

# **Bylaws of the Lakeshore Youth Hockey Organization, Inc.**

## **Table of Contents:**

### **Article I – Name and Offices**

Section 1: Name of Organization

Section 2: Team Names

Section 3: Principal Offices

Section 4: Other Offices

Section 5: Purpose

Section 6: Tax Exempt Status

### **Article II - Membership**

Section 1: Eligibility of Membership

Section 2: Non-Discrimination Statement

Section 3: Membership Registration

Section 4: Member Voting Privileges

Section 5: Dues and Fees

Section 6: Refund Policy

Section 7: Suspension

### **Article III - Government**

Section 1: Affiliations

Section 2: Organization Board

Section 3: Board Member Selection and Eligibility

Section 4: Board Elections and Appointments

Section 5: Terms and Term Limits

Section 6: Voting Privileges

Section 7: Quorum

Section 8: Rescinding Board Votes

Section 9: Board Meetings and Attendance

Section 10: Board Resignations, Dismissals, and Vacancies

Section 11: USA Hockey and MAHA Jurisdiction

Section 12: USA Hockey and MAHA Indemnification

Section 13: USA Hockey Screening and Abuse Policies

Section 14: Dispute Resolution

Section 15: Staffing Needs

Section 16: Compensation

### **Article IV - Duties of the Organization Board**

Section 1: President

Section 2: Vice President

Section 3: Secretary

Section 4: Treasurer

Section 5: Registrar

Section 6: 6U/8U Coordinator

Section 7: Fundraising Coordinator

Section 8: Sponsorship/Marketing Coordinator

## **Article V - Finance**

Section 1: Fiscal Year

Section 2: Fees

Section 3: Payment Plans and Financial Assistance

Section 4: Bank Withdrawals

Section 5: Approval of Organization Obligations

Section 6: Spending Authority

Section 7: Gifts and Contributions

Section 8: Non-Standard Programs and Events

Section 9: Contracts

Section 10: Utilization of Fees

## **Article VI – Limitations**

## **Article VII - Conflict of Interest**

Section 1: General

Section 2: Vendors

## **Article VIII - Dissolution**

## **Article IX – Amendments**

## **Article X –Committees**

Section 1: General

Section 2: Disciplinary Committee

Section 3: Coach's Selection Committee

Section 4: Scholarship Selection Committee

## **Article I - Name and Offices**

### **Section 1: Name of Organization**

The name of the organization shall be Lakeshore Youth Hockey Organization, Inc. ("LYHO"). The name of the organization may be changed upon two-thirds (2/3) vote of the Board of Directors.

### **Section 2: Team Names**

LYHO will use Lakeshore Junior Lumberjacks, Lakeshore Jr. Lumberjacks, or Jr. Jacks for all House and Travel teams. No other variations of this name will be authorized in any capacity.

### **Section 3: Principal Office**

The principal office (correspondence address) of LYHO shall be located at Trinity Health Arena, 470 W. Western Muskegon, MI 49440. The principal office of LYHO may be changed by a two-thirds (2/3) vote of the Board of Directors.

### **Section 4: Other Offices**

A satellite office will be located at Lakeshore Sports Centre, 4470 Airline Rd. Muskegon, MI, 49444. Branch or subordinate offices may be opened at any time by a two-thirds (2/3) vote of the Board of Directors at any place LYHO is qualified to do business.

### **Section 5: Purpose**

The organization's purpose is to:

- Provide members the opportunity to enjoy and excel at the game of ice hockey
- Encourage and improve the quality of ice hockey in West Michigan
- Provide quality coaching as well as skill appropriate training and competition
- Provide ice hockey programs, leagues, camps, and clinics to all participants in the West Michigan area
- Instill the values of teamwork, sportsmanship, as well as safe and fair play
- Help defray the expense associated with ice hockey and team events through fundraising and sponsorships
- Provide an environment where participants at all levels are mentored as athletes and maturing human beings

## **Section 6: Tax Exempt Status**

The organization shall have no capital stock and is not conducted for financial profit or gain. It is a Michigan nonprofit organization and will apply to be exempt (or retain an exemption) from federal income tax as a charitable organization under section 501(c)(3) of the Internal Revenue Code as amended and may be amended in the future, or the corresponding section of any future federal tax code.

