

BY-LAWS OF HAMPTON INLINE HOCKEY ASSOCIATION

ARTICLE I

Introductory

Section 1.1 Name. The name of the Organization is Hampton Inline Hockey Association (hereafter "HIH"), governed by the Pennsylvania Nonprofit Corporation Law of 1988.

Section 1.2 Statement of Purposes. The purpose of organization is to develop and promote an inline hockey program for students in the Hampton Township School District.

Section 1.4 Fiscal Year. The fiscal year of the organization shall begin on May 1st and end on April 30, of each year.

Section 1.7 Officers. Officers of the organization shall be the current Board of Directors elected by the membership. Directors shall not receive any monetary compensation or other benefits for their services as a director but may be reimbursed for necessary expenses.

Section 1.8 Equal Opportunity Declaration. The Hampton In-line Hockey Association will not discriminate on the basis of race, color, national origin, age, sex, disability or any other legally protected classification in the selection or in the administration of any of its programs and activities. Announcement of this policy is in accordance with state and federal laws including Title IV of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the Pennsylvania Human Relations Act.

ARTICLE II

Membership

Section 2.1 Eligibility. Membership in the Corporation shall consist of the parents and/or guardians of any child who: (1) attends a Hampton Township School or Hampton Township approved Cyber School, Grades two (2) through twelve (12), or lives within the district but attends a private school, Grades two (2) through six (6) pending league approval, and/or meets all eligibility rules; and (2) was selected for one of the Hampton Inline Hockey Teams. Out of district players Grades two (2) through six (6) pending league approval. Board members, coaches, assistant coaches and managers will also be members in HIH.

Section 2.2 Representation. Each family in good standing in HIH is entitled to one vote on each matter before the members. Each board member, coach or assistant coach who does not have a youth in the program shall be entitled to one vote. The manner of voting on any matter may be by voice, ballot, or any other reasonable means.

Section 2.3 Responsibilities of Members. Members must maintain a status of good standing within the HIH program. To maintain good standing in HIH each member must be current in all dues, fees, AAU membership and signed insurance/waiver/physical forms required by the administration of the program and shall follow the “**code of conduct**” as hereinafter set forth. Failure to do so will be addressed by the Board.

1. Members are to provide encouragement and support for their team and coaches.
2. Members are to know the rules, support the officials and display good sportsmanship.
3. Members will not be critical of the HIH program or other players/teams.
4. Members must be role models for sportsmanship, teamwork and self-control.
5. Members are encouraged to participate in one HIH event which may include fundraising, senior night, year end banquet etc.

Section 2.5 Termination. Any member and/or active player membership may be terminated by the Board for failure to pay dues or for cause. In the case of termination for cause, the affected member shall be given at least five (5) days advance written notice of the meeting at which such matter is to be considered, which notice shall specify the cause for the proposed termination of membership. The affected member shall be permitted to make a written response to the charges and to attend the meeting and make an oral response. The decision of the Board of Directors shall be final.

ARTICLE III

Meetings of the Membership

Section 3.1 Regular Meetings. Regular meetings of the members shall be scheduled at the beginning of each season.

Section 3.2 Special Meetings. A special meeting of the members may be called at any time by the President or the majority of the Board upon at least 24 hours notice.

Section 3.3 Board Meetings. A monthly Board meeting shall be held at a time and place designated by the Board members.

Section 3.3 Meeting to Elect Board Members. There will be an annual meeting of the membership to elect board members.

Section 3.4 Quorum. A majority of the Board constitutes a quorum for purposes of taking action.

Section 3.5 Voice and Vote. Every member of HIH shall have voice at all meetings. Members shall be permitted to speak no more than five minutes on each subject at general meetings; however, the President may waive this rule by motion from any Board Member.

Any matter up for vote by the general membership must be submitted, in writing, thirty (30) days prior to the regular meeting.

Section 3.6 Parliamentary Procedure. The President shall preside over all meetings using “Roberts Rules of Order” as a guideline.

ARTICLE IV.

Board of Directors

Section 4.1 Authority. Subject to any limitations set forth elsewhere in these By-Laws or the Articles of Incorporation of HIH, the affairs of the corporation shall be managed by a Board of Directors.

Section 4.2 Number and Term. The Board of Directors shall consist of six (6) directors who shall be members of HIH and shall be elected as officers by the membership. Each director shall serve a **three (3)** year term. Each director must obtain the same clearances deemed necessary for volunteers by the Hampton Township School District and the organization. The Board of Directors shall consist of the following officers: President, Vice President, Coach/Player Development, Registrar, Secretary, and Treasurer. The President shall be the Chairperson of the Board of Directors. The Board shall be responsible for soliciting nominations from the entire membership for each board position. This slate of nominees will then be presented at the **Spring meeting prior to April 30th** where additional nominations may be taken from the floor. A ballot will then be prepared from all the nominees and voting will take place during the meeting. New officers will assume their duties May 1st.

