

**Spring-Ford Hockey Club
Constitution & By-Laws
Adopted: July 1, 2010**

**ARTICLE I
NAME AND OBJECT**

Section 1. Name (Amendment 2010): This organization shall be known as the Spring-Ford Hockey Club (Club) and is also know as the Spring-Ford Ice Hockey Club (Club) or SFIHC (Club). The name of the club may be used by any member only if such use is in conformance with a policy established and approved by the Board of Directors.

Section 2. Object: The object and purpose of this Club shall be:

- A. To unite for mutual benefit those, who as individuals, are eligible for membership as specified under Article II, without regard to race, religion or sex.
- B. To develop hockey skills and physical well-being, and to stimulate the learning and enjoyment of youth ice hockey and education of its members.

Section 3. Non-Profit Status: The club shall have no capital stock and shall not be operated for profit. All income received by the Club shall be used solely for the benefit of its members and for purposes consistent with the Club's objectives specified in Section 2 above. In the event of termination of the club, any remaining assets shall be distributed for one or more exempt purposes as defined by the Internal Revenue Code.

**ARTICLE II
PLAYERSHIP**

Section 1. Active Playership (Amendment 2010): This category of the membership shall be confined to those students who attend Middle School, Junior High School and or High School within the Spring-Ford Area School District, Montgomery County, Pennsylvania. Those students who are eligible to play that do not reside within the Spring-Ford Area School District will be looked at on an individual basis. All applications for Playership and renewal are subject to the approval of the Board of Directors. All applications for Playership and renewal for players that do not reside in Spring-Ford Area School are also subject to the approval of the applicable club hockey league.

Section 1a. New Playership (Amendment 2010): Applications for new Playership shall be made to the Registrar, who shall submit the application to the Board of Directors for final approval as provided in Section 1 of this article. Further, the Registrar shall keep and maintain a list of all players, which shall include such information about that person, as the Board deems necessary.

Section 1b. Voting Membership (Amendment 2010): This category of membership shall consist of parents and/or guardians of active Playership as of July 1 through June 30th of the season (which is the active fiscal year). There will be one vote allowed per Playership.

Section 2a. Termination: Membership in the Club shall terminate by (1) voluntary withdrawal, or (2) membership shall be terminated by the Board when after notice, such member is in arrears in the payment of dues or any other obligation to the club, or (3) by the consent of a majority vote of the Board of Directors when in accordance with Section 2b Sanctions, of this Constitution.

Section 2b. Sanctions: The Board may place on probation, censure, suspend, or terminate the membership of any member. The Board may, upon receipt and after initial review of the circumstances, temporarily suspend the membership of any member pending evaluation by the Board. The Board will meet to conduct this evaluation within two weeks of such suspension. A majority vote of the Board shall be sufficient to place on probation, censure, suspend or terminate membership for any reason specified in this section.

ARTICLE III ELECTION, TERMS AND OFFICES

Section 1. Officers (Amendment 2010): The officers of the Club shall be a President, Vice President, Registrar, Treasurer, and Secretary. Head coaches will not be allowed to hold an officer position.

Section 2. Board of Directors: The officers and other members of the organization being duly elected by the membership shall constitute the Board of Directors. The President shall be the Chairperson of the Board of Directors by virtue of election to the office of President.

Section 3. Terms of Office: Officers and members of the Board of Directors shall serve a term of one year from the date of their election by the members.

Section 4. Vacancies: In the event an Officer or Board member shall be unable to fulfill their term of office between elections, the following provisions shall apply:

- A. The President shall be succeeded by the Vice President, who shall serve out the remainder of the term of office and the Board of Directors shall elect a member of the Board to serve out the remainder of the Vice President's term of office
- B. In the event of a vacancy of other Officers and Members of the Board, the President shall appoint members to serve in these positions with approval of the Board of Directors.

Section 5. Removal from Office: The Board of Directors is empowered to depose from office any officer or member of the Board of Directors for good cause. Such action will require a two-thirds (2/3) majority vote of the Board

Section 6. Elections (Amendment 2010): Elections of Officers and members of the Board of Directors shall be held every year no later than the month of June, with the elected Officers and Board taking office at the beginning of the club fiscal year. The fiscal year shall run from July 1st to June 30th. The Board of Directors will establish the election process.

ARTICLE IV GOVERNMENT

Section 1. Board of Directors (Amendment 2010): A Board of Directors shall govern The Club. The Board shall be comprised of voting members and advisory members. Voting members will include all elected Board members. Advisory members will include the Coaching Coordinator, Equipment Manager and Team Representatives. The Board shall consist of no less than 5 voting members and no more than 9 voting members. An odd number of Board members are suggested to allow for a quorum. A majority number of voting Board members need to be in attendance to constitute a quorum.

