



## **ARTICLE I - NAME AND SEAL**

Section 1: The name of the association is the LOWCOUNTRY HOCKEY ASSOCIATION, hereinafter known as the LHA. The LHA may be referred to as the "Association" in these Bylaws.

- (a) Effective June 1, 2006 forward the Lowcountry Hockey Association will be known as and conduct business as Charleston Youth Hockey Association hereinafter known as CYHA.

Section 2: The association seal or logo of the CYHA shall be in such form and design as selected and shall bear the name of the Charleston Youth Hockey Association. The design shall be voted on and approved by the Board Of Directors.

## **ARTICLE II - OBJECTIVE AND PURPOSE**

Section 1: "Association" is defined as a group of people concerned with the promotion, image, education, and enjoyment of youth hockey in the metropolitan Charleston, SC area.

Section 2: The objectives of the CYHA are:

- (a) To encourage, foster and promote the development and growth of the sport of amateur hockey within the metropolitan Charleston, SC area, hereinafter known "Lowcountry."
- (b) To conduct certain affairs of USA Hockey, CAHA, and CHL, and to regulate the sport of amateur hockey within the Lowcountry.
- (c) To encourage and develop the mental knowledge, skills, ability and sportsmanship of all participants with respect to the sport of amateur hockey.
- (d) To conduct and supervise hockey tournaments at the Carolina Ice Palace.
- (e) To do any and all acts desirable and in furtherance of the foregoing purposes and for the purpose of assisting and engaging in all activities which serve educational purposes, which are permitted by the South Carolina General Corporation Law, and which are permitted to be carried on by an organization exempt from Federal taxation under the provisions of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, and the regulations issued pursuant thereto, as amended, or by an organization to which contributions made are deductible under Section 170(c)(2) of the Code and the Regulations.
- (f) In addition, the Association is formed for the purpose of assisting and engaging in all activities which foster national and international amateur sports competition, which are permitted by these bylaws, and which are permitted to be carried on by an organization exempt from Federal taxation under the provisions of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Code"), and the regulations issued pursuant thereto, as amended (the "Regulations"), or by an organization contributions to which are deductible under Section 170(c)(2) of the Code and the Regulations.

Section 3: To exercise all powers that are, or may hereafter be, conferred upon the CYHA by laws of the state of incorporation, and to do any and all such other acts and things, including the making and performing of any contracts necessary, desirable and appropriate to carry out or accomplish any of the objectives or purposes of the CYHA, except as prohibited or forbidden by law or these bylaws.

Section 4: Nothing herein shall constitute members of the CYHA as partners for any purpose. No Officer, member or employee of CYHA shall be liable for the acts or failure to act on the part of any officer, member or employee of CYHA. Nor shall any officer, member or employee be liable for the acts or failure to act under these Bylaws, excepting only acts or omissions to act arising out of his/her misfeasance.

### **ARTICLE III - NON-PROFIT STATEMENT**

- Section 1: The CYHA is and shall remain nonprofit, nonsectarian and nonpartisan.
- Section 2: The CYHA does not contemplate pecuniary gain or profit to any member thereof and is organized solely for nonprofit purposes.
- Section 3: No substantial part of the activities of the Association shall consist of attempting to propose, support, oppose, advocate the adoption or rejection of, or otherwise influence legislation by propaganda or otherwise, and the Association shall not participate in or intervene in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these Articles, the Association shall not conduct or carry on any activities not permitted to be conducted or carried on by an association exempt from Federal taxation under Section 501(c)(3) of the Code and the Regulations or the corresponding provisions of any subsequent Federal tax laws or by an association contributions to which are deductible under Section 170(c)(2) of the Code and the Regulations or the corresponding provisions of any subsequent Federal tax laws.
- Section 4: No part of any net earnings of CYHA shall inure to the benefit of any individual, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered by a Director, Officer, employee, or agent and to pay principal and interest at a reasonable rate not exceeding current market rates on funds loaned or advanced by a Director or Officer of the Corporation.

### **ARTICLE IV - LOCATION OF OFFICES**

- Section 1: Principal Office: The principal office for transaction of business of the CYHA shall be located within the Carolina Ice Palace, or at such place or places as may be designated by the Board of Directors from time to time. Unless otherwise resolved, however, the principal office will be the home address of the President of the CYHA.
- Section 2: Change of Principal Office: The Board of Directors shall have full power and authority to change the principal office of the CYHA from one location to another within the Lowcountry area. Any such change shall be made by resolution, but shall not be considered an amendment to these Bylaws.

### **ARTICLE V – DEFINITIONS**

- Section 1: USA Hockey: The national governing body for the sport of amateur hockey, pursuant to the Amateur Sports Act of 1978, as amended and the duly authorized representative of the International Ice Hockey Federation (NHF) with exclusive jurisdiction over the conduct of play of the sport of amateur hockey as sanctioned by the NHF within the United States of America.
- Section 2: Association: Any active amateur hockey association or club that has one or more Registered Team Members which actively engage in the sport of hockey within the jurisdiction of, and who are properly registered with USA Hockey.
- Section 3: Association Member: Any person who is in good standing with the CYHA.
- Section 4: League: Any group of CYHA Members that are organized together for the purpose of scheduling and playing games on a regular basis.
- Section 5: Local Governing Body: Any team, Club, League recognized by the CYHA which has initial, primary authority and responsibility to conduct its affairs and programs; including, at a minimum, the conduct of its directors, officers, players, parents, coaches, minor officials, administrators, fans, participants and members within its participant program.

Section 6: CHL: The Carolina's Hockey League.

Section 7: CAHA: The Carolina Amateur Hockey Association. The Regional Affiliate for USA Hockey.

