shall be the Chief Executive Officer of the Association and shall preside at all meetings of the Board of Directors and general membership.
2. The President shall appoint Board Members or Association members in good standing to fill the Chair positions of the Standing and Ad Hoc Committees, and shall supervise the functions of, and be member ex-officio of all committees, except the Nominating Committee.
3. All appointments and decisions by the President are subject to the approval of the Board of Directors.

## **Constitution of the New Hartford Youth Hockey Association**

4. The President shall have such other powers, authorities, and duties as conferred upon him by the Board of Directors, or as otherwise set forth in the Association's By-Laws.

### **Section 43. Vice President**

1. Vice President - Travel League and Vice President - House League shall have equal standing within the overall organization, and be responsible for programs within their respective leagues.
2. The Vice Presidents shall act as Association Program Director for their respective leagues for all teams other than Learn-To-Skate and the Mite Program, unless so empowered by the Board of Directors for a specific operating year.
3. The Vice President - Travel shall oversee the selection of the Travel Teams.
4. The Vice President - House shall oversee the equal dividing and assignment of players to house teams within an age division should there be two or more teams at that level.
  - a. It is the intention of the House League that when two house teams are formed within any age division (i.e. Squirt, PeeWee, Bantam, etc.) that at such time as when these teams are formed, the players be divided in a manner that shall provide for the formation of teams of equal competitive standing with respect to each other.
5. The Vice President(s) shall occupy the office of the President, perform the duties of the office, and act with full authority if the President for any reason is absent or temporarily unable to perform his/her responsibilities until such time that a new President is elected as provided for in these by-laws.
6. Should the President of the Association not be able to attend an Association meeting, he/she shall designate one of the Association Vice Presidents to chair that meeting.
7. The Vice President of the respective leagues shall determine within a reasonable time after registration the number of teams to be established in each age division, and report the information in a timely manner to the Board of Directors.
8. The Vice President of the respective leagues shall facilitate the making of the ice schedule with the Schedulers of the Association, each Vice President representing the teams of their respective leagues.
9. The Vice Presidents, within their respective leagues, shall supervise the proper certification of the Association's Coaches to ensure each team's eligibility for sectional tournament play and/or to comply with USA Hockey rules and regulations so as to promote proper education and safe instruction of the Association's players.
10. The Vice Presidents, within their respective leagues, shall supervise the Association's Assistant Coaches and ensure that the Association's objectives are properly advanced through the coaching process.

### **Section 44. The Treasurer**

1. The Treasurer shall keep full and accurate accounts of all receipts and disbursements of the Association, and shall deposit all monies in the name of the Association in an account(s) for such purposes in such bank(s) or financial institution(s) as may be designated by the Board of Directors.
2. The Treasurer shall disburse funds of the Association pursuant to the direction of the Board of Directors and shall render to said Board an account of the transactions of the Treasurer, and of the financial position of the Association on a regular basis at the Board meetings and at the request of the Board.
3. The Treasurer shall submit a monthly statement to the Board of Directors and the membership, and be prepared to report to same at all regular or special Board or general membership meetings.

## **Constitution of the New Hartford Youth Hockey Association**

4. At such times as the Board of Directors may require or direct, the Treasurer shall present for examination all books, accounts, or other instruments that may be necessary for the proper auditing of the Association accounts.
5. The Treasurer shall prepare checks for all Association financial disbursements for signature by the Officer(s) designated as signatory(ies) by the Board of Directors.

### **Section 45. The Secretary**

1. The Secretary shall keep the minutes of the Association meetings, and shall be the designated Officer for receipt of the correspondence of the Association.
2. All minutes shall be kept current in a book kept for that purpose. The minutes shall record all motions made at any meeting of the Board of Directors or of the general membership, and the results thereof.
3. The minutes shall record all financial transactions approved by the Board of Directors.
4. The Secretary shall keep a record of all members in good standing attending Association General and Board meetings.
5. The Secretary shall be the Custodian of the Association's books, contracts, records, legal instruments and other documents belonging to the Association. The Secretary shall also be the Historian of the Association and shall organize and maintain items, documents, and information relevant to the history of the Association.
6. The Secretary shall carry on the correspondence requested by the Board of Directors and keep on file all copies of correspondence sent or received by the Association for a minimum of two (2) years.
7. As stipulated in Article 0, The Secretary of the Association shall cause to keep a separate listing, from the minutes of the Board meetings, of all Board approved actions which govern Association Policy or Procedure. These Policies or Procedures shall be appropriately indexed according to topic for proper reference (i.e., Player Movement, Registration, Team Selection, etc.).

## **Committees**

### **Section 46. Standing Committees**

1. Chairman of all standing committees shall be appointed by the President by the June Board of Directors Meeting. Standing Committees shall be composed of a minimum of four (4) and a maximum of seven (7) members identified as having voting authority within each committee, unless specified elsewhere in these by-laws. All committees under Article 0 are standing committees except the ad hoc committees as identified.
2. The Term of Standing Committees shall be from the time of Appointment to the end of the Operating Year.

