

**Keene Youth Hockey Club**  
**Final Draft Draft Bylaws**  
**Updated 2/17/2026**

**Article 1: Name**

1.1 Keene Youth Hockey Club (KYHC) currently located at Keene ICE, 380 Marlboro St., Keene, NH, 03431.

**Article 2: Mission**

2.1 The mission of KYHC is to provide hockey instruction and recreation for local youth through an organized effort promoting skill development and enjoyment of the game of hockey while instilling the importance of character, integrity, sportsmanship, and teamwork.

2.2 KYHC is a not-for-profit, volunteer organization under N.H. Law and 501 (c) (3) of the Internal Revenue Code.

2.3 All Activities, rules, policies, and decisions of the organization's leadership shall advance this purpose.

**Article 3: Affiliations**

3.1 KYHC shall be associated, as a local club, affiliated with USA Hockey and with leagues such as but not limited to New Hampshire Amateur Hockey Association (NHAHA) and abide by their rules and procedures.

**Article 4: Membership**

4.1 KYHC members are made up of current directors and officers, coaches, and parents/guardians of a player(s) registered in the program.

4.2 Each family (in the broadest sense of the term) shall be entitled to one (1) vote at the banquet if required, before the annual meeting, during the election of the board of directors.

4.3 Members are welcome to attend board meetings; however, only board members have the right to participate and vote on matters before the board. Upon reasonable notice, the president may allow members and visitors to address the board.

## **Article 5: Board of Directors**

5.1 The business of KYHC shall be conducted by the Board of Directors who shall be elected by the membership at the banquet before the annual meeting. Any board member, filling a vacated role, will be voted on by the board of directors to carry out the remainder of the term.

5.2 There shall be up to thirteen (13) members.

5.3 Board members are elected to a three (3) year term.

5.4 There are no term limits.

5.5 A director may be removed from office for just cause (including three (3) unexcused absences) by the majority vote. The board, in its sole discretion, shall decide what constitutes an unexcused absence.

5.6 A vacancy may be filled by the board, voting in simple majority, at any regularly scheduled meetings. The newly appointed member will serve until the term has ended.

5.7 The board of directors shall elect officers, by secret ballot, as soon as practicable before the annual meeting.

## **Article 6: Executive Officers of the Board of Directors**

6.1 The executive board of directors' officers shall be a president, vice president, treasurer, secretary, scheduler/registrar, and coaching director.

6.2 The executive board officers shall serve a term of one (1) year, with no term limit.

6.3 Executive board officers shall be elected from the board of directors.

6.4 An officer may be removed from office by the affirmative vote of  $\frac{3}{4}$  of the active members of the board of directors. For an executive board member, the vote shall be  $\frac{2}{3}$  of the majority of the active board members and  $\frac{3}{4}$  for a regular member.

6.5 Executive officers shall carry out the business of the organization within the scope of their delegated authority.

## **Article 7: Articles Duties of Officers**

### **7.1 President**

The present subject to the supervision and the control of the board of directors shall have overall responsibility for the business of the organization. He/she may establish such committees as deemed necessary and assist in the discharge of responsibilities, appoint members, and assign their duties. He/she shall call for regular meetings (at least once a month) during the season and serve as agenda officer for meetings. He/she shall preside as chairperson at meetings. He/she may only cast a vote at board meetings to break a tie. He/she shall schedule an annual meeting and any special/emergency meetings. If any officer or director is unable to perform his/her duties, the Board of Directors, with the recommendation from the President will discharge their duties or appoint a temporary replacement until a replacement has been elected. Make all commitments, reservations, and contractual agreements that pertain to the Association upon approval of the Executive board.

### **7.2 Vice President**

The vice president shall perform the duties of the president in his/her absence. He/she shall assist in the general management of the organization. The vice president shall be responsible for the inventory of the association's equipment and uniform ordering. The equipment inventory shall be performed on a monthly basis during the season. They may assemble a committee of up to three (3) board members to assist in jersey, apparel, and equipment management and ordering needs.

### **7.3 Secretary**

The secretary shall act as the recording officer and keep the records of the organization including all the minutes of the Board of Directors and shall submit the same for approval at the next meeting.

### **7.4 Treasurer**

The treasurer shall receive, deposit, and disburse the funds of the organization. He/she will present written reports to the board. He/she shall keep and preserve proper and definitive records of all income and expenses. All checks or disbursement of funds more than \$500 drawn upon non-budgeted funds of the organization shall be approved in writing by the treasurer and the executive board.

