

**SHALER AREA  
INLINE HOCKEY  
CLUB**

**SAIHC BYLAWS**

**1/25/04**

# SHALER AREA INLINE HOCKEY CLUB

## BYLAWS

### I. NAME

The name of this organization shall be the "SHALER AREA INLINE HOCKEY CLUB," hereafter known throughout this document as the "SAIHC" .

### II. MISSION STATEMENT

The mission of the SAIHC, is:

- ◆ To provide a safe and enjoyable environment for competitive roller hockey.
- ◆ To enhance the skills of all SAIHC players through effective coaching techniques.
- ◆ To teach the rules of roller hockey through effective officiating and coaching.
- ◆ To teach respect and instill the ideals of good sportsmanship in all SAIHC members.

### III. MEMBERSHIP MEETINGS

**A. REGULAR MEETINGS** – Regular meetings will be held on the third Sunday in January, March, May, July, and September and November of each year. All Regular Meetings are open to SAIHC members in good standing. "Good standing" is defined as any member whose AAU and club payments are up to date and who is not currently under suspension by the SAIHC.

\*A simple majority vote is required to change the date of a Regular Meeting.

**B. SPECIAL MEETINGS** – Special meetings must have a specific purpose, and may be requested by the SAIHC President or Board of Directors (BOD) at any Regular Meeting. Examples of purposes for a special meeting include (but are not limited to): registration drives, disciplinary issues, playoff planning, tournament planning, etc.

\*A simple majority vote is required to schedule a Special Meeting.

**C. EMERGENCY MEETINGS** – An emergency meeting may be called by the SAIHC President and must be called for a specific purpose. The SAIHC President must contact all SAIHC BOD members by telephone to schedule an Emergency Meeting. Every attempt must be made to contact all members of the BOD to notify them of the subject, date, time and location of said meeting to insure a quorum.

### IV. MEMBERSHIP

The membership of the SAIHC shall be made up of the following:

1. All registered players.
2. Coaches and Assistant Coaches.

3. The Board of Directors.
4. Volunteers.
  - A. **PLAYERS** – Players in the SAIHC must be registered with the Amateur Athletic Union (AAU). Players must treat all SAIHC members and the League facility with respect and dignity.
  - B. **COACHES AND ASSISTANT COACHES** – Coaches and Assistant Coaches in the SAIHC must be registered with the Amateur Athletic Union (AAU) and strive to fulfill the SAIHC Mission Statement. Criminal background check and child abuse clearance also required.
  - C. **THE BOARD OF DIRECTORS (BOD)** – BOD members will oversee all Club administrative duties and strive to fulfill the SAIHC Mission Statement. Board members must also be registered with the Amateur Athletic Union (AAU). Criminal background check and child abuse clearance also required.
  - D. **VOLUNTEERS** – Volunteers may assist the SAIHC in fulfilling its Mission Statement by participating in League committees, functions and activities.

**V. BOARD OF DIRECTORS (BOD)**

- A. **BOD MEMBERSHIP** – The Board of Directors (BOD) will be made up of the following members:
  1. President (Executive Committee or EC)
  2. Vice-President (Executive Committee or EC)
  3. Secretary (Executive Committee or EC)
  4. Treasurer (Executive Committee or EC)
  5. Varsity Director at Large
  6. Junior varsity Director at Large
  7. Middle School Director at Large
  8. Elementary School Director at Large
- B. **TERM LENGTH** – The length of term for all BOD members shall be one (1) year. There shall be no limitation placed upon how many consecutive terms a BOD member may serve. Terms shall begin on May 1st and end on April 30<sup>th</sup> of the next year.
- C. **REIMBURSEMENTS** – All BOD members must provide proper receipts for all reimbursable expenses to the Treasurer.

**VI. VOTING MEMBERSHIP**

The BOD (as listed in Section V.) shall make up the voting body of the SAIHC. Only BOD members in good standing (as defined in Section III.A.) will be allowed to exercise their voting rights. The Club President will vote only in the case of a tie.

## **VII. THE EXECUTIVE COMMITTEE**

The Executive Committee (EC) shall oversee the day-to-day operations of the SAIHC as described in their members' duties within these Bylaws.

- A. COMPOSITION** – The EC shall be composed of the Club President, Vice-President, Secretary, Treasurer.
- B. GENERAL DUTIES** – The general duties of the EC will be to establish fees, plan and administer player registrations, administer and allocate funds, address grievances and disciplinary issues, review proposals from Club Committees, ( Fundraising and Banquet Committees), and propose and/or review any changes to the Club Bylaws and/or playing rules.
- C. EXECUTIVE COMMITTEE MEETINGS** – The EC will meet one (1) hour before each SAIHC Regular Meeting.