#### **ARTICLE VI - USA HOCKEY PREEMINENCE**

Section 1: The CYHA, a member of USA Hockey, CAHA, and CHL, shall abide by and act in accord with the Articles of Incorporation, Bylaws and Regulations, Playing Rules and decisions of the Board of Directors of USA Hockey, CAHA, and CHL and such documents and decisions shall take precedence over and supersede all similar governing documents and/or decisions of the CYHA.

Section 2: Nothing contained herein, however, shall be construed to delegate the duties or responsibilities of the CYHA's Directors or Officers to USA Hockey, CAHA, CHL, their officers, directors, agents or employees, nor shall this provision be construed to prevent the CYHA from implementing rules, policies and procedures which may be more stringent than those of USA Hockey, CAHA, or CHL, providing such rules, policies or procedures do not conflict with those of USA Hockey, CAHA, or CHL,

#### **ARTICLE VII – INDEMNIFICATION**

Section 1: The CYHA, a member of CHL, CAHA, and USA Hockey, shall indemnify and hold harmless USA Hockey, CAHA, and CHL their Board of Directors and each member thereof, the Standing Committees and each member thereof, the councils and committees and each member thereof, and all other elected, appointed, employed or volunteer representatives from any and all claims, liability, judgments, costs, attorneys' fees, charges and expenses whatsoever, arising from the acts and omissions of the CYHA, except to the extent

- (i) that USA Hockey or its aforescribed representatives caused such claims, liability, judgments, costs, attorneys' fees, charges or expenses by their own intentional neglect or default, or
- (ii) that such acts or omissions were the direct result of compliance with the Articles of Incorporation, Bylaws, Rules and Regulations, Playing Rules or decisions of the Board of Directors of these organizations.

Section 2: The CYHA understands and acknowledges that USA Hockey and its aforescribed representatives have assumed each assignment, function, office or capacity upon the express understanding, agreement, and condition that they may be so indemnified and held harmless to the extent described by these Bylaws.

Section 3: USA Hockey, CAHA and CHL shall reasonably cooperate with the CYHA in any litigation and provide reasonable support in connection therewith, including but not limited to, advice and testimony upon reasonable request; provided however, that such cooperation shall not require these organizations to incur any out-of-pocket expenses not reimbursed by CYHA.

#### **ARTICLE VIII – MEMBERSHIP**

Section 1: Membership in the Association shall be open to all persons of legal age.

Section 2: Regular Members: Any person interested in the advancement of ice hockey for the best interest of the young players.

Section 3: Honorary Members: Any regular member in good standing may nominate, and the members elect, as an Honorary Member of the Association, any person who has been of assistance to the CYHA. Honorary Membership may be revoked at any time by a majority vote of the membership. Honorary Membership carries no voting rights or eligibility for officer.

Section 4: Duties of the Members:

- (a) The membership shall have the entire management of the property and business of the CYHA and subject to the restrictions imposed by law, by the Agreement, and these Bylaws, shall have and may exercise all the powers of the Association.
- (b) The membership shall have ample power to purchase, lease, pledge, and sell all such personal and real property, to make all such contracts and agreements on behalf of the CYHA as it may be needful or convenient for the successful prosecution and conduct of its business.
- (c) The membership shall employ and, for cause, remove all such persons and agents as it may deem necessary and proper for the conduct of the business of the CYHA and shall determine and fix the compensation and duties of all agents, clerks, and servants of the CYHA except in such instances as are expressly specified by these Bylaws and amendments thereto, and in general, it shall do all such lawful acts and adopt all such lawful acts and adopt all such lawful measures consistent with these Bylaws and amendments thereto, as it shall deem best calculated to promote the interest of the Charleston Youth Hockey Association.
- (d) At all meetings of the membership, no vote, ballot, act of resolution of the membership shall be valid or effective unless done by the affirmative assent of at least two-thirds of the members present and voting.

**ARTICLE IX - VOTING RIGHTS**

Section 1: Each membership in good standing shall be entitled to one (1) vote at any meeting of the CYHA which the member is attending. Proxy voting will not be permitted at any CYHA meeting or election.

Section 2: A member in good standing is a registered member who does not have any outstanding financial obligations to the CYHA.

**ARTICLE X - FEES AND DUES**

Section 1: The CYHA Board of Directors shall establish dues and such other fees to be paid by each Member. Such dues and fees shall be based upon an approved annual budget, which will be established and accepted at the CYHA Annual Meeting.

Section 2: In addition to any such Member dues or fees, the Board of Directors may establish fees for Association Members within the CYHA. The amount of such fees, if any, shall accompany the Association Member application.

Section 3: Failure to pay fees or dues as prescribed shall cause the loss of good standing of the Association Member or Registered Team Member and may result in suspension or expulsion from the CYHA and USA Hockey.

## **ARTICLE XI - BOARD OF DIRECTORS**

- Section 1: The affairs of CYHA shall be governed and managed by a Board of Directors elected by majority vote of the membership.
- Section 2: The number of Directors may be increased by majority vote of the Board and approved by the membership.
- Section 3: Any member interested in serving as a CYHA Director shall be eligible for election provided they are in good standing with both USA Hockey and CYHA.
- Section 4: Duties of the Board of Directors: The duties of the Board of Directors shall be as set forth in Addendum A hereto.
- Section 5: Terms of Directors: Each Director shall be elected for a term of one (1) year. Nothing contained herein shall prohibit a Director from serving consecutive terms of office, A Director then in office shall remain in office until such time as his or her successor is elected.
- Section 6: Voting by Directors: Each Director shall be entitled to one (1) vote. In the event of a tie vote, the CYHA President shall cast the tie-breaking vote; provided, however, that he or she may not cast a vote both as President and as a Director on any matter coming before the Board.

