

# COON RAPIDS YOUTH HOCKEY ASSOCIATION BYLAWS

*(Amended 6-2013; approved 7-28-2013)*  
*(Amended 8-2000; approved 10-29-2000)*  
*(Amended 2-2002; approved 3-10-2002)*  
*(Amended 1-2004; approved 3-14-2004)*  
*(Amended 4-2005; approved 5-23-2005)*  
*(Amended 7-2005; approved 7-12-2005)*

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## ARTICLE I. NAME AND PURPOSE

### Section 1. Name

The name of this organization shall be Coon Rapids Youth Hockey Association.

### Section 2. Purpose

Coon Rapids Youth Hockey Association (CRYHA) is organized and shall be operated exclusively to engage in, advance, support, and promote the sport of hockey in the City of Coon Rapids.

## ARTICLE II. OFFICES

### Section 1. Offices

The registered office of the organization shall be the address of Coon Rapids, Minnesota.

## ARTICLE III. MEMBERSHIP

### Section 1. Membership

Parents of boys and girls automatically become members of CRYHA and carry voting privileges, when a boy or girl registers for any program sponsored by CRYHA. Also, any adult who through his or her physical efforts formerly participates in the CRYHA program shall be a member with full voting privileges. That the members shall be entitled to vote for Board of Directors, Gambling, amendments to these bylaws and any other such issue as set forth in these bylaws.

### Section 2. Dues

Dues, if any, shall be determined by the Board of Directors

### Section 3. Termination

Membership in this organization terminates when any member no longer has a child in the organization and ceases to be a formal participant in the activities promoting the organization purposes. The Board of Directors shall determine when a member ceases to meet the qualifications necessary for membership, which determination shall be made by a vote of a majority of the directors taken at a meeting at which a member's right to vote has been challenged.

## **ARTICLE IV. MEMBERSHIP MEETINGS**

### **Section 1. Place**

All meetings of the members shall be held at such meeting places as designated by the Board of Directors.

### **Section 2. Regular Meetings**

The regular membership meetings will be held on the last Sunday of every month. The hour and location of said meeting shall be set by the Board of Directors.

### **Section 3. Annual Meeting**

The annual membership of the organization for the purposes of nominating officers shall be held on the last Sunday of the month of March at a time and place designated by the Board of Directors. The election will be conducted by voting through the CRYHA website when more than one person is running for a specific position. The newly elected directors will assume their duties immediately after the election results, no later than the last Sunday of April.

### **Section 4. Special Meetings**

Special meetings of the members for any purpose shall be called by the President, at his/her own request, or at the request in writing of twenty-five of the members entitled to vote at such meeting. Such call shall state the purpose or purposes of the proposed meeting and the business transacted at all special meetings shall be confined to the purpose stated in that call.

### **Section 5. Quorum**

A quorum shall consist of any number of members at a regularly scheduled meeting and special meeting.

### **Section 6. Election Voting**

That the members shall be entitled to vote for Board of Directors, amendments to these bylaws and other such issue as set forth in these bylaws and any issue as may be designated by the Board of Directors. There shall be no voting by proxy and no cumulative voting. Upon demand of any member, the vote for directors or the vote upon any question before the meeting shall be by secret ballot. All elections shall be had and all questions decided by a majority vote unless otherwise stated in these bylaws.

## **ARTICLE V. BOARD OF DIRECTORS**

### **Section 1. Board of Directors**

The management and business of this organization shall be vested in a Board of Directors. This Board will consist of the President, Vice President, Youth Director, Girls Director, Mite Director, Treasurer, Player Representative, Secretary and Recruiting/Retention Coordinator. Appointed Ex-officio and other members are Fundraising Coordinator, Referee-in-Chief, District 10 Representative, Gambling Manager, Assistant Gambling Manager, Registration Coordinator, Ice Coordinator, Tournament Coordinator, Website Coordinator, Sponsorship Coordinator, Volunteer Coordinator, Equipment Manager, Ace Coordinator, SafeSport Coordinator, High School Boys Coach and High School Girls Coach.

