

NON-PROFIT CORPORATE BY-LAWS

DEER LAKES HOCKEY CLUB

Adopted: _____

Article 1: Name

The name of the association shall be “Deer Lakes Hockey Club”, referred to in these By-Laws as “DLHC”.

Article 2: Objective/Purpose

The purpose of this non-profit organization is to provide an opportunity for children in townships composing Deer Lakes School District, or those children who do not have a school affiliated ice hockey association; to play competitive ice hockey under the auspices of Deer Lakes High School, and its associated governing bodies; to develop ice skating and hockey skills; to promote social relationships among its members; and to engender community spirit and interest in ice hockey and encourage scholastic achievement.

DLHC is a Pennsylvania Domestic Nonprofit Corporation recognized by the IRS as tax exempt under Section 501(c)(3) of the United States Internal Revenue Code.

Article 3: Affiliation

The association shall be affiliated with Pennsylvania Interscholastic Hockey League (“PIHL”), Mid American Hockey District, and USA Hockey and shall be bound by the rules of these organizations.

Article 4: Membership

Section I: Definition

1. The membership shall consist of:
 - a. Member Family – The parent(s) or legal guardian(s) of any child(ren) who participates in one or more of the DLHC Teams or Programs.
 - b. Player Member – Any player candidate meeting the criteria set forth by the governing bodies of DLHC, and properly registered with DLHC.
 - c. Other Member - Any person sincerely interested in active participation for the organization. Includes non-compensated Coaches not covered under a Member Family.

Section II: Rights and Responsibilities

1. Each Member Family in good standing will be entitled to one (1) vote at meetings defined in Article 7; Sections II and IV.
2. To maintain membership, Members must maintain a status of good standing within DLHC. Non-compensated Coaches and Assistant Coaches will also be Members of DLHC. The Board of Directors ("Board"), Coaches, Assistant Coaches and Team Managers shall be of high moral character.
3. Player Members must maintain a status of good standing within DLHC.
4. To maintain good standing in DLHC each member must:
 - a. Be current in all dues and fees required by DLHC.
 - b. Actively meet volunteer participation requirements as set forth annually by the Board of Directors.
 - c. Have not been sanctioned, fined or faced disciplinary actions by DLHC, or any of the affiliated governing bodies.
5. Code of Conduct:
 - a. Members are expected to provide encouragement and support for their team and Coaches.
 - b. Members are expected to know the current DLHC team rules, support the officials and display good sportsmanship.
 - c. Members will agree to not be critical of the hockey program, coaches, referees, other teams, other DLHC players, Board members or governing hockey officials.
 - d. Members must be role models for sportsmanship, teamwork and self-control.
6. It is the Member's responsibility to provide written or electronic communication for any stated issues. The Board will take action as it deems appropriate.

Article 5: Fiscal Year, IRS Filing, Books/Records, File Retention

Section I: Fiscal Year

The fiscal year is to begin the first day of June and end the last day of May.

Section II: IRS Filing

1. DLHC will be required to file some type of Form 990 at the end of each fiscal (tax) year. . Form 990 (or equivalent) is due every year by the 15th day of the 5th month after the close of the tax year.
2. If gross receipts are \$50,000 or less, annual reporting can be satisfied by electronically submitting Form 990-N
3. If gross receipts are greater than \$50,000 but less than \$200,000 and total assets are less than \$500,000, then Form 990-EZ should be used.
4. If gross receipts are \$200,000 or more or total assets are \$500,000 or greater, then Form 990 will need to be used.
5. DLHC will follow any IRS filing changes.

Section III: Books and Records

DLHC shall keep correct and complete books and records of account and shall keep minutes of the proceedings of all meetings of its Board of Directors, a record of all actions taken by Board of Directors without a meeting, and a record of all actions taken by committees of the Board. In addition DLHC shall keep a copy of its Articles of Incorporation and Bylaws as amended to date.

Section IV: File Retention

1. Corporate Documents – include the Articles of Incorporation, By-Laws and IRS Form 1023 and Application for Exemption. These records should be retained permanently. IRS regulations require that the Form 1023 be available for public inspection upon request.
2. Tax Records – include, but may not be limited to, proof of contributions made by donors, accounting procedures, and other documents concerning revenues. Tax records should be retained for at least seven (7) years from the date of filing the applicable return.
3. Board and Board Committee Materials – Meeting minutes should be retained in perpetuity in the DLHC minute book. A clean copy of all other Board and Board Committee materials should be kept for no less than three (3) years.
4. Banking and Accounting – Accounts payable ledgers and schedules should be kept for seven (7) years. Bank reconciliations, bank statements, deposit slips and checks (unless for important payments and purchases) should be kept for three (3) years.