## **ARTICLE XII - METHOD OF ELECTION OF CYHA DIRECTORS**

- Section 1: Nominations for CYHA Directors must be received, no later than March 15<sup>th</sup> of each year, by the CYHA Secretary or such other person designated in writing by the CYHA Board of Directors. Nominations shall be accompanied by a brief written statement about the nominee outlining his/her hockey-related experience, if any, and his/her interest or reason for running as a CYHA Director. The list of candidates for CYHA Directors shall be posted no less than ten (10) days prior to the CYHA Annual Meeting. There shall be no nominations from the floor for CYHA Directors.
- Section 2: Voting Eligibility for CYHA Directors:
- (a) The election of CYHA Directors shall be done at the CYHA Annual Membership Meeting.
  - (b) The Member must be a Member in Good Standing.
- Section 3: Seating of the newly elected CYHA Directors shall take place at the next regularly scheduled CYHA Board of Directors meeting following the Annual Meeting.
- Section 4: Removal and Replacement of CYHA Directors: Any CYHA Director who fails to attend three (3) or more consecutive meetings may be removed by an affirmative vote of five (5) or more Directors present at a duly held Directors' meeting; provided, that the removal is placed on the meeting agenda prior to the meeting and the Director to be removed is given written notice of the proposed action no less than seventy-two (72) hours prior to the meeting. The CYHA Board may replace the removed Director with another individual by a majority vote of the remaining directors at a duly held Directors' Meeting. The replacement director shall remain in office for the unexpired term of the Director who was removed.

### **ARTICLE XIII – OFFICERS**

Section 1: The Officers of CYHA shall be elected by a majority vote of the voting members of CYHA. The following officers, as a minimum shall be elected:

- (a) President
- (b) Vice President
- (c) Secretary
- (d) Business Manager
- (e) Travel Commissioner- Tier II and Rec B
- (f) House Commissioner- House and House Select
- (g) Registrar
- (h) Hockey Director

Section 2: The Officers of CYHA shall be elected at the Annual Meeting of the Membership.

Section 3: The Board of Directors may elect or appoint such other officers, including one or more assistant secretaries and one (1) or more assistant treasurers, as it shall deem desirable. Such officers shall have the authority and shall perform the duties prescribed from time to time by the Board of Directors.

Section 4: The Board of Directors may also appoint a paid administrator who shall be responsible for assisting the Board of Directors, the Officers and the Standing Committees in performing all of the various administrative tasks required to fulfill their obligations and duties on behalf of CYHA. The amount and types of reimbursement for such administrator shall be determined by the Board of Directors. Any such administrator shall not be a member of the CYHA Board of Directors, or an officer or board member of any other hockey association.

Section 5: The President shall act as chairman of the Board of Directors but shall have no vote except in the event of a tie vote by the Directors, in which case he/she shall cast the tie-breaking vote. Nothing contained herein shall prohibit an Officer from being re-elected for consecutive terms.

Section 6: No two (2) or more offices may be held by the same person at the same time.

Section 7: Any Officer who is unable or unwilling to complete his/her full term of service for which the officer was elected, shall be replaced by a majority vote of the Board of Directors.

Section 8: Any Officer or agent, elected or appointed by the Board of Directors, may be removed from office by a vote of two-thirds (2/3) of the Board of Directors entitled to vote on the issue, whenever, in the Board's judgment, the best interest of CYHA would be served thereby, but such removal shall be without prejudice to subsequent re-election or appointment.

Section 9: The following order of succession shall apply in the event the President is unable or unwilling to perform his/her duties during a meeting:

Vice President  
Business Manager  
Secretary

Section 10: The duties of the Officers shall be as set forth in Addendum B hereto.

## ARTICLE XIV - STANDING COMMITTEES

- Section 1: The CYHA Board of Directors shall establish, as a minimum, the following Standing Committees:
- |             |                         |                    |
|-------------|-------------------------|--------------------|
| Fundraising | Grievance/ Disciplinary |                    |
| Scholarship | Tournament              |                    |
| House/Rec   | Travel                  | Player Development |
- Section 2: Except for the Chair of the Committee who shall be elected by the Board of Directors, the members of these Standing Committees may be appointed at the Board of Directors Annual Meeting by a majority vote of the Board of Directors then in office. The CYHA President shall have the absolute right at his or her discretion to appoint one (1) person of his/her choosing to each Standing Committee who shall be a CYHA Officer.
- Section 3: The members and duties of each Standing Committee shall be as set forth in Addendum C hereto. As a minimum, one (1) or more Directors shall serve on each Standing Committee. The CYHA President shall also serve as an ex-officio member of each Standing Committee except the Nominating committee, if not otherwise appointed to that committee, but shall not vote nor shall his/her presence be counted for purposes of determining a quorum when serving in an ex-officio capacity. The CYHA President shall serve as a liaison between the Standing Committees and the CYHA Board of Directors.
- Section 4: The Board of Directors may, at any time, establish such other Standing Committees as it shall deem desirable or necessary. Members of such other Standing Committees shall be appointed by a majority vote of the Board of Directors and such Standing Committees shall have the authority and shall perform the duties prescribed from time-to-time by the Board of Directors.
- Section 5: Any Standing Committee member who is unable or unwilling to complete his/her full term of service for which the member was appointed, shall be replaced by a majority vote of the Board of Directors.
- Section 6: Any Standing Committee member appointed by the Board of Directors may be removed from the committee by a vote of two-thirds (2/3) of the Board of Directors whenever, in the Board's judgment, the best interest of CYHA would be served thereby, but such removal shall be without prejudice to subsequent re-appointment or appointment to another Standing Committee.
- Section 7: The objectives, programs, budgets and fees proposed by each Standing Committee shall be subject to the approval by majority vote of the full CYHA Board of Directors.
- Section 8: Nothing herein should be construed that the Standing Committees are to be organized in an identical manner nor that the objectives and programs of the Standing Committees will be the same. At a minimum, each Standing Committee will have a Chairperson.
- Section 9: All proceedings of Standing Committees shall be recorded and minutes of the meetings provided by mail or facsimile to all committee members and the full Board of Directors within seven (7) days of any Standing Committee session or meeting.

