

Mt. Lebanon High School

Hockey Association

(MLHSHA)

BYLAWS

MLHSHA Bylaws....Contents

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ARTICLE I – Organization

Section 1: Name

The association shall be named the Mt. Lebanon High School Hockey Association (the “Association”).

Section 2: Registered Address

The registered address of the Association shall be the home address of the current President of the Association or of such place as designated by the Board of the Association as required to carry out the affairs of the Association.

Section 3: Use of Funds

All funds and property of the Association shall be used and distributed exclusively for the purposes of the Association as set forth in Article II.

Section 4: Fiscal Year

The fiscal year of the Association shall begin June 1 and end on May 31 of the following year.

Section 5: Parliamentary Procedures

All meetings shall be governed by rules of parliamentary procedure set forth in Robert’s Rules of Order. Order shall govern questions of procedure.

Section 6: Financial Statements

Financial statements shall be prepared in accordance with the duties of the Treasurer.

Section 7: Dissolution

The Association may only be dissolved by a two-thirds vote of the Active Members, as defined herein.

In the event of liquidation or dissolution of the Association, or in the event that it shall cease to carry out its purposes, all funds and property of the Association shall be distributed to not-for-profits with similar purposes to those set forth in Article II.

ARTICLE II – Purpose

The **Mt. Lebanon High School Hockey Association (MLHSHA)** is a not-for-profit organization operating a competitive hockey program for the benefit of the youth of Mt. Lebanon School District. The purposes of the Association are:

- (a) To develop character, accountability, respect, sportsmanship and physical fitness among the youth of Mt. Lebanon School District.
- (b) To promote, encourage and improve the standard of interscholastic hockey and support and develop amateur hockey of Mt. Lebanon.
- (c) To conduct an amateur interscholastic hockey program consistent with the rules and regulations of USA Hockey, Inc. and the Mid-Am District Hockey Association.
- (d) To provide levels of play as deemed appropriate by the Board.
- (e) To give the best effort to create and maintain a winning tradition for the Varsity ice hockey team and to consistently contend for the Pennsylvania Interscholastic Hockey League Championship (PIHL Penguin Cup) as well as the State Championship.

ARTICLE III – Membership of MLHSHA

Section 1: Active Membership

Membership in the Association shall be parents or legal guardians of eligible players as defined by PIHL and the Mt. Lebanon School District. All members must be interested in furthering the objectives in Article II of the Association and be willing to abide by its policies and principles. All memberships are annual. Any member found in violation of any rules, regulations, or policies of the Association shall be subject to censure, suspension, or expulsion from the membership as appropriate by a majority vote of the Board.

Section 2: Parent/Guardian and Player Membership

Members shall remain in good standing if the required fees for their player's participation on an MLHSHA team are paid by the established dates. Membership for the current year is activated by making full payment of the Player Commitment Fee to MLHSHA at tryouts and returning the signed Player Commitment Letter to MLHSHA after tryouts. **Members who are not in good financial standing with MLHSHA shall be ineligible to participate in any club activities or vote.** They shall be reinstated immediately upon payment of delinquent fees.

A player not in good financial standing with MLHSHA shall not be permitted to participate in any practice sessions or games unless alternative payment arrangements have been made and accepted by the Treasurer. A player shall be reinstated immediately upon full payment of his/her delinquent fees.

Section 3: Voting Rights

Each Member voting in the Annual Meeting shall be entitled to one vote. One vote is permitted per player per family. Parents/legal guardians of Varsity, Junior Varsity, and Freshman players maintaining active membership shall be voting members of the Association. Parents/legal guardians of Mini/Junior Blue Devil players shall be non-voting members of the Association. Attendance at the Annual Meeting is mandatory. There shall be no proxy votes accepted.

Section 4: Right to Hold Office

Any Member in good standing and having voting rights is entitled to run for a position on the Board.

Section 5: Annual Meeting and Regular Meetings

- (a) The Annual Meeting of the Association shall be the first order of business in June of each year.
- (b) There shall be regular meetings of the Board not less than eight (8) times per fiscal year.

Section 6: Notice and Quorum of the Association

Notice by US mail, email, or direct distribution shall be given to each Member entitled to a vote at the Annual Meeting at least seven (7) days in advance. The notice of the Annual Meeting shall include the list of any persons presented by the Nominating Committee to run for positions on the Board. The text of any amendments to the Bylaws that will be presented for approval at that meeting shall be presented for approval to the membership no less than fourteen (14) days in advance.

A quorum at the Annual Meeting and any regularly scheduled meetings of the Association shall be determined as follows.....the total number of Active Members divided by 2; deleting any fraction; and adding 1.

