



LEHIGH VALLEY PHANTOMS YOUTH

PAGE NUMBER: 1 of 24	NUMBER: LVPY-001
EFFECTIVE DATE: 01-Mar-2024	

Document Name	Lehigh Valley Phantoms Youth - BYLAWS	Version	1.0
----------------------	--	----------------	-----

Table of Contents

1.	Organization	2
2.	Objective	2
3.	Basic Policies	3
4.	Membership	3
5.	Participation	3
6.	Fees	4
7.	Executive Board	6
8.	Additional Positions	7
9.	Roles & Responsibilities	7
10.	Officers & Their Election	14
11.	Quorum & Voting	16
12.	Meetings	16
13.	Rosters	16
14.	Procurement of Assets	19
15.	Code of Conduct	19
16.	Disciplinary Code	19
17.	Standing & Special Committees	20
18.	Funds	21
19.	Policies & Resolutions	22
20.	Amendments	22
21.	Indemnification	22
22.	Dissolution	23
23.	Miscellaneous	23
24.	Approvals	24



LEHIGH VALLEY PHANTOMS YOUTH

PAGE NUMBER: **2 of 24**

NUMBER: **LVPY-001**

EFFECTIVE DATE: **01-Mar-2024**

Document Name	Version
Lehigh Valley Phantoms Youth - BYLAWS	1.0

1. Organization

1.1	The name of the Organization will be Thunder Youth Hockey, Inc. dba Lehigh Valley Phantoms Youth and it is hereafter referred to in these Bylaws as the “Organization” or as the “Corporation.”
1.2	The fiscal year of the Organization shall commence on March 31 st of each year.
1.3	The principal offices of the Organization shall be at such place in the Commonwealth of Pennsylvania as the Executive Board may determine. The Board may at any time establish other offices of the Organization or branches of its business at whatever place or places it chooses. The principal place of the Organization is The Steel Ice Center, 320 East First Street, Bethlehem, PA 18015, with a mailing address of PO Box 1174, Bethlehem, PA 18016.
1.4	The Organization is a member of USA Hockey’s Atlantic District and is organized principally to compete in travel hockey in the following leagues: <ul style="list-style-type: none">• Atlantic Youth Hockey League (AYHL) – Tier I• Atlantic Hockey Federation (AHF) – Tier II & Independent• Atlantic Girls Hockey Federation (AGHF) – Tier II

2. Objective

2.1	Purposes for which this Organization is organized is as follows: This Organization is organized exclusively for charitable, educational, or nonprofit purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code, including for such purposes the making of distribution to organizations that qualify as exempt of literary purpose of future federal tax code. More specifically this Organization is formed for the purpose of promoting and encouraging youth ice hockey and to promote and encourage the sport, pleasure, exercise, and recreation of the youth who participate in the activities sponsored by the Organization.
2.2	The objectives for which the Organization is formed: <ul style="list-style-type: none">• To promote and improve organized youth hockey in the Greater Lehigh Valley by providing competitive travel, inhouse/instructional, and cross-ice programs; and the opportunity for players to participate in a team concept at the appropriate competitive levels based on their skill and interest levels;• To develop and encourage sportsmanship between all players for the betterment of their physical and emotional health;• To strive to perform any and all acts to further the above goals. To achieve the above the Organization will: <ul style="list-style-type: none">• Provide proper, qualified coaching in accordance with USA Hockey Guidelines;• Provide competition at a level commensurate with an individual's and their team



LEHIGH VALLEY PHANTOMS YOUTH

PAGE NUMBER: **3 of 24**

NUMBER: **LVPY-001**

EFFECTIVE DATE: **01-Mar-2024**

Document Name	Lehigh Valley Phantoms Youth - BYLAWS	Version	1.0
----------------------	--	----------------	-----

skill level;

- Provide practice ice time and game ice time as scheduled; and
- Adhere to and follow the Bylaws of USA Hockey, the Atlantic District (AAHA), and the leagues in which we are members, as outlined in Section 1.4.

3. Basic Policies

3.1	The Organization shall be nonprofit, nonsectarian, and nonpartisan.
3.2	The name of the Organization or the names of any Officer, Board of Director or Coach in their official capacities shall not be used in any connection with a commercial concern or with a partisan interest or for any purpose not appropriately related to the promotion of the objective of philosophies of the Organization
3.3	The Organization is not formed for pecuniary or financial gain, and no part of the assets, or income, inures to the benefit of its officers, directors, or participants.

4. Membership

4.1	Any parent, guardian or player who subscribes to the objective and basic policies of the Organization, may become a participant in the Organization subject only to the provisions of the Bylaws.
4.2	The Board of Directors shall set playing fees for each season by the February Board meeting subject to a reevaluation of club expenses.

5. Participation

5.1	Participation in the Organization shall be available without regard to sex, race, color, creed, physical or mental capabilities. Participation in the Organization does not guarantee placement on a competitive travel team. The Organization reserves the right to place players in an inhouse/instructional or the THL level program (rink or Organization sponsored), based on the player's skill level, following annual evaluations.
5.2	Only parents and/or guardians in good standing (fees current) of the Organization shall be eligible to participate in its business meetings.
5.3	Any player who is five (5) days late in any payment due to the Organization may be suspended from all on-ice activities until such time as he/she becomes current with



LEHIGH VALLEY PHANTOMS YOUTH

PAGE NUMBER: 4 of 24	NUMBER: LVPY-001
EFFECTIVE DATE: 01-Mar-2024	

Document Name	Lehigh Valley Phantoms Youth - BYLAWS	Version	1.0
----------------------	--	----------------	-----

	respect to the fees owed to the Organization. The Treasurer will inform the President and Coach of the player's team, who will be responsible for enforcement of this rule. Any family who has difficulty meeting the payment schedule may make other payment arrangements with the Treasurer and approved by the Board.
5.4	A player whose family has an outstanding balance as of February 1 st from the previous season will be placed on the AAHA Player Financial Debt List and will not be allowed to participate in evaluations. Once all financial obligations have been met, the player can be evaluated.

