

Constitution and Bylaws for the Bloomington Blades Youth Hockey Association

1. Name of Corporation:

The Bloomington Blades Youth Hockey Association, Incorporated, referred hereinafter as BBYHA, shall be known as and do business as the Bloomington Blades Youth Hockey Association. The BBYHA, operating as a tax exempt organization under section 501(c)(3) of the Internal Revenue Code, operates as follows:

- a) Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- b) No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- c) Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

2. Mission Statement:

The purpose of the corporation is to provide a means whereby children ages 4 – 14 may play the game of ice hockey in a competitive, organized manner, under the instruction and supervision of qualified coaches. It is also the purpose to aid these children to develop athletic skills, a sense of citizenship, sportsmanship, and fair play.

3. Composition of Teams:

All players must participate in the City of Bloomington "House" hockey program if one exists. Each travel team will field up to 17 players per team to keep teams to a reasonable size while also allowing reasonable on the ice participation by all players. Multiple teams per age group may be used if necessary to achieve this goal. However, rosters may allow up to 21 if permissible in league play, if two teams are not feasible, and it is deemed practical by the board. In addition coaches may conduct player try-outs allowing coaches to select players for each level and/or team. The BBYHA board must pre-approve any team try-out and also the final number of players for that team. The BBYHA board shall determine an appropriate travel league and level (AA, A, B, House All-Stars) in which each team shall participate. Age groupings shall be determined according to USA Hockey rules.

Players are encouraged to play at their own level/age group. On a case by case basis, the board may allow players to play up in the next older division of youth hockey. In order to play up, a player must have the recommendation of his/her age appropriate-coach, the approval of parents, the approval of the coach of the team for which the player will be playing up, and the approval of the BBYHA Board of Directors.

Once approval has been granted by the Board, the player will be formally assigned to the older team as his/her primary team and will be expected to participate in all practices and games for that team. Players will not be allowed to attend practices or games for the lower, age-appropriate team on a routine basis.

Players who have made an election to play up and who wish to play in travel games for their age appropriate team may do so only under the following conditions:

- With written permission from parents and both affected coaches

AND

- Only if the requested game precedes by 12 hours or more any game scheduled to be played by the primary team.

Goalies shall be allowed to attend practices for other teams on “as needed” basis with their primary coach’s approval.

4. Membership

Membership in the BBYHA is open to all residents of Monroe and the surrounding counties of Indiana interested in and supportive of the purpose of this organization. All voting members at the annual meeting must have had a child in BBYHA in the past year, or be a member of the BBYHA board of directors or a current BBYHA coach. Each family receives one vote per parent/guardian in attendance at the annual meeting.

5. Meetings of Members

Section 1 – Annual Meeting

An annual meeting of the members shall be called by the President each calendar year at the place, day and hour specified by the Board of Directors. Notice of the annual meeting will be publicly announced.

Section 2 – Board Meetings

The President shall convene regular meetings of the Board of Directors throughout the year. Board meetings are open to all BBYHA members. The purpose of the Board Meetings will be to conduct the affairs of the BBYHA and to receive committee reports. Public notice of said meetings shall be made at least one week in advance. Successive meetings will be scheduled at the current meeting with Board Members not in attendance notified by mail, email or telephone. Board meeting announcements shall also be posted on the BBYHA website. In addition to BBYHA board members, representatives of the city House Hockey program, the Bloomington Blades High School Hockey program and the Chief Referee shall be encouraged to attend and provide input. Anyone wanting to address an issue with the Board shall contact the President 48 hours in advance of the meeting to get on the agenda. Special Meetings may be called by any member of the Board of Directors provided there is concurrence of at least three other Board members. Board members will be notified by mail, email or telephone. On occasion, the president may call for a vote via e-mail in lieu of meeting in person for time critical matters.

6. Quorum

A majority of persons qualified to vote, as members at any meeting shall constitute a quorum. No voting by proxy shall be allowed.

7. Board of Directors

Section 1 – Voting Members

Board members, except the Community at Large Member, must be a member of the BBYHA as a parent, guardian, or coach. The Community at Large Member must not be a member of the BBYHA as a parent, guardian, or coach. The Board of Directors shall consist of the following members:

President
Vice President
Secretary
Treasurer
Bantam Team Representative
PeeWee Team Representative
Squirt Team Representative
Mite Team Representative
Ice Scheduler
Equipment Manager
Fundraising Coordinator
Coaching Coordinator
USA Hockey Representative
At Large Representative
Community At-Large Representative
High School Hockey Head Coach

The Board of Directors shall be the governing body of BBYHA and as such is responsible for directing and managing the affairs of this organization. The Executive Committee of the Board shall consist of the President, Vice-President, Secretary and Treasurer.