Section 7: Annual Meeting Order of Business

The order of business at the Annual Meeting, unless amended by the majority vote of those present shall be as follows:

- (a) Call to Order
- (b) Minutes of the Previous Meeting
- (c) Nominating Committee Reports
- (d) Nominations from the Floor
- (e) Election of Members to the Board
- (f) Treasurer's Report
- (g) Board Committee Report
- (h) Standing Committee Reports
- (i) Old Business
- (j) New Business
- (k) Adjournment

ARTICLE IV – The Board

Section 1: The Board

The property and affairs of the Association shall be managed by a Board composed of nine (9) elected officers who are Members in good standing in the Association. The Board shall consist of the President, Vice President, Secretary, Treasurer, Director of Coaching, Varsity Team Manager, Junior Varsity Team Manager, Freshman Team Manager, Past President, and one (1) Member at Large. All members of the Board, with the exception on the President, Past President, and one (1) Member at Large, shall be entitled to one (1) vote and shall be designated as voting members. The President shall be entitled to one (1) vote in the event of a tie vote of the voting members of the Board.

Section 2: Election of the Board

Officers of the Board shall be elected at the Annual Meeting. An officer may succeed him/herself for an indefinite number of terms so long as duly elected. Election shall be by a majority of the Association membership in attendance, provided a quorum is attained.

In the event of a vacancy due to resignation, expulsion or any other reason for any position, the Board, within 30 days, shall elect a person to fill that vacancy for the remainder of the term. Election of a replacement Board member shall be by a majority of a quorum of the Board.

Section 3: Terms of Office

Officers elected at the Annual Meeting shall serve for the following terms;

- President - 1 year, (plus 1 year as Past President)
- Vice President - 2 years,
- Treasurer - 2 years
- Secretary - 1 year
- Director of Coaching - 1 year
- Team Managers (Varsity, JV, Freshman) - 1 year
- Past President (see above) - 1 year
- Member at Large - 1 year

Section 4: Duties of the Board

The duties of the Board shall include:

- (a) Manage the business, property and affairs of the Association.
- (b) Formulate written administrative policies and procedures and determine the overall conduct and standards of the hockey programs.
- (c) Approve budgets and set dues for the teams.
- (d) Hire all coaches.
- (e) Fill any vacancies which may occur on the Board.

Section 5: Regular Meetings

Regular meetings of the Board shall be held not less than eight (8) times per fiscal year at times and places to be determined by the President. The Secretary shall notify all Board Members of the time and place of such meeting at least five (5) days in advance. The President shall set the agenda.

A voting member of the Board may also participate in a regular meeting of the Board by live speaker phone and count for the purposes of determining a quorum.

Section 6: Special Meetings

Special meetings of the Board may be called by the President, or by written request to the President by at least three (3) members of the Board. The Secretary shall notify the members of the Board of the time and place of such meetings at least five (5) days in advance.

Section 7: Quorum of the Board

A quorum of the Board at the Annual Meeting and any regularly scheduled meetings of the Board shall be determined as follows.....the total number of Active Board members divided by 2; deleting any fraction; and adding 1.

Section 8: Recommended Order of Business

The order of business for meetings of the Board shall include, but not be limited to:

- (a) Roll call of the Board
- (b) Minutes of the previous meeting
- (c) Treasurer's report
- (d) Vice President's report
- (e) Varsity Head Coach's report
- (f) Director of Coaching's report
- (g) Team Managers' (V, JV, FR) reports
- (h) Standing Committee reports
- (i) Old Business
- (j) New Business
- (k) Adjournment

Section 9: Personal Liability of the Officers

No Officer shall be liable in any manner for any debts or obligations of the Association and shall not be subject to any assessment by virtue of his/her membership.

Section 10: Resignation

Any member of the Board may resign as an Officer of the Association at any time, upon written notice of his/her desire to do so, delivered to the President or Secretary.

Section 11: Expulsion

Any Board member may be subject to removal upon missing four (4) regular meetings within a fiscal year, or for failure to discharge the assigned duties of such Board member's position, or for conduct detrimental to the Association, after due notice and opportunity for hearing, by vote of 2/3's majority of the Board at any regular meeting. A 2/3's majority of the Board shall be determined as follows; the total number of Board members present at a quorum of the Board, divided by three (3); multiplied by two (2); deleting any fraction; and adding 1.

Section 12: Recall by the Association Membership

Any member of the Board may be recalled and removed from office by the Association Membership at a Special Meeting. An officer may be recalled by a vote of 2/3's of the voting Membership at any regular meeting. 2/3's of the

voting Membership shall be determined as follows; the total number of Active Voting Members, divided by three (3); multiplied by two (2); deleting any fraction; and adding 1.