## **Article II - Membership**

### **Section 1: Eligibility of Membership**

Any USA Hockey registered player whose age conforms to the guidelines set forth by USA Hockey and the Michigan Amateur Hockey Association (MAHA) is eligible to register for membership. Players must remain registered and in good standing with USA Hockey, MAHA, and LYHO.

### **Section 2: Non-Discrimination Statement**

LYHO does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our organization, staff, volunteers, subcontractors, and vendors.

### **Section 3: Membership Registration**

Membership shall be by registration, completed in its entirety and accompanied by annual dues payment or initial deposit payment of the installment plan established by the Board for that year. The Registration, Player Agreement, and any other associated forms must be signed (an electronic acknowledgement may be used) by a parent or legal guardian for any applicant under the age of 18 years.

Registration for membership may be denied if:

- Dues from prior year were not paid in full regardless of organizational affiliation
- Prior suspension(s) are outstanding
- Equipment or other obligations from a prior year are still outstanding

- Proper proof of age within five days of request by the Organization is not received
- Player or parent was removed from the Organization in the past for disciplinary reasons and the Board deems it in the best interest of the Organization to deny membership

Regular Member: Each biological parent or legal guardian of a registered player (not to exceed a total of two per player) shall be designated a Regular Member for the purposes of voting in elections at annual or special membership meetings. The Regular member must be designated each year for each player at the time of registration.

Player Member: Each registered player in the Organization is considered a Player Member.

#### **Section 4: Member Voting Privileges**

Each Regular member is entitled to one vote per Player Member on each matter submitted to a vote of the members. For families with multiple Player Members, Regular Members are only allowed one vote total per voting item. Player Members shall not be entitled to vote on any matters submitted to a vote of the Members.

Each vote shall be cast in writing and in person. Proxy and absentee votes are prohibited. For all voting matters, the Organization will create early voting opportunities for Regular Members who are unavailable to attend the annual or special meeting. For all early voting, the following criteria must be met:

- Two Board members shall be present
- Ballot shall be placed in a locked ballot box by the Regular Member
- Ballot box shall remain locked until after the main vote concludes

When an action, other than the election of directors, is to be taken by a vote of the members, it shall be authorized by the majority of the votes cast by the members entitled to vote, unless a greater vote is required by state or these bylaws.

#### **Section 5: Dues and Fees**

The Board shall set the dues amount and a proposed payment plan for each age group at each level of participation prior to the commencement of the season. All participants must review a payment plan and sign a payment agreement prior to registering for any team. Any registered member not financially capable of paying his or her annual dues

with the proposed payment plan may negotiate a payment plan with the Treasurer and Operations Manager, and/or apply for financial assistance through a scholarship. Any payment plan, other than that established below, shall be in writing, signed by the Regular Member and supported by a two-thirds (2/3) majority vote of the Board of Directors.

If the member falls behind the scheduled payment plan by more than 15 days, the member will be notified via email as a reminder for payment. If the member's account becomes 31 days delinquent, the Regular Member and Player Member will be suspended immediately until the account has become current or new terms have been established and agreed upon by two-thirds (2/3) majority vote of the Board of Directors. All agreements must be signed by the member. Any member account that is left outstanding more than 60 days after December 15 shall be subject to civil litigation and the filing of a small claims civil lawsuit.

#### Payment Plan Detail for all House Teams:

Registration:	Non-refundable deposit
September 15:	25% of annual fee after deposit
October 15:	50% of annual fee after deposit
November 15:	75% of annual fee after deposit
December 15:	100% of annual fee after deposit

#### Payment Plan for all Travel Teams:

Registration:	Non-refundable deposit
September 15:	25% of annual fee after deposit
October 15:	50% of annual fee after deposit
November 15:	75% of annual fee after deposit
December 15:	100% of annual fee after deposit

#### Payment Plan for Split Season/JV Pre Season Travel Teams:

Registration:	Non-refundable deposit
August 15:	35% of annual fee after deposit
September 15:	70% of annual fee after deposit
October 15:	100% of annual fee after deposit

Non-refundable deposit amount and teams not listed for the current year will be addressed in the Policies and Procedures.