Section 2. Duties and Powers: The Board shall have full power to initiate and transact all kinds of business necessary to the existence and operation of the club and the observance of its purposes. The Board shall determine the date and location of all meetings and they shall outline the program of Club activities during such meetings. They shall have the general powers to direct, control and supervise the affairs of the Club. The Board may appoint Legal Counsel and/or a Financial Representative to handle the legal and accounting affairs of the Club and the financial requirements of the Club in relationship to local, state, and federal laws. Such person or persons shall serve at the pleasure of the Board.

Section 3. President: The President shall be the Chief Executive Office of the club and it shall be his/her responsibility to supervise and coordinate the activities of the Club and to preside at meetings of the Club membership and the Board of Directors. He/she shall appoint appropriate committees for the conduct of the business of the Club and shall announce to the membership the names of those appointees.

Section 4. Vice President (Amendment 2010): In the absence of the President, the Vice President shall be the Chief Executive Officer and act as such. He/She will act as the chairperson of the Ethical Practices and Grievances Committee.

Section 5. Registrar: The Registrar shall keep and maintain a current and accurate listing of all members and information relevant to each member's qualifications for membership. He/She shall receive all applications for membership from candidates and present them to the Board of Directors. It shall be his/her duty to receive and acknowledge all communications to the Club addressed to him/her or that may be submitted to him/her by officers of the Club, and perform such duties as assigned by the President.

Section 6. Treasurer (Amendment 2010): The Treasurer shall be custodian and primary depositor of the funds for the Club and shall disburse such funds by check or cash as herein authorized or upon approval by the Board of Directors for purposes, which promote the welfare and objects of the Club. He/she shall render a completed summary of all income, disbursements and balances whenever required by the Board and to the members at each regular meeting. A written copy of this report shall be made available to any member upon request. He/She shall furnish bond to the Club in the form and amount designated by the Board. The cost thereto shall be paid by the Club.

Section 7. Secretary: The Secretary shall keep record of the minutes of the Club, the Constitution and by-laws and all other documents of value. He/She shall also serve as chairperson of the Constitution & by-laws Committee.

Section 8. Team Representatives: Each team shall elect a Team Representative to serve as an advisory member of the Board. Team Representatives will be responsible for coordinating team activities, communicating between the Board/Coaches and parents and players as required, maintaining and distributing club owned equipment used by teams, and resolving grievances as described in Article IX.

Section 9. Indemnification (Amendment 2010): Refer to the USA Hockey indemnification clause as it applies to our Club, Officers, and Board.

Section 10. Election: Officers and members of the Board of Directors shall be elected at a meeting held every year. Elected officials will be elected and take office each year as specified in Article III, Section 6.

ARTICLE V COMMITTEES

Section 1. Standing Committees: The President of the Club shall appoint the Chairperson(s) of all Committees with the approval of the Board of Directors, unless such chairpersons are selected within the Committee.

ARTICLE VI MEETINGS

Section 1. Monthly (Amendment 2010): A meeting by the Board shall be held monthly during on a date that is mutually agreeable to all Board members. A minimum of 6 meetings shall be held each year with the emphasis being during hockey season. A meeting must have enough voting members of the Board of Direct present to allow for a quorum and must be approved by the President.

Section 2. Special: A special meeting may be called by the Board of Directors at such places and time as fixed by the Board of Directors, giving due notice thereof to all members at least ten (10) days in advance. A quorum of the board must be present to conduct business.

Section 2a. Closed Meetings: The President may call for closed meetings twice a year to conduct business of the organization. These meetings may only be attended by Officers and invited guests of the President.

Section 3. Board of Directors (Amendment 2010): The Board of Directors shall meet at any time or place upon call of the President or a majority of the Board. Emergency business of the Board may be conducted by telephone conference call at the discretion of the President, or upon the decision of a majority of Board members. E-mail “inform to all” and “reply to all” may be used to poll votes in the absence of a meeting. The Vice President shall have such authority in the event of the resignation of the President, or in the event the President is unable to fulfill his/her duties. The telephone conference call shall be conducted as a regular Board Meeting in the accordance with the Constitution and by-laws. A majority of the Board of Directors must be present to conduct business. The Secretary shall take minutes of the meeting, and shall reduce it to writing for distribution. Individual calls or “polling” shall not be considered to meet the necessary standards for a quorum at a Board meeting.

Section 4. Meeting Attendance (Amendment 2010): Each voting Board member is required to attend no less than four (4) Board meetings in order to maintain his/her position on the Board of Directors.

ARTICLE VII FINANCE

Section 1. Fees and Dues (Amendment 2010): Dues for membership shall be determined by the Board of Directors and shall be payable by October 31st of each year (or on such other schedule as set by the Board) to the Treasurer of the Club. Failure to pay dues will suspend membership and voting privileges in the Club until such time as they are paid in full for that fiscal year.

Section 2. Audit: The Treasurer will make available to the Board of Directors and/or its designated representative all financial papers, documents, books, ledgers, receipts upon request within thirty (30) days for the purpose of auditing and other financial matters the Board may deem necessary. The Finance Committee, as appointed by the President, will report annually to the Board of Directors and membership as to the financial status of the Club.