ARTICLE V – Officers

Section 1: President

The duties of the President shall include, but not be limited to the following:

- (a) Preside at all regular or special meetings of the Board. The President may not preside over meetings concerning the removal of the President.
- (b) Call special meetings of the Board.
- (c) Make decisions on questions not provided for in the Bylaws or rules until the next regular or special meeting of the Board.
- (d) Retain and preserve all books, documents, and effects, and keep copies of all important correspondence sent out or received by the officers of the Association.
- (e) Appoint chairpersons of any Standing Committees of the Association.
- (f) Preside at the Annual Banquet.

Section 2: Vice President

The duties of the Vice President shall include, but not be limited to the following:

- (a) Represent the Association at all PIHL Board of Governors meetings and report the meeting at the next regular meeting of the Board. The Vice President shall designate a replacement if he/she cannot attend.
- (b) Serve as USA Hockey and PIHL Registrar to register all PIHL league teams and developmental teams per USA Hockey and PIHL procedures.
- (c) Oversee scheduling of Varsity, Junior Varsity, and Freshman practices and games through coordination with the coaches and oversight by the Board.
- (d) Schedule all home non-PIHL league referees and emergency medical technicians for Varsity, Junior Varsity and Freshman games.
- (e) Assist the President as needed.

Section 3: Secretary

The duties of the Secretary shall include, but not be limited to the following:

- (a) Record the minutes of the regular meetings or special meetings and submit for approval at the next regular meeting.

- (b) Perform other such duties as may be assigned by the President.

Section 4: Treasurer

The duties of the Treasurer shall include, but not be limited to the following:

- (a) Prepare an Annual Budget to present to the Board for approval fourteen (14) days prior to the August regular meeting.
- (b) Maintain financial records of the income and expenses for the Association using a computer-based, record-keeping system.
- (c) Collect all fees, current and past due.
- (d) Pay bills and current expenses.
- (e) Prepare a monthly financial statement for regular meetings.
- (f) Report any delinquent accounts at the regular meetings.

Section 5: Director of Coaching

The duties of the Director of Coaching shall include, but not be limited to the following:

- (a) Conduct monthly meetings with the Head Coaches.
- (b) Act as the liaison between all coaches and the parents/guardians.
- (c) Coordinate all business matters as needed for all coaches.
- (d) Maintain records of all awards given to players during the current season.
- (e) Coordinate mid-season and post-season player evaluations with the Head Coach.
- (f) Participate as representative of the Board at tryout meetings between coaches and players. Arrange for a substitute if unable to participate.
- (g) Execute contracts with all coaches.

Section 6: Team Managers

The duties of the Team Managers shall include, but not be limited to the following:

- (a) Communicate all business, PIHL, and Association matters to the parents/legal guardians of their designated team in a timely matter.
- (b) Maintain awareness of all PIHL matters for their designated team through the PIHL website or receiving emails from PIHL “web-mail”.
- (c) Interact with the Head Coach to maintain and coordinate scheduling, travel and game day requirements.
- (d) Schedule the needed parent/legal guardian volunteers for all required PIHL league games, non-league games, and tournaments.
- (e) Conduct a pre-season meeting with the Head Coach and parent/legal guardians to review all team expectations.

Section 7: Past President

The Past President shall be the President of the previous year.

Section 8: Member at Large

The Member at Large shall be a resident of Mt. Lebanon with the desire to further Article II in the Association.

ARTICLE VI – Standing Committees

The following standing committees and such standing committee chair people shall be appointed by the President:

- (a) Alumni Relations
- (b) Banquet
- (c) Equipment
- (d) Fund Raising
- (e) Developmental Committee
- (f) Nominating
- (g) Publicity
- (h) Scheduling
- (i) Varsity Tournament (MLHSHA home)
- (j) Senior Recognition

ARTICLE VII – Amendments to the Bylaws

These bylaws may be amended through Membership vote at an Annual Meeting or Special Meeting of the Association after submittal of the proposed amendment(s) with a minimum fourteen (14) day advance notice to the Membership. Proposed bylaw amendments shall be submitted to the Board for review and presentation to the Membership.

The approval of 2/3's of the voting Membership is required to pass a proposed amendment. A 2/3's majority of the voting Membership shall be determined as follows; the total number of Active Voting Members, divided by three (3); multiplied by two (2); deleting any fraction; and adding 1.

ARTICLE VIII – Bylaw Effective Date

These Bylaws shall become effective immediately upon its adoption at the Annual Meeting on June 7, 2010.