Section 10: Each Standing Committee shall be allowed to place items on the agenda of the CYHA Board meetings under their respective Standing Committees to be voted on as any other agenda item in the prescribed manner.

#### **ARTICLE XV - EXONERATION FROM PERSONAL LIABILITY**

Section 1: CYHA hereby consents and declares that each Officer, members of the Standing Committees, chairman and members of all other committees, and all elected or appointed officers, agents, administrators, and officials in any capacity, shall be deemed to have assumed office or assignment on the express understanding, agreement and condition that each one of them and his/her heirs, executors and administrators, estate and effects respectively, shall from time-to-time and at all times be indemnified and saved harmless out of the funds of the CYHA from and against all liabilities, judgments, costs, charges and expenses whatsoever which such member sustains or incurs in or about any action, or suit or proceeding which is brought, commenced or prosecuted against him or her for and in respect of any act, deed, matter or thing whatsoever made, done or permitted by him or her in or about the execution of the duties of his/her office and also from and against all other costs, charges and expenses which he or she sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his/her own willful neglect, intentional wrongful act or fraudulent act.

Section 2: CYHA through USA Hockey shall maintain Directors and Officers insurance in effect at all times.

#### **ARTICLE XVI – MEETINGS**

Section 1: Board of Directors Meetings:

- (a) Regular meetings of the Board of Directors shall be held monthly from April to March and a minimum of once during the summer. The meetings will be held on the third Monday of each month at 7:00 PM in the Carolina Ice Palace unless otherwise announced.
- (b) At the annual meeting of the Board of Directors, Officers and members of Standing Committees shall be elected and/or appointed as the case may be.

Section 2: Standing Committee Meetings: Meetings of Standing Committees shall take place as needed, but no less often than once per quarter. It is recommended that the Grievance/ Disciplinary Committee meet as needed monthly from September through April of each playing season.

Section 3: Annual Membership Meeting:

- (a) Annual Membership Meeting will be held at the end of the current hockey season. No later than April 30<sup>th</sup>.
- (b) Notice of the meeting shall be published on the association's web site at least one week prior to said meeting.

Section 4: Action by Ballot:

- (a) Any action which may be taken at a regular or special meeting of CYHA may be taken without a meeting. If an action is taken without a meeting, CYHA shall distribute a written ballot to every person entitled to vote on the matter. The ballot shall set forth the proposed action, provide an opportunity to specify approval or disapproval of any proposed action, and provide a reasonable time of not less than thirty (30) days, nor in any event, later than March 30<sup>th</sup> of any year in which such action is to be taken within in which to return the ballot to CYHA. The number of votes cast by ballot must equal or exceed the quorum required to be present at a meeting authorizing the action, and the number of approvals must equal or exceed the number of votes that would be required to approve at a meeting at which the total number of votes cast was the same as the number of votes cast by ballot.
- (b) Ballots shall be solicited in a manner consistent with the requirements of giving notice of a called meeting as set forth in these Bylaws and of voting by written ballot as set forth above. All such solicitations shall indicate the number of responses needed to meet the quorum requirement with respect to ballots and shall state the percentage of approvals necessary to pass the measure submitted. The solicitation shall specify the time by which the ballot must be received in order to be counted.
- (c) The form of written ballots shall afford an opportunity on the form of written ballot to specify a choice between approval and disapproval of each matter or group of related matters intended, at the time the written ballot is distributed, to be acted on by such written ballot. The form shall also provide, subject to reasonable specified conditions, that where the person solicited specifies a choice with respect to any such matter the vote must be cast in accordance therewith.
- (d) Unless otherwise provided in the Articles of Incorporation of CYHA or these Bylaws, a written ballot may not be revoked once it has been deposited in the United States Mail or otherwise delivered to the CYHA Secretary or his/her designee.

Section 5: Action by Other Means: Any action which may be taken at a meeting of the Board of Directors to vote upon such action with said writing being signed by all of such voting persons and then tabulated and recorded in the minutes of the next meeting. This shall include actions taken by telephonic conference calls or e-mails providing all parties involved in such communications can hear or read each other. The content and substance of any such communications shall be recorded in writing and disturbed promptly to all participants, the Board of Directors and Officers of CYHA.

## ARTICLE XVII – QUORUMS

Section 1: Quorum for Membership Meeting: Ten percent (10%) of the Members registered with CYHA as of October 30<sup>th</sup> of the current playing season plus one (1) must be present in person at a meeting to constitute a quorum for the transaction of business at any meeting of Membership. A duly called or held meeting at which a quorum is present, may continue to do business until adjournment even after withdrawal of Members or their representatives which may leave less than a quorum in attendance.

Section 2: Quorum for Meetings of the Board of Directors and Standing Committees:

- (a) A majority of the Directors then seated in office shall constitute a quorum for transaction of business by the Board of Directors.
- (b) A majority of the respective Committee members shall constitute a quorum for the transaction of any Standing Committee business.
- (c) A duly called or held meeting at which a quorum is present, may continue to do business until adjournment even after withdrawal of Directors or committee members which may leave less than a quorum in attendance.

## **ARTICLE XVIII- CONTRACTS. CHECKS. DEPOSITS. FUNDS AND FISCAL YEAR**

- Section 1: Contracts: The Board of Directors may authorize any officer or officers, agent or agents, of CYHA, in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of or on behalf of CYHA and such authority may be general or confined to specific instances.
- Section 2: Checks, Drafts, etc.: All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of CYHA shall be signed by such officer or officers, agent or agents of CYHA and in such manner as shall from time to time be determined by resolution of the Board of Directors. In the absence of such determination of the Board of Directors, such instruments shall be signed by the Business Manager.
- Section 3: Deposits: All funds of CYHA shall be deposited from time to time to the credit of CYHA in such banks, trust companies or other depositories as the Board of Directors may select.
- Section 4: Gifts: The Board of Directors may accept on behalf of CYHA any contribution, gift, bequest or devise for the general purposes or for any special purpose of CYHA.
- Section 5: Reporting: The CYHA Business Manager shall provide the Board of Directors with an itemized listing of all checks issued and deposits made on a monthly basis.
- Section 6: Fiscal Year: The fiscal year of CYHA shall begin on July 1 and end on June 30 of the following year.
- Section 7: Bond: Any person having control of or signatory authority of checks, drafts, accounts, receipts, cash, contributions, or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of CYHA or received for the benefit of CYHA shall be bonded in an amount to be fixed by the Board of Directors of CYHA sufficient to protect CYHA against loss or damage.