Section 2 – Term of Office

The term of office for each elected member shall be two years, except for Team Representatives, which shall be one year. The board, on occasion, may extend the term of membership for any board member by a single year to assure administrative continuity and staggering of board openings. Board members may run for re-election as long as they are BBYHA members.

Section 3 – Elections

Elections of the Board of Directors will occur at the annual meeting. Those eligible to vote are:

- All current members of the Board of Directors
- All Head Manager/Coaches active and in good standing at the end of the most recently concluded BBYHA season.
- Any parent or guardian of any player active and in good standing at the end of the most recently concluded BBYHA season.
- New board members will be elected by a simple majority of the voting members in attendance at the annual meeting. Proxy votes will not be permitted.

Section 4 – Vacancies

In the event a position on the Board of Directors becomes vacant, the Board shall have the authority to appoint a replacement until the next annual election.

Section 5 – Committees

The President shall appoint whatever committees the board deems necessary to conduct the affairs of the BBYHA.

Section 6 – Duties of the Officers and Members:

President

- Direct the affairs of the BBYHA
- Serve as primary contact person for BBYHA
- Set the agenda and preside at all BBYHA board meetings
- Oversee all other board members and their duties
- Appoint all committees not provided for within this document
- Negotiate contracts on behalf of the board
- Sign all legal instruments with attestation of the secretary as needed.

Vice President

- Conduct president's duties in his/her absence
- Carry out all duties assigned by the president
- Keep records and literature from USA Hockey current
- Manage compliance with USA Hockey Requirements
- Maintain BBYHA player database
- Serve as Acting President in all instances when the President cannot serve in that capacity for whatever reason, including situations that involve a conflict of interest

Secretary

- Maintain and secure copies of the BBYHA Articles of Incorporation, the Constitution and Bylaws, and all other legal documents pertaining to the BBYHA.
- Prepare, maintain and distributes minutes of all meetings.
- Maintain a current roster (with addresses, telephone numbers, and email addresses) of the current Board of Directors
- Is authorized to purchase and be reimbursed for supplies necessary to conduct the affairs of the office.

Treasurer

- Compile BBYHA Budget
- Sign authorization signature cards at the bank approved by the Board.
- Receive and deposit sponsor fees, donations, player fees, proceeds from fund-raising activities and concessions, and any other monies received for BBYHA use.
- Write checks to cover Board approved expenditures.
- Maintain a list of current sponsors, their addresses, telephone numbers and the name of the organizational contacts.
- Maintain the financial management system for BBYHA's business.
- Shall be responsible for the following annual filings:
 - o Not-For-Profit Report to the Secretary of State in January
 - o Form ST 103 to the Indiana Department of Revenue
 - o Federal Tax Exemption Form 1025
- Maintain the Indiana sales tax exemption certificate and provide sales tax exempt verification to vendors upon request.
- Prepare the annual financial statements 8 weeks after the end of the fiscal year which shall be July 31 of each year.
- Order and pay for supplies needed to conduct the affairs of this office.
- Submit books for inspection by the BBYHA board on an annual basis.

Ice Scheduler

- Work with board to determine distribution of ice time among teams and total number of games played by each team.
- Attend the annual league scheduling meeting and assure that league games are scheduled.
- Works directly with team reps to maintain and adjust the travel schedule throughout the season.
- Schedule officials for all games.

- Serve as liaison between the Board, Coaches and all travel and all-star teams.
- Serve as liaison between the Board, Coaches and all travel and all-star parents.
- Insure all coaches have proper certification and dates of certification courses.

Equipment Manager

- Oversee rental and return of equipment by BBYHA and House league players
- Maintain records of rentals
- Maintain all equipment to assure proper protection of players.
- Purchase, Trade, Sell, Repair and manage all BBYHA owned, rented and issued equipment.
- Operate within the equipment budget granted by the Board.

Fundraising Coordinator

- Coordinate and oversee all fundraising activities for BBYHA.