Article 6: Seasonal Year

The seasonal year is to begin the first day of September and end the last day of March.

Article 7: Meetings

Section I: Rules of Order

All meetings shall be conducted in accordance with “Robert’s Rules of Order, Revised”.

Section II: Annual Meeting

The annual meeting of the association shall be held at least once per year, at a time and place as designated by the President. The annual meeting shall be open to all members of the association. The membership shall be given by President at least three (3) weeks’ notice of the time and location of the meeting. The purpose of the meeting shall be:

1. Activities pursuant the election of officers and new members of the Board of Directors for the ensuing term of office. See Article 8, Section IV: Election of the Board
2. The vote on amendments to the By-Laws.
3. A written financial report for the year shall be presented to all of its members.

Section III: Board of Director's Meetings

1. The Board of Director's shall meet a minimum of six (6) times per calendar year. Dates and times will be determined and members will be given a minimum notice of two (2) weeks before the meeting.
2. A quorum of five (5) Board members (not including the President) is needed to conduct business. When a quorum is present, a majority vote shall be sufficient to pass a motion unless otherwise specified in these By-Laws. The President will vote only if there is a tie.
3. Monetary Disbursements shall require a majority vote of all voting Board members.
4. All Board of Director's meetings shall be open to the general membership, except when the Board of Directors is in executive session. The Board may enter into executive sessions at the request of any officer to discuss business, which does not affect the general membership, i.e. nonpayment of membership or action concerning an individual member.
5. Any association member can request a meeting with the Board to be held in executive session, but this request must be in writing at least 24 hours prior to the requested meeting, the subject of the meeting must be specific to the individual only and not the general membership.

Section IV: Special Membership Meeting

A special meeting of members may be called at any time by the President, or upon written request signed by at least three (3) members of the Board. Due notice of a special meeting, showing the purpose thereof, shall be given to the membership electronically or in writing not less than ten (10) days prior thereto.

Section V: Limitation of Discussion

Each Member shall be permitted to speak on each subject up to five (5) minutes. This rule may be waived by the President by an appropriate motion from any Board Member.

Article 8: Board of Directors (Board)

Section I: Rights and Responsibilities

1. The affairs of DLHC shall be managed by its Board who shall be members of DLHC and who shall be elected as Officers.
2. The business of DLHC shall be managed and controlled by a Board of ten (10), consisting of seven (7) Officers, two (2) Director positions appointed by the Board, and the Immediate-Past President.
3. The Board shall retain the authority to take appropriate action in response to written or electronic complaints to enforce the Code of Conduct.

Section II: Positions and Terms

1. The Board shall consist of the following:
 - a. Officers (Elected; voting)
 - i. President (voting only in the event of a tie)
 - ii. Vice-President Business Operations
 - iii. Vice-President Hockey Operations
 - iv. Secretary
 - v. Treasurer
 - vi. Registrar
 - vii. Governance Representative
 - b. Directors (Board appointed; voting)
 - i. Equipment
 - ii. Fundraising
 - c. Immediate Past President (Not elected; non-voting)
2. The President shall be the Chairperson of the Board
3. Each elected Board position shall be for a two (2) year term with staggered terms as follows:
 - a. President, Vice-President Hockey Operations, Treasurer and Registrar – elected in even numbered years
 - b. Vice-President Business Operations, Secretary, and Governance Representative – elected in odd numbered years.

Section III: Compensation

The Board shall not receive any monetary compensation for their services as Officers but may be reimbursed for necessary approved expenses.

Section IV: Election of the Board

1. The President shall be responsible for administering the nomination process.
2. The President will solicit nominations for each open Board position from the membership. This slate of nominees will then be presented to membership. It is recommended that a nominee for President previously have served a minimum of a one (1) year term as a Board member in any capacity, or have similar experience.
3. The same person cannot serve multiple voting positions nor can multiple members of the same Member Family serve as President and Treasurer.
4. A ballot will then be prepared from all the nominees. Ballots will be distributed to all active DLHC Member Families in good standing around the time of the Annual Meeting. Ballots may be distributed in paper format or electronically.
5. The new Board will assume their duties at the conclusion of the voting process, but no later than the beginning of the Fiscal Year as defined in Article 5, Section I: Fiscal Year.
6. In the event that a nominee runs unopposed for a Board position, that nominee will be deemed the winner. In the event all nominees for a particular election run unopposed, in addition to all of them being deemed the winners, the need for an actual ballot election shall be waived.
7. If no nominations are received, the new Board will appoint a Member to the vacant position.
8. Proxy votes are not acceptable.