## **Section 6: Refund Policy**

LYHO will pursue collection of the maximum allowed fees if the player leaves early for reasons other than a Board approved decision or physician documented six-week or greater injury. The refund schedule is as follows:

- Members will be required to pay for any equipment/apparel ordered for the benefit of the participant
- After player contract is signed but no participation has occurred, the member will forfeit 100% of the non-refundable deposit and any costs associated with any equipment/apparel ordered
- Participation up to and including September 15, 75% refund of annual fee if paid in full
- Participation up to and including October 15, 50% refund of annual fee if paid in full
- Participation up to and including November 15, 25% refund of annual fee if paid in full
- Participation up to and including December 15, no refund available if paid in full

## **Section 7: Suspension**

Any member can be suspended from participation from any and all activities of this Organization by a majority vote in support of the Board of Directors. If said member violates any rule or regulation as set forth by these Bylaws, Rules Governing the Game of Ice Hockey as promulgated and amended by USA Hockey, is not in compliance with the payment terms set forth by the Board of Directors, or any disciplinary situation the Board of Directors feels is not in keeping with the best interest of the Organization, the Member may be subject to suspension. No Member may commence participation in any activities of this Organization until he or she has met the requirements as set forth in these articles.

## **Article III – Government**

### **Section 1: Affiliations**

The Organization shall be, and is hereby governed by the rules of USA HOCKEY and

Michigan Amateur Hockey Association (MAHA) and other hockey leagues as appropriate, and shall abide by its own rules and procedures as well as those set forth within these leagues.

## **Section 2: Organization Board**

The government of this Organization shall be vested in no less than 8 volunteer members and shall serve until the expiration of their terms, as described below.

The Board of Directors consists of the:

- President
- Vice-President
- Secretary
- Treasurer
- Registrar
- 6U/8U Coordinator
- Fundraising Coordinator
- Sponsorship and Marketing Coordinator

## **Section 3: Board Member Selection and Eligibility**

Each Board Member is elected by a majority vote of the Regular Members at the annual membership meeting.

Nepotism is a conflict of interest issue involving favoritism shown to relatives or friends, or specifically the employment or board volunteerism of relatives and the supervision of one relative by another.

Immediate Family is considered to be inclusive of a person's parents, spouses, siblings, and children. The Board of Directors will rule on all cases which contain others connected by birth, adoption, marriage, civil partnership, or cohabitation, such as grandparents, great-grandparents, grandchildren, great-grandchildren, aunts, uncles, siblings-in-law, half-siblings, cousins, adopted children and step-parents/step-children, and cohabiting partners.

Employees shall not hold a position with the Organization while they or members of their immediate family (as defined above) serve on the Board of Directors.

Immediate family members (as defined above) shall not hold a Board position during the same period of time.

Head coaches of the organization, while they hold the head coach position, will be excluded from consideration for Board of Director positions.

Individuals involved with the management of any ice rink or are employees of any ice

rink being utilized for home ice are precluded from serving as an officer or member of the Board of Directors.

#### **Section 4: Board Elections and Appointments**

Any person (including sitting board members) wishing to be elected to the Board may submit his/her name to the Board of Directors by November 30. Nominations from the floor at the general membership meeting shall not be permitted. Absentee ballots will not be made available or allowed for any voting purposes.

Elections are to be completed by December 31 of each election year. Newly elected Board members will participate in Organization activities and Board meetings effective January 1 of the election year so that the newly elected member will have a proper transition period and opportunity to provide input into the upcoming program year. The incumbent Board member(s) stays in place for 2 board meetings to aid in the transition. The newly elected Board member(s) will have voting rights at the conclusion of the second board meeting for the remainder of their term.

