

**ARTICLE I      NAME**

The name of this non-profit corporation shall be PLANO EAST HOCKEY ASSOCIATION PARENTS BOOSTER CLUB. The accepted abbreviation for the corporation and the name it is referred to in these bylaws will be PEHAPBC.

**ARTICLE II      PURPOSE**

*Section 1*      The purpose of PEHAPBC shall be to promote, foster, and improve amateur youth ice hockey in the Plano East Senior High School and feeder schools population for charitable, educational, and recreational purposes. To further those purposes, PEHAPBC shall endeavor to

- A. Stimulate interest in amateur youth ice hockey
- B. Develop and administer a non-profit youth ice hockey program
- C. Improve and promote the social, mental, and physical welfare of all participants of the program
- D. Provide youths with instruction and coaching in the sport of ice hockey in an environment of good sportsmanship, fair play, and safety
- E. Carry out the duties and responsibilities of an organization affiliated with USA Hockey. In conducting its affairs and administering its hockey programs, PEHAPBC shall abide by the policies and rules of USA Hockey, or any successor organization to them, as in effect from time to time.

*Section 2*      PEHAPBC shall operate as a non-profit corporation, and shall take all actions necessary to become a corporation exempt from taxation under Section 501 (c) (3) of the Internal Revenue Code as amended. PEHAPBC is organized solely for the non-profit purposes set forth above and is one that does not contemplate pecuniary gain or profit to its members. No substantial part of PEHAPBC shall be devoted to carrying on propaganda, or otherwise attempting to influence legislation or becoming involved in political activity.

**ARTICLE III OFFICE**

PEHAPBC shall maintain a mailing address in the Dallas/Ft. Worth metropolitan area. PEHAPBC may maintain an office for the transaction of its business, which shall be designated by the Board of Directors and which shall be located within the Dallas/Ft. Worth metropolitan area. PEHAPBC's mailing address and its principal office may be changed by majority vote of the Board of Directors.

**ARTICLE IV MEMBERSHIP**

*Section 1* There shall be two classes of membership in PEHAPBC.

A. General Members shall consist of parents or legal guardians of duly registered players on the Varsity and Junior Varsity PEHAPBC teams. General Membership is also extended to current coaches who are not a parent or guardian of a duly registered player on one of the PEHAPBC teams.

B. Player Members shall consist of duly registered players on a PEHAPBC team or teams.

*Section 2* Certain matters will be entrusted to the membership for a vote. Only General Members in good standing may vote on such matters. Members shall be entitled to one vote per player member.

*Section 3* The Board of Directors shall determine annual player member dues.

*Section 4* Members of PEHAPBC shall be responsible for the payment of dues, fees, and assessments as established by the Board of Directors and for conducting themselves in accordance with the rules of PEHAPBC and USA Hockey and in keeping with the purposes of PEHAPBC. Failure to pay any amounts due to PEHAPBC or engage in conduct that violates the rules or purposes are grounds for terminating a Member's membership in PEHAPBC. Termination of membership for any reason other than non-payments due to PEHAPBC shall occur only upon majority vote of the Board of Directors taken after the Member has had a reasonable opportunity to be heard before the Board of Directors at a meeting called for that purpose. A Member in good standing is a General, or Player Member who is current on all his or her financial obligations to PEHAPBC and who is currently not the subject of any disciplinary action.

*Section 5* PEHAPBC players and General Members, and guests are responsible for insuring that they conduct themselves in a mature and sportsmanlike manner at all times during

which they are participating in PEHAPBC activities, and that coaches, players, officials, and rink management are at all times treated in a respectful and non-abusive manner. If a PEHAPBC member, their family member(s), or guest(s) fail to conduct themselves as required herein, the Board of Directors shall have the authority to take appropriate action, including but not limited to requiring that the offending person(s) be precluded for a stated period from attending or participating in PEHAPBC games, practices, or other activities. Such action by the Board of Directors shall be taken only after all concerned parties have been given reasonable opportunity to be heard by the Board. Nothing in this section shall be construed to alter or limit the authority of referees, rink management, or coaches to deal with unruly or inappropriate behavior when it occurs.