Section 4.3 Responsibilities. The Board of Directors shall have the following responsibilities:

1. The Board of Directors will inform the Hampton Athletic Director regarding the any candidate for a coaching position for a HIH team. The involvement of the Athletic Director, beyond being notified, is at the discretion of the Athletic Director who reserves the right to decline participation.
2. The Board of Directors will retain the authority to suspend any member of the coaching staff.
3. The Board of Directors shall conduct yearly performance reviews of all coaches and assistant coaches.
4. The Board of Directors must approve all contracts and contractual obligations on behalf of HIH prior to entering into such contracts.
5. The Board of Directors will approve all budgets.
6. The Board of Directors will act in its best judgment, upon disciplinary and financial matters concerning players.

7. The Board of Directors will assure proper registration and certification of players and coaches is documented and forwarded to appropriate facilities.
8. The President will serve as liason between the organization and PIRHL.

Section 4.4 Vacancies. Upon vacancy of any office, the Board will request a volunteer from the membership who appeared on the ballot for Board position but was not elected. If the position was unopposed the Board will appoint someone to fill the position.

ARTICLE V.

Responsibilities of Individual Board Members

Section 5.1 President. The President shall be responsible for and have supervision over the management and operation of HIH subject to the control of the Board of Directors and the members and shall have the following specific duties:

1. Serve as Chair of the Board of Directors;
2. See that HIH operates within the By-Laws;
3. Direct communication with the Hampton Athletic Director or Secretary;
4. Represent HIH at PIRHL league meetings and keep the membership informed of actions taken at these meetings;
5. Represent HIH before the Hampton School District
6. Shall appoint or remove without contest any chairperson or officer deemed necessary by the Board of Directors.

Section 5.2 Vice President. The Vice President shall assume the duties of the President in his/her absence and shall automatically become President if for any reason the office of President becomes vacant and until that vacancy is filled. In addition, the Vice President shall have the following specific duties:

1. Coordinate the development of each team practice schedule and forward said schedule to the applicable team manager and coach in a timely manner;
2. Maintain communications with the head coach concerning all paperwork for the League dealing with team registration;
3. Negotiate the contracts with potential facilities for practice, scrimmage and and game time.
4. Responsible for obtaining all necessary equipment for games including pucks, extra shirts, water bottles, tool kit, first aid kit, etc in coordination with coaches.

5. Organize and distribute all jersey orders and forms. Working directly with the board's co-operation.

Section 5.3 Director of Hockey Operations. The Director of Hockey Operations shall have the following specific duties:

1. Provide guidance to coaches and players in-line hockey skills;
2. Investigate training material;
3. It is recommended that the DHO have coaching experience and knowledge of the in-line hockey program and its operations affiliated with the game rules, league rules, and Hampton Student Manual;
4. Coordinate the evaluations and selection of players with the coaches and keep the Board informed;
5. Work with Board Members, Coaches, and Assistant Coaches in applying and maintaining clearances needed and with Hampton School District Athletic Office to meet all clearance requirements and PIRHL coaching requirements

Section 5.4 Registrar. The Registrar will be responsible for organizing all public relations with the membership subject to board approval, and shall have the following specific duties:

1. Responsible for providing articles/pictures/scores/game schedules/ fundraisers/ evaluation information, etc. to local newspapers and schools in the Hampton Township School District for increased public awareness and participation;
2. Assist in organizing fundraising such as the Homecoming Tailgate Event. Solicitating a volunteer(s) to chair and run the booth working with the Tailgate Chairperson;
3. Prepare all required HIH and Hampton School District paperwork for registration
4. Collect all necessary paperwork from Players, alert HIH board president of any Player ineligible to participate due to missing paperwork. Inform membership of HIH physical and waiver requirements, by-laws, student hand-book and all needed information so that Players will be in compliance with all rules and regulations;
5. Compile database records for all Players, Player numbers. Update database when needed and supply to appropriate parties i.e. player roster to coaches. Compile and maintain separate e-mail address list for Board, Coaches, Team Parents, and all Players;

6. Assist Treasurer in maintaining and organizing Player required insurance and make available to the league;

Section 5.5 Secretary. The Secretary will be responsible for recording the minutes of all HIH meetings, meetings of the Board of Directors, and meetings of any other executive committee that may be established and shall have the following specific duties:

1. Set the time and place for all membership meetings, prepare agenda, take roll call of officers and attendance of Player representation at each meeting. Keep accurate minutes of HIH meetings and make available to general public upon request;
2. Organize and schedule team photographs.
3. Make available on the website to each Member/Player a copy of the HIH By-Laws and amendments;
4. Organize and acquire all letters, pins and certificates for the coaches from the athletic director for yearly distribution at the annual banquet;