## **Section 2. Executive Committee**

The Executive Committee shall be responsible for the human resources and disciplinary issues and shall be made up of the President, Vice President, Youth Director, Girls Director, Mite Director, Treasurer, Player Representative, Secretary and Recruiting/Retention Coordinator.

## **Section 3. Election**

The Board of Directors positions elected on even year elections shall be the Vice President, Youth Director, Girls Director and Treasurer. The Board of Directors positions elected on odd year election shall be the President. All other board positions are appointed. The individual, who has obtained greater than 50% of the votes cast, shall fill the elective positions. If more than two candidates are seeking the same office, and no candidate receives greater than 50% of the votes cast, the top two candidates will face each other in a runoff until a candidate receives greater than 50% of the votes cast. The High School Boys and Girls Hockey coaches are appointed by virtue of their positions.

## **Section 4. Vacancies**

If the office of any Board position becomes vacant by reason of death, resignation, retirement, disqualification, removal from office or otherwise, the Board of Directors then in office, by majority vote, may choose a successor or successors who shall hold office for the remaining term in respect of which such vacancy occurred. The first order of business at any meeting following creation of a vacancy on the Board of Directors shall be the filling of said vacancy by the Board of Directors.

## **Section 5. Appointed Ex-officio Members and Other Members**

The positions of Ice Coordinator, Registration Coordinator, Fundraiser Coordinator, Sponsorship Coordinator, Secretary, Equipment Manager, Website Coordinator, Gambling Coordinator(s), Volunteer Coordinator, Ace Coordinator, Referee-in-Chief, District 10 Representative, SafeSport Coordinator and Tournament Coordinator are ex-officio members. The Board of Directors will appoint individuals filling these positions.

# **ARTICLE VI. MEETING OF BOARD OF DIRECTORS**

## **Section 1. Notice of Regular Meeting**

Regular meetings of the Board of Directors shall be held once per month.

## **Section 2. Notice of Special Meeting**

Special meetings of the Board of Directors may be called by the President at anytime and shall be called by him/her whenever requested to do so by any member of the Board of Directors. Notice of special meetings shall be given to each director prior to the special meeting. Any action, which might be taken at a meeting of the Board of Directors, may be taken without a meeting if done in writing and signed by all of the Directors.

## **Section 3. Quorum**

At all meetings of the Board of Directors, a majority of the directors then in office shall be necessary and sufficient to constitute a quorum for transaction of business and the act of the majority of directors at any meeting at which there is a quorum shall be the act of the Board of Directors unless specifically stated otherwise in these bylaws.

#### **Section 4. Order of Business**

The Board of Directors may from time to time determine the order of business at their meetings.

#### **Section 5. Resignations**

Any member of the Board of Directors may resign by giving written notice to the Board and shall be considered as having resigned upon missing three consecutive meetings of the Board of Directors without consent of said Board and noted in the minutes of the organization.

#### **Section 6. Dismissals**

Any member of the Board of Directors may be dismissed if the duties of the position are not performed as required and directed corrective actions are not satisfied. Dismissals shall be determined by majority vote of the Board of Directors and must be preceded by a written warning. In the event of a dismissal, the Board of Directors shall appoint an interim selection until the next annual membership election.

### **ARTICLE VII. POWERS OF BOARD OF DIRECTORS**

#### **Section 1. Transfer of Assets to Organization**

The Board of Directors shall have the authority to approve and accept all property, gifts, funds and facilities turned over to the organization without responsibility or obligation to pass upon or determine the nature thereof.

#### **Section 2. Powers**

In addition to the powers and authorities conferred upon them by these bylaws, the Board of Directors shall have the power to do all lawful acts necessary and expedient to the conduct of business of this organization that are not conferred upon the members by these bylaws.