ARTICLE VIII REGISTRATION

Section 1. Player registration with the Club shall proceed as follows:

- A. An open registration with the Club will be held at least 45 days prior to the opening of the designated hockey season.
- B. **(Amendment 2010):** Registration forms will be available on the website. In addition, the Club will do their best to have announcements made in the Springford schools notifying students in grades 5 through 12 about upcoming season and scheduled hockey skills evaluation sessions.
- C. To be eligible for a position on the roster, complete registration forms must be received one week prior to the opening of the designated season along with the appropriate deposit as stated in the registration package. It shall be the goal of the Club to provide roster spots for all interested players meeting the registration requirements. Exceptions shall include any player who, after evaluation by the coaches, is determined to have inadequate skills to safely participate at the team level dictated by league sanctioning organizations. If the number of players registered for any team exceeds the roster limit as specified by league rules, roster selection will be determined based on player skill evaluations and recommendations from the respective coaches.

- D. **(Amendment 2010):** All registration fees shall be considered NON-REFUNDABLE with the following exceptions:
1. A season ending injury, as certified in writing by a medical doctor, which prevents someone from playing before the end of the hockey season, and will not be refunded until the end of the season, but no later than April 15th.
 2. Relocation to outside the Spring-Ford Area School District, Montgomery County, Pennsylvania.
 3. An inability of the Club to field a team in the registered player's age group.
- E. **(Amendment 2010):** All requests for refunds, as outlined above, shall be determined as follows: Membership dues shall not be refunded; except they may be prorated as follows:
1. If a player relocates to another school district and is deemed ineligible by the league, after club petitioning, in which events a pro-rated refund will be made, or
 2. If the player suffers a physical disability preventing him or her from playing ice hockey for the remainder of the injured season, in which events a pro-rated refund will be made.
 3. Refunds shall be prorated and refunds will be issued no earlier than April 15th.
- F. **(Amendment 2010):** All registration fees shall be paid in full by the designated due date(s). Any player or parent experiencing financial difficulty may request an alternate payment schedule by contacting the Treasurer. Approval of an alternate payment schedule is at the Treasurer's discretion. All payments must be paid in full by April 15th. The Treasurer will report to the board the status of all payment plans on a monthly basis. The Treasurer is not authorized to give discounts beyond what is stated in the club registration packet.

ARTICLE IX GREIVANCES

Section 1. The Board shall hear and rule upon recommendations regarding discipline and/or grievances or any other matter concerning the conduct of one of the Club members. The Board shall determine the appropriate disciplinary measures, including possible suspension, of that Club member. All grievances shall be heard in the following manner:

- A. Complain from parent or player:
1. A complaint from a player will be filed with the Head Coach who will meet with the player in hopes of resolving the problem. A complaint from a parent shall be filed with the Team Representative who will set a meeting with the Head Coach and the parent, in hopes of resolving the problem.
 2. If this does not resolve the problem, a meeting will be arranged between the Head Coach, the parent and/or the player and the Grievance Committee.
 3. If still no satisfactory resolution can be reached, the Grievance Committee will make a recommendation in writing to the Board. The recommendation will be submitted to the President and discussed at the next scheduled meeting with an opportunity for the person filing the complaint to address the Board. Action by the Board shall require a majority vote.
- B. Complaint against a Board member or Committee member:
1. Complaints shall be filed, in writing, with the President who will meet with the Club member that filed the complaint and the member that is charged in the complaint.
 2. If satisfaction is not reached, the matter will be referred to the Grievance Committee.

3. If still no satisfactory resolution can be reached, the Grievance Committee will make a recommendation in writing to the Board. The recommendation will be submitted to the President and discussed at the next scheduled meeting with an opportunity for the person filing the complaint to address the Board. Action by the Board shall require a majority vote.

ARTICLE X GOVERNANCE

Section 1. References (Amendment 2010): The rules and regulations of USA Hockey, Inc. and the leagues in which the Club participates are incorporated herein by reference. In instances where this document is more restrictive, this document will supersede all others. In instances where the leagues in which the Club participates, rules and regulations are more restrictive, they will supersede this document. Additionally, the rules and regulations as set forth in the Spring-Ford Hockey Club Sportsmanship Code and Rules of Conduct are incorporated herein by reference.

ARTICLE XI AMENDMENTS

Section 1. Requirements (Amendment 2010): The Constitution may be amended at any regular or special meeting of the Club by a majority vote of voting members present who are in good standing with the club. If no members are present, the Board of Directors will constitute the membership and need a majority vote to approve the amendments, subject to the following:

- A. The Board of Directors has voted in favor of the proposed amendment.
- B. The Constitution and by-laws Committee is authorized to review and automatically amend, as necessary, those portions of the Constitution and by-laws, including amendments, which are in conflict with existing Federal statutes, regulations, or laws pertaining to gender/sex discrimination.
- C. Grievances. If the grievance being heard is in any way deemed a conflict of interest with a Committee member, Board member, advisory board member, etc. and that member, is expected to remove him or herself from that specific hearing.