6. Fees	
6.1	Temporary absences caused by other activities, illness or injuries are not the cause for forgiveness of payments. Only a season ending injury ceases the obligation to make payments. Such release shall be given only after confirmation from a Medical Doctor, in writing.
6.2	<p>Families with multiple players in the Organization playing at the Tier II level during the same season will be assessed playing fees as follows:</p> <ul style="list-style-type: none"> First player- highest level, 100%; Second player- Next highest level, 90%; Third Player- Next highest level, 75%; Fourth player and beyond 50%. <p>A player is allowed only one discount. If one or more of the players in a family is a full-time dedicated goalie, this player will receive the discount approved for the current year (if any, to be determined on an annual basis) and the remaining family members will follow the above formula. Players playing at the Tier I level within the Organization will not be considered in determining multiple-player, family discounts.</p>
6.3	Players' families will be responsible for the timely payment of all fees and assessments. Any expense incurred by the Organization collecting delinquent fees and assessments will be the responsibility of the player's families. Families will be charged an administrative fee as determined by the banking institution.
6.4	All players paid for by one family shall be considered when determining delinquency. In effect, if one player from a family is delinquent, all members of that family are considered delinquent
6.5	A player whose family relocates, as a result of a company-initiated transfer, will be allowed a pro-rated playing fee charge upon furnishing documentation of the relocation



LEHIGH VALLEY PHANTOMS YOUTH

PAGE NUMBER: **5 of 24**

NUMBER: **LVPY-001**

EFFECTIVE DATE: **01-Mar-2024**

Document Name	Lehigh Valley Phantoms Youth - BYLAWS	Version	1.0
----------------------	--	----------------	-----

	and approval by the Executive Board.
6.6	<p>A Player with financial hardship may ask the Organization for a reduction in season fees. In order to make need-based assistance fair and relevant, all requests be funneled through the treasurer.</p> <p>To apply for need based assistance, the player’s parent must complete the Torchbearer Program Application which will be placed on the Organization’s website. This application, along with a copy of the parent or guardian’s most recent tax return must be submitted to the treasurer by May 1st. The treasurer will present all requests to the executive board at the May Board Meeting for approval.</p>
6.7	<p>Tier 1 and Girls Scholarships will be budgeted for and may be offered on an annual basis. These scholarships will be granted by the Tier 1/Girls Vice President of Hockey Operations as a means to help draft top talented players into the program. Players may not receive Scholarship funds in consecutive years unless the Vice President gains approval from the Executive Board. All Scholarships, after being granted, must be presented to the executive board.</p>



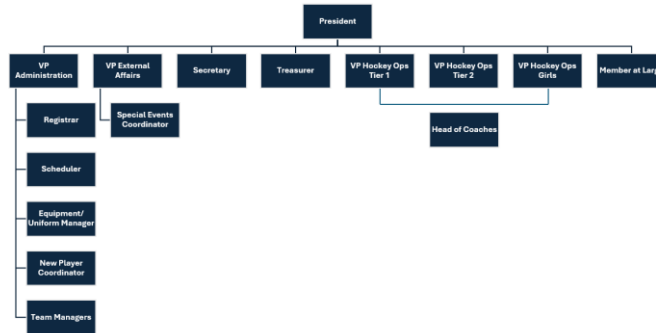
LEHIGH VALLEY PHANTOMS YOUTH

PAGE NUMBER: **6 of 24**

NUMBER: **LVPY-001**

EFFECTIVE DATE: **01-Mar-2024**

Document Name	Lehigh Valley Phantoms Youth - BYLAWS	Version	1.0
----------------------	--	----------------	-----



7. Executive Board

Position	Term	Elected or Appointed	Appointed By	Approved By	Elected/ Appointed In	Voting Rights
President	2 Years	Elected by Membership	N/A	N/A	Odd Years	ONLY a Voting Member in the event of a tie.
Vice-President Administration	2 Years	Elected by Membership	N/A	N/A	Even Years	Voting Member
Vice-President External Affairs	2 Years	Elected by Membership	N/A	N/A	Odd Years	Voting Member
Secretary	2 Years	Elected by Membership	N/A	N/A	Even Years	Voting Member
Treasurer	2 Years	Elected by Membership	N/A	N/A	Odd Years	Voting Member
Vice-President Hockey Operations (Tier 1)	2 Years	Appointed	President	Executive Board	Even Years	Voting Member <small>(Vote is SHARED between all VP of Hockey Ops positions)</small>
Vice-President Hockey Operations (Tier 2)	2 Years	Appointed	President	Executive Board	Even Years	Voting Member <small>(Vote is SHARED between all VP of Hockey Ops positions)</small>
Vice-President Hockey Operations (Girls Program)	2 Years	Appointed	President	Executive Board	Even Years	Voting Member <small>(Vote is SHARED between all VP of Hockey Ops positions)</small>
Member at Large	1 Year	Appointed	Executive Board	Executive Board	N/A	Voting Member



