

# **Wakefield Youth Skating Association**

## **Bylaws**

**January 2011**

### **Article I – Name**

- A. This organization shall be known as the Wakefield Youth Skating Association Inc. and may comprise any amateur hockey club, skating teams, clinics, or classes as may be deemed necessary to obtain the following objectives.

### **Article II – Objective**

- A. The objective of the Wakefield Youth Skating Association Inc. shall be to implant firmly in the youth of the community, both boys and girls, the ideals of good sportsmanship, while attaining quality skills for the safe and healthy execution of ice sports.
- B. The objective will be achieved by providing supervised competition and instruction in games applicable to Ice sports. The supervisors and personnel of the association shall bear in mind that at all times the attainment of good sportsmanship, athletic skills, while increasing the children's self esteem is more important then winning games.

### **Article III – Government**

- A. The Board of Directors shall govern the members of the Wakefield Youth Skating Association Inc. The Board of Directors shall consist of a President, Vice President, appointed Treasurer, Secretary, Immediate past President, Coaching Coordinator, appointed District 10 and League representatives, and Directors of the following programs: Instructional Mite, Mite, Squirt, Pee Wee, Bantam, Midget, Girls and Clinic (if programs exist at those levels). The officers of the board include the President, Vice President, Treasurer and Secretary. The Board shall have control of the property and management of the organization. Funds of the organization shall be withdrawn from the bank or banks with which they are on deposit by the signature of the duly elected Treasurer or his alternate as designated by the Board of Directors.
- B. All members of the Wakefield Youth Skating Association may attend and participate in all regular meetings. Members may also attend, participate and vote at elections during the annual meeting.
- C. At the annual meeting the membership shall elect Officers of the Board and Board directorships as described in (D).
- D. All Board positions shall hold a term of 2 years, with voting of individual positions taken place in alternating years. The President, Clinic, Mite, Peewee, Girls and Midget positions will be voted on in even years, and the Vice President, Secretary, Instructional Mite, Squirt, Bantam, and Coaching Coordinator positions will be voted on in odd years. The Treasurer, District 10 and League representatives will be appointed for 2 year terms in even years.
- E. The Treasurer, District 10 and League representatives shall be appointed by a 2/3 vote of the Board of Directors for a 2-year term within 60 days of the annual meeting.
- F. The Board shall maintain the voting cycle as defined in "D" by creating 1 year terms in the event of an unbalanced election cycle – more than 7 Board positions being voted at any election.

- G. The Board of Directors shall determine all policy matters and make such reasonable rules and regulations as may be necessary to carry out the objectives of this organization. These policies will be published on the association Web site.
- H. Vacancies on the Board, except for President and Vice President, shall be filled by a majority vote of the Board of Directors. Such vacancies must be advertised two (2) weeks prior to the next Board meeting so that a formal presentation of applications and nominations may be made before the Board members present at the next announced meeting.
- I. The appointed Board members shall serve the duration of the term of the individual being replaced.
- J. The Vice President assumes the duties of the President in the event of the Presidents resignation or other reasons for vacating that office. The Board shall advertise and hold a general election for the President or Vice President positions within 60 days of either office being vacated. If there are no volunteers, the Board shall appoint a President or Vice President from within the Board.
- K. The Definition of and Appointment of Standing Committees, the Duties of the Officers, and the Duties of the remaining Board members, all former Bylaws shall be defined in the WYSA Policies and available on the Web site.

#### **Article IV – Meetings**

- A. The Board of Directors will have at least 10 meetings per year. Meetings shall be scheduled for the second Monday in a given month, except for the Annual meeting, which will be scheduled in May.
- B. Notice of regular Board of Directors meetings shall be published in the Wakefield Daily Item at least three (3) days prior to such meetings. The membership of the association shall have the right to be present and participate at any Board of Directors meetings. Any member can request to meet with the Board in Executive Session by contacting any member of the Board of Director's at least 3 days prior to the next meeting
- C. A duly constituted meeting of the Board of Directors shall be one at which the majority of the members of the Board of Directors are present
- D. A majority vote of those voting members present at such meetings shall govern except when otherwise especially provided by Bylaw or policy.
- E. Agenda's of each meeting will be made available in advance (call the President or Secretary). To get on the agenda call the President 72 hours in advance of the meeting.
- F. Minutes of each meeting will be available upon request and posted on the WYSA web page.
- G. Additional meetings may be called by the President or requested of the President by a minimum of three (3) Members of the Board, or ten (10) members.
- H. Roberts Rules of order shall govern the proceedings of all meetings except where the same conflicts with the Bylaw's of the association.
- I. Notice of the Annual meeting, a listing of the election ballots for Officers, and Directors will be available to each member no more than 30 days but no less than 15 days prior to the meeting date.
- J. At the Annual meeting the current Secretary, one Director and two non-Board members appointed by the Board in advance of the annual election will conduct a secret ballot election. The four individuals assigned will review, count, and report the results to the current President.
- K. The President will give a detailed annual report at the Annual meeting and the Treasurer will report a preview of year-end finances. A financial report to will be made available upon request.
- L. Mail in votes or proxy votes are not allowed at any meeting.

