

By Laws
Of
South Saint Paul Youth Hockey Association, Inc.

Article I
NAME and LOCATION

- Section 1. The name of this corporation shall be South St. Paul Youth Hockey Association, Inc.
- Section 2. The registered office of the corporation shall be in the city of South Saint Paul, County of Dakota, State of Minnesota 55075.
- Section 3. Other offices for the transaction of business shall be located at such places as the Board of Directors may from time-to-time determine.

Article II
MEMBERSHIP

- Section 1. Membership in the South St. Paul Youth Hockey Association, Inc. shall be open to all residents of the city of South St. Paul, Minnesota.
- Section 2. In cases where a child lives outside the city of South St. Paul but that child has a parent who is a resident of South St. Paul and that parent has legal or joint physical custody, such child and his or her parent shall be eligible for membership.
- Section 3. Membership shall be in effect for each family when their child is registered into the program. There will only be one membership per family regardless of the number of children registered. Persons wishing to obtain membership who do not have children in the program, may do so by providing a minimum of twenty (20) hours of volunteer service per fiscal year (7/1 – 6/30). The secretary of the Board of Directors (Board) shall maintain a

complete and up-to-date registrar of all members. Individuals who have previously been eligible for membership shall become non-voting affiliate members.

Section 4. All registered members of record shall be eligible to vote for and serve on the Board of Directors.

Article III

MEMBERSHIP MEETING

Section 1. Place: All meetings of the membership shall be held in the City of South St. Paul, County of Dakota, State of Minnesota, at such place as the Board of Directors may determine.

Section 2. Annual Meeting. The annual meeting of the members shall be held to coincide with the election or at such other time as the Board of Directors shall determine, at such time and place as the Board of Directors may determine.

Section 3. Notice. Written notice stating the place, day and hour of the meeting and in the case of a special meeting, shall be delivered not less than ten (10) nor more than thirty (30) days before the date of the meeting, either personally, by email, or by mail, by or at the direction of the president or secretary to each member of record entitled to vote at such meeting. If mailed, such notice shall be deemed to be delivered when deposited in the United States Mail addressed to the member at his or her address as it appears on the membership register, with postage thereon prepaid.

Section 4. Election Meeting. Each year, a notice shall be given to each member informing them of the election meeting to be held by the end of the fiscal year. There must be a minimum of ten (10) percent of the registered membership voting at the election for the elections to be valid. Should less than ten (10) percent attend, then the current Board of Directors will elect the new directors. The Secretary shall provide absentee ballots prior to the election, upon a member's request. The absentee ballots shall be kept confidential and counted with all other ballots at election meeting. Absentee shall not be counted as part of the ten (10) percent attendance requirement.

Section 5. Special Meetings. Special meeting of the membership may be called by the president, the Board of Directors, or by the secretary at the request of ten (10) or more members of the

corporation. Notices of special meetings shall state the purpose or purposes of the proposed meeting and all business transacted at the special meetings shall be confined to the purposes stated in the notice.

Section 6. Quorum. The presence at any scheduled membership meeting, in person of ten (10) percent of the registered membership or the presence of not less than six (6) members of the Board of Directors of this corporation shall constitute a Quorum for the transaction of business.

Article IV

BOARD

Section 1. The business, affairs and property of this corporation shall be managed by its Board of Directors.

Section 2. Number and Qualification. The board shall consist of no more than ten (10) persons. The Board may increase the number of directors by resolution. No more than two head traveling team coaches may serve on the Board of Directors at any time. .

Section 3. Outgoing President. The previous year's board President shall be appointed to a one-year board term, acting as an advisor to the board and the current President. This position shall be a voting position on the board and shall be considered one of the 10 board members as described in Article IV Section 2.

Section 4. Term. A director shall serve for a three (3) year term. A director holds office for the term for which the director was elected, and until a successor is elected and has qualified, or until the earlier death, resignation, removal, or disqualification of the director.

Section 5. Resignation. A director may resign at any time by giving written notice to the corporation. The resignation is effective without acceptance when the notice is given to the corporation, unless a later effective date is specified in the notice.