LEHIGH VALLEY PHANTOMS YOUTH

PAGE NUMBER: **7 of 24**

NUMBER: **LVPY-001**

EFFECTIVE DATE: **01-Mar-2024**

Document Name	Lehigh Valley Phantoms Youth - BYLAWS	Version	1.0
----------------------	--	----------------	-----

8. Additional Positions

Position	Term	Elected or Appointed	Appointed By	Approved By	Elected/ Appointed In	Voting Rights
Registrar/League Representative	2 Years	Appointed	Vice President of Administration	Executive Board	Even Years	Non-Voting Member
Scheduler	2 Years	Appointed	Vice President of Administration	Executive Board	Even Years	Non-Voting Member
Head of Coaches (Tier 1)	2 Years	Appointed	Vice President of Hockey Operations	Executive Board	Odd Years	Non-Voting Member
Head of Coaches (Tier 2)	2 Years	Appointed	Vice President of Hockey Operations	Executive Board	Odd Years	Non-Voting Member
Special Events Coordinator	2 Years	Appointed	Vice President of External Affairs	Executive Board	Odd Years	Non-Voting Member
Equipment/Uniform Manager	2 Years	Appointed	Vice President of Administration	Executive Board	Even Years	Non-Voting Member
New Player Coordinator	2 Years	Appointed	Vice President of Administration	Executive Board	Even Years	Non-Voting Member

9. Roles & Responsibilities

President	<ul style="list-style-type: none"> Have general and active supervision of the affairs of the Club and shall preside at its meetings including those of the Executive Board, Board of Directors and the general membership. Perform all duties as may be assigned by the Executive Board.
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LEHIGH VALLEY PHANTOMS YOUTH

PAGE NUMBER: 8 of 24	NUMBER: LVPY-001
EFFECTIVE DATE: 01-Mar-2024	

Document Name	Lehigh Valley Phantoms Youth - BYLAWS	Version	1.0
----------------------	--	----------------	-----

	<ul style="list-style-type: none"> Have the power to make decisions arising from emergencies not provided for in the rules, regulations, and bylaws, until such time as the Board of Directors may act on them. Be responsible, along with the Treasurer, for ensuring that players who are delinquent in paying fees do not participate in on-ice activities. Oversee the registration process. Complete all necessary Tiering Applications with the Atlantic District (AAHA). Must attend all meetings that the league requires the club President to be present. Chair the Bylaws Committee Attend the League and Association Meetings of which the club's teams are members of and report the minutes to the Organization's Board (when required).
Vice-President Administration	<ul style="list-style-type: none"> Assist the President in the overseeing of the affairs of the club. Act in the President's place (1st authority) when the President is not available or as earlier authorized. Be a member of the Bylaws Committee Attend the League and Association Meetings of which the club's teams are members and report the minutes to the Organization's Board (when required). Recommend and Oversee the Scheduler and Associate Scheduler at the Tier 1 and Girls Program to the Executive Board on a bi-annual basis for approval. Recommend and Oversee the New Player Coordinator to the Executive Board on a bi-annual basis for approval. Recommend and Oversee Club's Equipment/Uniform Manager on a biannual basis for approval. Responsible for ensuring all background, clearance checks and Safe Sport Training for executive board, team managers and all non-coaching personnel. Oversee the Team Managers and submit the name of the Team Managers to the Executive Board for approval. Responsible for nominating and overseeing the Registrar/League Representative. This appointment coincides with the Vice President Administration's term and is subject to the Approval of the Executive Board



LEHIGH VALLEY PHANTOMS YOUTH

PAGE NUMBER: 9 of 24	NUMBER: LVPY-001
EFFECTIVE DATE: 01-Mar-2024	

Document Name	Lehigh Valley Phantoms Youth - BYLAWS	Version	1.0
----------------------	--	----------------	-----

	<ul style="list-style-type: none"> • Perform such additional duties as may be assigned by the President
Vice-President External Affairs	<ul style="list-style-type: none"> • Assist the President in the overseeing of the affairs of the club. • Act in the President's place (2nd authority) when the President is not available or as earlier authorized. • Chair the Grievance Committee • Attend the League and Association Meetings of which the club's teams are members and report the minutes to the Organization's Board (when required). • Oversee media/community relations. • Approve Fundraisers • Oversee special events. • Responsible for nominating the Special Events Coordinator. This appointment coincides with the Vice President External Affairs term and are subject to the Approval of the Executive Board • Post approved minutes on Organization's Bulletin Board (www.phantomseyouth.org) • Establish and maintain contacts with various media outlets in the Lehigh Valley and surrounding area. • Responsible for branding across the Organization. • Develop all media/marketing displays for events such as Evaluations, Mark Spease 4v4 Tournament, Try Hockey for Free. • Attend the League and Association Meetings of which the club's teams are members of and report the minutes to the Organization's Board (when required) • Ensure that the website is up to date with all current information as required by the Executive Board. • Perform such additional duties as may be assigned by the President.
Vice-Presidents of Hockey Operations	<ul style="list-style-type: none"> • Recommend the Head of Coaches for the respective Tier if it is deemed necessary that they need one. • Inform the Executive Board and Registrar/League Representative of each team's head coach at the respective Tier on an annual basis or as soon as possible after placements, no later than the May Board Meeting for approval. • Inform the Executive Board and Registrar/League Representative of each team's assistant coaches at the respective Tier on an annual basis or as soon as possible after placements, no later than the July Board Meeting for approval.