## **ARTICLE XIX – AMENDMENTS**

- Section 1: Bylaw Amendments: Unless the action would materially or adversely affect the rights of the Members to voting, Bylaws may be adopted, amended, or repealed by the Board of Directors by a vote of two-thirds (2/3) of the Directors present at the CYHA Annual Meeting or by a vote by eighty percent (80%) of the Directors present at any other duly held meeting of the Board of Directors, except as provided in South Carolina Corporations Code with respect to required and optional number of directors, term of office, filling vacancies, quorums, proxy voting, and cumulative voting.
- Section 2: Bylaw Amendments Affecting Member Voting Rights: Amendments or alterations to these Bylaws affecting the voting rights of Members shall be made only at the Annual Meeting of CYHA after specific notice to the President and Secretary of CYHA has been given, in writing, not later than thirty (30) days prior to the scheduled date of said meeting. The Secretary shall communicate such proposed amendments or alterations to each member of the Board of Directors and the Members no later than May 1<sup>st</sup> of any year in which such amendment is proposed. Notice to Members may be given through the newsletter or posted on the Carolina Ice Palace CYHA Bulletin board.

Section 3: Approval of the Members: A majority vote of the Members entitled to vote and present at a meeting duly called and held is required for the adoption of any amendment or alteration to these Bylaws that affect the voting rights of a member.

Section 4: Distribution of Bylaws and Rules: Prior to December 31<sup>st</sup> of each playing season, CYHA shall provide a copy of its current Bylaws and Rules and Regulations to each Member in good standing requesting copies.

#### **ARTICLE XX - BOOKS AND RECORDS**

Section 1: CYHA shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its Board of Directors and Standing Committees, and shall keep at its principal office records giving the names and addresses of members of the CYHA Board of Directors entitled to vote. All books and records may be inspected upon written request in accordance with current IRS guidelines for 501(c)3 organizations, by any Member or his agent or attorney for any proper purpose at any reasonable time and with reasonable notice.

Section 2: CYHA shall retain a copy of all federal and state tax returns and state agency filings for a period of three (3)years.

#### **ARTICLE XXI - WAIVER OF NOTICE**

Section 1: Whenever any notice whatsoever is required to be given under the provisions of the General Corporation Law of South Carolina, or under the provisions of the Articles of Incorporation or by the Bylaws of CYHA, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

#### **ARTICLE XXII- JURISDICTION**

Section 1: CYHA shall have the sole and exclusive jurisdiction to conduct the affairs of CYHA, CHL, CAHA, and USA Hockey, to govern the Registered Team Members of USA Hockey as defined in the USA Hockey Constitution, and to regulate amateur competition in the sport of hockey within the geographical confines of the Charleston, SC area under the Bylaws and Regulations of CYHA and the Constitution, Bylaws, Regulations and Affiliate Agreement of USA Hockey.

#### **ARTICLE XXIII - DISPUTE RESOLUTION**

Section 1: It is the express purpose of this Article to establish a fair and orderly process for the resolution of disputes within the CYHA and to strongly recommend that all members of CYHA use this process, in that connection, CYHA expressly adopts the USA Hockey Dispute Resolution procedure set forth in USA Hockey Bylaw Section 10, as it now exists or may hereafter be amended.

Section 2: The power to suspend any individual or member shall be with a Board of Directors in accordance with these rules and regulations and in accordance with USA Hockey Bylaw Section 10. The Board of Directors shall conduct a hearing. All parties involved in the incident and witnesses thereto should be given the opportunity to give their version of the facts. Any individual or member suspended for a period of more than thirty (30) days shall have the right to appeal such suspension to the CAHA Disciplinary/Dispute Resolution Standing Committee.

Section 3: Members desiring to appeal CYHA rulings must follow the guidelines laid out in CAHA Bylaws.

#### **ARTICLE XXIV - SUSPENSION OR EXPULSION**

Section 1: Players, parents, coaches and all other members within CYHA are subject to the same rules, regulations, conduct, codes of ethics and are equally subject to suspension and exclusion as members. The President or Vice President officially acting in his place or stead, pursuant to the rules prescribed herein and consistent with the rules and regulations of USA Hockey relating to suspension or expulsion, may suspend, any player, parent, team, team official, league or other constituent individual for conduct detrimental to the game, or for such other reasons as may be determined as grounds for suspension or expulsion by the Board of Directors.

Section 2: For the purpose set forth in Section 1, the President may appoint such committee or committees to take such action as he or she may be empowered to do himself or herself under these Bylaws. Such committees may be appointed for the same purposes and with the same powers, by the Board of Directors.

#### **ARTICLE XXV- RULES OF ORDER**

Section 1: All meetings of the membership, Board of Directors and Standing Committees shall be conducted in accordance with the most recent edition of the "Robert's Rules of Order" unless otherwise specified in these Bylaws.