#### **Section 5: Terms and Term Limits**

- Each Board member shall be elected for a term of two years
- Elected Board of Directors – 4 year term limit
- President, Secretary, Registrar and Fundraising Coordinator are up for re-election on even numbered years
- Vice President, Treasurer, Sponsorship/Marketing, 6U/8U Coordinator are up for re-election on odd numbered years

Once the board member reaches his/her term limit, said person cannot run for or be nominated for the same position he or she just occupied. At the discretion of the Board, a Director may be reappointed to his/her position beyond the normal term or term limit should there be no willing candidate to fill that position. After an absence of not less than one (1) year, from the Member's turn over date a person is eligible again to serve as a director.

#### **Section 6: Board of Directors Voting Privileges**

- Each Board member has one vote
- The President does not vote unless to break a tie
- Motions, seconds, discussion, debate, and voting during normal board meetings may be done via electronic means

#### **Section 7: Quorum**

A "quorum" of at least two-thirds (2/3) of the standing Board members must participate, in person, virtually or electronically at any Board meeting for valid voting to take place. A

vote can only be passed with a quorum present and a 51% voting for the initiative.

### **Section 8: Rescinding Board Votes**

Once a vote has been passed or dismissed the decision shall stand until the next scheduled Board of Directors meeting or at the time that a 'special meeting' is held. A quorum must be present to redress the issue.

### **Section 9: Board Meetings**

There shall be regular meetings of the Board of Directors, not less than quarterly. It is recommended that the Board of Directors meet monthly during the playing season. These meetings are open to the membership, but said members have no vote. At the discretion of the Board of Directors these meetings may contain a private or closed portion in which the Board of Directors may meet as needed. Board meetings may be held in person, by conference call, or other virtual means.

Special meetings of the board may be held at any time and place, by conference call, or other virtual means upon call of the president or secretary of the corporation by written or verbal notice delivered to each director not less than three (3) days before such meeting; provided, however that any director may, at any time, in writing, waive notice of any meeting.

Meeting minutes will be approved by a simple majority vote in support by the board in the next board meeting. The administrator or designee must record the voting results at the next Board meeting.

### **Section 10: Board Resignations, Dismissals, and Vacancies**

Any Board Member desiring to resign may do so by giving notification of their intent to the Board of Directors in writing or via email. The minutes of the next Board meeting must record this resignation at which the effective date will be determined.

A vacancy is deemed to exist if any member of the Board of Directors has been absent from three (3) consecutive Board meetings without good cause.

Vacancies on the Board shall be filled by a majority vote in support by the Board of Directors of an appointee. Such appointee shall serve out the remainder of the term to which appointed.

The Organization Board of Directors reserves the right to dismiss or remove an Organization Board member or a paid employee of the Organization from their position. Any Board of Directors member or paid employee may be removed with or without cause, by a two-thirds (2/3) vote of all of the members of the Board of Directors other than the director potentially subject to removal.

The subject Board member shall be informed of the reason for proposed removal in writing or via email five (5) days prior to a meeting of the Board to discuss and vote on such action. Following said meeting, the outcome of the Board's decision shall be immediately conveyed to the subject Board member in writing or via email.

### **Section 11: USA Hockey and MAHA Jurisdiction**

The Organization shall abide by and act in accord with the Articles of Incorporation, Bylaws, Rules and Regulations, Playing Rules and decisions of the Board of Directors of USA Hockey and of the Michigan Amateur Hockey Association (MAHA), and such documents and decisions shall take precedence over and supersede all similar governing documents and/or decisions of the Organization. Further, the Organization shall assist USA Hockey in the administration and enforcement of the provisions of the Bylaws, Rules and Regulations, Playing Rules and decisions of the Board of Directors of USA Hockey, within and upon its members and/or within its jurisdiction.