### **Section 47. Financial Limitations of Committees**

1. Committees are not authorized to make Association expenditures nor financially commit the Association funds without the approval of the Board of Directors.

## **Constitution of the New Hartford Youth Hockey Association**

### **Section 48. Fund Raising Committee**

1. A Fund Raising Committee shall be responsible for fund raising programs in order to achieve the objectives of the Association.

### **Section 49. Membership Registration Committee**

1. A Membership Registration Committee shall be responsible for soliciting the new members and players, and maintain a membership roster and player roster.
2. The Membership Registration Committee, with the Treasurer, shall conduct the Registration of the Membership at the beginning of the season.

### **Section 50. Financial Audit Committee**

1. The Financial Audit Committee of at least three (3) members of the Association in good standing, exclusive of the Treasurer, shall audit the financial affairs of the Association annually.

### **Section 51. Coaches Committee**

1. A Coaches Committee, consisting of the Executive Officers of the Association, will be responsible for evaluating all Coach candidates for appointment by the Board of Directors.

### **Section 52. Grievance Committee**

1. A Grievance Committee shall be responsible for reviewing complaints against Association members, Coaches, Assistant Coaches, Officials, and disciplinary actions against any players on House or Travel Teams. The Grievance Committee shall make its recommendation for action to the Officers of the Association.
2. Meetings of the Grievance Committee are considered in Executive Session, and are closed to all others except those called by the Committee, or representatives specifically requested by the person against whom the grievance was called.
3. As provided by USA Hockey, the Grievance Committee shall meet and act on appropriate player misconduct penalties, and report their recommendations to the Board.
4. The Grievance Committee shall, within a reasonable period of time, make a written report of its actions and recommendations to the President of the Association for presentation to the Board.

### **Section 53. Equipment Chairman**

1. The Equipment Chairman shall be responsible for Association-owned equipment.

### **Section 54. Tournament Committee**

1. The Tournament Committee shall oversee the Tournaments conducted by the Association.

### **Section 55. Ad Hoc Committees**

1. Ad Hoc Committees shall be appointed by the President as the need arises.

## Rules and Regulations for Players

### Section 56. Player Eligibility

1. All players are eligible to play hockey in the Association with the consent of their parents or guardians. Players must meet the age requirements for each age division as established by USA Hockey.
2. Participation in Fund Raisers. All players will be required to participate in any fund raisers deemed necessary by the Association.

### Section 57. Player Fees.

1. All Travel and House players will be required to pay all the declared fees per classification. The registration fees will be due at the time of registration, but no later than December 15<sup>th</sup>. Written commitment to pay Travel fees will be made by December 15<sup>th</sup>, and all Travel fees will be paid by January 31<sup>st</sup>. Failure to do so may result in a player's removal from his/her team until the balance owed is paid.
2. The Treasurer and the Executive Committee will review any special circumstances for delayed payments beyond the stipulated dates which should come before the Board.
3. Parents of registrants who are aware of any special payment circumstances which should be considered by the Association, should inform the Association President, Treasurer or Chair of the Registration Committee at the time of player registration.
4. All special circumstances for payment to be considered must be presented to the Treasurer, in writing, by December 15<sup>th</sup> of the operating year.

### Section 58. Safety Equipment

1. All players are required to wear all safety equipment required by USA Hockey, Inc., for all practices and games. No exceptions shall be made.
2. Players shall wear helmets at all times when on the ice or on the bench during play of a game or practice.

### Section 59. Player Movement Between Age Divisions.

1. All players in both house and travel leagues shall play in their age division (mite, squirt, etc.) as defined by the regulations of USA Hockey for that operating year (season), unless special permission is given by an accepted motion from the Board of Directors, according to the following criteria:
  - a. Player movement down to a lower age level (i.e., PeeWee to Squirt) is not permitted by USA Hockey, and will not be condoned nor permitted by the Association, unless special permission is granted to that individual by USA Hockey or other State ice hockey authority, and subsequently approved by the Board of Directors.
  - b. Player movement up to a higher age level (i.e., moving a player from Squirt to PeeWee) will be allowed only if the following criteria are met:



## **Constitution of the New Hartford Youth Hockey Association**

- (1) The parents, or guardians, of the player, the Coach from his current team, and the Coach from the team the player wishes to move up to, agree to the movement.
  - (2) Movement of the player would not severely affect the competitiveness of the team on which he/she is currently playing either by numbers of players or competitive quality of the team.
  - (3) Upward movement of players is reserved for those exceptional situations involving a player of exceptional talent and capability where moving up to a higher level will represent the proper level of play for the child's current capability, regardless of the child's age.
  - (4) The parents, or guardians, and the Coaches from both teams make a presentation in writing to the Board of Directors stating their reasons for requesting the move in the manner described by the Board..
  - (5) At their option, the parents, or guardians, and the Coaches from both teams may make a personal presentation directly to the Board of Directors stating their reasons for requesting the move.
  - (6) The safety of the player, and that of the teams, shall be a paramount consideration.
  - (7) A guideline to be applied is: The player in consideration to be moved up to another age level must, in the opinion of both Coaches, and the Vice President of the respective league, be a dominant player on the team he would be leaving, and be capable of play at a substantially competitive level of play on the team to which he would be moved.
- c. Any member of the Board who has a child applying for movement within this policy shall abstain from voting for any of the player movement in that election. This is done to be fair to the general members who also cannot vote on that issue.

### **Section 60. Player Conduct**

1. While representing the Association during all Association functions, including home and away games, practices, fund raising activities, etc., all players shall refrain from violence, profanity, and illegal activities, and will abide by the rules and regulations of the New York State Amateur Hockey Association, USA Hockey, and the New Hartford Youth Hockey Association.
2. Good sportsmanship shall be required for all players in the Association. Players are expected to abide by the Constitution, By-Laws, and rules of the Association, and those of USA Hockey.
3. Any player who is found with alcohol, tobacco, or any illegal drug while involved in a New Hartford Youth Hockey activity will automatically be suspended until a hearing can be held by the Grievance Committee.
4. All players shall respect the property and facilities of the Town of New Hartford Recreation Center and the facilities of other hockey organizations, and refrain from willful or intentional destruction of said property and/or facilities.

### **Section 61. Parent Conduct**

1. At all Association Home and Away games, practices and Association events, parents of registered players in the Association shall act in a manner which is conducive to the goals and objectives of the Association, USA Hockey, and good sportsmanship.
2. Parents shall be responsible for their children and their children's actions in the locker rooms and in the Recreation Center and visiting facilities.

## **Constitution of the New Hartford Youth Hockey Association**

3. During Association Home and Away games, Parents shall show courteous respect to the game officials and their decisions. Parents should be mindful that their actions, and those of their children, are a reflection on our Association and our Community.
4. Parents of registered players in the Association are expected to volunteer their efforts and resources for the benefit of all Players and the Association. This includes participation in Association events, tournaments, and fund raising activities.
5. Parents are to provide their encouragement and support for their Team Coaches. Any issues of disagreement should be brought forth in a spirit of cooperation. Parents should respect the Coaches as volunteers, giving their time and skills for the benefit of all Players.

## **Rules and Regulations for Coaches and Assistant Coaches**

### **Section 62. Coach Eligibility, Conduct, Behavior and Responsibilities**

1. All Coaches and Assistant Coaches shall be volunteers and shall abide by the Constitution and By-Laws as established by New Hartford Youth Hockey Association, USA Hockey, and the New York State Amateur Hockey Association.
2. Coaches and Assistant Coaches of the Association shall be members of the New Hartford Youth Hockey Association by either being the parent or guardian of a registered player in the Association, or paying the membership fee as may be provided in these by-laws.
3. The position of Coach is an important one and carries with it the responsibility to portray a proper role model for the players on their teams and in the Association.
4. Coaches and Assistant Coaches shall be ever mindful that they are responsible for the equal development of all players on their team.
5. All Coaches and Assistant Coaches shall conduct themselves at all times in a sportsmanlike manner.
6. Coaches shall not use abusive, threatening, or demeaning language or actions toward any players of the Association during games, practices, or any Association activities.
7. Physical or verbal abuse of a player by Coach will not be tolerated by the Association and may be grounds for dismissal of that Coach following an appropriate investigation and hearing.
8. Corporal punishment of a player or inappropriate physical contact with a player by any Coach or member of the Association is not allowed and is prohibited by the Association.
9. Any person who has been legally convicted in a court of law of sexual or physical abuse of a child shall disqualify him/herself from holding a coaching position in the Association. The Board shall not knowingly appoint such a person to a coaching position or any position where said person may come into contact with children of the Association.
10. Coaches and Assistant Coaches shall train players to the best to their ability and shall refrain from name calling, profanity, and humiliating players.

## **Constitution of the New Hartford Youth Hockey Association**

### **Section 63. Coach Certification**

1. Coaches and Assistant Coaches shall be knowledgeable about the rules and regulations governing amateur ice hockey, and shall be certified as designated by the USA Hockey Coaching Achievement Program.

### **Section 64. Selection of Travel Team Players**

1. Coaches and Assistant Coaches, supervised by the Vice President - Travel shall be responsible for the selection of Travel team members after a minimum of four (4) practice sessions have been held.
2. All Travel Coaches shall be encouraged to confer with other Coaches knowledgeable in the ability of those players seeking a position on the Travel teams.