LEHIGH VALLEY PHANTOMS YOUTH

PAGE NUMBER: 10 of 24	NUMBER: LVPY-001
EFFECTIVE DATE: 01-Mar-2024	

Document Name	Lehigh Valley Phantoms Youth - BYLAWS	Version	1.0
----------------------	--	----------------	-----

	<ul style="list-style-type: none"> • Work with the Executive Board to ensure compliance with the Organization, League (as per Section 1.4), AAHA and USA Hockey rules and regulations for player eligibility prior to team announcement notifications (player selection rests with Hockey Operations) • Coordinate the implementation of the policies of the Board of Directors as they pertain to the coaching staff. • Run the regular coaches meeting at the respective Tier. • Available for practice or game situations when requested by a head coach or the Executive Board. • Provide and maintain the Organization’s Game Plan for all Tiers and Age Levels and make sure all coaches implement the Organization’s Game Plan. • Chair the Placement Committee for your respective Tier / League. • Oversee the development of a practice plan for the season within your respective Tier. • Work with the coaches to maintain a file of Medical Releases for players returning from injury during the current season. • Establish and maintain an Organization resource center for coaches, instructors, parents, players and officers • Outline the duties of all coaches. • Perform such additional duties as may be assigned by the President. • Board may appoint an Associate Director of Hockey Operations to assist the Vice President of Hockey Operations. This is a non-voting board position and coincides with the term of the Vice President of Hockey Operations.
Secretary	<ul style="list-style-type: none"> • Record minutes of all Board meetings. • Send a copy of the minutes to all Board Members at least one week prior to the next scheduled Board Meeting. • Attend the League and Association Meetings of which the club’s teams are members and report the minutes to the Organization’s Board (when required). • Perform such additional duties as may be assigned by the President.
Treasurer	<ul style="list-style-type: none"> • Notify parents of players about delinquent payments. • Advise President and Coach if player needs to be out (off the ice), due to non-payment. • Be responsible for all funds, securities, and investments of the



LEHIGH VALLEY PHANTOMS YOUTH

PAGE NUMBER: 11 of 24	NUMBER: LVPY-001
EFFECTIVE DATE: 01-Mar-2024	

Document Name	Lehigh Valley Phantoms Youth - BYLAWS	Version	1.0
----------------------	--	----------------	-----

	<p>Organization.</p> <ul style="list-style-type: none"> • Receive and disburse money as directed by the Board of Directors. • Maintain accurate and up-to-date records of the financial status of the Organization. • Provide monthly Treasurer's report which includes an Income Statement and a Balance Sheet. • Work with accountant on a monthly basis. • Provide the accountant with all necessary information to file taxes in a timely manner. • Bill and maintain records of all player payments. • File all required forms to maintain the Organization's tax-exempt status. • Prepare a proposed budget prior to the start of the next year's registration. • Prepare registration link for season, inputting forms and season fees. • Maintaining club insurance. • Attend the League and Association Meetings of which the club's teams are members and report the minutes to the Organization's Board (when required). • Perform such additional duties as may be assigned by the President. • The Board may appoint an Associate Treasurer to assist the Treasurer for each Tier/ Program as well as team accounts. These associates are nonvoting board positions and coincides with the term of the Treasurer.
Special Events Coordinator	<ul style="list-style-type: none"> • Annual Mark Spease 4v4 Tournament • Season Pictures • Try Hockey for Free • Organizational Fundraisers • Other unique events are organized by the Organization's Board. • Perform such additional duties as may be assigned by the President and the Vice President-External Affairs.
New Player Coordinator	<ul style="list-style-type: none"> • Recruitment and retention of players for all LVPY programs. • Guide potential new members to the Registrar/League Representative for membership. • Perform such additional duties as may be assigned by the President and Vice President of Hockey Operations.



LEHIGH VALLEY PHANTOMS YOUTH

PAGE NUMBER: 12 of 24	NUMBER: LVPY-001
EFFECTIVE DATE: 01-Mar-2024	

Document Name	Lehigh Valley Phantoms Youth - BYLAWS	Version	1.0
----------------------	--	----------------	-----

Registrar/League Representative	<ul style="list-style-type: none"> Maintain proper and timely registration of all players with USA Hockey. Maintain proper and timely registration of the Organization with USA Hockey and the Leagues in which we are members (as per Section 1.4). Be the Organization’s Liaison with local USA Hockey Registrar. Maintain up-to-date rosters of each team. Coordinate and submit player Birth Certificates for the USA Hockey roster verification process. Provide each team manager with a copy of their respective team’s USA Hockey Roster. Maintain proper and timely registration of all coaches with USA Hockey. Responsible for ensuring all background, clearance checks and Safe Sport Training for executive board, team managers, coaching staff and all non-coaching personnel. Act as the Organization’s Liaison to the various leagues in which we are members (as per Section 1.4), concerning respective Rosters for players and coaches including player and/or coach movements. Attend the League and Association Meetings of which the club’s teams are members and report the minutes to the Organization’s Board (when required). Perform such additional duties as may be assigned by the President and Vice President Administration. The Board may appoint an Associate Registrar/League Representative to assist the Registrar/League Representative. This is a non-voting board position and coincides with the term of the Registrar/League Representative.
Head of Coaches	<p>(If deemed necessary by Vice President of Hockey Operations, otherwise these duties are assumed by Vice President of Hockey Operations.)</p> <ul style="list-style-type: none"> With the Head and Assistant Coaches develop a practice plan for the season. Assist the Head & Assistant Coaches as requested. With the Vice President of Hockey Operations establish and maintain an Organization resource center for coaches and instructors. With the Vice President of Hockey Operations coordinate the