*Section 6* The books and records of PEHAPBC, both financial and non-financial, are the property of PEHAPBC and not any individual member. It is the responsibility of the Board of Directors to obtain the return of any PEHAPBC records in the possession of a Board member, officer, or other member of PEHAPBC at the conclusion of the term of office of any such member or whenever such member no longer has need of the records in working on matters for PEHAPBC. General Members shall have the right to inspect the books and records of PEHAPBC upon request to the Board, provided, however, the requested inspection shall be reasonable in scope and purpose, shall be scheduled not less than ten days after the request is made, and provided further that the Board may establish limits on the time, place, and manner of making the records available.

**ARTICLE V ORGANIZATION**

*Section 1* Robert's Rules of Order Revised shall govern this organization.

*Section 2* All business shall be conducted and transacted by a Board of Directors consisting of not less than five (5) members and no more than ten (10) members.

**ARTICLE VI BOARD OF DIRECTORS**

*Section 1* The Board shall be made up of individuals that are interested in promoting the purposes of the organization. The board must comply with the written rules and regulations of PEHC Member Manual.

*Section 2* All the Directors shall serve without compensation or remuneration, other than reimbursement, upon presentation of vouchers for approved expenditures. No one who is a vendor of goods or services to PEHAPBC, or who otherwise would profit

financially from his or her position as a Director of PEHAPBC, may be nominated to be elected to the Board of Directors, notwithstanding that such person may be a General Member of PEHAPBC.

*Section 3* All members of the Board of Directors must be General Members of PEHAPBC in good standing. In order to be eligible for nomination to the office of President, a nominee must have served on the Board within the previous year.

*Section 4* Nominating Committee

At the commencement of every season a new board must be formed by use of a Nominating Committee. The Nominating Committee functions begin at the February Board of Directors meeting. The committee consists of two (2) current members of the Board of Directors along with at least three (3) and no greater than six (6) General Members in good standing. The Nominating committee will be required to form a recommended slate of officers consisting of current General Members in good standing and ARE NOT the parents or guardians of a graduating senior. The slate must consider the requirements for the President's position (see Section 3, above) and should consist of General Members representing both Varsity and Junior Varsity team(s). The Nominating Committee will choose their slate and present to the board no later than March 15. The Nominating Committee shall submit their slate to the General Members that ARE NOT the parents or guardians of a graduating seniors on or before March 15 1. Voting will take place from March 15 thru March 30, with the results announced to members during the end of session banquet..

*Section 5* Advisory Directors if requested by the Board of Directors shall be selected after all teams are formed for the current season. There shall be as many Advisory Directors as is agreed upon by the Board of Directors. The Board of Directors shall from time to time designate Advisory Directors. The Advisory Directors shall have no right to vote at the Board meetings and their term of office shall be at the pleasure of the Board. They are required to attend all Board meetings.

*Section 6* Directors with unexcused absences from three consecutive regularly scheduled meetings shall be automatically removed from the Board as though the member resigned as of that regularly scheduled meeting. Board members and advisory board must notify the President of the Board if they are unable to attend a meeting to be excused from attendance.

*Section 7* Additions: In the event the Board shall have fewer than the minimum required membership, new members of the Board of Directors may be added as follows:

- A. Nomination by a member of the Board of Directors
- B. Approval by a majority of the then existing Board of Directors. If elected, the new member of the Board of Directors shall become a voting member at the next meeting of the Board of Directors following the election. Unexpired terms of resigning members shall be filled under this section of the bylaws.

*Section 8* The affairs of PEHAPBC shall be managed by a Board of Directors. The Board of Directors shall have final authority over all matters pertaining to the administration of PEHAPBC. The Board of Directors may, in its discretion and consistent with these bylaws, delegate authority as to particular matters to any officer(s) or committee(s) appointed by the Board of Directors or other individual member(s) designated by the Board. In its discretion, the Board may present any matter on which it would otherwise pass as a Board to the General Members for a vote of the membership.

*Section 9* In setting dues and assessments for General Members, the Board, assisted by the Treasurer, is to determine the amounts due at registration of players based on a good faith estimate, using the best information available, of the costs of providing the planned hockey program for which the Member is registering and administrative costs of operating during the ensuing year.

