



# Casper Amateur Hockey Club

## Bylaws

### Revised April 2018

#### ARTICLE I

##### NAME, AFFILIATION, JURISDICTION, PURPOSE, RESPONSIBILITY

1. The name of this organization is CASPER AMATEUR HOCKEY CLUB, INC., herein called the Club.
2. The Club will be affiliated with USA Hockey, Inc.
3. The primary area of operation of the Club will be the State of Wyoming.
4. The Club may participate in other areas provided, however, that said event is sponsored and/or sanctioned by USA Hockey, Inc. Any exception must have written approval by the Board prior to the event.
5. The purpose of this Club is to encourage and improve the standards and appreciation of ice hockey in the State of Wyoming, to build good moral character, competitive spirit and better citizens.
6. The responsibility of the Club is to provide training, conduct ice tournaments, and to provide a reasonable opportunity for area teams to participate in other area events in accordance with Article I, paragraph three, four and five.

##### MISSION STATEMENT

The mission of the Casper Amateur Hockey Club is to aspire to be an exceptional educational-athletic organization that provides a life-enriching experience for every athlete. CAHC strives to promote an amateur hockey program consistent with the rules and regulations of USA Hockey, to develop and promote positive character, sportsmanship, teamwork, fair play and overall player development.

##### CORE VALUES

In the Casper Amateur Hockey Club all players will be given:

- the opportunity to learn the game of hockey.
- the opportunity to play the game of hockey.
- a safe environment in which to play the game of hockey.
- instruction on proper technique and skill development.
- the opportunity to experience the joy of victory and the acceptance of defeat.
- the promise that each member of the organization, whether player, volunteer or staff, should seek to perform each aspect of the game to the highest level of his or her ability.

We will never forget that the primary emphasis/goal is not simply learning the game of hockey, but more importantly, enjoying the game of hockey.

#### ARTICLE II

##### MEMBERSHIP

1. Membership in the Club shall be open to families with a person currently registered with USA Hockey, Inc.
2. Each member of the Club shall pay dues in the amount prescribed by the Board of Directors, which in its right shall have discretion to determine such dues and their amounts. Term of membership shall be concurrent with the fiscal year of the Club.
3. Dues shall be collected and membership cards, certificates, or other such documents shall be issued according to membership classification set forth by the Board of Directors.

4. The voting members of the Club shall be all adult members currently registered, or who have a minor that is currently registered, with Casper Amateur Hockey and USA Hockey, Inc. An adult shall be classified as 18 years or older, and a minor shall be classified as less than 18 years. No more than one vote will be allowed for each family, regardless of the number of registered skaters.

## ARTICLE III

### MEETINGS

1. The Club shall hold one (1) annual meeting in the month of April each calendar year for the purpose of electing new members to the Board of Directors and conducting such other business as is required of the Club according to these Bylaws, at such time as shall be determined by the Board of Directors and at such place in the County of Natrona, or in the absence of action by the Board of Directors, as determined by the President of the Club or his successor.
2. Special meetings of the Club may be called by the President upon written request of fifty percent (50%) of the members of the Board of Directors, or thirty-five percent (35% ) of the voting members of the Club.
3. Written notice shall be published by the Secretary at least two (2) weeks in advance of any annual meeting and at least ten (10) days in advance of any special meeting.
4. The membership in attendance shall constitute a quorum at any annual or special meeting of the Club. A majority vote of the voting members in attendance shall carry any question, except on questions of recall or impeachment of any officer, director, or member wherein a two-thirds ( $\frac{2}{3}$ ) majority shall be required.
5. No subject shall be considered at any special meeting of the Club, except such as is specified in the special meeting notice.
6. The order of business at annual meetings shall be as follows:
  - A. Roll call or determination by the Club Secretary that a quorum is present.
  - B. Reading of the minutes of the last annual meeting and all special meetings held subsequent thereto.
  - C. Reports of Officers and Committees
  - D. Unfinished business
  - E. New business
  - F. Election of new members to the Board of Directors
  - G. Adjournment

## ARTICLE IV

### ELECTION OF BOARD OF DIRECTORS

1. The Club Board of Directors, herein called the Board, shall govern the Club, and shall be elected by the membership at the Club's annual meeting. The Board may consist of no less than three (3) and no more than twelve (12) voting members of the Club.
2. Each term on the Board shall be for three (3) years. It shall be the objective to have no more than one-third ( $\frac{1}{3}$ ) of the Board terms expire in any one year. It shall also be the objective to have Board membership be fairly representative of all age groups within the Club. Expiration of a term of Board membership shall coincide with the Club's fiscal year. A Board member whose term has expired shall be permitted to seek re-election without restriction.
3. A Board member may choose to resign their position at any time. Resignation of a Board member shall be submitted formally, either as a written or oral announcement, to the CAHC Board President. The resignation of the Board member shall become official seven (7) days after that Board member has formally, either orally or in writing, submitted their resignation to the Board President. After seven (7) days the President shall have the authority, subject to approval by a majority vote of the Board, to fill vacancies

on the Board by appointment, and such appointees shall serve the remainder of the term of the member being replaced.