LEHIGH VALLEY PHANTOMS YOUTH

PAGE NUMBER: 13 of 24	NUMBER: LVPY-001
EFFECTIVE DATE: 01-Mar-2024	

Document Name	Lehigh Valley Phantoms Youth - BYLAWS	Version	1.0
----------------------	--	----------------	-----

	<p>activities and training of all coaches.</p> <ul style="list-style-type: none"> • With the Vice President of Hockey Operations outline the duties of all coaches. • Attend the League and Association Meetings of which the club's teams are members and report the minutes to the Organization's Board (when required). • Perform such additional duties as may be assigned by the Vice President of Hockey Operations. • The Board may appoint an Associate Head of Coaches to assist the Head of Coaches. This is a non-voting board position and coincides with the term of the Head of Coaches.
Scheduler	<ul style="list-style-type: none"> • Schedule all league (as per Section 1.4) games, HOME and AWAY. • Assist Team Managers with the scheduling of all HOME non-league games. • Schedule all practice sessions. • Cancellation of any games. • Coordinate referees. • Attend the League and Association Meetings of which the club's teams are members and report the minutes to the Organization's Board (when required) including the respective league Scheduler meetings. • Confirm all games on a week-to-week basis, with help from Team Managers as needed. • Advise Head Coaches, Team Managers, the Treasurer and the rink of any practice or game changes with a phone call and with an email notice if time permits. • Perform such additional duties as may be assigned by the President and Vice President/Director of Hockey Operations. • The board may appoint an Associate Scheduler to assist the Scheduler. This is a non-voting board position and coincides with the term of the Scheduler.
Member at Large	<ul style="list-style-type: none"> • Be a goodwill ambassador for the Organization. • Act as a parent representative to the Executive Board.
Equipment/ Uniform Manager	<ul style="list-style-type: none"> • Coordinate the annual equipment needs for the Club's teams, including pucks and first aid kits. • Manage the practice jersey and socks purchases for annual evaluations and throughout the season as needed.



LEHIGH VALLEY PHANTOMS YOUTH

PAGE NUMBER: 14 of 24	NUMBER: LVPY-001
------------------------------	-------------------------

EFFECTIVE DATE: 01-Mar-2024

Document Name	Lehigh Valley Phantoms Youth - BYLAWS	Version	1.0
----------------------	--	----------------	-----

	<ul style="list-style-type: none"> Manage the game uniform fitting and purchase process each year. All of the Organization's apparel. Perform such additional duties as may be assigned by the Vice President of Hockey Operations.
All Officers	<ul style="list-style-type: none"> Perform their duties prescribed in parliamentary authority in addition to those outlined in these Bylaws. Deliver to their successor all official material no later than ten (10) days following the election of their successors. Perform their duties without receiving any remuneration for the performance of their duties.

10. Officers & Their Election

10.1	The officers of the Organization shall be elected by a ballot vote in the month of May.
10.2	Vice Presidents of Hockey Operations for each Tier or program is responsible for informing the Executive Board of each team's head coaches on an annual basis as soon as possible after placements, no later than the June Board Meeting. Vice President of Hockey Operations must receive executive board approval of a coach if that coach has been suspended or removed as a coach from the Organization at any time previously. If the coach is approved, it is on an indefinite probationary period.
10.3	All Officers and Executive Board Members shall assume their official duties no later than the June board meeting following their election in May and shall serve for a term of two years or until election and qualification of their successors, with the exception of the Treasurer. The Treasurer and Treasurer-elect shall serve concurrently until the completion of the current year's financial requirements (tax return). Executive Board members may only serve as a head coach if approved by a Board of Directors vote on an annual basis.
10.4	<p><u>ELECTION</u></p> <ul style="list-style-type: none"> The board positions coming up for election, along with the job description, must be emailed to the membership by the March Board Meeting. The date for the May general meeting will also be announced at that time. An individual desiring to hold an elected position within the Organization should notify a member of the Board of Directors prior to the Board Meeting in April. An individual desiring election may be required to submit a resume to the Organization listing the qualifications possessed for the desired position. The nominations may be presented by any eligible voting legal



LEHIGH VALLEY PHANTOMS YOUTH

PAGE NUMBER: 15 of 24	NUMBER: LVPY-001
EFFECTIVE DATE: 01-Mar-2024	

Document Name	Lehigh Valley Phantoms Youth - BYLAWS	Version	1.0
----------------------	--	----------------	-----