## **ARTICLE VII OFFICERS**

*Section 1* The General Membership shall elect officers in accordance with Article VI, Section 4 of this document. Officers assume their responsibilities as of the May meeting of the Board of Directors.

*Section 2* The officers shall include a President, a Vice President, a Secretary, a Treasurer, a Director of Communication, Director of Team Relations, Director of Team Development, and such other officers as the Board of Directors may designate.

- A. A majority of such members shall constitute a quorum for carrying on the business of the Board, with a quorum being two thirds.

*Section 3* The President shall:

- A. Chairperson for Coach's committee.
- B. Convene and preside over all regular and called special meetings, .

- C Be charged with the general management and supervision of the affairs and operations of PEHAPBC.
- D Be an ex officio member of all committees of PEHAPBC.
- E. Oversee annual reports to the Board of Directors and General and Associate Members on the accomplishments of PEHAPBC.
- F. Serve as a co-signatory on all checks disbursed by the organization.
- G. Serve as the official signatory for approval contracts and agreements.
- H. Perform such other duties as are prescribed by law and incident to such office.

*Section 4* The Vice President shall:

- A. Serve in the absence of the President, or whenever the President is unable to serve.
- B. Serve as co-signatory on all checks disbursed by the organization.
- C. Serve as Parliamentarian and review bylaws yearly
- D. Oversee the summer hockey program
- E. Chairperson for Alcohol and drug Substance Abuse policies and programs.
- F. Chairperson for the Grievance committee.

*Section 5* The Secretary shall:

- A. Maintain a written record of all proceedings and voting actions of the Board of Directors and maintain a permanent File of such records.
- B. Have a general charge of all organization files, records, and papers.
- C. Perform other duties as are incident to such an office.

*Section 6* The Treasurer shall:

- A. Be the custodian of all money, securities, and assets of the organization and make reports to the Board of Directors as may be requested concerning the financial position of PEHAPBC.

- B. Present an annual report twice a year (July and April) and present a report at each scheduled meeting on the financial status of PEHAPBC.
- C. Be responsible for keeping records of receipts and disbursements of PEHAPBC.
- D. Pay all bills approved by the Board.
- E. Deposit all monies or other things of value in the name and to the credit of PEHAPBC in such bank or banks as the Board may approve from time to time.
- F. Prepare a year-end financial statement for presentation at the annual meeting of the organization.
- G. Be the signing officer on the organization's accounts, provided that in the Board's discretion, another Board member shall be designated as signing officer on the accounts, jointly with the Treasurer.
- H. Nominate an auditing committee on the request of the Board, to conduct an audit of the financial records of PEHAPBC to be reviewed in December and April.
- I. Unless the Board of Directors determines that bonding is not available at reasonable cost, the Treasurer shall obtain a fidelity bond at the expense of the organization.

*Section 7* The Director of Team Development shall:

- A. Be liaison between the Board of Directors and the Varsity, Junior Varsity teams, coaches, assistant coaches, managers and players.
- B. Be responsible to appoint players from each team to represent and communicate players' opinions, needs and concerns to the Board of Directors.
- C. Oversee team managers in the registration process.
- D. Coordinate with team managers all ice time requirements and fee collections.
- E. Responsible for organization of tryouts and tryout camps.
- F. Chairperson for the Scholarship program.

- Section 8* The Director of Team Relations shall:
- A. Be responsible for All team Jersey, windsuit and sock orders.
  - B. Be responsible for fund raising activities and sponsorship efforts.
  - C. Be responsible for all PEHAPBC spiritwear, including submitting new items to the board for approval.
  - D. Be responsible for fundraising activities and sponsorship efforts.
- Section 9* The Director of Communications shall:
- A. Be responsible for newspaper coverage, Plano East web site information,
  - B. Preparation from time to time, as directed by the Board, of any newsletter to be distributed to members
  - C. As directed by the Board, create programs for games and the information contained within; including the selling of ads,
  - D. Responsible for providing information for the optional purchase by Members of spirit items.
  - E. Responsible for coordinating all yearbook ads, team photos and ads
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- Section 10* Term of Office:
- Board members may serve for an unlimited number of one year terms.
- Section 11* Removal:
- Officers may be removed from office by a vote of two thirds of the entire Board of Directors at a regular or special meeting.
- Section 12* Vacancies:
- A. Any unexpired term of the President shall be filled by the Vice President at the time the vacancy occurs until a new President is elected by the Board.



