

# NORTHERN RHODE ISLAND VIKINGS JUNIOR HOCKEY ASSOCIATION

## BY-LAWS

### By-Law One: REGISTRATION AND DUES:

The annual registration shall be conducted prior to the hockey season. Dates and times of the registration will be mailed to each player's parent or guardian by the association's Registrar at least thirty (30) days in advance of the association's player registration. All tuition fees, insurance and other financial obligations will be included in the mailing.

### By-Law Two: POWERS AND DUTIES OF THE BOARD OF DIRECTORS:

Section One: The Board of Directors shall consist of the Officers and the President Elect' appointed members. The Board of Directors shall hold regular monthly meetings and the agenda of each meeting shall be posted in the Smithfield Ice Rink at least five (5) days prior to the meeting. Any member wishing to address the Board of Directors on any topic is required to contact the President or Secretary prior to the posting of the agenda in order to have his name and topic added to the agenda.

Section Two: The responsibilities of the Board of Directors are as follows:

- A. Present at the general meetings suggestions and recommendations for the efficient operation of the association.
- B. Bind the association with all transactions.
- C. Conduct all business, financial and contractual in the name of the Northern Rhode Island Vikings Junior Hockey Association, Inc.
- D. Register all its teams with the proper state and national USA Hockey Association for all certifications, rights and privileges.
- E. May impose and enforce penalties for infractions or violations of the Constitution, Bylaws and policies. May remove, reduce or remit such penalties upon a hearing or an appeal.
- F. May suspend or remove from office for cause, by two-thirds vote of the entire Board, and elected officer (President, Vice-President, Secretary or Treasurer), provided that the officer has had a hearing before the entire Board of Directors
- G. The President or the Board of Directors may suspend or remove from office for cause any appointed member of the Board of Directors. A hearing of the Board of Directors will be held, and either the President or the Board of Directors by two-thirds vote can cause such removal.
- H. May temporarily fill, until the next succeeding election any vacancy in the Officers' positions, caused by the resignation, death, expulsion or removal from office.

- I. Shall have all access upon demand to all books, vouchers, receipts and correspondence that pertain to the finances and operations of the association.
- J. May call a general meeting, upon the refusal of the President, by two-thirds vote. Meeting may occur within 48 hours of notification of all Board members. A quorum for such meeting will be two-thirds of the members.

**Bylaw Three : RESPONSIBILITIES OF THE APPOINTED MEMBERS OF THE BOARD OF DIRECTORS**

- A. **REGISTRAR:** Responsible for the association's registration and collection of the players' tuitions. Also responsible for the completion of all State League and USA Hockey forms, including team rosters and insurance forms.
- B. **SCHEDULER:** Responsible for All Star, House League and the Instructional Program's scheduling. Will work closely with the State League, other associations schedulers and the coaches and coordinators of the association.
- C. **COACHES' LIAISON (S):** Will assist in the initial screening and selection of coaching candidates. Will hold regular meetings with the coaches to coordinate or schedule team concerns. Will receive all reports of player injuries. Will serve as the coaches' representative at monthly meetings.
- D. **HOUSE LEAGUE COORDINATOR:** Responsible for the organization, administration and supervision of the House League. Responsible for the selection of the coaches, composition of the teams and arrangements for the referees.
- E. **TOURNAMENT COORDINATOR:** Responsible for the annual invitational tournaments in November, and the coordinator of away tournaments. Overall responsibility of the recruitment of teams, solicitation of ads for the ad booklet and arrangements for the volunteers. Will report to the Board of Directors on a monthly basis.
- F. **PARENT-TEAM COORDINATOR:** Responsible for the association's external and internal publicity, annual banquet and coordination of team parents and parent volunteers.
- G. **INSTRUCTIONAL COORDINATOR:** Responsible for the direction and coordination of all aspects of the Instructional and Mite skills programs. May also be given additional responsibilities within the All Star Mite programs.
- H. **EQUIPMENT MANAGER:** Responsible for the inventory and control of all the association's jerseys and equipment. Will distribute and collect all jerseys and equipment.
- I. **LEAGUE ADVISOR (S):** Will serve as an advisor to the association's President and Board of Directors.

**Bylaw Four: HEAD COACHES**

The Head Coaches will be selected on an annual basis by a reasonable and fair process. They will be voted on by the Board of Directors. The Head Coach may participate in the recommendation process for the selection of Assistant Coaches. The Head Coaches shall observe the curriculum for his age level team and be thoroughly familiar with the Northern Rhode Island Vikings Junior Hockey "Coaches Manual". He shall, at all times, provide an example of good sportsmanship, fair play and proper behavior.

**Bylaw Five: BONDING OF THE BOARD OF DIRECTORS**

The President, Treasurer, Registrar, Tournament Director and the Parent-Team Coordinator shall be bonded in an amount and manner prescribed by the Board of Directors. All fees shall be the obligation of the Northern Rhode Island Vikings Junior Hockey Association, Inc. All Officers and members of the Board of Directors shall be covered by "Officers and Directors Insurance". All fees shall be the obligation of the Northern Rhode Island Vikings Junior Hockey Association, Inc.

**Bylaw Six: SUBMISSION OF RECORDS TO SUCCESSORS**

Upon completion of his term of office all Officers and members of the Board of Directors shall render their records to their successors within thirty (30) days.