	<p>parent(s)/guardian(s), of the player(s). All nominations must be approved by the Executive Board prior to being eligible for election.</p> <ul style="list-style-type: none"> • Approved Nominations will be released at the April Board Meeting and voting will begin after this meeting. • Officers shall be elected by the majority vote from within the legal parent(s)/guardian(s), of the player(s) currently registered, and in good standing, within the Organization. Each family in good standing is allowed one vote per adult, with a maximum of two votes per family. • All votes will be accepted Electronically, up until the start of the May Board Meeting. • All officers and board members are required to undergo a criminal background check.
10.5	Anyone desiring to run for the position of President, must have served at least 2 years in any of the other positions listed in Sections 7 and 8 to be eligible.
10.6	Officers (President, Vice-President of Administration, Vice-President of External Affairs, Secretary and Treasurer) may serve no more than 3 consecutive terms in any one position.
10.7	<p><u>VACANCY</u></p> <p>The Executive Board shall fill a vacancy occurring in any elected office on an interim basis until such time as the next election for that position.</p>
10.8	<p><u>REMOVAL</u></p> <p>Steps to remove an officer:</p> <ul style="list-style-type: none"> • The charges for removing an officer must be brought to the attention of the Grievance Committee through the Organization’s Secretary. If the Secretary is the individual being grieved the Vice President of Administration should be notified. • The Grievance Committee must first investigate the actions and/or lack of actions by an officer. • The Grievance Committee will then make their recommendations in writing to the Executive Board on whether to remove the officer within ten (10) days of their investigation. • The Executive Board will have the final decision on whether to remove an officer or allow them to maintain their position.
10.9	If two (2) consecutive Board Meetings are missed and unexcused the member will receive a warning, the third missed meeting; the member may be impeached.



LEHIGH VALLEY PHANTOMS YOUTH

PAGE NUMBER: **16 of 24**

NUMBER: **LVPY-001**

EFFECTIVE DATE: **01-Mar-2024**

Document Name	Lehigh Valley Phantoms Youth - BYLAWS	Version	1.0
----------------------	--	----------------	-----

11. Quorum & Voting

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| 11.1 | A quorum of the Executive Board shall be four (4) members being present. |
| 11.2 | Adoption of a motion or resolution will be by a simple majority of those present with voting privileges. This policy will be for all meetings, whether of the whole or anybody with voting responsibility |

12. Meetings

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| 12.1 | The Organization will hold monthly meetings on the 2 nd Thursday of the month at a location and time determined by the President. |
| 12.2 | Special meetings of the Organization may be called by the President or upon written application of five (5) parents and/or guardians of the Organization. Notification of special meetings must be scheduled a minimum of 5 days in advance. |
| 12.3 | Their respective Chairperson will convene meetings of Standing Committees |
| 12.4 | Robert's Rules of Order shall govern all meetings. |
| 12.5 | All Board, Standing & Special Committees meeting will have Minutes transcribed and presented to the Board of Directors for approval at a subsequent Board Meeting. |

13. Rosters

- | | |
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| 13.1 | Teams with less than 13 skaters and a goalie must be approved by the executive board before placement. |
| 13.2 | <p><u>Taxi Squad</u></p> <ul style="list-style-type: none"> • On an annual basis each team, with the approval of the coaches, Evaluation Committee and Board of Directors, may have Taxi players at the appropriate playing age up to the maximum number of players as provided by USA Hockey roster limits. • A Taxi player is allowed to practice with the team during the course of the season. • Taxi player season fees are determined annually by the Treasurer and Board of Directors based on age level season fees for practice time and administrative costs (game costs are excluded). • At the discretion of the team's Head Coach a Taxi player may dress for selected games and pay a per game fee as established by the Organization's Treasurer. Dressing for a game does not guarantee playing time. |



LEHIGH VALLEY PHANTOMS YOUTH

PAGE NUMBER: **17 of 24**

NUMBER: **LVPY-001**

EFFECTIVE DATE: **01-Mar-2024**

Document Name	Lehigh Valley Phantoms Youth - BYLAWS	Version	1.0
----------------------	--	----------------	-----

13.3	<p><u>Team Staff</u></p> <ul style="list-style-type: none"> Each team of the Organization is allowed to roster as many coaches as allowed by USA Hockey Playing Rules. One coach is to be designated as the Head Coach.
13.4	<p><u>Awards & Trophies</u></p> <p>All awards, trophies and banners presented to the Organization’s teams are the property of the Organization and will be given to the President for display at the home rink.</p> <p>All individual awards are the property of that player.</p>
13.5	<p><u>Team Manager</u></p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> Help with fundraisers at the team level; Ensure that all scoresheets are completed and submitted to the appropriate league (as per Section 1.4). Schedule all non-league games (with the assistance of the Scheduler for HOME games only) Confirm non-league games one (1) week in advance; Update and maintain team’s Organization’s website pages; Organize volunteers for Score Sheet and Clock for each home game. Organize volunteers for any team or Organization sponsored fundraising activities. Filing of grievances from the team with the grievance committee; Arrange for accommodations for away games as needed (e.g., tournaments); Work with the Head Coach; For each player, provide Registrar/League Representative with: <ul style="list-style-type: none"> USA Hockey Registration Confirmation, Player Birth Certificates for new players and/or as needed; Carry current USA Hockey Roster to all practices and games both HOME and AWAY; Attend any mandatory league meeting (or other applicable League function), (or have your team represented); and Is encouraged to attend the monthly Organization’s Board of Directors meetings and to relay information to the parents of their respective team.
13.6	<p><u>Player Placement</u></p> <ul style="list-style-type: none"> All player placements are final, unless barring unusual circumstances or specific circumstances that must be approved by the executive board. All players must participate in their own age classification (8U, 10U, 12U, 14U, 16U, 18U, and Girls 19U) and will not be allowed to move up (or out of the age