### **ARTICLE VIII. OFFICERS**

#### **Section 1. President**

The President shall be the chief executive officer of the organization. He/she shall preside at all meetings of the membership and directors; he/she shall have general active management of the business of the organization and see that all orders and resolutions of the Board of Directors are carried into effect.

#### **Section 2. Vice- President**

The Vice President is responsible for assisting the President with the administrative and hockey operations of the organization. The detailed responsibilities of the Vice President shall be determined by the President. The Vice-President shall, in the absence or disability of the President, perform the duties and exercise the powers of the President, and shall perform such other duties as the Board of Directors shall prescribe.

#### **Section 3. Secretary**

The Secretary shall attend all CRYHA board meetings and record all votes and the minutes of all proceedings in a book kept for that purpose. Other duties may include maintaining CRYHA master files, facilitate elections, updating these bylaws and Coon Rapids Youth Hockey Association Policies and Procedures Handbook. He/she shall give, or cause to be given, notice of

all meetings of the members and of the Board of Directors and shall perform such other duties as prescribed by the Board of Directors.

#### **Section 4. Treasurer**

The Treasurer shall have the custody of the organization's funds and securities and shall keep full and accurate account of receipts and disbursements in books belonging to the organization, and shall deposit all monies and valuable effects in the name of and to the credit of the organization, in such depositories as may be designated by the Board of Directors, taking proper vouchers for such disbursements and shall render to the President and other directors at the regular meetings of the Board of Directors, whenever they may require it, an account of all transactions as Treasurer and of the financial condition of the organization. He/She shall give the organization a bond, if required by a majority vote of the Board of Directors, in such amount as may be determined and with one or more sureties satisfactory to the Board of Directors, for the faithful performance of his office, and for restoration to the organization, in case of his death, resignation, retirement or removal from office, of all books, papers, vouchers, monies and other property of whatever kind in his possession or under his/her control, belonging to this organization. Subject to the approval of the Board of Directors, he/she shall have authority to designate an Assistant Treasurer and employ accountants in the preparation of financial records. The treasurer shall have no access to the gambling account or its funds.

#### **Section 5. Youth Director**

The Youth Director is responsible for all youth traveling hockey teams, within the CRYHA organization. The Youth Director is also required to coordinate and arrange try-out sessions for all youth traveling leagues. The Youth Director shall oversee all evaluation meetings at which youth traveling players are discussed and selected. It is the responsibility of the Youth Director to assure that player evaluations are conducted fairly. The Youth Director is responsible for the solicitation of candidate head coaches for the youth traveling hockey teams. He/she shall facilitate the final selection process of these candidate coaches. This selection process shall be open to all of the Board of Directors. The Board of Directors must approve substitutions. In the event of a head coach resignation before or during the season, the Youth Director shall immediately inform the Board of Directors. Corrective actions shall be performed with the concurrence of the Board of Directors. The Youth Director, along with the Ace Coordinator, shall be responsible for coordinating the completion of all coaching clinics with the support and assistance of the Boys High School Hockey Coach. The Youth Director shall appoint a Junior Gold Level Coordinator who shall be responsible for the organization and formation of the Junior Gold Hockey Teams; the selection of coaches, with the approval of the Board of Directors; and oversee the scheduling of the games for the Junior Gold Hockey Teams. The Youth Director shall oversee the conduct of all parents, coaches and players participating in the traveling program. If the Youth Director finds any conduct inconsistent with the policies of this organization, or finds that coaches are not adhering to coaching standards or coaching policies established by the Board of Directors, he shall have the authority to issue appropriate penalties. If any parent, coach or player disagrees with the penalty, they may appeal the Youth Director's decision to the Board of Directors via the player representative for final determination.

