

**BYLAWS
OF
DUBUQUE COUNTY HOCKEY ASSOCIATION, INC.
D/B/A DUBUQUE YOUTH HOCKEY ASSOCIATION
(AMENDED AND APPROVED MARCH 31, 2011)**

**ARTICLE I
IDENTIFICATION**

The name of this organization shall be Dubuque County Hockey Association, Inc., doing business as Dubuque Youth Hockey Association.

**ARTICLE II
OBJECTIVE**

This is a nonprofit educational organization with the objective of providing a competitive, recreational program for the development of skating and hockey skills.

**ARTICLE III
MEMBERSHIP**

Section 1. Number. The number of members and teams shall be left to the discretion of the Board of Directors. Membership shall be limited to people who have applied, paid their fees and dues, and who have been approved by the Board to be of good moral character and sportsmanship.

Section 2. Parents and Guardians. Parents or guardians of active players shall automatically be regarded as members of this organization. These parents or guardians will be expected to encourage, promote, and assist in carrying out the organization's activities and rules.

Section 3. Coaches. Dubuque coaches and adult referees with no youths as participants in our hockey program are granted an automatic membership and the right to cast a vote in the annual election.

Section 4. Dissolution. In the event of dissolution, any remaining assets shall be distributed to organizations organized and operated exclusively for charitable, education, or scientific purposes as shall at the time qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code of 1986.

Section 5. Governing Rules. All USA Hockey rules and regulations govern play.

**ARTICLE IV
ANNUAL MEETING**

Section 1. Annual Meeting. The annual meeting of the organization will be held at the

conclusion of the Hockey Season of each year, with the date being set by the Board of Directors.

Section 2. Elections. At the annual meeting, the membership shall elect the officers of the organization for the following year consisting of the President, Vice-President, Secretary, and Treasurer. The President shall have served previously at least one year on the Board of Directors. The nomination information that lists the available positions and a description of the duties, skills and/or tools recommended for each position will be posted on the Association website for the membership to view and posted at the ice rink in January. Additional nominations may be added from the floor at the year end gathering. The membership will also elect four additional members in odd number years and four additional members in even number years (a total of eight in two years - see Article VI, Section 1, 2, and 3) who with the officers will comprise the Board of Directors.

Section 3. Order of Business. The order of business at the Annual Meeting, unless changed at the meeting, shall be as follows:

- a. Call to order
- b. Minutes from the previous meeting
- c. Treasurer's report from the past year
- d. Report by the President on the previous year's activities
- e. Any committee reports
- f. Old and unfinished business
- g. New business, including proposed changes to the Bylaws
- h. Adjournment of the general meeting

Section 4. Voting. A majority vote by eligible voters present shall carry or defeat a motion. Amendments to the Bylaws may be made only by a two-thirds vote of those present at the Annual Meeting or a Special Meeting on a 30 day notice. Each family represents one vote in the Association.

Section 5. Absentee Voting. Absentee ballots will be provided upon request and must be returned three days before Annual Meeting to the nominating committee.

Section 6. Tie Vote. In the event of a tie vote, the President or presiding officer shall determine for or against the motion. In the event of a tie vote at the general election, the Board of Directors shall have a secret ballot vote.

Section 7. Secret Ballot. If any Board Member requests a secret ballot, that request will be honored.

ARTICLE V **OFFICERS**

Section 1. Officers. The officers of the organization shall consist of a President, Vice-President, Secretary and Treasurer.

Section 2. Duties.