LEHIGH VALLEY PHANTOMS YOUTH

PAGE NUMBER: **18 of 24**

NUMBER: **LVPY-001**

EFFECTIVE DATE: **01-Mar-2024**

Document Name	Lehigh Valley Phantoms Youth - BYLAWS	Version	1.0
----------------------	--	----------------	-----

group) unless:

- Prior to evaluations, the player must petition the Executive Board and receive permission to evaluate at a higher level. The Executive Board will determine if the player is an "exceptional player" using the following criteria:
 - The player is one of the top three forwards - or one of the best two defense men - or the number one goalie at the age level they are going to play "up" on.
 - The team the player is going to play "up" on is the top team at that age level in that Organization/Association.
- If a player does not meet the above criteria, they should remain at their appropriate age level.
- If the player is granted permission to evaluate at the higher level, they must pay that registration fee. If the player wants the ability to play at their current age level, in the event that they don't make the level above, they must also pay the registration fee and attend the evaluations for their current age level.
- Petitions will not be considered once teams have been selected.

13.7 Medical Release

If a player seeks medical attention for any injury or illness, the player and / or parent must provide the Head Coach of their team with a doctor's note or release to return to any on ice activities.

13.8 Proper Equipment

It is the participants or their parent(s)/legal guardian(s) responsibility to ensure they are properly equipped both during practices and games. It shall be the Organization's policy (USA Hockey Policy Rule 304) that any player participating in practices is required to have full equipment.

13.9 Player Releases

Registered players are considered property of the Lehigh Valley Phantoms Youth 24 hours after placement on a team. Should a player request a release, one will not be granted unless all current season fees are paid in full with a cashier's check, money order, or credit card. All releases must be requested in writing and must be approved by a majority vote of the executive board. The President will issue a formal release notification upon receiving notice from the treasurer that the requesting party has satisfied all debt.



LEHIGH VALLEY PHANTOMS YOUTH

PAGE NUMBER: **19 of 24**

NUMBER: **LVPY-001**

EFFECTIVE DATE: **01-Mar-2024**

Document Name	Lehigh Valley Phantoms Youth - BYLAWS	Version	1.0
----------------------	--	----------------	-----

14. Procurement of Assets

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| 14.1 | All purchases of uniforms, equipment and supplies shall receive prior approval of one or more of the Organization's officers |
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15. Code of Conduct

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| 15.1 | If the conduct of any participant, parent or coach is deemed by the Executive Board to be detrimental to the best interests of the Organization, the Executive Board, by a majority vote, may suspend or expel such participant, parent, or coach. Such participant, parent, or coach shall have the right to appear before the Grievance Committee and show cause why he/she should not be suspended or expelled. Notification of Appeal is required within forty-eight hours (48) of notice. If notification is ignored, he/she is expelled. |
| 15.2 | The Organization follows the USA Hockey Code of Conduct for all Administrators, Coaches, Game Officials, Parents, Players and Spectators.

Full details can be found at the link below:
https://www.usahockeyrulebook.com/page/show/1015129-codes-of-conduct |
| 15.3 | The President may use the emergency powers provided for in Section 9 to temporarily suspend any player, parent, or coach from participating in any Organization sponsored event if he reasonably believes it is in the best interest of the Organization, pending a meeting and/or investigation of the Board, Executive Board and/or Grievance Committee as appropriate. In the event the President invokes these emergency powers, they will convene a special meeting of the appropriate Board members to address the situation within ten (10) days of the action. |

16. Disciplinary Code

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| 16.1 | It will be the duty and obligation of each coach to report any non-game situation (i.e. off-ice or practice) misconduct to the Vice President of Hockey Operations within one (1) day of the occurrence of the incident. |
| 16.2 | Some infractions of USA Hockey rules mandate automatic suspensions. These will be treated as a minimum. The Grievance Committee may choose to extend the suspension |



LEHIGH VALLEY PHANTOMS YOUTH

PAGE NUMBER: 20 of 24	NUMBER: LVPY-001
EFFECTIVE DATE: 01-Mar-2024	

Document Name	Lehigh Valley Phantoms Youth - BYLAWS	Version	1.0
----------------------	--	----------------	-----

period if the individual displays a chronic disregard of the rules of the Club and/or USA Hockey.

17. Standing & Special Committees

17.1 The Executive Board may create such standing committees, as it may deem necessary to promote the purposes and carry on the work of the Organization.

17.2 The chairman of each special committee shall present a plan of work to the officers for approval. No committee work shall be undertaken without the consent of the officers of Organization.

17.3 The Organization will have the following Standing Committees:

Bylaws Committee

Chair:	President
Members:	Vice President Administration & two more appointees on an annual basis.
Responsibilities:	To meet once yearly to review and recommend changes to the bylaws for submission to the Executive Board. The Bylaws committee will present any changes to the current Executive Board in February for approval.

Evaluations Committee – Tier I

Chair:	Vice President of Hockey Operations – Tier I
Members:	Individual Head Coach of each team and appointed members by the Vice President of Hockey Operations
Responsibilities:	Organize on-ice evaluations and select the proposed teams and present them to the Executive Board for final approval.

Evaluations Committee – Tier II

Chair:	Vice President of Hockey Operations – Tier II
Members:	Individual Head Coach of each team and appointed members by the Vice President of Hockey Operations.
Responsibilities:	Organize on-ice evaluations and select the proposed teams and present them to the Executive Board for final approval.