## **VIII. QUALIFICATIONS AND DUTIES OF BOD MEMBERS**

### **A. EXECUTIVE COMMITTEE MEMBERS**

- 1. President** – Elected by a simple majority vote of the SAIHC BOD. May be removed for failure to fulfill his/her duties by a 2/3-majority vote.

#### **a) QUALIFICATIONS:**

- 1. Registered AAU member.
- 2. At least two (1) year's experience as a member of the SAIHC BOD.
- 3. Current member in good standing (as defined in Section III.A.).
- 4. Previous hockey and administrative experience.
- 5. Willingness to give the time and resources necessary to fulfill his/her duties.
- 6. Complete a criminal background check and child abuse clearance.

#### **b) DUTIES:**

- 1. Strive to fulfill the SAIHC Mission Statement.
- 2. Attend all SAIHC meetings.
- 3. Preside over all SAIHC meetings.
- 4. Act as a liaison between the SAIHC and its home rink/facility.
- 5. Provide a signature for the SAIHC bank account.
- 6. Actively promote the SAIHC as a host for tournaments and events.
- 7. Receive and address all SAIHC correspondence.
- 8. Provide a verbal report at all SAIHC meetings and submit a typewritten copy to the Club Secretary for the Club archives.
- 9. Preside over all disciplinary hearings.
- 10. Interact with AAU as needed.
- 11. Assist Club Committees as needed.
- 12. Call Emergency Meetings when deemed necessary.

13. Appoint one BOD member to oversee and assist the Club Treasurer with the yearly financial audit.
2. **Vice-President** – Elected by a simple majority vote of the SAIHC BOD. May be removed for failure to fulfill his/her duties by a 2/3-majority vote.

a) **QUALIFICATIONS:**

1. Registered AAU member.
2. At least two (1) year's experience as a member of the SAIHC BOD.
3. Current member in good standing (as defined in Section III.A.).
4. Previous hockey and administrative experience.
5. Willingness to give the time and resources necessary to fulfill his/her duties.
6. Complete a criminal background check and child abuse clearance.

b) **DUTIES:**

1. Strive to fulfill the SAIHC Mission Statement.
2. Attend all SAIHC meetings.
3. Preside over SAIHC meetings in the absence of the Club President.
4. Provide a signature for the SAIHC bank account.
5. Assist the President with duties as needed.
6. Preside over Club Committee(s) without a Chairperson.
7. Assist Club Committees as needed.

3. **Secretary** – Elected by a simple majority vote of the SAIHC BOD. May be removed for failure to fulfill his/her duties by a 2/3-majority vote.

a) **QUALIFICATIONS:**

1. Registered AAU member.
2. At least one (1) year's experience as a member of the SAIHC BOD.
3. Current member in good standing (as defined in Section III.A.).
4. Previous or current secretarial and/or communication skills.
5. Willingness to give the time and resources necessary to fulfill his/her duties.
6. Complete a criminal background check and child abuse clearance.

b) **DUTIES:**

1. Strive to fulfill the SAIHC Mission Statement.
2. Attend all SAIHC meetings.
3. Take and record the attendance (roll call) at each meeting.
4. Provide a signature for the SAIHC bank account.
5. Record the proceedings (minutes) of all SAIHC meetings.
6. Provide typewritten copies of the minutes from the previous SAIHC meeting to all BOD members at each Regular Meeting.
7. Maintain the Club archives.
8. Maintain a database of SAIHC BOD members and provide a copy to all BOD members.

9. Assist the Club President with SAIHC correspondence as needed.
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4. **Treasurer** – Elected by a simple majority vote of the SAIHC BOD. May be removed for failure to fulfill his/her duties by a 2/3-majority vote.

a) **QUALIFICATIONS:**

1. Registered AAU member.
2. At least one (1) year's experience as a member of the SAIHC BOD.
3. Current member in good standing (as defined in Section III.A.).
4. Basic accounting skills, including knowledge of computer accounting software (i.e. *Quicken, Money, Quickbooks*, etc.).
5. Access to a computer to maintain Club financial records.
6. Willingness to give the time and resources necessary to fulfill his/her duties.
7. Criminal background check and child abuse clearance.

b) **DUTIES:**

1. Strive to fulfill the SAIHC Mission Statement.
2. Attend all SAIHC meetings.
3. Maintain Club financial records (checkbook and ledger) in both software and hard copy forms.
4. Provide a typewritten financial report to all BOD members at each Regular Meeting, and provide a copy to the Club Secretary for the League archives.
5. Provide a copy of each typewritten financial report to SAIHC BOD member(s) upon request.
6. Provide an end of the year financial report (typewritten, with copies for all BOD members) from the previous year at the January Regular Meeting each year.
7. Provide a projected budget for the upcoming year at the January Regular Meeting each year.
8. Participate in a yearly audit of the financial records with the President- appointed BOD member in March of each year.

