

Lynchburg Youth Hockey Bylaws

BY-LAWS

Article 1: ORGANIZATION NAME

Section 1: The organization shall be known as Lynchburg Youth Hockey (LYH). Lynchburg Youth Hockey will hold activities at LaHaye Ice Rink, on the campus of Liberty University, Lynchburg Va. Lynchburg Youth Hockey's mailing address shall be P.O. Box 10471 Lynchburg Va 24506. Lynchburg Youth Hockey may also Do Business As (DBA) Hill City Coyotes.

Section 2: LYH is organized and operated to provide the children of Lynchburg Virginia, instruction in the sports of hockey and ice skating; to participate in competitive ice hockey league play; to teach athletic skills, sportsmanship and good citizenship; to be the affiliate ice hockey organization of USA Hockey, Inc. and to do and perform any and all activities necessary to carry out this purpose consistent with the General Laws of Virginia and the Internal Revenue Code.

Section 3: LYH is a 501(c)(3) non profit designated organization.

Section 4: LYH is an affiliate member of USA Hockey, Inc. and shall at all times follow their rules and regulations.

Article 2: PURPOSE AND OBJECTIVES

Section 1: The purpose of LYH shall be:

- A. to foster interest in athletics and principally in recreational and competitive ice hockey and skating;
- B. to provide a means of promoting the development of ice hockey in the City of Lynchburg; and
- C. to provide a safe and fun environment that helps participants develop hockey skills, teamwork, and a knowledge and love of the game.

Section 2: The objectives of LYH shall be:

- A. to emphasize good sportsmanship and the spirit of fair play;
- B. to teach respect for the authority of all team, game and league officials, as well as for coaches, teammates and opponents; and
- C. to abide by the Zero Tolerance policies of USA Hockey for players, coaches, parents, spectators, officials, and administrators.

Article 3: GENERAL MEMBERSHIP

Section 1: All parents/legal guardians of players, coaches and volunteers in LYH are considered voting members of the organization for the purpose(s) of electing officers and board members. Families are entitled to one vote per registered player. Coaches and volunteers participating with LYHA and registered with USA hockey, without participating children are entitled to one vote.

Section 2: Two-thirds vote of the Executive Board or of an appointed Disciplinary Committee is necessary to terminate or suspend any member for cause after notice and hearing. Cause may include violation of LYH By-Laws, or USA Hockey By-Laws, Rules and Regulations and playing rules, Zero Tolerance policies, or violation of any agreement, rule or practice properly adopted by the organization or for any other conduct prejudicial to the interest of the organization.

Section 3: Members may attend all open session portions of regularly scheduled monthly meetings of the Association.

Section 4: Members may recommend policy matters, rules and regulations that would enhance the achievement of the purpose and objectives of this organization.

Article 4: BOARD OF DIRECTORS

Section 1: Membership

- A. The Association shall be governed by an executive committee including President, Vice-President, Secretary, Treasurer and Head of Coaches.
- B. The voting members of the Board of Directors shall be made up of executive committee and other board positions as appointed by the Executive Committee.
- C. At the Annual spring parents meeting, the board shall present the general membership with a list of board positions to be filled and the names of candidates running for those positions. The election process shall run for a period no shorter than 15 days following the spring meeting.

Section 2 Powers and Duties

- A. The Board of Directors is responsible for proposing, establishing, and implementing suggestions that would benefit the management of LYH, and for proposing local rules for the program
- B. The Board has the authority to remove from office any member of the Board of Directors, any coach, assistant coach, team manager, player or other member by a two-thirds (2/3) vote, for violation of these By-Laws, league rules, USA Hockey rules and regulations after notice and hearing.
- C. The Board shall appoint any necessary committees and roles that may be required to fulfill the functions of the LYH.