Section 2: The Order of Business for the CYHA Annual Meeting of Members shall be:

Call To Order  
Secretary's Report - Reading of Minutes  
Treasurer's Report - Financial Report  
Officers' Reports  
President's Report  
Standing Committee Reports  
Old Business  
New Business  
Adjournment

Section 3: The Annual Meeting of the Board of Directors shall immediately follow the adjournment of the CYHA Annual Membership Meeting. The Order of Business for the Annual Board of Directors Meeting shall be:

Call To Order Roll Call  
Appointment of Standing Committees (unless deferred)  
Secretary's report - Reading of Minutes  
Treasurer's Report - Financial Report  
Old Business  
New Business  
Adjournment

Section 4: The order of business for all other CYHA regular or special meetings shall be as follows:

Call To Order

Secretary's Report - Reading of Minutes  
Treasurer's Report - Financial Report  
Committee Reports  
Old Business  
New Business  
For the Good of the Association  
Adjournment

## **ARTICLE XXVI – SCREENING**

- Section 1:** General. CYHA has implemented a screening program in accordance with USA Hockey Policies. All ice hockey coaches, volunteers or employees with routine access to children (anyone under the age of majority) within the CYHA jurisdiction must consent to be fingerprinted, screened, and/or complete an Authorization to Release Information in accordance with the adopted screening procedures of CYHA, CAHA, and USA Hockey.
- Section 2:** Deadlines. All coaches, volunteers or employees with routine access to children (anyone under the age of majority) within the jurisdiction of CYHA shall complete the screening process by September 30. Any individual who begins an activity after September 30 of the current playing season and that would require the individual to be subject to the CYHA Screening Policy must complete the screening process within thirty (30) days after beginning such activity.
- Section 3:** Screening Results and Procedure: Each coach, volunteer or employee will be advised in writing of any adverse information as a result of the screening process.
- Section 4:** Compliance. Each ice hockey coach, volunteer or employee with routine access to children (anyone under the age of majority) within the jurisdiction of CYHA shall comply with the CYHA Screening Policy.
- Section 5:** Procedures To Implement. Instructions and required forms can be downloaded from the CAHA website <http://www.carolinahockey.org> The CYHA Screening Committee and/or the Board of Directors may prepare and distribute additional rules and procedures to implement this policy.
- Section 6:** Refusal to Be Screened. Any individual required to be screened who does not consent to be screened and complete the screening process as required shall not be allowed to participate in any CYHA, CHL, CAHA or USA Hockey sanctioned events, including but not limited to all team activities and any other “on ice” or “off ice” hockey activities.
- Section 7:** Non-Compliance. Any coach, volunteer or employee required to be screened within the jurisdiction of CYHA not complying with the CYHA Screening Policy will be referred to the CYHA Disciplinary/Dispute Resolutions Committee for appropriate action.

## **ARTICLE XXVII – ADDENDUM**

- Section 1: There are four (4) Addenda to these Bylaws as follows:
- ADDENDUM A - Responsibilities and Duties of the CYHA Board of Directors  
ADDENDUM B - Responsibilities and Duties of CYHA Officers  
ADDENDUM C - Responsibilities and Duties of CYHA Standing Committees  
ADDENDUM D - CYHA forms.
- Section 2: Addenda A through D inclusive may be modified by the CYHA Board of Directors at any time; provided, however, that no amendment affecting the voting rights of members.

## **CHARLESTON YOUTH HOCKEY ASSOCIATION**

### **BYLAWS - ADDENDUM A**

#### **DUTIES OF THE CYHA BOARD OF DIRECTORS**

Without restricting or limiting the duties imposed by law, by the CYHA Articles of Incorporation, or by the Constitution and governing documents of USA Hockey, the duties of the Board of Directors shall include, but are not limited to, the following:

- (a) Adopt, amend, revise or repeal the Bylaws, Rules and Regulations of CYHA
- (b) Affirm or remove suspensions in accordance with the Bylaws of CYHA.
- (c) Enforce the Constitution, Bylaws and Regulations of CYHA, CHL, CAHA and USA Hockey
- (d) Remove from office any Officer by two-thirds (2/3) majority vote
- (e) Fill the vacancy of any office caused by any reason
- (f) Appoint the members of Standing Committee
- (g) Establish and collect dues
- (h) Ratify any temporary ruling by the President, Officers or Standing Committee(s) acting on the authority of the Board of Directors
- (i) Call special meetings
- (j) Have access to all CYHA financial records; review all CYHA expenditures and collections
- (k) Any other such powers granted by the South Carolina Corporation Code, these Bylaws, and the Bylaws of those organizations which CYHA is affiliated with.

## **CHARLESTON YOUTH HOCKEY ASSOCIATION**

### **BYLAWS - ADDENDUM B**

#### **DUTIES OF THE CYHA OFFICERS**

##### **Article 1-PRESIDENT**

Section 1: The President shall be the principal Standing officer of CYHA and shall, in general, supervise and control all of the business and affairs of CYHA. The President shall have, but is not limited to, the following powers and duties:

- (a) Preside at all meetings of the Membership and of the Board of Directors at which he/she is present.
- (b) The power to call special meetings of CYHA, at his/her discretion.
- (c) The power to determine questions arising from emergencies not provided for in the Bylaws or Rules and Regulations of CYHA until such time as they may be acted upon by the appropriate CYHA Standing Committee or the Board of Directors; attending and representing CYHA in other hockey meetings, including the USA Hockey Annual Meeting, any Southeastern District meetings, Carolina Amateur Hockey Association and any Carolina Hockey League meetings.
- (d) Shall be an ex-officio member of all Standing Committees unless he/she otherwise qualifies to be a member of any such committee. Shall not be a member of a Nomination Committee, should one be formed.
- (e) Shall sign, with the Secretary or other proper officer of CYHA as authorized by the Board of Directors, any contracts or other instruments which the Board of Directors have authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these Bylaws or by statute to some other officer or agent of CYHA.
- (f) Shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors from time to time.

##### **Article II-VICE PRESIDENT**

Section 1: The Vice President shall have the following powers and duties:

- (a) In the absence of the President or in the event of the President's inability or written abstention, the Vice President shall perform all duties of the President, and when so acting shall have all the powers of and be subject to all of the restrictions upon the President.
- (b) Be Chair of the Disciplinary/Disputes Resolution Standing Committee.
- (c) Ensure that CYHA's Directors and Officers Insurance is maintained and in effect at all times.
- (d) Perform such other duties as may be prescribed by the Board of Directors or the President from time to time.