### **Section 12: USA Hockey and MAHA Indemnification**

The Organization, an Organization of USA Hockey, Inc. and MAHA, shall indemnify and hold harmless USA Hockey, the Board of Directors of USA Hockey and each member thereof, the Executive Committee of USA Hockey and each member thereof, the councils and committees of USA Hockey and each member thereof, and all other elected, appointed, employed or volunteer representatives of USA Hockey from any and all claims, liability, judgments, costs, attorneys' fees charges and expenses whatsoever, arising from the acts and omissions of Organization, except to the extent (i) that USA Hockey or its afore described representatives caused such claims, liability, judgments, costs, attorneys' fees, charges or expenses by their own intentional neglect or default or (ii) that such acts or omissions were the direct result of compliance with the Articles of Incorporation, Bylaws, Rules and Regulations, Playing Rules or decisions of the Board of Directors of USA Hockey. Further, the Organization understands and acknowledges that USA Hockey and its afore described representatives have assumed such assignment, function, office or capacity upon the express understanding, agreement and condition that they be so indemnified and held harmless to the extent described in this bylaw.

### **Section 13: USA Hockey Screening and Abuse Policies**

The Organization shall comply with the USA Hockey screening and abuse policies and enforce the provisions thereof.

### **Section 14: Dispute Resolution**

Any situation requiring dispute resolution will be handled in accordance with USA Hockey Annual Guide Bylaw 10: Dispute Resolution, Discipline and Arbitration.

## **Section 15: Staffing Needs**

The Board of Directors may elect to solicit applications for a compensated staff position as deemed appropriate. Staffing needs and performance will be reviewed periodically to determine effectiveness.

All employees of the organization will report to the Board of Directors.

### **Hockey Director(s)**

The Hockey Director(s) are responsible for the oversight of the travel program, provide guidance, support and mentorship to the coaches, players and parents. The HHD will enhance the level of coaching and player ability while continually improving the overall program.

Responsibilities:

- Oversee all coaches, modules and CEP certifications
- Attend practices regularly, rotating through teams while assisting coaches in building high intensity practices, getting maximum use of their ice time
- Evaluate coach's practices and discuss ways to improve. Provide coaching materials to assist with practice plans
- Communicate at least once per month via email to all coaches practice plans, lessons learned and future goals of the program
- Coordinate and conduct all tryouts and help assess players
- Conduct a minimum 3 coach's meetings per year (beginning of the season, mid-point and end of season)
- Provide support to the ADM coaches and assist where needed
- Conduct interviews and select coaches with the assistance of the Board for all youth teams and hire staff for camps and clinics.
- Determine availability of leagues for teams to compete within
- Ensure USA Hockey, MAHA and LCAHL rules of play are enforced.
- May be required to serve or if unavailable may designate a Board member to serve as tournament director of all organization tournaments
- Perform year end evaluations of coaching staff
- Liaise between parents, coaches, players, and respond to all questions and concerns
- Assist coaches with determining the level their team should be playing
- Assist Coaches with parent meeting on the differences between travel and house hockey prior to accepting a spot on a travel team

### **Operations Manager**

- Coordinate website updates, social media and maintenance
- Coordination of referees for all house, travel and tournament functions
- Assigning off-ice officials for all house and tournament functions
- Is an administrator on Quickbooks
- Works closely with Treasurer/Bookkeeper on all financials

- MAHA Rep
- ADRAY Rep
- Coordinates all apparel and uniforms
- Liaison to the Muskegon Lumberjacks
- Reports to the Board of Directors
- Perform all duties incident to the office and other duties assigned by the board including overseeing any other position that may need assistance

### **Section 16: Compensation:**

- Board Members: With the exception of the Treasurer, and 6U/8U Coordinator, no Board Member of the Organization shall receive any compensation from the Organization for time or services rendered, except that Board Members may be reimbursed for expenses actually incurred by them incidental to activities on behalf of the Organization and only then at the discretion of the Board.
  - The Treasurer shall receive the equivalent of one player fee per season. This player fee will be absorbed by the Organization, not the team his/her child is on. In the event that the Treasurer has multiple children in the Organization, the highest fee will be utilized for compensation purposes.
- Others: When authorized by the board, a person shall be reasonably compensated for services rendered to the organization as an employee, agent, or independent contractor, except as prohibited by these bylaws
- The 6U/8U Coordinator shall receive compensation in the amount of \$2,700 annually. This compensation will be absorbed by the Organization and paid monthly August through January of each season.