- D. The Board shall approve the leagues in which teams participate, as well as all tournaments, overnight trips and special teams.
- E. The Board shall set the cost per player at all levels, including registrations, practice ice and league games.
- F. The Board will issue an organizational chart to include:
 - 1. Board Membership
 - 2. Board Membership assignments
 - 3. Organizational Structure
 - 4. Special Assignments
- G. The Board of Directors shall provide a financial report from the Treasurer that shows all income and expenses of the Association for the previous season, including the current balances in all checking and investment accounts at the annual meeting.

Section 3: **Vacancy**

If a vacancy occurs on the Board for any reason, the remaining Board of Directors may fill the vacancy(ies) from an alternate(s) or general membership. The appointment will be for the remainder of the current season only and the position will be subject to election at the next Annual Meeting to fulfill the remaining term.

Section 4: **Attendance**

- A. Members of the Board of Directors are expected to attend all business meetings of LYH and carry out faithfully any obligations that they undertake in connection with any particular Association activity.
- B. Any board member who misses three (3) consecutive regular meetings without notifying the Secretary or the President or misses a total of six (6) meetings with or without reason shall be terminated from the Board of Directors unless he/she was attending to some other LYH business.

Section 5: **Quorum of the Board**

A majority of the members of the Board of Directors shall be necessary to constitute a quorum of the Board in order to conduct the business of the Board.

Section 6: **Voting**

Anytime normal business by the board requires a vote, that item shall require a majority vote of the board members in attendance to pass. A first and second will be required prior to a vote. If there is a tie vote, a vote will be taken by the full Executive Committee. A majority vote of the Executive Committee is then required to pass the agenda. If (for reason of a vacant position on the Executive Committee) there is still a tie vote, the President will have the authority to pass or deny the item. Proxy votes shall be allowed. A proxy vote must be in written form and provided and signed by the designee to the designated voter prior to the

meeting in which the vote is intended for use. The proxy vote must also include the subject matter in which each designated vote is intended.

Article 5: EXECUTIVE OFFICERS DUTIES

Section 1: Duties

- A. **President:** He/She shall be responsible for preserving the purpose and objectives of LYH. The President shall supervise the Association's affairs and activities, shall be Chairman of the Board of Directors and shall make an annual report on his/her activities to the membership at the annual meeting. The President, or such other officers as he/she may designate in writing, shall have the power to make and execute for and in the name of the Association contracts that have received the prior approval of the Board.
- B. **Vice President:** In case of absence or disability of the President, provided he/she is authorized by the Board to act, the Vice-President shall perform the duties of the President, and when so acting, shall have all the powers of the office.
- C. **Secretary:** The Secretary shall be responsible for recording the activities of the Association and maintaining appropriate files, mailing lists and necessary records. He/She shall perform such duties as are herein specifically set forth, and all such other duties as are customarily incidental to the office of Secretary or as may be assigned to him/her by the Board of Directors. He/She shall maintain a list of all Directors, Committee Members and Registrants. He/She shall give notice of all meetings of the Association, Board of Directors and Committees.
He/She shall keep the minutes of the meetings of the Board and Executive Board and cause them to be recorded in a book kept for that purpose. He/She shall conduct all correspondence not otherwise specifically delegated in connection with said meetings and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed. He/She shall notify Directors, Officers and Committee members of their election or appointment. He/She shall take attendance and record voting at all meetings. The Secretary shall be responsible for completing necessary documents in accordance with state and non-profit reporting requirements. In the event the President and Vice President are unable to fulfill duties of the board, the secretary shall perform the duties of the President, and when so acting, shall have all the powers of the office.
- D. **Treasurer:** The Treasurer shall perform such duties as are customarily incidental to the office of Treasurer or as may be assigned to him/her by the Board. He/She shall receive any and all monies and deposit same as depository approved by the Board. The term of Treasurer will be extended to the 30 days after Annual Meeting in order to facilitate the smooth transition of the financial management of

the Association and to assure the completion of the necessary tax forms required by LYH and shall report in detail as directed by the Board on the financial conditions of the Association. The treasurer shall prepare monthly financial reports to present to the board at the the monthly board meetings during the season. These reports shall be audited by the President or Finance Committee at the beginning, mid, and end of the year. The treasurer shall prepare a financial report for the Board of Directors to present to the general membership at the annual meeting. These reports shall contain all income and expenses of the Association for the previous period, including the current balances in all checking and investment accounts. In the event the President, Vice President and Secretary are unable to fulfill duties of the board, the treasurer shall perform the duties of the President, and when so acting, shall have all the powers of the office.