**Bylaw Seven: MEETINGS**

- A. The annual meeting of the members shall be held during the third week of May each year for the purpose of electing the Officers of the Board of Directors and to publicize in writing the association's annual financial report. Written notice of the time, place and purpose of the annual meeting shall be either delivered or mailed to each member not less than five (5) nor more than twenty (20) days before the date of the meeting. One half of the members or two-thirds of the Board of Directors shall constitute a quorum for the annual meeting.
- B. Regular meetings will be conducted monthly and open to all members of the association.
- C. The Board of Directors may conduct regular Board of Directors meetings for the conduction of confidential matters of the association. Two-thirds of the Board shall constitute a quorum.

**Bylaw Eight: NOMINATIONS OF THE OFFICERS OF THE BOARD OF DIRECTORS FOR THE ANNUAL ELECTION**

- A. A nominating committee shall be formed by the regular monthly meeting in March. The nominating committee shall consist of five (5) members. The President shall appoint one (1) member from either past or existing Officers of the Board of Directors. The Board of Directors shall select the remaining members. Strong consideration for inclusion on this committee shall be to have representation from the various programs of the association. The primary responsibility of the committee will be the solicitation of nominations from the general membership for the positions of President, Vice-President, Secretary and Treasurer.
- B. A secretary of the nominating committee will be selected by its body and will maintain all minutes of its meetings. A ballot of Officers will be presented to the members at the regular April meeting. Counter nominations will be accepted at the April meeting. Following the April meeting no further nominations will be accepted. Written ballots will be printed and utilized at the annual election in May.

- C. No counter nominations will be accepted from the floor at the annual election. Candidates on the official ballot may be called on to make a short statement in support of their qualifications and philosophies. In the event of a tie vote, up to three re-votes involving the offices in question will be taken. If the vote is still tied, a special re-election for the offices in question will be held within seven (7) days.
- D. The Recording Secretary will provide an alphabetical listing of the association's voting membership to the President and the nominating committee. Each member with voting rights will be required to sign the voting list at the annual election in order to receive the official ballot. Voting members must be present to vote and no absentee ballots will be issued.
- E. Winners will commence their duties immediately and all Officers and Board of Directors are committed to full cooperation with and support of their successors in the transition. All records will be presented to their successors within thirty (30) days of the election.

#### Bylaw Nine: CONDUCTION OF THE MEETINGS

- A. Meetings shall be held at the call of the President
- B. The order of business at all meetings shall be:
  - 1. Call to order by President
  - 2. Reading of the minutes of the previous meeting
  - 3. Reading of the Treasurer's Report
  - 4. Communications
  - 5. Directors and Coordinators' reports
  - 6. Announcements
  - 7. Committee Reports
  - 8. Old Business
  - 9. New Business
  - 10. Adjournment
- C. Where not otherwise specified herein, Robert's Rules of Order shall govern the conduct of the meetings.

#### Bylaw Ten: COMMITTEES

- A. The President shall designate Standing Committees. The members of the committees may be changed by the President if conditions warrant changes. The committees shall include the following: nominating, All Star Team Selection, Coaches' Selection, Tournament, Banquet and Registration. Other committees at the discretion of the President or the Board of Directors may be formed.
- B. All committee chairpersons shall be responsible for all records. Written financial reports are required of any committee involving monetary matters. Financial reports are to be reviewed and presented in writing at the next regularly scheduled meeting.
- C. The President shall be an ex-officio member of any Standing Committee.

#### Bylaw Eleven: TAX-EXEMPT STATUS

- A. Notwithstanding any other provisions of these articles, the association is organized for one or more of the purposes as specified in Section 501(c)(3) of the Internal Revenue

Code of 1954, shall not carry on any activities not permitted to be carried on by an association exempt from Federal income tax under Section 501(c)(3) or corresponding provisions of any subsequent Federal tax laws.

- B. No part of the net earnings of the association shall inure to the benefit of any member, trustee, director, officer of the association, or any private individual (except that reasonable compensation may be paid for services rendered to or for the association), and no member, trustee, officer of the association, or private individual shall be entitled to share in the distribution of any of the association assets on dissolution of the association.
- C. No substantial part of the activities of the association shall be carrying on propaganda, or otherwise attempting to influence legislation (except as otherwise provided by IRC Section 501(h) or participating in, or intervening in (including the publication or distribution of statement(s), any political campaign on behalf of any candidates for public office.
- D. In the event of dissolution, all of the remaining assets and property of the association shall, after necessary expenses thereof, be distributed to another organization exempt under IRC Section 501(c)(3), or corresponding provisions of any subsequent Federal tax laws, or to the Federal government, or state or local government for a public purpose, subject to the approval of a Justice of the Supreme Court of the State of Rhode Island.

#### **Bylaw Twelve: MEMBER COMMUNITIES**

Member communities are communities that annually contribute financially to the Northern Rhode Island Vikings Junior Hockey Association (as of 8/21/97, Smithfield, Cumberland and North Providence are member communities). Communities may formally apply to the Board of Directors for membership. The written request will be submitted to the Board of Directors at least sixty (60) days prior to the annual meeting and will require a two-thirds vote of the membership.

Revised: Jan., 2004