M. Electronic voting of Board members will be allowed under the following conditions:

- The subject must be discussed and approved to be closed via electronic means.
- Subject matter may include, but is not limited to player movement, team completion, purchases, coaching vacancies, and player suspensions due to financial matter
- A board member will initiate the electronic means and publish the results.
- An On line quorum is the same as a regular Board meeting and all results will be published in the meeting minutes the subject originated from

#### **Article V – Coaches**

- A. The Board of Directors shall advertise in the local paper for submission of applicants for coaching positions.
- B. The Board or a Committee assigned by the Board will review, interview and recommend final coaching applicants.
- C. The Board will select by a majority vote the final coaching selections.
- D. All coaches shall be responsible to the Board of Directors while under the direct supervision of the division Director and Coaching Coordinator in regard to their conduct, coaching ability and, management of their team.
- E. A Board member may also be a head coach in the Wakefield Youth Skating Association providing that head coaches control no more than 50% of the occupied Board positions.
- F. Any coach who is accused of any misconduct shall be called before the Board of Directors in a private session to discuss such accusations. Written notice of this meeting will be given to the coach 7 days prior to this meeting. The matter may then be sent to a Disciplinary Committee for action.
- G. The misconduct or actions of any youth shall be dealt with immediately by the coach directly associated with the incident. The coach shall have the right to suspend the offending parties for the duration of the game, practice, or clinic session and the following game, practice, or clinic session at his /her discretion. If the coach requests additional action, a written report must be submitted to the President for review by a Disciplinary Committee.

#### **Article VI – Membership**

- A. Membership into the Wakefield Youth Skating Association will be granted to Wakefield youths prior to any players being considered from outside of the community. Players from outside the community may join the Association provided there is space at the age level, the age director recommends the player and the Board approves the outside player by a majority vote.  
NOTE: Any existing player not a resident of Wakefield in good standings as of the 2010 – 2011 season will be grandfathered in as a future member, if they so choose for the 2011 – 2012 season.
- B. Membership shall be granted to all Wakefield Youth Skating Association players, coaches, managers, and the parent(s) or guardian(s) of players. All coaches and managers of this association are strictly volunteers and not compensated in any way.
- C. For a player and parent(s) or guardian(s) to be considered in good standing they must have their financial commitment current and paid as required. Failure to do so will result in voting privileges being suspended and potential expulsion from the Association.
- D. There shall be three classes of membership: Youth (players), Active and Associate

- a. Youth members are players in the Association and may not hold a board position and or have voting privileges
  - b. Active members shall be any person eighteen (18) years of age or older, who subscribe to the charitable purpose and policies of the Association and are either a parent or guardian of a youth in the program or serve in some official capacity in the organization, such as a coach or a director. In addition, an active member must be current in any and all financial obligations to the Association. Active members may hold office and shall have voting privileges.
  - c. Associate members are those people who, with the approval of the Board may participate and contribute to the program. The associate members may hold a board position and shall have voting privileges. Any person over the age of eighteen (18) may be approved for membership by the board with a 2/3 vote regardless of residency.
- E. The term of membership shall be for one (1) year, beginning September 1, or on the date the new member joins the program and ending on August 31<sup>st</sup>.
  - F. Members are encouraged to attend all business meetings of the Association and to carry out faithfully any obligations, which they may undertake in connection with any particular Association activity. Only Active and Associate members are allowed to vote. Voting rights of the membership shall be restricted to voting for Bylaw changes, and the Annual election.

#### **Article VII - Financial Policy**

- A. The Board of Directors shall decide all matters pertaining to the finances of the association. It shall be the permanent policy to place all income in a common association bank account. The Board shall direct the expenditure of said account in such manner as will give no individual, team, or division advantage over the others as to equipment, ice facilities, etc.
- B. The Treasurer of the association shall receive all income of the association and shall be empowered to sign all checks for payment of bills properly incurred by the Board of Directors.
- C. Bonding of the Treasurer and assistants (if any) shall be designated by the Board of Directors. The Association shall pay for such bond.
- D. A purchasing agent shall be responsible for the securing of all bids for purchases as shall be needed by the various teams and shall render all vouchers for payment to the Treasurer of the association.
- E. No solicitation or contribution of funds to individuals or teams shall be accepted without approval of the Board of Directors.
- F. The fiscal calendar will end April 30<sup>th</sup>.

#### **Article VIII Rules**

- A. The official playing rules and regulations of "USA Hockey" shall be binding on this association where applicable.
- B. The local playing rules of this association shall be adopted by the Board of Directors. Massachusetts Hockey's By-Laws, Rules and Regulation, and Policies and Procedures shall be binding on this association where applicable. Applicable League rules for the League(s) the board has the Association participate in will be binding on the association and its' members.
- C. All persons involved with WYSA in any capacity are subject to discipline per Massachusetts Hockey Bylaw – "ARTICLE XIV - SUSPENSION, EXPULSION, OTHER DISCIPLINE; APPEALS".

## **Article IX Amendments**

- A. These by-laws, or any section, thereof may be amended or repealed by a 2/3 vote of the general membership in attendance, followed by a 2/3 vote of the Board of Director's in attendance at the June or January Board meeting. A special notice must be published in the Wakefield Daily Item no more than 14 days or less than 10 days prior to the meeting announcing proposed by-law changes.
- B. The general membership can propose changes to the by-laws by submitting a petition, signed by fifteen percent (15%) of the members to the Board at any regularly scheduled Board meeting.
- C. Board members can propose changes to the by-laws by submitting a petition, signed by fifty percent (50%) of the Board members at any regularly scheduled Board meeting. Clerical errors, missing punctuation, and spelling errors can be corrected at any regularly scheduled Board meeting, following a 2/3 vote of the general membership in attendance, followed by a 2/3 vote of the Board of Director's in attendance. These corrections do not require special notification in the Wakefield Daily Item.