E.Head of Coaches:The Head of Coaches shall serve as the conduit of communication between the Board of Directors, Coaches Committee, and Coaching volunteers. He/she shall chair a Coaches Committee, hold regular meetings, and report updates/concerns to the Board of Directors. He/she shall identify, cultivate, and support all coaches. To include: submitting a roster of coaches for all levels of hockey (Travel U6 thru U18 and House Programs) to the Board of Directors prior to the start of each season, documenting coaching requirements/credentials for all LYH Coaches, ensuring all coaches meet minimum coaching requirements and are equipped to minimum specifications when on ice, coordinate with USA Hockey for CEP training courses, and mentor new coaches on LYH Team and/or House Program specifics. He/she shall be the liaison to the league (Carolinas Hockey League), participating in pre-season league meetings, communicating to the league LYH's intended list of participating teams, and ensuring all LYH teams participating in league play submit and receive certification of rosters prior to the start of league play and submit hosting CHL game scoresheets. He/she shall prepare a seasonal ice requirement for all LYH Teams and House Programs, ensuring equitable distribution of ice time for all hockey programs throughout the season, and present this recommendation to the Board of Directors prior to season start. He/she shall foster player development by promoting a USA Hockey based coaching model at each age level of play, promote a coaching environment that is player focused, and develop a communication model which mentors coaches on proper parent/player communication and the importance of the Coach as a mentor and role-model.

Article 6: ELECTION OF OFFICERS AND BOARD MEMBERS

Section 1: A nomination committee of two to three (2-3) members shall be appointed by the President. The nomination committee shall solicit candidates for open board positions prior to the annual spring meeting. The nomination committee will present the board with a list of candidates nominated and their recommendations. The board will vote on a list of candidates to be placed on the election ballot and

present this list to the general membership at the annual spring meeting. The nomination committee will then hold elections via internet voting for a period of no less than 15 days.

Section 2: All board members shall be elected by a simple majority vote of the membership to a three (3) year term and shall take office at the conclusion of the voting period following the annual meeting. Any vacancy or vacancies occurring between annual meetings may be filled by the Board of Directors by an alternate(s) or through the general membership. An alternate is a member nominated at the previous annual meeting, but who was not elected by the general membership. At the next annual meeting, the vacated and so filled position is open to election for a one (1) or two (2) year term as appropriate.

Section 3: The Executive Officers will be elected for staggered two (2) year terms. The President, Treasurer and Head of Coaches will be elected during the annual election and will serve concurrent terms. The following year, at the annual election, the Vice President and Secretary will be elected to a two (2) year concurrent term.

Section 4: Board members are eligible for reappointment to three (3) consecutive three (3) year terms. Upon completion of three (3) terms, a member is eligible for re-election after one (1) year.

Section 5: Officers are eligible for re-election to four (4) consecutive two (2) year terms.

Section 6: Potential and current officers and board members may be denied the opportunity to run for a board position or asked to relegate their current board seat if a majority board vote agrees that the individual has a conflict of interest.

Article 7: MEETINGS

Section 1: Business meetings of the Association shall be held a minimum of once a month, with the exceptions of the Summer Months of May, June and July, and business shall be conducted in accordance with generally accepted parliamentary procedures.

Section 2: Special meetings may be called by the President at any time or upon written request from at least three (3) members of the Board of Directors to the President. If the President calls a special meeting to consider a specific subject, no business other than that specified in the notice of the meeting shall be transacted.