### **7.5 Coaching Director**

The coaching director shall ensure that teams are being adequately coached in accordance with the mission of the club and USA hockey standards, including Safe Sport certification. He/she has the authority to remove any member of the coaching staff, subject to the majority vote of the board. He/she shall conduct a coaches' clinic

prior to the start of the season. He/she shall propose the procedure for evaluations, subject to approval by a majority of the Board of Directors. The coaching director will also review playing rules and membership guidelines and communicate any new rules and guidelines to all managers, instructors, coaches, and general membership.

#### 7.6 Registrar

He/she shall be responsible for all USA hockey registrations, including players, coaches, and team rosters. He/she shall advise the coaching director on all certification requirements.

#### 7.7 Scheduler

He/she assigns ice time, in alignment with the budget with input from the treasurer regarding the Association's funds.

### **Article 8: Duties of Other Positions**

#### 8.1 Safe Sport Coordinator

He/she shall report to the Board of Directors and be responsible for mandatory compliance with the USA Hockey Safe Sport program. He/she shall be the organization's initial contact for persons reporting misconduct, or other violations, and when appropriate reporting such infraction to USA Hockey and NHAHA.

#### 8.2 Girls' Development Coordinator

He/she shall develop the girls' program and report to the Board. He/she must be on the coaching committee. He/she shall chair the Girls' Development Committee and present reports to the Board. They will work with other girls' clubs to set up scrimmages, training, tournaments, and other events to support program development.

#### 8.3 Tournament Coordinator

He/she shall act as the director for all tournaments sponsored by KYHC, including any state tournaments and parity. They will be present at the home ice rink for all tournaments hosted by Keene Youth Hockey Club.

#### 8.4 Communications and Media Coordinator

He/she shall publish information on the website, social media etc., as requested by the Board of Directors. He/she shall work in conjunction with other board members for all publications to association members, including flyers and fundraising notices.

#### 8.5 League Representative

He/she will attend all virtual and offsite meetings with NHAHA and present a report to the Board of Directors at monthly KYHC board meetings. They will also review playing

rules and membership guidelines and communicate any new rules and guidelines to the coaching director.

## **Article 9: Committees**

Committees shall make recommendations to the Board for decision and action and enhance Board productivity. All Committees shall have a minimum of 2 board members unless otherwise noted. Any Board Member can request to attend a committee meeting and can advise but does not have weight in committee decisions. Committee members must be USA Hockey registered, and SafeSport certified.

### 9.1 The Finance Committee

The Finance Committee consists of a maximum of 4 Board Members chaired by the Treasurer.

### 9.2 The Fundraising Committee

The Fundraising Committee is open to volunteer members.

### 9.3 The Coaching Committee

The Coaching Committee is chaired by the Coaching Director and consists of Girls' Development Coordinator and a minimum of 1 Head Coach from each level. (Any available High School Representatives willing to share input are invited to join.)

### 9.4 The Governance Committee

The Governance Committee consists of a maximum of 6 Board Members. This committee is chaired by 1 Board Member elected by the Executive Committee.

### 9.5 The Girls' Development Committee

The Girls' Development Committee consists of a minimum of 2 minimum Board Members and is chaired by the Girls' Development Coordinator. (Open to volunteers and any available High School Representatives willing to share input.)

## **Article 10: Meetings**

10.1 The annual meeting shall be held during the month of March or April.

10.2 Regular meetings shall be monthly all year long, held on the Monday following the monthly NHAHA meetings unless otherwise noted.

10.3 Special meetings may be called by the president as deemed necessary.

10.4 A quorum shall exist whenever a simple majority of the board present at the meeting.

10.5 No proxy votes are allowed.

10.6 A majority vote shall be sufficient to transact business.

10.7 Voting on general board issues can be done, after discussion, via email with a quorum.

10.8 Meetings of the board of directors shall be closed to visitors unless the president in his/her discretion deems it beneficial or helpful to allow visitors to attend. Such visitors may address the board only upon permission.

10.9 Minutes of board meetings are not deemed public, although, in rare circumstances the board may decide to release the minutes.

10.10 The board shall abide by a relaxed, informal, understanding of Robert's Rules of order which allows all board members an opportunity to be heard, a fair exchange of discussion, so that order may be maintained.

#### **Article 11: Amendments of Bylaws**

The Bylaws may be amended by the affirmative vote of a majority of the Directors then in office at a regular or special meeting of the Board of Directors. General notice of the proposed amendment must be provided to all members. In addition, notice shall be posted at least thirty (30) days in advance to the Governance Committee and at least fourteen (14) days in advance to all members via posting on the website and/or Keene Ice, as deemed necessary.