## **Article IV - Duties of the Board of Directors**

### **Section 1: Duties of the Board Members**

- Oversee the vision and mission of the organization
- Oversee all matters related to business
- Oversee all contracts including ice negotiation with the advisory committee
- Oversee all Sponsorship endeavors
- Oversee the Hockey Director
- Fundraising coordinator
- Scholarship Fund manager
- Administers the scholarship and fundraising efforts
- Distribute all program and reference materials to all users
- Ensures all program participants are properly registered with USA Hockey

## **Section 1: President**

He or she shall have the power to call special meetings of the board. The president shall sign all corporate documents and agreements on behalf of the organization, unless the board instructs that the signing be done with or by some other officer, agent, or employee of the organization. The president shall see that all actions taken by the board are executed and shall perform all other duties incident to the office. The president will also be a signee on all bank accounts.

## **Section 2: Vice President**

The Vice President shall have the power to perform duties that may be assigned by the Board. If the President is absent or unable to perform his or her duties, the Vice President shall perform the President's duties until the Board directs otherwise. The Vice President shall perform all duties incident to the office.

## **Section 3: Secretary**

- Maintenance of a full contact list of board members including board member appointment dates, term of appointments and board member bios
- The creation and timely distribution of agenda for Board meetings) and Organization membership meetings (e.g. annual general meeting)
- The accurate recording and distribution of the minutes of Board of Directors meetings. The minutes should reflect that the format and level of detail that the Board has determined
- In the event that the Secretary is unable to attend a meeting where minutes or notes are to be taken, it is the secretary's responsibility to find an alternate
- The updating, maintaining and safe storage of the Organization's minutes
- Perform all duties incident to the office incident to the office and other duties assigned by the Board

## **Section 4: Treasurer**

- Pay all invoices received as well as send out invoices for monies owed to the organization (player fees, etc)
- Assist with fundraising and scholarships
- Projected annual budget and monthly updates
- Keep accurate books and records of corporate receipts and disbursements
- Report all delinquency in team or member accounts and with the consent of the Board of Directors, undertake such collection action as the Board may approve and direct
- Deposit monies received by the organization at such depositories on the organization's name that may be designated by the board
- Complete all required corporate filings
- Shall be present at all board meetings, and, by written report, keep all members of the Board of Directors advised as to the financial status of this organization
- Provide copies of all online statements from the previous month for inspection by

- the board at the monthly board meetings
- Prepare the annual report to be presented at the annual meeting.
- Sign checks by the organization
- Prepare all financial documents requested by the board
- Perform all duties incident to the office and other duties assigned by the Board
- Reports to the Board of Directors

### **Section 5: Registrar**

The registrar shall ensure that each player, coach, manager and team is properly registered with such state and/or national hockey association as necessary. Ensure each team in the Organization meets all applicable requirements to participate in competitive arenas within the State of Michigan.

Responsibilities will include at a minimum:

- Registrar shall ensure that all team coaches and personnel on the bench in a game hold the correct Coaching Education Program (CEP) certificate ratings as required by USA Hockey and MAHA
- Collect birth certificates and waiver of liability for all registered players
- Ensure all players are properly registered at the right level based on age and/or team
- Input all registrations in the USA Hockey portal
- Work with MAHA District 6 registrar to make sure all teams have all necessary paperwork submitted for both players and coaches so they can participate
- The Registrar shall have other such duties as delegated by the President as needed

### **Section 6: 8U/6U Coordinator**

- Works with Hockey Directors to determine curriculum
- Primary contact for parents
- Solicit help from parents for dressing kids, running the clock during Jamborees,
- Coordinate end of the season team party
- Creates jamboree schedules
- Determines which jamborees tournaments to attend
- Must communicate with other coaches the expectations of practice and hold coaches meetings 3 times per year. Meetings will be before the season starts, in the middle of the season and a close out meeting at the end of the season
- Make sure the families are comfortable navigating the website and communication applications.
- Suggest that members set their profile for game/practice reminders