- Section 6. Vacancies. Vacancies on the Board resulting from the death, resignation, removal or disqualification of a director may be filled by the affirmative vote of a majority of the remaining directors, even though less than a quorum exists. Vacancies on the Board resulting from a newly created directorships may be filled by the affirmative vote of a majority of its directors serving at the time of the increase. Each director elected under this section to fill a vacancy holds office until a qualified successor is elected by the members at the next regular or emergency election of the members.
- Section 7. Elections. The Board of Directors shall be elected by the registered members of the corporation attending the election meeting. All elections shall be determined by plurality vote. Election shall be by secret written Ballot. There will be a minimum of two (2) directors whose terms are up each year. Directors whose terms are expiring may seek re-election. All applications for director shall be received at least ten (10) days before presentation of the general membership for election.
- Section 8. Election and Annual Meeting. The election of the Board of Directors and Annual meeting shall be called for the purpose of the election of board members for the ensuing year, the presentation of year end summary information and to transact such other business as may properly come before it.
- Section 9. Regular Meetings. Regular meetings of the board shall be held at such time and place, as the board from time to time shall designate, subject to the call of the President. Said meetings shall be held openly, and any members of the corporation may attend and have equal voting rights on charitable gambling issues. Regular meetings are to normally be held at the association office beginning at 7:00 pm (8:00 pm summer months) the 2nd and 4th Wednesday of each month.
- Section 10. Closed Meetings. Closed meetings may be called at the discretion of the President. All proceedings must be properly documented and available for review by the membership if requested.
- Section 11. Quorum. At all meetings of the Board, six (6) members of the Board, one of who must be an officer, shall constitute a quorum for the transaction of business. If a quorum is not present, the meeting shall be adjourned until such time a quorum is available. A director may participate in a Board meeting by any means of communication through which the director, other directors so participating, and all directors physically at the meeting may simultaneously hear each other during the meeting. Participation in a meeting by that means constitutes presence in person at the meeting.

- Section 12. Order of Business. The Board of Directors may determine the order of business at their meetings. The agenda will be distributed prior to the opening of the meeting and will be followed as closely as possible. Robert's Rules of Order will be followed at all Board of Directors meetings and annual meetings of the membership.
- Section 13. Disqualification. Board members shall attend a minimum of seventy-five (75%) percent of all scheduled Board meetings per election year (April – March). If attendance rules are not followed, the Board member shall be subject to disqualification of his or her position on the Board by a 2/3 majority of the whole Board of Directors.
- Section 14. Action with a meeting. An action required or permitted to be taken at a Board meeting may be taken by written action signed by all the directors. The written action is effective when signed by the number of directors unless a different effective time is provided in the written action.

Article V

OFFICERS

- Section 1. Election. The Board of Directors shall elect a President, Vice President, Secretary and Treasurer from the ranks of the Board of Directors. For the office of President and Treasurer, a minimum of two (2) candidates must be voted on. The remaining members of the board will, upon designation by the President, serve as Chairpersons of various committees that may be established.
- Section 2. Term removal. The officers of this corporation shall hold their office for one (1) year. Removal of any officer must be for just cause and by affirmative vote of a 2/3 majority of the whole Board of Directors.
- Section 3. Duties. All officers shall perform such duties as provided under the Statutes of the State of Minnesota and such other duties as may be assigned by them from time to time by the Board of Directors.

Section 4. Vacancy. If the office of any officer becomes vacant by reason of death, resignation, retirement, disqualification, removal from office or otherwise, the Directors then in office, although less than a quorum may by special election choose a successor or successors who shall hold office until the next general election at which time the vacancy will be filled through normal election proceedings. This special election shall take place within thirty (30) days after the vacancy occurred.

Article VI

DUTIES of OFFICERS

Section 1. President. The President of the Board shall call for and preside over all regular and special meetings of the Board. The President shall appoint chairpersons of the various committees. The President shall have no vote on matters before the Board, except to break ties. The President shall present items for the Boards consideration as appropriate. The President shall be the chief financial officer of the corporation.