### Article III-SECRETARY

Section 1: The Secretary shall have, but is not limited to, the following powers and duties:

- (a) Shall be custodian of the corporate records of CYHA.
- (b) Shall keep a register of the post office address, email address and telephone numbers for each member of the Board of Directors, each Officer and each member of the Standing Committees.
- (c) Shall maintain a current list of names, post office addresses, email address and telephone numbers for each member within CYHA.
  - (1) This may be retained by the Registrar.
- (d) Shall make all meeting arrangements (food, rooms, etc.) for CYHA Meetings.
- (e) Shall perform such other duties as may be prescribed by the Board of Directors or the President from time to time.
- (f) Shall record and maintain the minutes of the Board of Directors Meetings and the Annual Membership Meeting.
- (g) Shall maintain minutes of all Standing Committee Meetings.

### Article IV-BUSINESS MANAGER

Section 1: The Business Manager shall have, but is not limited to, the following powers and duties:

- (a) If required by the Board of Directors, he/she shall give a bond for the faithful discharge of Business Manager's duties in the sum and with such surety or sureties as the Board of Directors may determine.
- (b) Shall have charge and custody of and be responsible for all funds and securities of CYHA.
- (c) Shall receive and give receipts from monies due and payable to CYHA from any source whatsoever, and deposit all such monies in the name of CYHA in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of these Bylaws.
- (d) Shall sign all checks, except as noted in Article XVIII of the By-laws.
- (e) Shall be responsible for filing all required financial statements, returns or other documents as may be required by government agencies to whom CYHA has responsibility.
- (f) Shall prepare, maintain and distribute monthly CYHA financial reports to the Board of Directors and Officers.

- (g) Prepare and submit an annual operating budget to the Board of Directors at the Annual Meeting.
- (h) Ensure that an audit of CYHA's financial records are completed as required by law or as requested by action of the Board of Directors and ensure that CYHA's nonprofit status with Federal and State authorities is maintained.
- (i) Shall perform such other duties as may be prescribed by the Board of Directors or the President from time to time.

#### Article V – REGISTRAR

Section 1: The Registrars duties shall include, but not be limited to the following:

- (a) Receive, record, and promptly forward to the Affiliate Registrar all registration materials for members and CYHA teams. Be certain that all registrations and rosters are properly completed and comply with CHL, CAHA, and USA Hockey regulations.
- (b) Distribute registration materials.
- (c) Maintains and is knowledgeable of the USA Hockey Cybersport Registration software.
- (d) Work closely with Coaches and Team Managers to ensure that teams are properly rostered.
- (e) Attend any seminars for Registrars.
- (f) Verify qualifications of all teams for regional and national championships.

#### Article VI – HOCKEY DIRECTOR

Section 1: The Hockey Director is responsible to the Board of Directors for the administration of the House, Rec, and Travel programs along with any other hockey related activities within the association.

Section 2: The Hockey Director's duties shall include, but not be limited to the following:

- (a) Plan, develop, and organize skating, goaltending, and checking clinics or any other clinics that will meet the needs of the association's players.
- (b) Oversee the Evaluation/Tryout activities and acts as chair of the associated committees.
- (c) Assists the chair of the House Committee with the activities of running the association's House League and House/Rec programs, including but not limited to scheduling, program development and budgeting.
- (d) Assist the chair of the Travel Committee with the activities of running the association's Tier II travel program, including but not limited to scheduling, program development and budgeting.
- (e) Contact point between association and any applicable leagues.
- (f) Review the applications and background checks from coaches for the upcoming season.
- (g) Provide recommendations to the Board for coaching candidates.
- (h) Coordinate with coaches and Board to develop and maintain the Association's philosophy.
- (i) Maintain a list of all association coaches and their pertinent

- (j) information, and communicate requirements for compliance with USA Hockey and CAHA coaching guidelines. Contact point for all "play-up" requests. Consult with coaches and present to the Board final decision.

#### Article VII - TRAVEL COMMISSIONER

Section 1: The Travel Commissioner's duties shall include, but not be limited to the following:

- (a) To distribute the Travel League ice hours equally among the travel teams.
- (b) To provide a copy of the Travel Leagues game schedule and any changes that may occur, to the Referee Association.
- (c) To oversee all activities and operations related to travel hockey.
- (d) To aid in coordinating the Travel League team pictures.
- (e) To carry out such other duties as may be assigned by the Board of Directors.
- (f) Insure all travel teams comply with policy set forth in the CHL operating rules.

#### Article VIII - HOUSE COMMISSIONER

Section 1: The House Commissioner's duties shall include, but not be limited to the following:

- (a) To appoint a Coordinator for each division within the House League.
- (b) To assign the House League ice hours equally among the teams.
- (c) To provide a copy of the House Leagues game schedule and any changes that may occur, to the Referee Association.
- (d) To supervise the daily operation of the Travel League.
- (e) To aid in coordinating the House League team pictures.
- (f) To supervise and coordinate the House All Star Tournament at the Carolina Ice Palace. The tournament is normal conducted during the January Martin Luther King holiday.
- (g) To carry out such other duties as may be assigned by the Board of Directors.