Section V: Vacancies

Upon vacancy of any Officer position during an active term, the Board may appoint an existing Board Member or an active Member in good standing to fulfill the remainder of the term of the vacated Officer's position.

Section VI: Removal

1. The Board must receive a written report concerning the questionable actions of any Officer or Director.
2. The Board will investigate documented grievances.
3. The Board will reply, in writing, to the grievant concerning its findings.
4. Should removal action be deemed necessary by the Board, the Officer or Director will be given the opportunity to resign his/her position or be heard at the next membership meeting.
5. Removal will be per Article 7, Section III: #2.

Article 9: Duties of the Board

Section I: President

The duties of the President are:

1. To set the time and place of all membership meetings.
2. To preside over all Board meetings using "Robert's Rules of Order, Revised" as a guideline.
3. To serve as Chairperson of the Board.
4. To see that DLHC operates within the By-Laws.
5. To authorize emergency payment of bills and other expenditures which necessitate action between Board meetings with approval of Vice-President and Treasurer.
6. Community Relations.
7. To direct communication and deal with local media and officials to increase public awareness and participation in DLHC.

Section II: Vice-President Business Operations

The duties of the Vice-President Business Operations are:

1. To assume the duties of the President in his/her absence, in an emergency or as otherwise assigned.
2. To automatically become President, if for any reason the office of President becomes vacant, until the vacancy is filled per Article 8; Section VI of these By-Laws.
3. To appoint all committee chairpersons upon his/her installation or other chairpersons as needed.
 - a. To periodically meet with chairpersons to ensure chairpersons are keeping detailed records of each committee action or fundraising effort, including individual team member's participation and transmission of funds to the Treasurer.
 - b. To coordinate reports to the membership, either via the chairperson or on the chairperson's behalf, regarding the status of each committees' actions or gross and net profits of each fundraiser.
4. Promote or oversee the promotion of DLHC through positive marketing, events, member recruitment, and activities, including the use of traditional and electronic (social) media.

Section III: Vice-President Hockey Operations

The duties of the Vice-President Hockey Operations are:

1. To develop and communicate the training system and methodology to be incorporated for each team as appropriate for each age/skill level.
2. To recommend Head Coach, Assistant Coach(es), and Team Managers for each team.
3. To manage and hold periodic meetings for coaching staffs.
4. To evaluate Coaching staff annually.
5. To coordinate and administer the DLHC tryout process.
6. To manage the inventory of all equipment (i.e.; jerseys, pinnies, pucks, water bottles, etc.) and to seek the best quality at the best price for all new purchases as directed by the Board. This includes coordinating all equipment procurement requirements and distribution activities with the Equipment Director.
7. To maintain regular reports and communication as directed by the Board.
8. To oversee any individual serving in a volunteer capacity as Equipment Director.

Section IV: Secretary

The duties of the Secretary are:

1. To record minutes of all DLHC Board meetings, all DLHC membership meetings, any special meetings and meetings of any other Executive Committee that may be established.
2. To notify the membership of meetings as defined in By-Laws.
3. To acquaint prospective and new members with DLHC policies.
4. To keep an up-to-date roster of players and members and provide a copy to each player/member.
5. To become temporary presiding Officer in the absence of the President and Vice-President Business Operations.
6. To keep on file a copy of the By-Laws and amendments and to make available to the various Board members and/or Board appointed committees, any DLHC records or documents that are necessary for the performance of their duties.
7. To take roll call of the Board and attendance of members at each meeting.
8. To provide to incoming Board members a copy of the duties of each elected position within two (2) weeks of their election.
9. To provide Board members with copies of meeting minutes within two (2) weeks of conclusion of meetings.
10. To possess knowledge of Microsoft Word or similar computer software as well as email correspondence.

Section V: Treasurer

The duties of the Treasurer are:

1. To keep current DLHC financial records and provide a written report at each Board and Membership meeting.
2. To maintain records of the DLHC checking account and any other bank account of DLHC.
3. To enforce established DLHC payment policies and alert the Board of any delinquent accounts.
4. To deposit all funds of DLHC upon receipt.
5. To ensure all tax filings are completed per IRS requirements.

6. To initiate a payment policy, with Board approval, of individual accounts.
7. To notify the Team Managers of ineligible players due to delinquent accounts.
8. To provide written or electronic notification to members with delinquent accounts.
9. To produce timely and accurate player account statements.
10. To provide Board members with copies of Financial Statements one week prior to meetings.
11. To complete monthly bank reconciliations
12. To assist the Board with the development of the annual budget.
13. To possess knowledge of general accounting and electronic bookkeeping software (ie: QuickBooks).