**IX. OTHER MEMBERS**

**A. Directors at Large (4 positions)** – Elected by a simple majority vote of the SAIHC BOD. May be removed for failure to fulfill his/duties by a 2/3-majority vote.

**a) QUALIFICATIONS:**

1. Registered AAU member.
2. Willingness to give the time and resources necessary to assist the SAIHC BOD as needed.
3. Criminal background check and child abuse clearance.

**b) DUTIES:**

1. Strive to fulfill the SAIHC Mission Statement.
2. Attend all SAIHC meetings.

**B. Volunteers**

**a) QUALIFICATIONS:**

1. Registered AAU member.
2. Willingness to give the time and resources necessary to assist the SAIHC BOD as needed.

**b) DUTIES:**

1. Strive to fulfill the SAIHC Mission Statement.
2. May attend all SAIHC meetings and serve on committees.

**D. Players**

**a) QUALIFICATIONS:**

1. Registered AAU member.
2. Willingness to give the time and resources necessary to assist the SAIHC BOD as needed.

**b) DUTIES:**

1. Strive to fulfill the SAIHC Mission Statement.
2. Follow all AAU and SAIHC rules.
3. May attend all SAIHC meetings and serve on committees.

## **E. Coaches and Assistant Coaches**

### **a) QUALIFICATIONS:**

1. Registered AAU member.
2. Willingness to give the time and resources necessary to assist the SAIHC BOD as needed.
3. Criminal background check and child abuse clearance.

### **b) DUTIES:**

1. Strive to fulfill the SAIHC Mission Statement.
2. Follow all AAU and SAIHC rules.
3. May attend all SAIHC meetings and serve on committees.

## **X. RULES OF ORDER**

**A. CONDUCTING BUSINESS AT MEETINGS** – *“Robert’s Rules of Order, Newly Revised Edition”* shall govern all SAIHC meetings, except where they are in conflict with these Bylaws.

**B. ORDER OF BUSINESS** – The order of business for Regular Meetings will be as follows:

1. Meeting called to order by the League President.
2. Roll call.
3. Reading and approval of the previous Regular Meeting’s minutes.
4. President’s Report.
5. Treasurer’s Report.
6. Old Business.
7. New Business.
8. Announce date, time and location of next meeting.
9. Adjourn.

## **XI. VOTING PROCEDURES**

### **A. QUORUM**

1. **Regular Meetings** – Quorum for Regular Meetings will be 50% plus one. Therefore, five (5) BOD members must be in attendance to conduct and vote on any business. In the event that there is no quorum, reports may still be given and past due bills on hand may be paid. No new expenditures may be approved without a quorum.
2. **Special Meetings** – Quorum for Special Meetings will be 50% plus one. Therefore, five (5) BOD members must be in attendance to conduct and vote on any recommendations/proposals for consideration at the next Regular Meeting.
3. **Emergency Meetings** - Quorum for Emergency Meetings will be 50%. Therefore, five (5) BOD members must be in attendance to conduct and vote on



any emergency business at hand. All actions taken at an Emergency Meeting are binding and take effect immediately.

- B. VOTING** – Voting will be done at all meetings by show of hands, except during elections (Section XII.B.). The Vice-President will confirm, and report to the President, who is eligible to vote (in accordance with Section III.A.). Abstentions do not count in the vote total. The President votes only in the case of a tie.
- C. MOTIONS** – A motion must be made by a NPRHL BOD member to present a proposal for approval. The President may not make motions. *Example: "I move to approve the January Regular Meeting Minutes."*
- D. SECONDING MOTIONS** – Motions must be seconded by a NPRHL BOD member to be opened for discussion and to be taken to a vote. The President may not second motions. *Example: "I second the motion to approve the January Regular Meeting Minutes."*
- E. ELECTIONS** – Voting during elections will be by secret ballot. The President may not vote during elections, except in the case of a tie. The President will collect the ballots and then select two (2) persons in attendance who are not voting and/or on the ballot to count the votes. The President will announce the winner, without the vote counts being announced or recorded by the Secretary.