Team Representatives

- Act as a liaison between each travel team and the board
- Communicate to the board any issues of concern from parents, players, and coaches for each team
- Help gather participation from each team in BBYHA-wide fundraisers and other activities
- Submit all team documentation to the BBYHA board upon completion of season

Coaching Coordinator

- Supervise the selection of coaches at the beginning of each season and make recommendations to the board regarding coach selection.
- Provide information to coaches, players and parents concerning the USA Hockey development guidelines for youth hockey coaching
- Observe practices of all teams from time to time throughout the season
- Perform initial evaluation of all coaching concerns and issues that arise

USA Representative

- Act as USA Hockey Registrar on behalf of BBYHA and perform all duties required by USA Hockey in that capacity.
- Liaison between Travel Teams and USA Hockey for roster submission and approval.
- Ensures all coaches have proper certification and dates of certification courses.
- Works with BPRD to ensure all House Hockey members are USA Hockey certified.

At Large Representative

- Voting member of board that does not have specifically defined responsibilities other than maintaining general knowledge and support of the program. Must be a current member of the BBYHA as a parent, guardian, or coach.

Community At-Large Representative

- Voting member of board that does not have specifically defined responsibilities other than maintaining general knowledge and support of the program. Must not be a current member of the BBYHA as a parent, guardian, or coach. This position will be made by Board appointment.

High School Hockey Head Coach

- Voting member of board that represents the High School Hockey program.
- Liaison that helps establish continuity between the Youth and High School programs.

8. Additional BBYHA Sanctioned Positions

Chief Referee

- Must have USA Hockey Referee Certification.
- Work with travel commissioner to assure that all BBYHA games have referees scheduled.
- Implement a structured program for refereeing per USA hockey rules.
- Assist and develop junior referees in officiating the sport of hockey.
- Develop an evaluation system for referees in conjunction with an improvement plan.

- Report to the Board while maintaining good communication in and outside of meetings.

Bloomington Parks and Recreation Department Representative

- Act as facilities coordinator and communication liaison between the BBYHA and the City of Bloomington Parks and Recreation Department.

Coaches

- Head coaches must be approved by the Board prior to assuming official control of a team.
- Head coaches shall make recommendations to the BBYHA Board regarding assistant coaches. Each team shall have a maximum of two assistant coaches, with the exception of the Mite team. Final approval of all assistant coaches is solely the responsibility of the BBYHA Board.
- All coaches (assistant and head) must be USA Hockey certified.
- Head coaches can select additional on ice assistants to help with practice but they must also be USA Hockey certified.
- Shall be responsible for all players, assistant coaches, BBYHA equipment and facilities while conducting business of the association.
- Must pass a criminal background check that meets USA Hockey specifications.

9. Player Placement

In the event of sufficient players to form two teams at a given age then each team shall be organized according to skill level. Team placement shall be determined by an on-ice tryout prior to the first scheduled game of the season for any BBYHA team. Player evaluation shall be conducted by the head coaches and assistant coaches for each Blades team. The coaches shall decide on the format of the tryout, and may consider both player skill and potential contributions to the team in selecting players for both teams. Both head coaches must concur on the final player rosters. Once rosters are decided, there shall be no transfers between teams. Rostering will follow USA Hockey guidelines.

10. Fundraising

All fundraising under the BBYHA name must be approved by the board. All donations are to a tax exempt organization and must stay within the organization. The BBYHA board shall determine how proceeds from fundraising activities shall be dispersed among the organization, teams, and player accounts. Fundraising will be used for team specific fees with any excess being applied to team needs. Any exceptions must be brought before the Board.

11. Zero Tolerance Policy

The BBYHA subscribes to the "USA Hockey Zero Tolerance" policy. All coaches, players and parents will be asked to sign a statement agreeing to abide by this policy each season. Failure to comply with this policy will result in removal from the rink and barring from participation in future BBYHA activities until the Board can decide future action.

12. Amendments & Exceptions

Amendment and/or changes to the BBYHA Constitution and Bylaws will be considered only at a meeting called of the general membership, and proposed changes must be made available on the BBYHA web site at least two weeks prior to the membership meeting. A quorum is required to approve any amendment or change.

13. Dissolution

In the event of dissolution of this organization, the assets, if any, shall be distributed to some non-profit organization in accordance with the guidelines provided in the Federal Tax guide Reports, Code Section 502, paragraph 4501 and 4514, and as directed by the Board.

As amended and approved on March 6, 2013.

BBYHA President

BBYHA Vice-President