4. At a regular meeting of the Board before the Annual meeting, a Nominating Committee shall be appointed by the President of the Board consisting of at least three (3) members of the Board, excluding only the President. It shall be the duty of this Nominating Committee to nominate from the Club membership candidates for election to the Board. The names of such candidates shall be published prior to the annual meeting. The Committee shall conduct and supervise the election at the annual meeting. Additional nominations can be made by the membership at the annual meeting.
5. The Nominating Committee shall receive and tally the ballots and record the election results. The Committee shall then notify the newly elected Board members of the election. The Committee shall report the names of all the Board members who will serve in the next fiscal year, along with their respective terms, to the Board at its first meeting following the annual election, and said report to be recorded in the minutes.
6. Newly elected Directors of the Board will attend meetings between the Annual meeting and the start of their term.

## ARTICLE V

### BOARD OF DIRECTORS AND ELECTION OF OFFICERS

1. The Board of Directors shall meet in regular session at least one (1) time during each calendar month during the fiscal year, except any one (1) month, which the Board may agree not to meet. The meeting place, date, and time shall be announced at the end of the prior Board meeting. Special meetings may be held at any time with the approval of a majority of the Board after each Board member has received no less than two (2) days notice unless said notice period is waived by a majority of the Board.
2. The following officers shall be elected by the Board from among its members: President, Vice-President, Secretary and Treasurer. These officers shall be elected no less than thirty (30) days prior to the end of the current fiscal year at either a regular or special Board meeting. An officer's term shall be for one (1) year and an officer's term shall coincide with the Club's fiscal year. An officer is permitted to see re-election without restriction.
3. A quorum of Board members shall consist of fifty percent (50%) of the qualified Board members.
4. The Board shall have general charge of the affairs, funds and property of the Club, and shall have full power to carry out the purpose and aims of the Club according to the Articles of Incorporation, Bylaws and the Rules and Regulations. In addition to their other duties, Directors of the Board will enhance and promote the well-being of the Club.
5. The Board shall keep or cause to be kept, a record of all its Official Acts and make a report of same at the annual meeting of the Club. It shall present an Annual Report to the Club, of finances and publish such report for inspection by Club members and all others, as the Board deems necessary.
6. The President shall have the authority, subject to approval by a majority vote of the Board, to fill vacancies on the Board by appointment, and such appointees shall serve the remainder of the term of the member being replaced.
7. The Board shall audit and approve all bills within thirty (30) days of payment and record such approval in the Board minutes. However, the Board shall not borrow money nor incur indebtedness in excess of Liquid Assets unless authorized by a vote of majority of the voting members of the Club in attendance at any annual or special meeting convened in accordance with these Bylaws. The power to mortgage property of the Club shall be subject to the approval of the Club authorized by a majority vote of the voting members of the Club in attendance at a meeting held in accordance with these Bylaws.
8. The Board shall define and publish such Rules and Regulations, Fees, Membership Classification, etc., as necessary for the operation of the Club's activities, and the fulfillment of its aims and purpose, which is specifically outlined elsewhere in these Bylaws.
9. A two-thirds ( $\frac{2}{3}$ ) majority of the Board of Directors may vote to remove an officer and/or Board director. Such vote will occur at the next regularly scheduled Board meeting after this issue is first brought up.