### **Section 7: Fundraising Coordinator**

- Creating marketing and promotional activities
- Developing fundraising events

- Organizing campaigns that will lead to donations
- Organizing and training volunteers
- Gathering a network of people that can help to provide services for the public fundraising event

### **Section 8: Sponsorship/Marketing Coordinator**

- Researching potential sponsors
- Writing funding proposals and sending these to potential sponsors.
- Organizing campaigns that will lead to donations
- Providing a reasonable sponsorship package for potential sponsors
- Overseeing communications with sponsors
- Works with Board of Directors

## **Article V - Finance**

### **Section 1: Fiscal Year**

The Fiscal Year of the Organization begins on June 1st and ends on May 31st.

### **Section 2: Fees**

The Board of Directors shall set the fees for each age group at each level of participation prior to the beginning of the season. The Board prior to the commencement of the season shall also determine installment plans if applicable.

### **Section 3: Payment Plans and Financial Assistance**

Any applicant not financially capable of paying his or her annual dues with the proposed payment plan may negotiate a payment plan with the Board and/or Treasurer and may apply for a scholarship available through the Organization. Any payment plans other than that established above shall be in writing, signed by the applicant and supported by a majority vote of the Board. A 10% late fee will be assessed to balance owed at the end of the season. The advisory committee and/or treasurer has the ability to waive the late fee on a case by case basis once a payment of late fees has been made and a payment plan is established.

### **Section 4: Bank Withdrawals**

Funds of the Organization shall be withdrawn from the bank with which they are on deposit by the signatures of the Treasurer or President.

### **Section 5: Approval of Organization Obligations**

No obligations shall be made in the name of the Organization without prior approval of the Board.

## **Section 6: Spending Authority**

No miscellaneous purchases over \$200.00 shall be disbursed without approval of a majority vote in support by the Board of Directors. Approval may be at a Board meeting or via email. Normal operating costs identified, as part of the annual operating budget, shall be deemed to be approved with acceptance of the budget.

## **Section 7: Gifts and Contributions**

The organization may receive gifts and contributions and may raise and use funds in any manner compatible with status as a tax-exempt organization. Gifts which would prejudice such status may not be accepted.

## **Section 8: Non-Standard Programs and Events**

Special functions such as tournaments or development programs outside of normal league functions shall have a budget submitted to the Board for a majority approval.

## **Section 9: Contracts**

The Board may enter into contracts for the purchase of ice time and other services necessary for the efficient functioning of the Organization.

## **Section 10: Utilization of Fees**

The Board shall maintain a record of information relating to utilization of organizational fees. Requests for information regarding fees may be made to the Treasurer.

## **Article VI - Limitations**

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 Board of Directors 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 Article III hereof. No substantial part of the activities of the Organization shall be 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 these articles, this Organization shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purpose of this Organization.

## **Article VII - Conflict of Interest**

## **Section 1: General**

At any meeting of the Board of Directors, any director who has a financial or uniquely personal interest in the action being discussed or taken by the Board of Directors shall be excused from at least part of the discussion of that matter, and shall not be entitled to vote on the proposed action. In situations where a director is so excused, the excused director shall be counted for purposes of determining whether a quorum is present, but shall not be counted for purposes of determining the majority necessary to approve the action.

## **Section 2: Vendors**

Individuals who are vendors or employees of vendors who receive payment from the Organization for goods or services are precluded from serving as an Officer Member of the Board of Directors.