- A. President. The President shall preside at all meetings, call any necessary special meetings, appoint all committees, attend and represent the Association in other ice meetings and shall in general, perform the duties incidental to the office. Candidates for President must be able to be bonded.
- B. Vice-President. The Vice-President shall assume all the powers and perform all the duties of the President in his/her absence or in the event of his/her inability or refusal to act. If the League Commissioner is unable to complete the term, the Vice-President or an appointee will take over until a new Commissioner can be found.
- C. Secretary. The Secretary shall keep a record of the meetings and conduct necessary correspondence for the Association. He/she shall disseminate important information to the membership concerning time, dates, and place of games, meetings, etc. in a timely manner.
- D. Treasurer. The Treasurer shall keep all the accounts and records of the organization, receive all monies, and pay all bills as approved by the Board. His/her fiscal year for bookkeeping will end each year on April 30. He/she shall make an itemized statement of the financial condition of the Association whenever called upon by an of the officers. He/she shall turn over to a successor, when elected all, accounts, books, papers, vouchers, and records pertaining to the office by the first meeting in May. He/she will be responsible for all fundraising activity monies. A yearly audit shall be performed or as the Board of Directors deem necessary. The Treasurer will also prepare a budget for the next fiscal year and report to the Board of Directors at the annual Bylaw meeting. Candidates for Treasurer must be able to be bonded.
- E. Committee Chairpersons. All Officers and Board Members shall chair at least one committee each year.
- F. Order of Presiding. If the President is absent from the meeting, the order for presiding over the meeting shall be Vice-President, Secretary, Treasurer.

ARTICLE VI
BOARD OF DIRECTORS

Section 1. Composition. The Board of Directors shall be comprised of 13 voting members. These shall consist of the President, Vice-President, Secretary, Treasurer, 8 regular members, elected by the general membership at Annual Meeting, plus a 13th member determined as follows: the immediate past president will automatically serve on the board for one year following his/her term as President. In the year where there is no immediate past President, the 13th Board Member will be elected by the general membership at Annual Meeting to service a one-year term.

Section 2. Families. Not more than one person from the same family, whether married, step-

related, single, divorced, mother, father, grandparent may be a DYHA Board Member, including officer positions, at any one time.

Section 3. Term of Office.

- A. Officer. The term of office will be for one year from May 1, but one may be re-elected by the membership with a limitation of three consecutive years with one year intervening before possible re-election.
- B. Regular Members. The term of office from May 1 will be for two years. In even number years four members will be elected, and in odd number years four members will be elected. A member may be re-elected for a consecutive two-year term with a limitation of four consecutive years with one year intervening before possible re-election.

Section 4. Quorum. At any meeting of the Board, a simple majority will constitute a quorum.

Section 5. Vacancy. In the event of a Board vacancy, the next nominee with the highest number of votes will fill said vacancy. Any vacancies of the Board, a simple majority will constitute a quorum. All Board Members shall be supplied with a list of candidates in order of highest to lowest number of votes at the Annual Meeting.

Section 6. Meetings. The Board of Directors shall meet monthly, and by special session when called by the President. The meeting time and place will be posted on the web site.

Section 7. Duties. The Board of Directors shall control and manage the activities, policies, and property of the organization. The Board of Directors, meeting with a quorum, shall have authority over general actions of all coaches. The Board of Directors; after a personal hearing before the Board regarding the teaching or discipline methods of a coach, will have the authority to release a coach, if in its judgment, he/she is not developing a team or players in conformance with the general objectives and philosophy of the Association.

Section 8. Attendance. If any member of the Board of Directors fails to attend two consecutive regular meetings of the Board of Directors which absences are deemed to be unexcused by the President his or her term of office shall end automatically at the close of the second consecutive missed meeting without further action of the Board. Reinstatement may be granted by a majority vote of the Board of Directors upon request and showing of the excusable absence.

Section 9. Removal. A director or officer may be removed by special election of the membership. The special election may be called by a majority vote of the Board of Directors and posted on the association website.

ARTICLE VII
COMMITTEES

Section 1. Nominating Committee. The President shall appoint a nominating committee of three

whose duty it will be to provide a slate of candidates for election at Annual Meeting, the committee will tally and record all votes.