Section VI: Registrar

1. To complete all required USA Hockey and PIHL rosters.
2. To ensure compliance of DLHC Board, Volunteers, Players, and Coaches to DLHC and Affiliations (ie: USA Hockey Registration, Concussion Baseline Screening, Coaching Certifications, Background Screening, etc.) To serve as DLHC liaison to governing bodies of DLHC Hockey.
3. To report back to DLHC Board as necessary.

Section VII: Governance Representative

The duties of the Governance Representative are:

1. To serve as DLHC liaison and ambassador to governing bodies of DLHC Hockey.
2. To attend all meetings required by governing bodies.
3. To report back to DLHC Board.
4. To cast votes as a representative of DLHC as necessary with governing bodies when appropriate and necessary.
5. To enforce Rules and Regulations of the associated governing bodies.

Section VIII: Directors

Directors shall be appointed annually by a majority DLHC Board vote.

1. The duties of the Equipment Director are:
 - a. To store and maintain any equipment owned by DLHC or donated to DLHC.
 - b. To coordinate with member players and families the repurposing of gently used hockey equipment (ie: equipment exchange, resale, etc.)
 - c. To assist potential players with used equipment needs, on a temporary basis, to provide the opportunity to participate in open skate events, tryouts, and practice opportunities prior to commitment.
 - d. To ensure sizing and ordering of team uniforms, per affiliation guidelines, is completed prior to the start of the annual playing season.
 - e. To identify with the Coaching Staff any equipment needs of DLHC and make recommendations to the Vice-President Hockey Operations.
 - f. To work closely with and report to the Vice-President Hockey Operations.
2. The duties of the Fundraising Director are:
 - a. To coordinate and administer Fundraising Activities, both Member and Club.
 - b. To identify opportunities to increase and improve Club Fundraising Performance.

Section IX: Immediate Past President

The duties of the Past President are:

1. To consult and assist the President in his/her duties as necessary.
2. To perform duties as may be assigned by the President.

Article 10: Committees

Section I: Appointment and Participation

Committees deemed necessary during the year will be appointed by the Vice-President Business Operations with support by the Board. The Vice-President Business Operations will name a chairperson to each approved committee. It is recommended that each committee consist of at least one (1) active member in good standing from each team. Members are required to participate on committees and in fundraising efforts for the benefit of DLHC to maintain good standing.

Article 11: Coaches and Assistant Coaches

Section I: Coaches

1. All decisions regarding on-ice play, including selection of players for teams and amount of playing time for each player, are entirely in the hands of the coaching staff under the Supervision of the Vice-President Hockey Operations.
2. The coaching staff shall conduct tryouts every year to determine the makeup and participation level of each team.
3. Additional duties of the Coaches are as follows:
 - a. To provide instruction for all DLHC players.
 - b. To coordinate and supervise all practices and scrimmages.
 - c. To coach or provide a qualified substitute coach for all regular season games and exhibition games.
 - d. To foster and encourage good sportsmanship among players.
4. Profanity by Coaches will not be tolerated by DLHC.
5. Physical or verbal abuse will not be tolerated.
6. Coaches must receive USA Hockey, Mid-Am clearances and other certification requirements as defined by DLHC governing associations.
7. Coaches cannot be on the roster as a coach or assistant coach for another PIHL Hockey Program.

Section II: Head Coach

1. The Head Coach for each DLHC Team shall be appointed by the Board upon nomination by the Vice-President Hockey Operations.
2. The Head Coach will ensure that a minimum of two (2) assistant coaches will be provided for his team immediately upon a vacancy.
3. The Head Coach will ensure all necessary equipment is available for every game (pucks, first aid kit, water bottles, tool kit, etc.).

4. The Head Coach will be responsible for the actions of all other Coaches. Should a problem arise which cannot be resolved by the Head Coach, said problem will be turned over to the Board.
5. The Head Coach must obtain pre-approval from the Board for all Coaches' clinics.
6. The Head Coach may be assigned additional duties as deemed appropriate by the Board.
7. The Head Coach shall adhere to the Coaching and Volunteer requirements set forth by DLHC and/or affiliations.

Section III: Assistant Coaches

The Head Coach shall interview prospective team coaches and if the Head Coach deems that the candidate has sufficient character, skills, and temperament, the Head Coach will request the approval of the Vice-President Hockey Operations. Upon approval, the candidate will be presented to the Board for appointment to Assistant Coach.