## CHARLESTON YOUTH HOCKEY ASSOCIATION

### BYLAWS - ADDENDUM C

#### RESPONSIBILITIES OF THE CYHA STANDING COMMITTEES

- Section 1: The objective of the **Fundraising Committee** is to spread the cost of the programs over more people in the community, especially those who are not already involved in the CYHA. The duties and responsibilities shall be, but are not limited to:
- (a) Select the fund raising activities of the CYHA.
  - (b) Supervise the participation of the CYHA membership.
  - (c) Solicit out and obtain sponsors for the teams.
  - (d) Maintain a positive relationship with team/league sponsors.
  - (e) Ensure teams/leagues support their sponsor by:
    - (1) Formally thanking in person and by sending a note of appreciation.
    - (2) Providing the sponsor with a team schedule.
    - (3) Provide a team picture to the sponsor.
    - (4) Send the newsletter to the sponsor.
    - (5) Provide official recognition of the sponsorship by providing the sponsor with a plaque with the team picture and an appreciation plate.
  - (f) Monitor individual team fundraising to ensure compliance with CYHA procedures.
  - (g) Carry out such other duties as may be assigned by the Board of Directors.
- Section 2: The **Grievance/Disciplinary Committee** is responsible for ensuring compliance with CYHA, CHL, CAHA and USA Hockey rules and regulations by all teams, players, coaches, parents, and administrators of CYHA. The duties and responsibilities shall be, but are not limited to:
- (a) Review complaints of infractions of league rules.
  - (b) Provide a means for the membership to file a complaint.
  - (c) Conduct hearings on any and all grievances filed by the membership.
  - (d) Report hearing results and decisions to the Board of Directors.
  - (e) Carry out such other duties as may be assigned by the Board of Directors.

Section 3: The **Scholarship Committee** shall select the recipients of the scholarships donated by the sponsors. Candidates applying for scholarships will use the application in Addendum D.

Section 4: The **Tournament Committee's** duties and responsibilities shall include, but are not limited to:

- (a) Planning and administering all CYHA tournaments in the Carolina Ice Palace.

Section 5: The **House/Rec Committee's** duties shall include, but not be limited to the following:

- (a) To appoint a Coordinator for each division within the House League.
- (b) To assign the House League ice hours equally among the teams.
- (c) To provide a copy of the House Leagues game schedule and any changes that may occur, to the Referee Association.
- (d) To supervise the daily operation of the House League.
- (e) To aid in coordinating the House League team pictures.
- (f) To assist the tournament committee with conducting the Golden Puck Tournament at the Carolina Ice Palace. The tournament is normal conducted during the January Martin Luther King holiday.
- (g) To carry out such other duties as may be assigned by the Board of Directors.

Section 6: The **Travel Committee's** duties shall include, but not be limited to the following:

- (a) To distribute the Travel League ice hours equally among the travel teams.
- (b) To provide a copy of the Travel Leagues game schedule and any changes that may occur, to the Referee Association.
- (c) To oversee all activities and operations related to travel hockey.
- (d) To aid in coordinating the Travel League team pictures.
- (e) To carry out such other duties as may be assigned by the Board of Directors.
- (f) Insure all travel teams comply with policy set forth in the CHL operating rules.

Section 7: The **Player Development Committee's** duties shall include, but not be limited to the following:

- (a) To assist the Board of Directors, Hockey Director, Travel and House Committees in the development of an all inclusive hockey program that support the current player development model of USA Hockey.

- (b) To provide the association with recommendations for implementing the USA Hockey ADM model across any and all age levels.
- (c) To oversee all activities and operations related to travel hockey.

**CHARLESTON YOUTH HOCKEY ASSOCIATION**

**BYLAWS - ADDENDUM D**

**CYHA FORMS**

**MEMBERSHIP APPLICATION**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Spouse's Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Occupation: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Children's Name: \_\_\_\_\_ Age: \_\_\_\_\_

I am willing to work on the following Committees:

Grievance / Disciplinary \_\_\_\_\_ Fundraising \_\_\_\_\_

Tournament \_\_\_\_\_ Scholarship \_\_\_\_\_

House/Rec \_\_\_\_\_ Travel \_\_\_\_\_

Player Development \_\_\_\_\_

I am willing to serve as:

Team Manager \_\_\_\_\_ Coach (Head / Assistant) \_\_\_\_\_

Scorekeeper \_\_\_\_\_ Time Keeper \_\_\_\_\_

Division Coordinator \_\_\_\_\_

The annual dues for membership in the Charleston Youth Hockey Association are \$15.00.

Method of payment: Cash \_\_\_\_\_ Check \_\_\_\_\_ Credit Card \_\_\_\_\_

**SCHOLARSHIP APPLICATION**

The Charleston Youth Hockey Association Scholarship Committee is responsible for reviewing all applications and forwarding their recommendation to the Board of Directors for approval. Every application will be considered on a case by case basis. Scholarships will not be awarded based on race or gender. Scholarships will not be considered for Travel players. In order to consider an applicant, personal information regarding the applicant and his/her parents/guardians is required. The information contained in this application will remain confidential. No one other than the Scholarship Committee and the Board of Directors will see or discuss this information.

Applications should be mailed to : **Charleston Youth Hockey Association  
7665 Northwoods Blvd  
Charleston, SC 29406**

**Applicant Information**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ School: \_\_\_\_\_  
Zip Code: \_\_\_\_\_ Current Grade: \_\_\_\_\_

Please list any school, civic, or athletic organization you belong to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list any hobbies or interests you have: \_\_\_\_\_  
\_\_\_\_\_

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**Parent or Guardian Information**

Mother/Guardian: \_\_\_\_\_ Employer: \_\_\_\_\_  
Work Phone: \_\_\_\_\_

Father/Guardian: \_\_\_\_\_ Employer: \_\_\_\_\_  
Work Phone: \_\_\_\_\_

Dependents/Age: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Household annual income: Less than \$15,00    \$16,000 - \$24,000    \$25,000 - \$35,000

(circle one)    \$36,000 - \$45,000    \$46,000 - \$55,000    More than \$56,000

Rent or Mortgage Payment: \_\_\_\_\_ Alimony / Child Support: \_\_\_\_\_

Other Significant Expenses: \_\_\_\_\_  
\_\_\_\_\_

In this space and on the back if necessary, explain why you feel your child should receive a scholarship and provide any other information you may feel would help the Committee during their review and selection.