Section 2. League Commissioner. The Board of Directors shall appoint a League Commissioner whose duties will be to oversee the operation of the House League, Travel Teams and report to the Board. The League Commissioner shall act as a mediator between the parents and coaches, and when a solution cannot be worked out, he/she will come to the Board for help or direction. He/she will not be a coach or team manager. The term is for one year, from September to September, and if he/she is unable to complete the term, the Vice President or an appointee will take over until a new Commissioner can be found. The League Commissioner shall also be a member of the Conduct Committee.

Section 3. Head Coaches. The Board of Directors shall appoint a Head Coach for each age division whose duties will be to supervise the other coaches in that age division subject to direction from the League Commissioner.

Section 4. Chief Referee. The Board of Directors shall appoint a Chief Referee whose duties will be to oversee all other referees in the Association, including their training, recruitment, scheduling, and payment. He/she will report to the Board of Directors.

Section 5. Travel Team Coaches. The Board of Directors shall approve any and all Travel Team coaches for age divisions where the Board feels such teams are appropriate.

Section 6. Other Committees. The President shall appoint other committees as the need arises.

Section 7. Conduct Committee. A Conduct Committee shall consist of one Board Member, one impartial/unbiased person, and an at-large member from the membership who shall be approved by the Board Directors.

Section 8. Budgets. All committees must submit a beginning and ending budget.

Section 9. High School Coach. The High School Head Coach shall be appointed until the time that he/she resigns or is dismissed for justifiable cause as determined by the Board of Directors.

Section 10. High School Committee. A High School Committee shall be appointed by election each year following the conclusion of the season but no later than June 1. One vote shall be granted to each parent or guardian of any player who will be eligible to play on the High School Team during the next season. The committee shall consist of the League Representative to the Midwest High School Hockey League, Manager, Treasurer, Secretary, Head Coach and Assistant Coach of the Varsity and Junior Varsity teams, (with the head coach being appointed by the DYHA Board). The committee shall have the power to act for the DYHA Board in matters such as practices and games, travel, finances and fundraising, discipline of team members, and representing them at activities of the MSHSL. A member of the High School Committee shall report to DYHA Board upon request.

Section 11. Executive Committee. The Board of Directors may designate an Executive Committee which shall be comprised of the President, Vice President, Past President (if any), Secretary and Treasurer. The designation of such committee and the delegation thereto of authority shall not operate to relieve the Board of Directors or any member thereof, of any responsibility imposed by law.

The Executive Committee, when the Board of Directors is not in session, shall have or may exercise all of the authority of the Board of Directors except to the extent, if any, that such authority shall be limited as stated herein.


ARTICLE VIII **FEES AND DUES**

Section 1. Ice Fees. Ice fees for each player in the league will be set each year by the Board of Directors and shall be payable to the Treasurer at the time and in the manner determined by the Board. Failure to adhere to the Board's rules shall disqualify a skater from further practices and games. No player shall be allowed to begin play prior to compliance with the Board's fee payment rules. Ice fees will be paid by the first of the month following the start of the season. Payment plans may be set up with Board approval. One grace period of thirty (30) days will be allowed with Board approval. Failure to make timely payments will result in the suspension of that player prior to his/her next scheduled ice time. All House League fees must be paid before a player may participate on a travel team. No guest policy for players or practices.

ARTICLE IX **TEAM ORGANIZATION**

Section 1. Age Divisions.

- A. Age Groups. Leagues will be formed in such a manner as to conform with USA Hockey age group recommendations. If absolutely necessary, the House League age groups will be modified, but only to the degree necessary to provide each division with enough teams to allow for interesting and meaningful schedule.
- B. It will not be permitted of a player to play in an older age group unless they have competed for at least one season in their proper age group. For House League a parent/guardian must be present with a recommendation from the past and present coaches to petition the Board under USA Hockey guidelines. The Board will then approve or deny the advancement. Any board member petitioning the Board on behalf of their child must abstain from voting.
- C. All parents, coaches, managers and players must comply with the current DYHA Travel Team Policy.
- D. The number of players on the High School Team will coincide with the Midwest High School Hockey League.


Marilyn Snyder, Secretary

APPROVED:

By: 
Brian Rieckens, President