#### **Section 6. Girls Director**

The Girls Director is responsible for all girls traveling hockey teams within the CRYHA organization. The Girls Director is also required to coordinate and arrange try-out sessions for all Girls Traveling leagues. The Girls Director shall oversee all evaluation meetings at which girl traveling players are discussed and selected. It is the responsibility of the Girls Director to

assure that player evaluations are conducted fairly. The Girls Director is responsible for the solicitation of candidate head coaches for the girls traveling hockey teams. He/she shall facilitate the final selection process of these candidate coaches. This selection process shall be open to all of the Board of Directors. The Board of Directors must approve substitutions. In the event of a head coach resignation before or during the season, the Girls Director shall immediately inform the Board of Directors. Corrective actions shall be performed with the concurrence of the Board of Directors. The Girls Director, along with the Ace Coordinator, shall be responsible for coordinating the completion of all coaching clinics with the support and assistance of the Girls High School Hockey Coach. The Girls Director shall oversee the conduct of all parents, coaches and players participating in the traveling program. If the Girls Director finds any conduct inconsistent with the policies of this organization, or finds that coaches are not adhering to the coaching standards or coaching policies established by the Board of Directors, he shall have the authority to issue appropriate penalties. If any parent, coach or player disagrees with the penalty, they may appeal the Girls Director's decision to the Board of Directors via the player representative for final determination.

### **Section 7. Mite Director**

The Mite Director is responsible for the organization and selection of teams and coaches in the mite level. The Mite Director is responsible for allocating ice time to the various mite teams and the selection of mite coaches. The Mite director is responsible for organizing and running the skills development program. The Mite Director is also required to coordinate and arrange evaluation sessions for appropriate mite teams. The Mite Director shall oversee all evaluation meetings at which mite players are discussed and selected. It is the responsibility of the Mite Director to assure that player evaluations are conducted fairly. In the event of a head coach resignation before or during the season, the Mite Director shall immediately inform the Board of Directors. Corrective actions shall be performed with the concurrence of the Board of Directors. the Mite Director, along with the Ace Coordinator , shall be responsible for coordinating the completion of all coaching clinics. The Mite Director shall select such members from the organization as are necessary to assist him in carrying out his duties. Specifically, the Mite Director shall appoint a member of the organization to coordinate each level of competition in the mite league. The Mite Director is responsible for the organization and running of the mite tournament. The Mite Director shall oversee the conduct of all parents, coaches, and players participating in the mite program. If the Mite Director finds any conduct inconsistent with the policies of this organization, or finds that coaches are not adhering to coaching standards or coaching policies established by the Board of Directors, he/she shall have the authority to issue appropriate penalties. If any parent, coach or player disagrees with the penalty, they may appeal the Mite Director's decision to the Board of Directors via the player representative for final determination.

### **Section 8. Recruiting and Retention Coordinator**

The Recruiting and Retention Coordinator is an appointed position overseen by the Board of Directors. The Recruiting and Retention Coordinator is responsible for running the Jr Cardinal Camps (spring & fall) and distributing information to the public schools about CRYHA. The Recruiting and Retention Coordinator is also responsible for speaking to parents and kids of the CRYHA organization about their future with CRYHA and trying to make sure they remain in the program.

### **Section 9. Player Representative**

The Player Representative is responsible for representing the player's best interests by gathering and evaluating inputs from participants in CRYHA. He/she shall gather information with appropriate surveys, meetings and discussions with coaches, players and parents. The Player Representative shall be approachable by all members of CRYHA. When necessary, the Player Representative is responsible for representing the player interest in a confidential manner.

## **ARTICLE IX. APPOINTED EXHER POSITIONS**

### **Section 1. Ice Coordinator**

The Ice Coordinator is responsible for obtaining all of the ice hours available through the various ice arenas and the allocation of the hours to the various levels of organized hockey within this organization as so directed by the Board of Directors. He/she is responsible for scheduling all district 10 and house games.

