

DES MOINES CAPITALS HOCKEY CLUB BY-LAWS

ARTICLE I NAME

The name of this organization shall be **DES MOINES CAPITALS HOCKEY CLUB, INC.**, hereinafter referred to as **DMCHC**.

ARTICLE II PURPOSE

The purpose of DMCHC, shall be to instruct young men and women, of the Greater Des Moines area, in the fundamentals of skating, hockey, good sportsmanship, and team spirit; regardless of race, color or creed in accordance with the bill of rights for young athletes as defined by USA HOCKEY. All young men and women of the DMCHC:

- Shall have the right to participate at a level that is commensurate with each person's developmental level.
- Shall have the right to qualified adult leadership.
- Shall have the right to participate in safe, healthy environments.
- Shall have the right to proper preparation for participation in the sport.
- Shall have the right to equal opportunity to strive for success.
- Shall have the right to be treated with dignity by all involved.
- Shall have the right to have fun through sport.

DMCHC is a not for profit organization and shall be dedicated to provide for the maximum number of youth to participate in its programs. It will establish, operate, and manage programs which are necessary and appropriate for competitive hockey for high school aged players and shall conduct an annual search for sponsors as well as promoting other fund raising activities as may be deemed necessary to remain solvent and affordable.

**ARTICLE III
AFFILIATION**

Section I

This organization shall be affiliated with USA HOCKEY in accordance with its rules and regulations.

**ARTICLE IV
MEMBERSHIP**

Section I

The membership of DMCHC shall consist of officers, coaches, committee members and players registered in the program, their parents and/or guardians.

Section II

The voting membership of DMCHC shall consist of officers, committee members and the parents and/or guardians of the players registered in the program.

Section III

The voting membership shall elect the board of directors. Open board positions will be elected by the voting membership at the annual end of year banquet. Member families will be allowed two votes for each active player on the team.

Section IV

The voting privileges of the senior parent and/or guardian members shall cease at the conclusion of the annual end of year banquet.

**ARTICLE V
GOVERNING BODY**

Section I

The Governing body shall be a Board of Directors and consist of the President, Vice President, Secretary, Treasurer, Team Manager, Equipment Manager, 1 game day person and 4 at-large members. The open board positions will be elected by the membership at the end of year banquet.

Section II

The Board of Directors shall receive prior to each meeting, the past minutes and upcoming agenda for said membership meeting.

Section III

The Board of Directors shall take office annually at the first meeting in April of each year.

Section IV

No member of the Board of Directors shall be head coach.

Section V

The Board of Directors shall suggest the total number of players on the roster, but the Coaching staff shall have the responsibility for determining the final number of rostered players.

Section VI

A full term shall be defined as two-years. Any director, who has served a full term, shall be eligible to be re-elected for additional one-year terms on a year-to-year basis.

Section VII

Any board member who misses two consecutive un-excused meetings or three un-excused meetings in a fiscal year is subject to removal from the board. The Board of Directors, minus said member, will decide what constitutes an un-excused meeting. If a director is subject to removal, the secretary should send written notification,

Section VIII - Vacancies

During the year, a vacancy on the Board of Directors, may be filled by voting in a simple majority at any regularly scheduled meeting. The new member will fill the vacant Director position until the next annual election.

Section IX - Regular Meetings

There shall be twelve regular monthly meetings per year scheduled on the first Tuesday of the month, unless such monthly meeting is waived at the prior month's board meeting by a majority vote.

Section X - Special Meetings

The President may call a special meeting as is deemed necessary for the conduct of business. Special meetings may also be called at the request of members of the Board of Directors. Notice of time, place, and in the case of special meetings, the purpose thereof, shall be given by the secretary to each member of the board not less than 1 day before the date specified for such a meeting. This notice shall be given by telephone and e-mail.

Section XI - Powers

The Board of Directors, subject to these bylaws, shall exercise all corporate powers and conduct, manage, and control the affairs and property of the DMCHC. It shall have the power to receive, use, and hold any proceeds thereof for the DMCHC or any of its activities.