Section 2. Vice President. The Vice President of the Board shall act in behalf of the President, when the President is absent. The Vice President shall have all duties and responsibilities of the President while thus acting.

Section 3. Treasurer. The Treasurer shall be responsible for the maintenance of records of all income and expenses utilizing appropriate accounting practices. The Treasurer shall prepare and submit monthly a report summarizing the previous months' transactions. The treasurer shall be responsible for the presentation of the annual financial report to be presented at the annual membership meeting. The Treasurer shall be responsible to the Board of Directors for the presentation of bills paid. The Treasurer shall be responsible for any financial dealings that shall be assigned to him or her by the President of the Board. The Treasurer shall oversee the submission of annual tax returns for this corporation, and shall submit such filings to the Board for approval.

Section 4. Secretary. The Secretary shall be responsible for the publication of minutes in detail for all regular and special Board meetings and for the annual membership meeting. The Secretary shall be responsible for all correspondence initiation and response as directed by the President of the Board.

Section 5. Chairperson. Members of the Board who are not serving as officers shall be the chairpersons of various committees that may be established. Their appointment to these committees shall be by the President. The chairperson shall be responsible for securing any help or assistance needed from the members of the corporation. In the event that the number of committees exceeds the number of directors, the President shall appoint a temporary chairperson from within the membership of the corporation. Such chairmanship may terminate at the completion of the specific function for which the committee was formed. The chairperson of any committee shall be responsible for the complete documentation of any income or expense for the committee and such documentation shall be turned over to the Treasurer.

Section 6. Permanent Committees. The following committees will be considered permanent insofar as they are repetitive year after year. They shall have a chairperson appointed at the annual election of officers meeting.

- A. Fundraising
- B. Equipment
- C. Ice time procurement and allocation
- D. In House programs.
- E. District 8
- F. Hockey Operations
- G. Registration
- H. Tournaments
- I. Promotion
- J. Dryland management

Article VII

MISCELLANEOUS

Section 1. All members shall be permitted to inspect the minutes of all meetings and financial records of the corporation at a reasonable time. The request should be in writing.

Section 2. The Board of Directors shall at each annual membership meeting present for distribution, a full, clear statement of the business and financial condition of the corporation.

Section 3. Amendments. The power to adopt, amend or repeal the by-laws is vested in the Board. A vote of 2/3 of the whole Board (6 members approving) shall be needed to approve and amend or change the by-laws. Any by-law adopted by the Board of Directors shall be presented at the annual meeting and may be subject to amendment or repeal by the members at the next meeting of the membership. The Board may not adopt, amend or repeal a by-law fixing the quorum for the meetings of members, proscribing procedures for removing directors or filling vacancies in the board, or fixing the numbers of directors or their classifications, qualifications or terms of office. A by-law amendment to increase or decrease the vote required for a member action must be approved by the members.

Section 4. Selection and Retention of Coaches. The Board of Directors shall hire a Director of Coaching (DOC). A job description for the DOC is provided in Exhibit A. The DOC shall evaluate existing coaches on both Inhouse and Traveling Teams. The DOC shall submit to the Board of Directors his or her recommendations for coaches for each team, along with coaching budgets. The Board shall vote on the recommendation presented to them by the DOC, and they shall have final say. A simple majority (5) of the Board of Directors shall be needed to approve each year's coaches and budgets for Inhouse and Traveling teams.

Article VIII

HOCKEY TRYOUTS

Section 1. The DOC, in coordination with the Hockey Operations committee, will be in-charge of all tryouts for the boys and girls traveling levels. The committee is comprised of a minimum of three people with a minimum of two person(s) from the board and the DOC. The committee will be responsible for:

- Establishment of a tryout and evaluation process that is based on impartiality for all players.
- Maintaining integrity of the process
- Selection of evaluators

- Running tryouts
- Evaluate process and recommend changes for sub-sequential years.