Grievance Committee



LEHIGH VALLEY PHANTOMS YOUTH

PAGE NUMBER: 21 of 24	NUMBER: LVPY-001
EFFECTIVE DATE: 01-Mar-2024	

Document Name	Lehigh Valley Phantoms Youth - BYLAWS	Version	1.0
----------------------	---------------------------------------	----------------	-----

Chair:	Vice President External Affairs
Members:	2 Committee Members selected at the time of grievance.
Procedures:	<ol style="list-style-type: none"> 1. All Grievances should be submitted to the President. 2. Said grievance must detail specific violation of the rule or Bylaws, or specific situation within the Organization being grieved. 3. The committee shall have the express authority to interpret the Bylaws and render a decision. 4. The Grievance Committee must convene a hearing within five (5) days of being notified of the grievance action. 5. The decision of the Grievance Committee must be placed in writing and forwarded to the Executive Board within five (5) days of the grievance hearing. 6. No grievances will be accepted concerning referees or their decisions. 7. All decisions are final and cannot be appealed

18. Funds

18.1	All funds of the Organization are to be in the name of the Organization.
18.2	The banking institution where funds are held is to be adopted by a resolution authorizing it by the Executive Board.
18.3	No part of the net earnings of the Organization shall inure to the benefit of, or be distributable to its legal parent(s)/guardian(s), or the player(s), trustees, officers, or other private persons, except that the Organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in this clause. No substantial part of the activities of the Organization shall be carrying on of propaganda, or otherwise attempting to influence legislation, and the Organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the Organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under Section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under Section 1780 (c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.



LEHIGH VALLEY PHANTOMS YOUTH

PAGE NUMBER: **22 of 24**

NUMBER: **LVPY-001**

EFFECTIVE DATE: **01-Mar-2024**

Document Name	Version
Lehigh Valley Phantoms Youth - BYLAWS	1.0

- | | |
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| 18.4 | The Treasurer and/or President shall sign all checks, drafts or orders of payment of money. Treasury accounts shall be held in the name of the Organization with the President and Treasurer being the only authorized individuals to withdraw from said account(s). |
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19. Policies & Resolutions

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| 19.1 | The Board of Directors from time to time may adopt Policies relative to the operations and name of the Organization. Adopted Policies are binding on the operations of the Organization and will have the same enforceability as if they were a part of the Bylaws. Policies shall be in effect and binding until rescinded by the Board of Directors. |
| 19.2 | The Board of Directors from time to time may adopt Resolutions relative to the operations of the Organization. Adopted Resolutions are binding on the operations of the Organization and will have the same enforceability as if they were a part of the Bylaws. Resolutions shall be in effect and binding until rescinded by the Board of Directors. |

20. Amendments

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| 20.1 | These Bylaws may be amended, repelled or altered in whole or in part at a Special Meeting of the Executive Board called for that purpose. |
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21. Indemnification

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| 21.1 | Members of the Club do hereby indemnify, release and hold harmless and forever discharge the Club, and its agents, employees, officers, directors, affiliates, volunteers, successors and assigns, of and from any and all claims, demands, debts, contracts, expenses, causes of action, lawsuits, damages and liabilities, of every kind and nature, whether known or unknown, in law or in equity, arising from or in any way related to the activities conducted by, on the premises of, or for the benefit of, the Club; provided, that this indemnification does not apply to any acts of gross negligence, or intentional, willful or wanton misconduct. |
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LEHIGH VALLEY PHANTOMS YOUTH

PAGE NUMBER: **23 of 24**

NUMBER: **LVPY-001**

EFFECTIVE DATE: **01-Mar-2024**

Document Name	Lehigh Valley Phantoms Youth - BYLAWS	Version	1.0
----------------------	--	----------------	-----

22. Dissolution

22.1	<p>Upon the dissolution of the corporation or the Organization, the Board of Directors shall, after payment or making provisions for the payment of all liabilities of the corporation or Organization, dispose of all the assets of the Corporation or Organization in the manner, or to an organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organization(s) under Section 501 (c)(3) of the Internal Revenue Code of 1954 or corresponding provision of any future United States Internal Revenue Law), as the Board of Directors or governing staff shall determine. Any assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Corporation or Organization is then located, exclusively for such purposes as said Court shall determine, which are organized and operated exclusively for charitable, educational, religious, or scientific purposes</p>
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23. Miscellaneous

23.1	<p>Additional Information: This document should be reviewed bi-annually. Even if no updates are required, it should be versioned and resigned by the appropriate parties.</p>
23.2	<p>Revision History:</p> <ul style="list-style-type: none"> • V0.1 – 06Feb2024 - Initial Conversion of Bylaws from 2015 to new template & full refresh, approved by majority vote at the board meeting on 08Feb2024. • V1.0 – 01Mar2024 - Final Signed Version



LEHIGH VALLEY PHANTOMS YOUTH

PAGE NUMBER: **24 of 24**

NUMBER: **LVPY-001**

EFFECTIVE DATE: **01-Mar-2024**

Document Name	Lehigh Valley Phantoms Youth - BYLAWS	Version	1.0
----------------------	--	----------------	-----

24. Approvals

PRESIDENT:	<i>Review and Approval</i>	
	Name	
	Date	
	Signature	
TREASURER:	<i>Review and Approval</i>	
	Name	
	Date	
	Signature	