Section XII - Quorum and Voting

A quorum for the transaction of business shall exist whenever a majority of the Board of Directors (six members) are present at the call of the meeting, Each director shall be entitled to one vote, to be cast in person and not by proxy. Unless a greater vote is

required by these bylaws, any proposal to come before the board upon the affirmative vote of the majority of the directors and officers present and voting shall pass.

ARTICLE VI OFFICERS

Section I

The officers of DMCHC shall be a President, Vice President, Secretary, and Treasurer

Section II

The Officers and all other board positions shall be nominated and elected annually at the 1st meeting in April by the Board of Directors. They will assume their office at the time of their election.

Section III - Ballot Election and Term of Office

Officers will be elected by ballot for a term of one year or until their successors are elected.

Section IV - Removal From Office

Any officer or board member may be removed from Office, with or without cause, by a two-thirds vote at a regular meeting where previous notice had been given.

ARTICLE VII DUTIES OF OFFICERS AND APPOINTED POSITIONS

Section I

The President shall be the Chief Executive Officer of the DMCHC. He/she shall preside at all meetings of the voting membership and the governing bodies. The President shall be directly responsible to the Board of Directors of DMCHC. It shall be the President's duty to exercise general supervision over the activities and welfare of the DMCHC and keep in touch with the other DMCHC Officers and the Board of Directors relative to matters of policy.

Section II

The Vice President shall perform the duties of the President in his/her absence will carry out all duties assigned by the President.

Section III

The Secretary shall perform the duties of the President and Vice President in their absence. The Secretary shall have custody of all documents, papers and general records of the organization and shall give due notice of all meetings and shall conduct the general correspondence of the organization. At the expiration of his/her term, all books and papers in their possession shall be delivered to the incoming secretary.

Section IV

The Secretary shall take and transcribe all minutes of the meetings of the voting membership and of the governing body and shall submit the same for approval on request at the next meeting thereof.

Section V

The Treasurer shall perform the duties of the President in the absence of the Vice President or Secretary. The Treasurer shall receive and disburse the Funds of the DMCHC. He/She shall keep and preserve proper and definitive records of all DMCHC income and expenses. He/She shall deposit Funds of the Association in such banks as may be approved by the Board of Directors, and shall be authorized to approve and pay invoices up to and including \$3000.00 by a single signature check. The Treasurer and the President if necessary shall sign all checks in excess of \$3000.00 drawn upon funds of the DMCHC, other than normal operation costs.

It shall be the duties of the sitting Treasurer to each year prepare a complete and sufficient record of financial accounts for the preceding fiscal year. The Treasurer shall perform these duties whether or not he/she was in office during the preceding fiscal year.

In the absence of a sitting Treasurer or in the case of the Treasurer's inability, for any reason, to complete the above duties it shall become the responsibility of the President to insure that all above described requirements are met.

The President shall appoint an Audit Committee to review and/or audit all team financial information at a minimum of one time per year. The Audit Committee will report its findings to the Board of Directors.

ARTICLE VIII

Team Manager / League Representative

Section I

The duties of the Team Manager shall be the collection, care and maintenance of pertinent data for the registration of all DMCHC players and to serve as Team Registrar. The Team Manager will make roster reports to USA Hockey and leagues and other uses as required. The Team Manager will work in conjunction with the Treasurer to make certain that membership fees are collected as prescribed by the Board.

Section II

The Team Manager shall be responsible for scheduling all ice for practice and league games and shall insure full utilization of DMCHC ice time.

The Team Manager will also be the Midwest High School Hockey League (MHSHL) League Representative for the DMCHC. The League Representative shall attend all respective league meetings for the purpose of making the needs and desires of the DMCHC known to that league. The representative shall also attend all special league meetings and report to the Board the concerns and issues brought forth at the respective league meetings, allowing the Board to act as needed.

The Team Manager shall work as the conveyor of information to and from the teams. The Team Manager shall be responsible only for the non-coaching administrative tasks, which should be completed in a timely manner. These tasks should include the distribution of team practice and game schedules, and the collection and distribution of information for, to and from the team. The Team Manager shall report to and work with the Board of Directors and the team's Head Coach on a regular basis. The Team Manager shall be responsible for or assigning an alternate member of our team, to attend the leagues meetings.