Section 5.6 Treasurer. The Treasurer will be responsible for reporting and keeping the financial records of HIH and providing a written report at each Board of Directors and membership meeting and shall have the following specific duties:

1. Maintain records of the HIH checking account and any other bank account of HIH;
2. Alert the Board of Directors of any delinquent accounts or members;
3. Keep the membership advised of the financial condition of HIH during full membership meetings;
4. File a report with the Board and membership of all costs;
5. Provide the board with a proposed budget for vote for the upcoming year; to be approved by the board;
6. Provide the membership with a summary report of the income and expenses of HIH for the term served;
7. Deposit all funds of HIH upon receipt to the credit of HIH in a FDIC insured bank or other depository as selected by the Board of Directors;
8. Initiate a payment policy, with Board approval, of individual accounts;

9. Two signatures required on each check, draft, or orders for the payment of money, notes or other evidence of indebtedness issued in the name of HIH. (There will be two separate signature cards on file at the institution of HIH's choosing. The treasurer shall be a signatory and another designated member of the board shall be a signatory);
10. Shall arrange for an annual audit of HIH's financial statements if required and file any tax returns with appropriate federal, state and local entities;
11. Working with Registrar, maintain and organize Player required insurance and make available to the league.

ARTICLE VI.

Committees

Section 6.1 The Board of Directors will appoint any committee deemed necessary during the year. It is recommended that the committee will consist of one member from each team. Members are encouraged to participate on committees and fundraising efforts for the benefit of HIH. Recommendations for committees shall be brought to the Board for approval.

ARTICLE VII.

Coaches

Section 7.1 Head Coach. The head coach is appointed by the Board and it is recommended that the head coach have prior coaching experience and knowledge of the in-line hockey program and its operations affiliated with the game rules, league rules, and Hampton Student Manual. The head coach shall oversee the evaluations and formation of the teams and keep the Board informed.

Section 7.2 Selection and Approval of Coaches. All coaches for the HIH must be of high moral character and must be approved by the Board of Directors. Decisions regarding play, including selection of players for teams and amount of playing time for each player are to be made by the coaching staff. The coaching staff shall conduct evaluations every year to determine the makeup of each team. Additional specific duties of the coaches are as follows:

1. Must obtain all necessary clearances and classes deemed necessary by the Hampton Township School District and PIRHL;
2. Assistant coaches will support the philosophy of the head coach and the organization;
3. Each coach is responsible to coach his or her own team;
4. Responsible for all necessary equipment for games including pucks, extra shirts, water bottles, tool kit, first aid kit, etc;

5. Foster and encourage good sportsmanship among players;
6. All coaches are responsible to ensure that all PIRHL and AAU Rules are followed;
7. Coordinate the selection of “lettered” varsity players;
8. Coach or provide a substitute coach for all games and practices;
9. Head coach will be responsible for the actions of their assistants;

Section 7.3 Removal of Coaches. The Board of Directors will serve as a fact-finding body to investigate any written report concerning questionable actions of a coach or any grievance against a coach. The Hampton Athletic Director will be informed of any impending involuntary removal of a coach. The coach will be given the opportunity to be heard at an executive board meeting or resign his/her position. Any removal of a coach will be by a vote by the Board of Directors.

ARTICLE VIII

Active Player Members

Section 8.1 Definition. An active player/member is a student who currently is enrolled in the Hampton School District or Hampton School District approved Cyber School in grades two (2) through twelve (12), or attends private school for grades two (2) through six (6) while living within the district pending league approval and/or meets all eligibility rules. Out of district players Grades two (2) through six (6) pending league approval.

Section 8.2 Team Selection. All players must attend the evaluations prior to the season to be placed on an appropriate team. Any player not attending an evaluation session will be placed on a team at the discretion of the coaching staff.

Section 8.3 Duties. All players must comply with the following requirements:

1. Maintain his/her academic eligibility according to the Hampton School District rules;
2. All players are encouraged to participate in all HIH events;
3. It is expected that all players must attend games, practices, and events. Each player is responsible for notifying the coach if he/she is unable to attend or participate. Failure or excessive absence from practices may lead to shortened play periods.
4. Follow all PIRHL and AAU rules. Failure to abide the rules as presented may lead to disciplinary action or suspension by HIH.

ARTICLE IX

Team Parents

Section 9.1 Definition. The Team Parent shall be a voluntary position and each team shall have one team parent.

Section 9.2 Duties. The duties of the Team Parents are defined by the needs of the organization.


ARTICLE X

Amendments

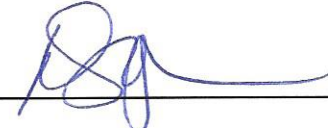
Section 10.1 Notice. By majority vote of the board, these bylaws may be amended.

ATTEST:

HAMPTON IN-LINE HOCKEY
ASSOCIATION



Secretary

BY: 

President

3/2018