## ARTICLE VI

### OFFICERS

1. The President shall be responsible for conducting the actual operations of the program and shall preside at all meetings of the Club, the Board of Directors and the Executive Committee.
2. The Vice-President shall be responsible to perform the duties of the President in the absence of the President.
3. The Secretary shall keep a record of all meetings of the Club and of the Board of Directors; he shall keep or cause to be kept a set of files containing therein copies of all correspondence and/or other written communications received by or issued by the Club on behalf of the Club's operations; he shall give notice of all regular and special meetings of the Club and meetings of the Board; he shall have custody of any official seal of the Club and shall keep a record of all the officers and members thereof and their addresses; he shall also be charged with the performances of any duties the Bylaws so imposed upon him.
4. The Treasurer shall perform or appoint and supervise others to perform the following, with Board approval:
  - A. Collect and hold any moneys due to the Club from members thereof and all other sources.
  - B. Be charged with the duty to disburse moneys and pay all Club obligations only upon expressed approval and direction of the Board.
  - C. Keep, or cause to be kept, regular books of accounts and submit a written statement of his accounts the monthly meeting of the Board.
  - D. Exhibit to the Board before each annual meeting a full account of the receipts and disbursements during the fiscal year last past, in which the items shall be given in sufficient detail. The Board shall examine such report, and if found correct shall present it to the Club at it's annual meeting in connection with other reports.
  - E. Shall fully report to the Board on the status of any and all members of the Club who may be delinquent in the payment of any dues, fees, or other assessment owing to the Club.
  - F. Shall deposit all moneys of the Club in the name of the Club with a bank or banks in the City of Casper, Wyoming (said bank or banks shall be designated by the Board).
  - G. Shall prepare, or cause to have prepared, and to file all required State of Wyoming and/or Internal Revenue Service Income Tax Returns and/or other financial reporting required in the time and manner prescribed.
  - H. Give a bond for the faithful performance of these duties in the amount, in the form and with the sureties as may be determined and approved by the Board.
5. The President, Vice-President, Secretary and Treasurer shall constitute the Executive Committee of the Club and shall have the limited authority to act as a body to carry out the day-to-day affairs of the Club and to act in emergency situations, which preclude the convening of the full Board of Directors. This committee must act by majority approval and only act within the scope of the Bylaws, Articles of Incorporation and in accordance with the duly passed and approved Rules and Regulations of the Club to insure the proper and timely operation of the Club's activities. The committee shall have no contractual and obligatory powers on behalf of the Club, nor shall they have the ability to promulgate rules and regulations.
6. The President, Vice-President, Secretary, and Treasurer shall serve for the ensuing year after election by the Board and until their successors have been duly elected and certified.
7. Past Presidents shall act as advisors to the Executive Committee upon request.

## ARTICLE VII

### STANDING COMMITTEES

1. At or before the first regular meeting of the Board in any fiscal year, following the annual meeting of the Club, the President, with the consent and approval of the Board, shall appoint a chairman for each of the following standing committees to serve for a period of one (1) year or until their successors are appointed. Each committee shall consist of a minimum of three (3) members, unless approved by the Board for a lesser number.
  - A. Coaches
  - B. Discipline
  - C. Finance
  - D. Bylaw/Policy
  - E. Club Operations
2. The Board shall outline the duties and responsibilities of each committee in accordance with the specific requirements set forth in the Bylaws and as the Board shall deem necessary for the satisfactory operation of the program.
3. Special Committees, as deemed necessary by the Board, may be appointed by the President with the consent and approval of the Board, and such committees shall be as a temporary nature with terms of such committees specified at the time of appointment.
4. The President of the Board shall be an ex-officio member of each of the standing and special committees, but shall have no vote in any committee proceedings.
5. The President will also appoint a Referee(s)-in-Chief and a Registrar who will be responsible for their respective duties.

## ARTICLE VIII

### MISCELLANEOUS

1. The fiscal year of the Club shall begin on the first (1st) day of the month of August of each year and shall close on the last day of the month of July each year.
2. Amendments to these Bylaws may be adopted at any annual or special meeting of the Club by a majority vote.
3. Team structuring, league composition, etc., shall be in accordance with the general provisions of USA Hockey, Inc., as amended by the Board and in compliance with the specific directives of the Board as issued in the Club's Policy Manual Rules, which shall be publicized prior to the official start of the season.
4. The Club President, with the consent of the Board, shall on or before the last day of August each year, designate the official starting date of the season and the official closing date, which may or may not coincide with the available ice facilities.
5. The Club will not be held responsible for any transportation to and from the game, practice, team meeting of any Club member, participant, sponsor, etc., without prior written approval of the Board.
6. No person shall be allowed to participate in any Club activities, games, practices, team meetings, etc., without prior written consent of his or her parent and/or legal guardian in such manner or form as may be prescribed by the Board.
7. All participants on any Club team shall be residents of the area defined in Article I, paragraph three (3), and shall meet all eligibility qualifications and standard requirements as prescribed by the Board and be required to pay such fees as may be prescribed by the Board before becoming eligible.
8. The decision on all matters relating to conduct will rest with the duly appointed Discipline Committee. Adherence to rules, eligibility and other matters, even those not specifically covered in the Bylaws or Policy Manual, will rest with the Board of Directors and their decision shall be final.
9. The President shall employ, hire, or contract for such labor or services as may be necessary in the operation of the Club with the consent and approval of the Board with due care and consideration of the various standing committees.
10. Title to any assets, physical or otherwise, shall be vested in the name of CASPER AMATEUR HOCKEY CLUB, INC.