1. Assistant Coaches shall support the philosophy of the Head Coach and DLHC.
2. Assistant Coaches shall perform the duties of their team's Head Coach if he/she is not available.
3. Assistant Coaches shall adhere to the Coaching and Volunteer requirements set forth by DLHC and/or affiliations.

Section IV: Removal of Coaches

1. The Board will respond to any written report concerning the questionable actions of a Head Coach/Assistant Coach.
2. The Board will serve as a fact finding body to investigate the grievance.
3. The Board may elect to present to the membership, at a special meeting, its recommendation for removal.
4. The Coach may be given the opportunity to be heard at the meeting or resign his/her position.
5. Removal will be by a vote per Article 7, Section III: #2.

Article 12: Team Manager

Section I: Definition

1. The Team Manager will be a voluntary position.
2. Each team formed within DLHC will have one Team Manager, at the discretion of the Head Coach and Vice-President Hockey Operations.

Section II: Duties of Team Manager

1. To prepare the score sheet prior to every home game as required by the governing bodies of DLHC.
2. To provide a penalty box representative with Head Coach approval.
3. To provide information to players and parents regarding all DLHC activities in a timely manner.
4. To ensure the DLHC Team Book is complete as per PIHL and DLHC guidelines and available for review at every game.
5. To support the Registrar with preparation of PIHL and USA Hockey rosters.

6. To support the Fundraising Director with disbursing information and collecting orders and payments.
7. To adhere to Volunteer requirements set forth by DLHC and/or affiliations.

Article 13: Players

Section I: Active Player

1. An active Player is any age appropriate student who was selected for a DLHC team and has met all Governing Body eligibility rules.
2. Each Player must attend all games and practices, and is responsible for notifying the Head Coach of their respective team, or the Team Manager if the Coach cannot be reached, if he/she is unable to attend or participate.
3. A new Player may be added to the roster after the initial tryouts.
4. Each Player must complete all paperwork as requested by DLHC.
5. Profanity by Players will not be tolerated by DLHC.
6. All Players must abide by the DLHC and its affiliation's Code of Conduct at all times.
7. Players are encouraged to participate in all appropriate fundraisers.

Article 14: Contracts, Checks, Deposits, and Funds

Section I: Contracts

The Board must approve all contracts and contractual obligations on behalf of DLHC prior to entering into such contracts.

Section II: DLHC Accounts Payable

All checks, drafts, or orders for the payment of money, notes, or other evidence of indebtedness issued in the name of DLHC shall be signed by two (2) Board members with Board approved bank signing privileges. In the event of electronic payments (debit/credit card or electronic funds transfer), an email to the Board, including approval of the President and Treasurer, will replace actual signature.

Section III: Deposits and Funds

The funds of DLHC shall be deposited upon receipt to the credit of DLHC in such bank(s) or other depositories as selected by the Board.

Article 15: Amendments

Amendments to the By-Laws may only be ratified at the General Membership Meeting. A majority vote of the general membership present at the meeting is required to ratify a proposed amendment. Advance notice of any proposed amendment to the By-Laws shall be given to the general membership at least two (2) weeks prior to the meeting. Any DLHC Member can propose amendments to the By-Laws.

Article 16: Discipline

The Board of Directors shall be responsible for disciplinary action. It shall have the power to take any disciplinary action including suspension or expulsion of any member for conduct detrimental to hockey, either on or off the ice. This shall include abusive or threatening words or actions to any player, game official, coach, Board member or volunteer.

If a player or team official is disqualified from a game for a Match penalty, the situation must be reviewed by the Board of Directors at their next scheduled meeting. Further disciplinary action may be taken by the Board at that time. Appeals of such action may be made to the Board of Directors.

Article 17: Dissolution

Upon termination or dissolution of the DLHC, any assets lawfully available for distribution shall be distributed to one (1) or more qualifying organizations described in Section 501(c)(3) of the 1986 Internal Revenue Code (or described in any corresponding provision of any successor statute) which organization(s) have a charitable purpose which, at least generally, includes a purpose similar to the terminating or dissolving corporation.

No part of the net earnings, or properties of the DLHC, on dissolution or otherwise, shall inure to the benefit of, or be distributable to, its members, directors, officers or other private person or individual, except that DLHC shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions.

CERTIFICATE OF ADOPTION OF BYLAWS

I do hereby certify that the above stated Bylaws of DLHC were approved by the DLHC Membership on _____ and constitute a complete copy of the Bylaws of the DLHC.

Secretary: _____

Date: _____

President: _____

Date: _____

Treasurer: _____

Date: _____