

CONSTITUTION AND BY-LAWS

Of the

SARANAC LAKE PEE WEE HOCKEY ASSOCIATION, INC.
A Corporation Formed Under the Laws of the State of New York

ARTICLE I

NAME AND PURPOSE

SECTION 1. This organization shall be known as the SARANAC LAKE PEE WEE HOCKEY ASSOCIATION, INC. ("SLPWHA").

SECTION 2. The following are the purposes of the SLPWHA:

- A. To engage in youth activity and the promotion of sportsmanship, especially by training , coaching and scheduling of youth hockey players, hockey games at home and in the United States and Canada.
- B. To support and actively participate in the promotion of hockey and to raise necessary funds from fraternal and service organizations and by other fund-raising activities.
- C. To provide playing surface, hockey rinks and a hockey arena for the Saranac Lake and surrounding community use for the youth hockey program and for the local schools and colleges, for the scheduling of practice and hockey games.

ARTICLE II

MEMBERSHIP

SECTION 1. Membership in SLPWHA shall be open to persons eighteen (18) years of age or older who are committed and dedicated to the advancements of the objectives of SLPWHA as set forth herein. Members must 1) register a participant or be a participate with SLPWHA for the respective registration season pursuant to USA Hockey and New York Amateur Hockey Association requirements; or 2) commit to becoming a coach of a SLPWHA team.

SECTION 2. Membership shall be valid for one registration season, pursuant to USA Hockey and New York State Amateur Hockey Association requirements.

SECTION 3. A continuing membership drive shall be conducted during the year and on specific occasions.

SECTION 4. Each member in good standing shall have one vote each at a meeting of the members.

ARTICLE III

MEETINGS

SECTION 1. Meetings shall be held monthly to be scheduled for the next month at the discretion of the Board of Directors.

SECTION 2. The annual meeting of SLPWHA shall be held at the end of the regular hockey season (end of March beginning of April) each year.

SECTION 3. Special meetings of the SLPWHA may be called by the President on his/her own initiative, or by the Secretary upon the written (or email) request of five members. Notice of such meeting shall be emailed (or regular mail) to all members at their addresses as they appears in the membership roster at least ten (10) days before the schedule date set for such special meetings. Such notice shall state the reason(s) that such meeting was called, the business to be transacted at such meeting and by whom it was called.

SECTION 4. At all meetings, either regular or special, five (5) members in good standing shall constitute a quorum and shall be necessary to transact such business.

SECTION 5. If a quorum is not present at either a regular or special meeting, the presiding officer may adjourn the meeting to a day and time fixed by him/her and the Secretary shall cause a notice of this scheduled meeting to be sent to all those members who were not present at the meeting originally called. A quorum as herein set forth shall be required at any adjourned meeting.

ARTICLE IV

BOARD OF DIRECTORS

SECTION 1. The business of SLPWHA shall be managed by a Board of Directors which shall consist of following "Officers" of the association:

- A. **President:** the President shall by virtue of his/her office be the chief and presiding officer. The President shall be a member, ex-officio, of all committees. The President may at his/her discretion appoint special committees.
- B. **Vice-President:** The Vice President shall in the event of the absence or inability of the President to exercise his office become acting president of the organization with all the rights, privileges and powers as if he had been the duly elected president.
- C. **Treasurer:** The Treasurer shall keep an accurate accounting record of all monies received and spent by SLPWHA. The Treasurer shall provide current financial reports at each regular meeting of SLPWHA.
- D. **Secretary:** The Secretary shall keep the minutes and records of SLPWHA in appropriate books and be in charge of coordinating meetings and communications.
- E. **Past President:** The outgoing President shall serve on the Board of Directors for one (1) year following the end of his/her term of office to provide continuity of knowledge and experience.

- F. **Fundraising Coordinator:** The fundraising coordinator shall organize and coordinate all fundraising activities and fundraising committee members.
- G. **The Association Hockey Director (ACE):** The ACE Coordinator will be a communication link between USA Hockey's Coaching Education Program and the SLPWHA. The ACE Coordinator will track the coaching certification requirements as well as present any materials/information regarding parent and coaching awareness as available from USA Hockey.
- H. **Director of the Snack Bar:** The Snack Bar Director shall coordinate all snack bar related committees and staffing as necessary.
- I. **Registrar:** The Registrar shall enroll players and coaches and register all teams for the SLPWHA with USA Hockey.

SECTION 2. Vacancies in the Board of Directors shall be filled by Presidential appointment, subject to the majority approval of the Board of Directors until the next regular election.

ARTICLE V

ELECTION OF OFFICERS

SECTION 1: The Officers of SLPWHA (with the exception of the past President,) shall be elected at the Annual Meeting by secret ballot. (Only members in good standing present at the meeting, during which the elections will be held, will be allowed to cast a ballot to be counted toward the voting of a candidate.) Candidates receiving the majority of votes cast shall be declared elected.

SECTION 2. In preparation for the Annual Meeting a nominating committee appointed by the President shall present a slate of officers for election at the Annual Meeting.

SECTION 3. The term of all Officers shall be for a period of one (1) year. However, these officers shall continue in office if otherwise qualified until their successors have been duly elected and qualified at the next Annual Meeting.

ARTICLE VI

DUES

SECTION 1: Annual registration fees, as set annually by SLPWHA shall constitute the membership dues for an active membership of good standing for each registration season.

ARTICLE VII

ASSETS AND FUNDS

SECTION 1: All monies shall be kept in its name in a bank account in an institution designated by the Board of Directors. The funds shall be used solely to pay expenses approved by the Board of Directors. The President and the Treasurer shall have the joint authority to issue checks and withdraw funds from said account.

SECTION 2: All records, books and accounts of the SLPWHA shall be subject to examination and audit by a qualified person each fiscal year.

SECTION 3: The fiscal year of the organization shall begin May 1st and end April 30th of each year.

ARTICLE VIII

AMENDMENTS AND CHANGES

SECTION 1: These By-Laws may be amended by two-thirds vote of the members present at a regular or special meeting of the association, provided however, that notice of the nature and purpose of the proposed amendment shall have been given to the members at least ten (10) days before the date and set forth in the call for the meeting at which amendments are to be offered.

ARTICLE IX

RULES OF ORDER

SECTION 1: The conduct of all meetings of the Association shall be governed by the latest edition of the Robert's Manual of Parliamentary Rules.

ARTICLE X

EFFECTIVE DATE OF BY-LAWS

SECTION 1: The effective date of these By-Laws, were adopted in accordance with the procedures set forth.

DATED: _____