### **Section 65. Equal Ice Time for House League Players**

1. Coaches and Assistant Coaches shall allow all players in House League practices and games, equal ice time as much as possible in accordance with recreational league play.

### **Section 66. Division of House Teams Within an Age Division**

1. Should there be enough players to field two or more teams for an age division (i.e., PeeWee, Squirt, etc.) within the House League, the division of the players shall be done in such a manner as to ensure, as much as is possible, equal division of the players into teams of equal playing capability and competitive level. The procedure for dividing players among the House teams within any age level shall be according to Board-approved procedure.
2. Division of said players shall be done by the Head Coaches of the respective teams, supervised by the Vice President - House. The procedure for such a division shall be reported to and approved by the Board of Directors
3. Players transferring to the House League from the Travel League after the selection of the Travel teams in any season, will be assigned to teams by joint review and decision of the Vice President - House, and the Head Coaches of the respective House teams. Such assignments will be made taking into consideration the number of players on the respective teams and their level of competitiveness to each other at the time of said transfer.

### **Section 67. On Ice Discipline**

1. Coaches and Assistant Coaches shall maintain discipline for players during practices and games.
2. Coaches and Assistant Coaches have complete authority to remove from the ice, during a game or practice, any player who is acting in a manner which jeopardizes the safety of the other players, or who acts in an unsportsmanlike manner, or who refuses to follow the directions of the Coaching staff.
3. Corporal punishment of a player, or punishment which purposely demeans a player is strictly prohibited.

### **Section 68. Application for Coaching Positions**

1. Coaches and Assistant Coaches shall apply in writing to the President by June 1<sup>st</sup> for the current calendar year. The Board of Directors shall appoint Travel Coaches within 45 days, or at other such time as may be directed by action of the Board of Directors.

## **Constitution of the New Hartford Youth Hockey Association**

### **Section 69. On Ice Responsibility**

1. A Coach or Assistant Coach must be present each time a team is on the ice at all practices and games.

## **Officials - Referees, Linesmen, Scorekeepers, Timekeepers, etc.**

### **Section 70. Major Officials**

1. Major Officials are the Referees and Linesmen and are selected by the Referee-in-Chief.

### **Section 71. Minor Officials**

1. Minor Officials are the positions of Scorekeeper, Timekeeper, Penalty Box officials, and Goal Judges.

### **Section 72. Behavior, Conduct and Responsibilities**

1. All major and minor Officials shall abide by the Constitution and By-Laws as established by the New Hartford Youth Hockey Association, USA Hockey, and the New York State Amateur Hockey Association.
2. The Referee/Linesmen (major Officials) for each game have authority over the conduction of the game and over the conduct of the Minor Officials who serve at the discretion of the Major Officials at that game. Minor Officials must refrain from open disagreement with or harassment of the Major Officials, and must conduct themselves at all times in a sportsmanlike manner.
3. All Officials (major and minor) shall be knowledgeable about the rules and regulations governing amateur ice hockey. All Referees and Linesmen must comply with USA Hockey certification procedures as is appropriate for their level.
4. All volunteer Officials shall be subject to approval and dismissal by a majority vote of the Board of Directors.

### **Section 73. Official Compensation**

1. Major Officials (Referees and linesmen, only) may be compensated for some game expenses for special travel team games, tournament games, and sectional games as budgeted and determined by the Board of Directors.

### **Section 74. Referee-in-Chief**

1. The Referee-in-Chief shall be responsible for coordinating the functions of all the Referees, Linesmen, and for their conduct.

## **Constitution of the New Hartford Youth Hockey Association**

### **Parliamentary Authority**

The rules contained in the current edition of The Scott, Foresman ROBERT'S RULES OF ORDER, NEWLY REVISED, shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules or order the Association may adopt.

### **Articles of Incorporation**

In the event the Association shall be declared inoperable, all hockey equipment owned by the Association shall become the property of the New Hartford Central School system, as prescribed under the original articles of incorporation.

### **Policies & Procedures**

#### **Section 75. Policy & Procedure Manual**

The Secretary of the Association shall cause to keep a separate listing, from the minutes of the Board meetings, of all Board approved actions which govern Association Policy or Procedure. These Policies or Procedures shall be appropriately indexed according to topic for proper reference (i.e., Player Movement, Registration, Team Selection, etc.), and kept as a part of the permanent records of the Association.

### **Amendments**

Unless otherwise stated within the Constitution and By-laws, these By-Laws can be amended at any regular meeting of the Association by a two-thirds vote of the membership present, provided that the amendment had been submitted in writing to the Board of Directors thirty (30) days prior to the meeting.

The By-Laws, and/or any amendments thereto, shall take affect at the beginning of the new operating year of the Association following their adoption by the Membership, unless specifically cited otherwise in the By-Laws or amendment.