Section 2. Evaluators. The Tryout Committee will be in charge of selecting independent evaluators for all traveling levels. Evaluators will be selected using the following criteria:

- Extensive hockey knowledge through playing and/or coaching.
- Does not have a son/daughter trying out at that particular level.
- Impartial and fair in their judgement.
- Ability to record and justify all player rankings.
- Non-Parent coaches will be requested to evaluate.

Section 3. Tryout Attire. Name tags on helmets or on the back of jersey's are not allowed. Players will wear numbered jerseys that are distributed by the tryout committee.

Section 4. Team Selection Procedures. The SSPYHA board reserves the right to change the number of players per team and the number of teams per level based on registered numbers and skill level groupings of players. The Tryout Committee will advise the board on the number of teams per level, levels of play at a level and average number of players per team.

Section 5. 10U and Squirts Tryouts. Tryouts will consist of a minimum of 3 separate sessions with a minimum of 1 skill session and 1 scrimmage session. The tryout committee reserves the right to adjust the format of the tryouts of skill sessions vs. scrimmage sessions based on skill level and number of participants.

Teams will be selected after the completion of the third session using the following guidelines:

Tryout Pool	Automatically On Team	Coach's Picks
“A” Level or equivalent	Top 10 rated skaters	Maximum 3 skaters ranked 11-17
“B” Level or equivalent	Next 10 rated skaters (rest of participants if applicable)	Maximum 3 skaters ranked 24-28
“C” Level	Rest of participants	N/A

If 2 teams exist at a certain level, teams will be divided equally based on evaluators recommendations.

Section 6. 12U and PeeWee Tryouts. Tryouts will consist of a minimum of 3 separate sessions with a minimum of 1 skill session and 1 scrimmage session. The tryout committee reserves the right to adjust the format of the tryouts of skill sessions vs. scrimmage sessions based on skill level and number of participants.

Teams will be selected after the completion of the third session using the following guidelines.

Tryout Pool	Automatically On Team	Coach's Picks
“A” Level or equivalent	Top 8 rated skaters	Maximum 7 skaters ranked 9-20
“B1” Level or equivalent	Next 8 rated skaters (rest of participants if applicable)	Maximum 7 skaters ranked 24-35
“B2” Level or equivalent	Next 8 rated skaters (rest of participants if applicable)	Maximum 7 skaters ranked 37-45
“C” Level	Rest of participants	N/A

If 2 teams exist at a certain level, teams will be divided equally based on evaluators recommendations.

Section 7. 14U and Bantam Tryouts. Tryouts will consist of a minimum of 3 separate sessions with a minimum of 1 skill session and 1 scrimmage session. The tryout committee reserves the right to adjust the format of the tryouts of skill sessions vs. scrimmage sessions based on skill level and number of participants.

Teams will be selected after the completion of the third session using the following guidelines.

Tryout Pool	Automatically On Team	Coach's Picks
“A” Level or equivalent	Top 8 rated skaters	Maximum 7 skaters ranked 9-20
“B1” Level or equivalent	Next 8 rated skaters (rest of participants if applicable)	Maximum 7 skaters ranked 24-35
“B2” Level or equivalent	Next 8 rated skaters (rest of participants if applicable)	Maximum 7 skaters ranked 37-45
“C” Level	Rest of participants	N/A

If 2 teams exist at a certain level, teams will be divided equally based on evaluators recommendations.

Section 8. Goalies. Goalies for all traveling teams will be evaluated and scored by a separate evaluator during the tryout process. Number of goalies per team will be determined by:

- The number of goalies at the particular level

- The skill level of each goalie

The selection process will be as followed:

- The top rated goalie will make the “A” (or equivalent) team
- A second for the top team (if applicable) would be the decision of the evaluator and head coach. The 2nd “A” goalie, if any, will be chosen by the “A” Head Coach or evaluator from the goalies rated 2nd or 3rd at each respective level.
- The 2nd or 3rd rated goalie not chosen for the “A” team is automatically placed on the “B1” team.
- Successive selections will be based on evaluators’ evaluation ratings.