## **Article VIII - Dissolution**

The method of dissolution of the Organization shall be as follows:

- Upon the adoption of a resolution recommending the dissolution of the Organization, the question of dissolution shall be submitted to the vote of the general membership
- The decision to dissolve the Organization shall be approved by a resolution adopted by two-thirds (2/3) of the membership present at the meeting called for this purpose
- On adoption of the resolution to dissolve, the Organization shall cease conducting its affairs except to the extent necessary to finalize the dissolution of the Organization
- Upon confirmation of the resolution for dissolution, the Board of Directors will formulate and develop and approve by resolution a plan for dissolution of the Organization
- The Organization shall give notice of the proposal to dissolve the Organization to each known creditor of and claimant against the Organization
- The assets of the Organization shall be distributed according to applicable law in the following order:
  - Payments of liabilities and obligations:
    - All liabilities and obligations of the Organization must be paid.
    - If there are insufficient assets to pay all the Organization's liabilities and obligations, the liabilities and obligations will be paid on a just and equitable basis.
- Property which was delivered or entrusted to the Organization, or that belongs to another party or that is held by the Organization on the condition that it is returned on the dissolution of the Organization must be returned to such party
- All of the remaining assets of the Organization after all payments of obligations of

the Organization (if any) must be transferred to a “charitable organization”, engaged in activities similar to those of the Organization. Any monies left over will be donated to a “charitable association”, determined by a majority vote by the membership

- After the assets have been distributed, the Articles of Dissolution shall be filed with the Secretary of State and the Board shall take such other action as may be advisable to dissolve the Organization
- Upon the dissolution of the affairs of the Organization, whether voluntary or involuntary, the assets of the Organization, after all debts have been satisfied, shall be distributed to other nonprofits as determined by the Board of Directors; i.e. Muskegon Lumberjack Charitable Foundation

## **Article IX - Amendments**

These bylaws may be amended at any meeting of the Membership where there is a two-thirds (2/3) majority vote in support of the proposed amendment. Notice of the proposed amendment, including amendment details, must be provided to the Membership at least five (5) days in advance of the meeting.

## **Article X - Committees**

### **Section 1: General**

The Organization will require the formation and running of committees to ensure a smooth and efficient operation as needed. All committee chairpersons shall be appointed by the Board of Directors. Committees, as needed, shall be made up of Board members, Organization members, and/or other approved volunteers. All committees will have one (1) spokesperson selected by that committee to update the Board at meetings, or when requested to do so. The Board can approve the formation of additional committees when deemed necessary.

### **Section 2: Disciplinary Committee**

During the season there may be infractions caused by players, coaches, and possibly parents. This committee will ensure that the proper steps are taken to resolve the infraction, and that the Organization has communicated to other Organizations where necessary. This committee, with Board of Directors approval, reserves the right to dismiss or remove any individual from their position or organization if ethical and moral behaviors are not deemed suitable for LYHO and its youth programs.

#### **Duties:**

- Escalation will be to the Board of Directors who will discuss the issue at the next closed Board meeting. Members in violation may be asked to attend to provide information to the Board
- The response or resolution will be provided in writing or email to the party necessary and the Board of Directors. The response or resolution within a

- reasonable time frame
- This committee will work closely with the Organization's league contact to ensure all infractions are properly logged at the league level

### **Section 3: Coach's Selection Committee**

The purpose of the Coach's Selection Committee is to carry out a selection process that is based on experience, merit, compatibility and without bias. All prospective head and assistant coaches shall submit applications to the Board of Directors for the desired team(s) they are interested in coaching. The selection committee will submit its chosen candidates to the Board of Directors for final approval.

The Coach's Selection Committee will consist of a minimum of three individuals selected by the Board of Directors, including the Hockey Director(s).

### **Section 4 : Scholarship Selection Committee**

The purpose of the Scholarship Selection Committee is to carry out the selection process for the Organization's annual scholarships which are offered to the players who are currently registered.

This committee will be composed of three individuals appointed by the Board of Directors. All applications will be reviewed and decided upon by the Committee on the basis of need and available funds.

Decisions will be made pursuant to the LYHO Scholarship Program guidelines.

Original bylaws were accepted by the Lakeshore Youth Hockey Organization, Inc. Board. Date: 1 April 2022

Amendment added for Bylaw Changes on 8/25/2023

Current as of 12/17/2024