### **Section 2. Registration Coordinator**

The Registration Coordinator is responsible for all registration activities for boys and girls wishing to play hockey in the CRYHA organization. He/she shall be responsible for registering the players, coaches, managers, and teams according to District 10, Minnesota Hockey and USA Hockey requirements. He/she shall select such members from the organization as are necessary to assist in the registration of such players, coaches, managers, and teams.

### **Section 3. Tournament Coordinator**

The Tournament Coordinator is responsible for organizing all tournaments sponsored by CRYHA and may assist with District 10 tournaments. The Tournament Coordinator shall select such members from the organization as are necessary to assist him/her in carrying out the duties of this position.

### **Section 4. Ace Coordinator**

The Ace coordinator is responsible for ensuring all coaches meet the coaching criteria and the CEP program. Additionally, the Ace Coordinator is responsible for educating, promoting and facilitating the HEP program in compliance with Minnesota Hockey Guidelines. This includes providing leadership for implementation of Education and Skill Development components of HEP, ordering and distributing HEP materials.

### **Section 5. Equipment Manager**

The Equipment Manager is responsible for acquiring, tracking and distributing hockey . He/she shall develop appropriate tracking tools and report financial results of all equipment purchases.

### **Section 6. Referee-in-Chief**

The Referee-in-Chief shall oversee training and scheduling of referees for the Mite Program. He/she shall set forth rules and guidelines to insure that the Mite Program is in compliance with District 10 and USA Hockey rules, policies, and procedures.

### **Section 7. Fundraising Director**

The Fundraising Director shall be responsible for raising funds, other than through the registration process, for projects as designated by the Board of Directors. The Fundraising Director shall form a committee, appointing up to five members, to assist in such activities.

### **Section 8. Website Coordinator**

The Website Coordinator is responsible for facilitating the development and population of the CRYHA website. This includes but is not limited to the technical development of the website structure and features and populating the website with requested information from the board members, volunteers and teams. He/she shall facilitate maintenance as required.

### **Section 9. Sponsorship Coordinator**

The Sponsorship Coordinator is responsible for promoting, acquiring, implementing and managing sponsorships for the CRYHA program and its teams. This includes but is not limited to: generating and distributing marketing information for the purposes of acquiring sponsorships; assisting teams and association in gaining sponsorships; implement sponsorship commitments including dasher board displays, recognition display board, and website recognition; and track sponsorship information including sponsor name, amount donated, sponsorship method and financial status.

### **Section 10. Gambling Manager & Asst. Gambling Manager**

The Gambling Manager and Assistant Gambling Manager are responsible for the development of all gambling opportunities for CRYHA. This includes investigating and proposing gambling opportunities to the Board of Directors. The Gambling Manager(s) shall be responsible for managing all gambling activities performed by the organization. The gambling manager shall operate in compliance with all Minnesota Gambling Board, State and Federal Regulations.

### **Section 11. Volunteer Coordinator**

The Volunteer Coordinator is responsible for obtaining volunteers to support all requested events. This may include but is not limited to supporting hosted tournaments, dances, pancake/spaghetti dinners, property enhancements, and other association events. He/she shall communicate requested and required volunteering needs to managers and/or coaches as required. The Volunteer Coordinator shall report required volunteering violations to the Board of Directors for determination of possible penalties. The Volunteer Coordinator is responsible for identifying and implementing enhancements to the volunteering system to allow greater flexibility to each family. This flexibility should allow improved flexibility in the type, time and quantity of volunteering efforts.

### **Section 12. District Representative Director**

The District Representative Director is responsible to attend each District 10 meeting and to inform the organization of any information, which he/she obtains from said meeting. It is the District Representative Director's responsibility, if he/she is not able to attend the District 10 meetings, to appoint an individual from the organization to attend.

### **Section 13. High School Hockey Coaches**

The Boys High School Hockey coach and the Girls High School Hockey coach are members of the Board of Directors by nature of their position.

## **ARTICLE X. BOARD OF DIRECTORS ORGANIZATION**

### **Section 1. Organizational Chart**

The Board of Directors shall be organized into administrative and hockey operations groups. These groups shall focus on the assigned areas of responsibility as shown on the chart below.