Section 3: The annual meeting shall be held in March or a date agreed upon by the discretion of the Board of Directors.

Section 4: Business of the Association may be held in person, by conference call or through email. Electronic voting may be conducted by the Board of Directors and/or the Executive Committee following generally accepted parliamentary procedures.

Article 8: OFFICIAL COLORS And LOGOS

The official colors and logos will be selected by the Board of Directors

Article 9: FINANCIAL POLICY

Section 1: The Board of Directors shall decide all matters pertaining to the financing of the Association and it shall be the permanent policy to place all income in a common Association treasury, directing the expenditure of same in such manner as will give no individual or team an advantage over the others as to equipment, ice facilities or financial assessments.

Section 2: Cash Accounts

The Treasurer shall manage all bank accounts. In the event of the Treasurer's absence, the President shall manage all bank accounts.

Section 3: Ownership of Assets

- A. This being a non-profit organization, the ownership of assets rests with the current membership.
- B. Dissolution of the Association shall require that a motion to dissolve be brought before the Board for a vote. A two-thirds (2/3) vote of the Board shall be required before the motion to dissolve is presented to the membership for a vote.
- C. To effect dissolution of the association, these by-laws must be rescinded by a two-thirds (2/3) vote of the association membership in attendance. All members must be given at least fourteen (14) days notice of either the meeting called for the purpose of voting on the dissolution, or any other means used to solicit a vote from the membership on the dissolution. The meeting notice should detail the purpose, time and place of the meeting.
- D. In the event of dissolution, all net assets of the association shall be donated to one or more non-profit organizations to be recommended by the Board currently in office and voted by two-thirds (2/3) of the attending members at the time of dissolution.

Section 4: Contributions

The Board shall not permit the contributions of funds, goods and services from either private or public sources or property to an individual team or group, but shall solicit for the common treasury of the Association, thereby discouraging favoritism and endeavoring to equalize the benefits of the Association.

Section 5: For the purpose of conducting the association's activities, the fiscal year shall be from July 1 to June 30 of each year.

Article 10: SPECIAL ASSIGNMENTS AND RESPONSIBILITIES

Section 1: The President will delegate special assignments and responsibilities to individual Board members. These assignments will include individual needs that arise for the club throughout the season or beyond. Approval of assignments requires a majority vote of the board of directors.

Article 11: ELIGIBILITY

Section 1: All teams participating in the LYH program must be registered with USA Hockey, Inc and paid dues established by the board of directors to be eligible. Official registered copies of team roster(s) are to be maintained on file by LYH.

Section 2: The Board of Directors may rule any player ineligible to play who has not met their financial obligation to LYH.

Article 12: TEAMS AND COACHES

Section 1: Team Organization

- A. **Head Coach:** The Head Coach is responsible for the team's activities, staying within the framework of the By-Laws of the Association as determined by the Executive Committee. The coach may not enter additional leagues, tournaments or incur additional expenses without the approval of the Executive Board.
- B. **Assistant Coach:** The Assistant Coach shall work under the direction of the Head Coach and fill in as the head of the team when the Head Coach cannot be present.
- C. **Team Manager:** The team manager will be responsible for the administration of the team including keeping of ice and game records, team registrations, schedules, and assisting in publicity functions for the team. The manager may be a player's parent/guardian.

Section 3: **Appointment of Coaches:** Each year, the Head of Coaches shall solicit applications for coaching positions for the following year and appoint coaches before the start of tryouts for the following season. The Head of all Coaches shall submit the names of their head coaches before the start of tryouts for the next season for the Board of Directors approval. Each team may have a maximum of four (4) rostered coaches and/or team managers

Article 13: AMENDMENTS

These By-Laws may be amended by two thirds majority vote of the Board of Directors upon submission of the proposed amendment in writing to the full Board of Directors at any regularly scheduled or specially called meeting between the end of the season and the beginning of the following season, thereof with the vote to adopt or refuse such amendment being taken at the next subsequent scheduled meeting of the Board of Directors.