- B. The unexpired terms of all other officers shall be filled at any subsequent meeting of the Board.

## **ARTICLE VIII MEETINGS**

- Section 1* A regular meeting of the Board of Directors shall be held monthly or at other times as may be set by the Board of Directors. Special meetings of the Board may be called by the President, or in his or her absence, by the Vice President, or by a majority vote of the members of the Board of Directors.
- Section 2* Voting on all matters requiring action by the Board of Directors shall be by voice or sign vote unless a motion for a written ballot has been made and approved by a majority of those directors present.
- Section 3* The President shall vote on all motions.
- Section 4* The Board of Directors shall call an annual meeting of the Members, which will be held within four weeks after final player selection is made each year, at a location within the Dallas/Ft. Worth metropolitan area specified by the Board of Directors. The President of PEHAPBC may call for additional meetings of the Members. The President must call for a meeting of the Members if presented a written request for a meeting signed by three members of the Board of Directors.
- Section 5* The President must call for a meeting of the Members if he or she is presented with a written request for such a meeting signed by a minimum of fifteen (15) General Members of the organization or 10% of the General Members, whichever is greater, provided, however, the request states the matter or business that the requesters desire to take up at the meeting.
- Section 6* Meetings of the Board are open to General Members who may obtain the time and place of Board meetings by contacting the Secretary of PEHAPBC. General Members

may submit agenda items providing that said agenda items are submitted to a board member at least one week prior to any board meeting.

**ARTICLE IX COMMITTEES**

*Section 1* The Board may establish standing or ad hoc committees to advise or assist the Board.

*Section 2* Any member of the Board may nominate, for Board approval, proposed members of such committees.

*Section 3* The Board may designate chairpersons of standing committees to be Advisory Directors to serve at the pleasure of the Board.

**ARTICLE X DISSOLUTION OF THE ORGANIZATION**

Any voluntary dissolution of PEHAPBC shall be governed by and conducted according to requirements of the Texas Non-Profit Corporation Act, Article 1396-6.01 through Article 1396-6.06 of the Texas Revised Civil Statutes, including any amendatory or successor legislation in effect at the time the voluntary dissolution is considered.

**ARTICLE XI AMENDMENTS**

*Section 1* The bylaws of the association may be amended at any regular or special meeting of the Board of Directors, provided that the purpose is stated in the call for meeting.

*Section 2* Any amendment to the bylaws of the association shall require a two-thirds vote of the entire Board of Directors. All votes are subject to a quorum.

**ARTICLE XII MISCELLANEOUS**

*Section 1* The Directors, Officers, Committee Members, General Members, and Player Members served by this association shall be selected entirely on a nondiscriminatory basis with respect to age, sex, race, religion, and national origin.

*Section 2* Board members may only be persons from the General Members who do not have conflicting activities with PEHAPBC.

*Section 3* The Board of Directors will make all uniform decisions.

**ARTICLE XIII     INDEMNIFICATION**

Members of the Board of Directors of PEHAPBC, its officers and committee members, and/or any other person acting on behalf of the association by delegation of the Board of Directors, shall be indemnified and saved harmless out of the funds of the association to the fullest extent permitted by the Texas Non-Profit Corporation Act, Article 1396-2.22A, Texas Revised Civil Statutes, or any amendatory or successor legislation thereto, for any act or failure to act in connection with their activities on behalf of the association. The Board of Directors is authorized to expend PEHAPBC funds to purchase insurance covering any such persons against such liability.

By my signature hereon, I hereby certify that these bylaws were created by the Board of Directors of the Plano East Hockey Association on March 23, 2000 and amended on February 15, 2005, and in June 2007 and again in February 2008 and voted on by all Board of Directors.

Board President \_\_\_\_\_ Board Secretary: \_\_\_\_\_

Amber Patteson

Vicki Holt

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