Results from the groups shall be presented at the regular membership meetings. All voted decisions shall occur at the regular membership meeting. The President and Vice President shall chair the groups. The Executive Committee shall human resources and disciplinary issues.

**PRESIDENT \***  
**VICE-PRESIDENT \***

<b>ADMINISTRATIVE</b>	<b>HOCKEY OPERATIONS</b>
Secretary *	Youth Director *
Treasurer *	Girls Director *
Fundraising Coordinator	Mite Director *
Registration Coordinator	Recruiting/Retention Coordinator *
Ice Coordinator	Player Representative *
Tournament Coordinator	Ace Coordinator
Website Coordinator	High School Boys Coach
Sponsorship Coordinator	High School Girls Coach
Referee-in-Chief	District Representative
Gambling Manager	
Assistant Gambling Manager	
Volunteer Coordinator	
Equipment Manager	
SafeSport Coordinator	

**\* Executive Committee/Voting Positions**

**Section 2. Standing Committees**

The Board of Directors may from time to time designate standing committees as indicated by the needs of the organization.

**ARTICLE XII. INDEMNIFICATION OF DIRECTORS, OFFICERS, EX-OFFICIO POSITIONS**

**Section 1.**

Each Director, Officer, and Ex-Officio position member of this organization, whether or not in an office, shall be indemnified by the organization against reasonable costs and expenses, including attorneys' fees incurred by him in connection with any action, suit or proceeding to which he may be a party by reason of his/her being or having been a Director, Officer, Ex-Officio position member of this organization, except in relation to matters to which he shall finally be judged in such action, suit or proceedings, to have been derelict in the performance of his duties as such Director, Officer, or Ex-Officio position member, and the foregoing right to indemnification shall not be exclusive of other rights to which he/she shall be entitled as a matter of law.

## **ARTICLE XIII. ORGANIZATION RECORDS**

### **Section 1. Record Keeping**

The Board of Directors shall keep a complete record of all of their minutes and acts and of the proceedings of the members, showing in detail the assets and liabilities of the organization.

### **Section 2. Inspection**

All organization records shall be open to inspection by the membership at reasonable times.

## **ARTICLE XIV. MISCELLANEOUS**

### **Section 1. Contracts**

The Board of Directors may authorize any officer or officers, agent or agents, of the organization, in addition to officers so authorized by these bylaws, to enter into any contract or execute and deliver any instrument in the name or on behalf of this organization. Such authority may be general or confined to specific purposes.

### **Section 2. Checks, Drafts, etc.**

All checks, drafts or orders of the payment of money, notes or other evidence of indebtedness issued in the name of the organization shall be signed by each officer or officers, agent or agents of the organization, and in such a manner that, from time to time, shall be determined by resolution of the Board of Directors. In the absence of such determination by the Board of Directors, the Treasurer or President of the organization shall sign such instruments. The Treasurer shall be excluded from signing of such instruments as they pertain to the gambling account.

### **Section 3. Deposits**

All funds of the organization shall be deposited from time to time to the credit of the organization in such banks, trust companies, or other depositories as the Board of Directors may select.

### **Section 4. Policies**

That the policies of the organization shall be made by the Board of Directors and said policies may be revised or amended by a majority vote of the Board of Directors. That these positions will be communicated to the members at the beginning of each hockey season by publication of the Coon Rapids Youth Hockey Policies and Procedures Handbook.

### **Section 5. Masculine/Feminine**

Where appropriate, the masculine includes the feminine; the singular includes the plural, and vice-versa.

## **ARTICLE XV. AMENDMENTS**

### **Section 1. Amendments**

These bylaws may be amended by a vote by a majority of the members at any regular or special meeting provided that notice of said proposed amendment and shall be posted on the CRYHA website for 20 days prior to such meeting.