Article 14: SEXUAL AND PHYSICAL ABUSE POLICY

It is the policy of the Lynchburg Youth Hockey Association that there shall be no sexual and/or physical abuse of any minor participant involved in or associated with any and all activities organized and sponsored by Lynchburg Youth Hockey by its officers, directors, employees, members or independent contractors.

Sexual abuse of a minor participant shall be deemed to occur when an officer, director, employee, member or independent contractor touches a minor participant for purpose of causing the sexual arousal or gratification of either the minor participant or the officer, director, employee, member or independent contractor. Sexual abuse of a minor participant also occurs when a minor player touches an officer, director, employee, member or independent contractor, for the sexual gratification of either the minor participant or the officer, director, employee, member or independent contractor, if the touching occurs at the direction, request or with the consent of the officer, director, employee, member or independent contractor.

Physical abuse shall be deemed to occur when an officer, director, employee, member or independent contractor has physical contact with a minor participant that intentionally causes or intentionally creates a threat of immediate bodily harm or personal injury. Physical abuse shall not include physical contact that is reasonably designated to coach, teach or demonstrate a hockey skill or technique. Conduct may included, but is not necessarily limited to, shooting pucks at a goaltender, demonstrating checking and other hockey skills and communicating with or directing participants during the course of a game or practice, by touching him/her in a non-threatening, non-sexual manner.

It shall not be a defense to a complaint of sexual or physical abuse that the participant consented, that his/her age was unknown or mistaken or that the act did not take place at a hockey function.

It shall be the policy of Lynchburg Youth Hockey to refer all complaints of such sexual and/or abuse to the appropriate governmental authorities. Lynchburg Youth Hockey may, in its discretion, initiate administrative action against the individual complained of, pursuant to the application sections of its Constitution and By-Laws and may permanently ban or suspend said individual from Lynchburg Youth Hockey if the allegation is proven to be true.

Article 15: ZERO TOLERANCE

Section 1: LYH will adhere to the Zero Tolerance Policy for players, parents, spectators, coaches, and administrators.

Section 2: LYH requires all parents and players to sign the Parent and Player Codes of Conduct at the time of registration and to abide by the rules of the Code of Conduct Agreements. A

parent or guardian may sign the Player Code of Conduct for a young child, but must initial the form declaring that they assume responsibility for ensuring that the Code of Conduct is reviewed with their child.

Section 3: Failure to abide by the Zero Tolerance policy and Codes of Conduct may result in the removal of a member from the LYHA program.

Article 16: INDEMNIFICATION

The organization hereby consents and declares that each officer, member of the Board of Directors, and members of committees and all elected or appointed officials in any capacity shall be deemed to have assumed office on the express understanding, agreement and condition that each one of them and his heirs, successors and assigns and executors and administrators respectively shall from time to time and at all times be indemnified and saved harmless from and against all liabilities, judgment, costs, charges and expenses whatsoever which such member may sustain or incur in any action, suit or proceedings brought or commenced against him for and in respect of any act, deed, matter or thing made, done or permitted to be done by him in the execution of the duties of his office and also from and against all other costs, charges and expenses which he sustains or incurs in or about or in relation to the affairs thereof, except that which is occasioned by his willful and intentional neglect or default.

Article 17: GRIEVANCES

Any member aggrieved by the actions or conduct of any officer, director, coach, fellow member or player may request in writing a hearing before the Board of Directors which shall take action it deems appropriate consistent with these By-Law's and which shall report its findings and said action to the membership.

Article 18: COMPLETENESS

These By-Laws adopted by vote of the Board of Directors on the date written below is the sole document governing the operation and management of the organization and any and all earlier documents, policies etc. are hereby superseded with the adoption of these By-Laws. Adopted 7-30-18.