## **XII. NOMINATIONS AND ELECTIONS OF BOD MEMBERS**

- A. NOMINATIONS** – Nominations for the SAIHC BOD will be accepted at the 1st Regular Meeting of the new year for terms that begin the following May of the same year
  - 1. Nominees must be nominated and seconded by a current SAIHC BOD member in good standing (Section III.A.) and possess all the qualifications for the position they seek (Section VII.).
  - 2. Nominees must be in attendance and be prepared to give their qualifications.
- B. ELECTIONS** – Elections for the SAIHC BOD will be held in March of each year for terms that begin the following May of the same year.
  - 1. Each BOD member will have the right to question each nominee(s).
  - 2. Nominees that are current BOD members retain their right to vote.
  - 3. Each position will be voted on separately, with ballots provided by the League.
  - 4. Results will be announced and recorded in accordance with Section XI.E.
- C. VACANCIES**
  - 1. In the event of a vacancy occurring mid-term for any BOD position, the President will have the right to appoint an individual to serve out the remaining term, after consultation with the Executive Committee. Said individual must possess all qualifications for the position he/she will fill

(Section VII.). The EC has the right to accept or decline the President's appointment by a simple majority vote.

2. In the event that the Club President resigns, is removed or cannot fulfill his/her term the Vice-President will serve as President until a new election for President is held.
3. In the event a Director at Large vacancy cannot be filled, as described in Section XII.C.1., the Vice-President shall assume the duties of the vacant position.

#### **XIV. DISCIPLINARY HEARINGS AND PROCEDURES**

##### **A. HEARINGS**

1. Disciplinary hearings will be held, at the request of the Club President, BOD, RIC, or as required by AAU or SAIHC rules, to address, player(s) and/or coaches misconduct. All parties must be informed of the date, time and location of such a hearing at least one (1) week in advance.
2. The President will preside over all disciplinary hearings.
3. The player(s) and/or coach(s) in question must attend disciplinary hearings upon request of the Club President. Those requested to attend that do not attend forfeit their right to appeal.

##### **B. PROCEDURES – Anyone dismissed from a hearing due under provisions in 1, 2, or 3 a) below forfeit their right to appeal.**

1. **PLAYERS' RIGHTS** – Player(s) subject to discipline have a right to attend the disciplinary hearing related to their case. Players under eighteen years old have the right to have a parent or guardian in attendance. Said parent or guardian must conduct themselves in an orderly fashion or they will be dismissed from the hearing.
  - a) Players must conduct themselves in an orderly fashion or they will be dismissed from the hearing.
  - b) Players have a right to state their case related to the hearing only.
  - c) Players have a right to appeal any disciplinary decision to the SAIHC BOD.
2. **COACHES' RIGHTS** – Coach(s) subject to discipline have a right to attend the disciplinary hearing related to their case.
  - a) Coaches must conduct themselves in an orderly fashion or they will be dismissed from the hearing.
  - b) Coaches have a right to state their case related to the hearing only.
  - c) Coaches have a right to appeal any disciplinary decision to the SAIHC BOD.

**C. DISCIPLINARY DECISIONS** – All disciplinary decisions will be administered by the Club President, in consultation with the BOD, within twenty-four (24) hours of the completion of the disciplinary hearing related to the case at hand. Disciplinary decisions will be in accordance with AAU and SAIHC rules, except in cases where the President deems necessary to override those rules.

**D. SUSPENSIONS**

1. All suspensions will be served in their entirety.
2. Players, coaches, and referees will not serve suspensions under appeal until that appeal has been heard and either upheld or overturned.
3. Players, coaches and referees will not be allowed to participate in any Club functions until the suspension has been served. This includes games and/or tournaments for any other team under SAIHC supervision.
4. Players, coaches and referees under suspension, and who hold a SAIHC BOD position will not be allowed to vote under the provisions set forth in Section VI.

**XV. Rules of Play**

All members of the SAIHC shall abide by the Rules set forth by the Pennsylvania Interscholastic Roller Hockey League or PIRHL. (See PIRHL League Rules).

**XVI AMENDMENTS TO BYLAWS** – Amendments to these Bylaws must be presented, and seconded by a BOD member in good standing (as defined in Section III.A.). The BOD must consider all amendments for at least thirty (30) days before they are voted upon. A 2/3-majority vote is required to amend these Bylaws in any way.