ARTICLE IX Board Members

Section I - Volunteer Coordinator

It will be the responsibility of the Volunteer Coordinator to make the names and talents of volunteers known to the Board. The Volunteer Coordinator will have all volunteers reporting to him/her as a matter of policy in order to allow the identification of the talents or the position the volunteer wishes to fill are made clear. The Volunteer Coordinator will make know by way of a list or schedule, the names of those that have agreed to perform services or staffing for DMCHC functions and or events.

Section II - Equipment Manager

The Equipment Manager shall be responsible for the distribution of DMCHC owned equipment at the beginning of a new season, for the collection and storing of DMCHC owned equipment during the off season, keeping track of the condition of that equipment, and the procurement and distribution of first aid kit supplies.

Section III - Merchandising Manager

The Merchandising Manager will be responsible for proposing new merchandise opportunities, acting as the liaison with third-party vendors, and coordinating and organizing the sale and distribution of DMCHC merchandise.

Section IV - Game Day Coordinator

The Game Day Coordinator will be responsible for determining those duties essential to hosting home contests and arranging and /or assigning a worker to each duty. These duties will include, but are not limited to: ticket sales, merchandise sales, announcers, scorekeepers (clock & score sheet), goal judges, hall monitors, and crowd control. Once determined, the Game Day Coordinator will distribute the list of assigned duties and workers for each home contest.

Section V - At Large Members

The At Large Members will be responsible for duties deemed necessary by the Board of Directors and may include, but are not limited to assisting the Volunteer Coordinator, Equipment Manager, Merchandising Manager and/or Game Day Coordinator.

ARTICLE XI COMMITTEES AND COMMITTEE CHAIRPERSONS

Section I

Special committees, with specified duties, may be appointed from time to time as the need arises. Unless otherwise provided for in the resolutions creating them, all special committee chair people shall be appointed by the President and confirmed by the Board of Directors.

Section II

It shall be the duty of the committee chair people to conduct all committee meetings and to report all the activities and progress of their committee to the Board of Directors.

ARTICLE XII COACHES AND COACHES' DUTIES

Section I

The Board of Directors shall appoint Head Coaches.

Section II

The duties of each Head Coach shall consist of instructing the team members in the basics of hockey, good sportsmanship and team spirit. Each Head Coach shall be responsible for the general management of the team activities as needed and in accordance with USA Hockey rules.

Section III

Assistant Coaches shall be nominated by the Head Coach and confirmed by the Board of Directors. An Assistant Coach will act as Head Coach in the absence of the Head Coach.

Section IV

All coaches shall be carded at the appropriate levels, required level by USA HOCKEY unless waived by the Board of Directors.

**ARTICLE XIII
FEES**

Section I

Membership Fees, dues and/or tuition costs for the ensuing year shall be set by the Board of Directors. Each player must be current with required membership fees, dues and/or tuition payments to be eligible to participate in any and all team activities, including practice and games.

**ARTICLE XIV
EQUIPMENT**

Section I

DMCHC will provide each player with a home and away game jersey (to be returned at the conclusion of each season) and 2 pair of hockey socks. Annual tuition costs shall be established so as to include the cost of replacement of above items and repairs if necessary.

Section II

Each rostered team member will be required to purchase from the Equipment Manager **and use**, a team equipment bag and garment bag.

Section III

Mouth guards are required equipment for all players.

**ARTICLE XV
DISSOLUTION**

Previous notice and a two-thirds vote can dissolve this society. All outstanding bills will be paid, and the remaining money will be returned to the members or, by vote of the members, can be given to a charity of their choice.

**ARTICLE XVI
AMENDMENT OF BYLAWS**

These bylaws can be amended, by a simple majority of the votes cast, and after readings of the proposed amendment at two successive regular or special meetings provided that previous notice was given at the prior meeting in writing and then sent to all DMCHC members by the secretary. Previous notice can be sent by postal, e-mail or fax.

**DMCHC BY-LAWS AS AMENDED
May 2008**

Reference: Robert's Rules of Order: Simplified and Applied
Second Edition, 2001
Robert McConnell Productions

Version 05-06-2008