

SCHOOL HOCKEY LEAGUE
OF
NASSAU COUNTY
BY-LAWS

Effective from August 11, 2009
Through August 10, 2010

1. NAME OF THE ORGANIZATION

The name of this organization shall be:

High School Hockey League of Nassau County Inc. also known as H.S.H.L.N.C.

The League is organized to promote Youth Ice Hockey in Nassau County, New York.

- A) The High School Hockey League of Nassau County Inc. prohibits all sexual and physical abuse and supports the criteria dealing with these issues as established by USA Hockey and AAU Hockey.
- B) The High School Hockey League of Nassau County Inc. hereby consents and declares that each officer, member of the Board of Governors, chairperson and member of committees and all elected or appointed officials in any capacity shall be deemed to have assumed office or assignment on the express understanding, agreement and condition that each one of them and their heirs, executors and administrators, estate and effect respectively shall from time to time and at all times be indemnified and saved-harmless from and against all liabilities, judgments, costs, charges, and expenses whatsoever which such member sustains or incurs in or about any action, suit or proceeding which is brought, commenced or prosecuted against them in respect of any act, deed, matter or thing whatsoever made, done or permitted by them or about-the execution of the duties of their office and also from and against all other costs, charges and expenses which they sustain or incur or about or in relation to the aforementioned thereof, except such costs, charges or expenses as are occasioned by their own willful neglect or default but not against gross negligence.

2. BOARD OF GOVERNORS

The officers of this organization shall be the President, Varsity Vice President, Junior Varsity Vice President, Middle School Vice President, Secretary and Treasurer and shall comprise the Executive Board, also known as The Board of Governors. However, no organization shall have more than one member on the Executive Board in any year. If a vacancy occurs in an elective office, a special meeting shall be called within (1) one month to elect a person to fill the un-expired term. The Secretary will notify all member organizations in writing no later than two weeks prior to this election.

Elections will be held in odd numbered years for President, Varsity Vice President and Treasurer and in even numbered years for the Junior Varsity Vice President, Middle School Vice President and Secretary.

An individual need not be a representative of an organization to be elected a member of the Board of Governors. The Board of Governors shall have the power to hear and rule on game protests, by-law violations, illegal and/or immoral activity, conduct contrary to the best interests of the League, appeals from the Disciplinary Committee and/or supplemental discipline. However the Board of Governors may not change any by-law without a vote of the general membership at the league's annual meeting. Should the organization of a Board member be a party to the proceedings, the Board member may be present for the presentation of arguments,

but may not participate in any voting. If necessary for a quorum, a coach or manager that is not involved will be asked to sit in, with the approval of all parties involved.

- A) The league shall have a Board of Governors who will purchase ice time, schedule games and officials, propose an annual budget, and perform other such duties consistent with administering this league. The Board of Governors shall be granted the ability to set policies for the league as needed during the regular order of business. These policies are for that season only, will not be entered into the by-laws, and will need to be stated at a regular monthly meeting and entered in the minutes. Policies include but are not limited to playoff scheduling, all-star selections (player and coaches), scheduling times and locations for games, and due dates for various league matters. These policies may not contradict a written by-law nor a motion voted upon and passed by the membership. Fair notice must be given to all member organizations prior to enforcement of these policies. Distribution of the minutes of a meeting to the team contacts as supplied by the teams shall be considered fair notice.

- B) The President shall have the following responsibilities as well as others listed in these by-laws:
 - 1) Chair all League and Board meetings;
 - 2) Be a liaison and representative for the HSHLNC for and between New York State Club School Hockey (NYSCSH), AAU, USA Hockey, Suffolk County High School League, and any other pertinent organizations, with which the HSHLNC has business;
 - 3) To be the deciding vote in the event of any ties that occurs during votes by the general membership or the Board of Governors;
 - 4) To be available to league members for questions pertaining to the day to day operations of the league and interpretations of league By-Laws, Rules & Regulations, policies and playing rules;
 - 5) To receive and act upon any and all formal game protests submitted by any league member; and
 - 6) To delegate or assume responsibility for any tasks that are not mentioned in these by laws that arise during the normal course of a season.

- C) The Vice Presidents of the Varsity Division, Junior Varsity Division and Middle School Division shall have the following responsibilities as well as others listed in these by-laws:
 - 1) To fill in for the President in his or her absence;
 - 2) Collect rosters, eligibility proofs and individual member registrations from the teams in their division and submit them to the league registrar;

- 3) Determine the eligibility of any player for participation in the league and the division play-offs, if any; and
 - 4) Act as contact person for the division they represent, concerning issues in their division (i.e. rescheduling, rosters etc.).
- D) The Secretary shall have the following responsibilities as well as others listed in these by-laws:
- 1) To record the minutes of all league and Board meetings;
 - 2) To have available at all League Meetings the Minutes of the previous 12 meetings and a current copy of the league by-laws, USA Hockey rules, AAU and NYSCSH Rules;
 - 3) To act as correspondent for the league;
 - 4) Secretary is responsible for advising each organization at the December monthly meeting of any paper work still needed; and
 - 5) To maintain a sign in sheet for all league meetings and attach the sign in sheet to the minutes of the meeting.
- E) The Treasurer shall have the following responsibilities as well as others listed in these by-laws:
- 1) To be responsible for the prompt payment and record of all league financial obligations;
 - 2) To maintain a balanced checking account or accounts based on the league needs;
 - 3) To report to the general members at each monthly meeting the current balance of all accounts;
 - 4) To report to the President of the League if any organization is in default of scheduled payments;
 - 5) To have a Certified Public Accountant file all proper filings with the State of New York and the Internal Revenue Service yearly;
 - 6) To receive and log all moneys owed to the league;
 - 7) To supply to the Secretary of the League with copies of tax filings when complete to be attached to that months League's meeting minutes for all members examination;
 - 8) Record all fines which an organization accrues and with hold an equal amount from Playoff refunds; and

- 9) Collect all fines imposed by the league.
 - 10) To distribute the following to each member organization at or before the January League meeting of each year: (a) a copy of the League's tax filings (as specified in Article 2., Section E, subsections 5 and 7 of the League's By-Laws) for the preceding fiscal year; (b) a copy of the actual annual budget (as specified in Article 2., Section A of the League By-Laws) for the preceding fiscal year; (c) a copy of the annual balance sheet for the preceding fiscal year; (d) a copy of the profit and loss statement for the preceding fiscal year; (e) a copy of the proposed annual budget (as specified in Article 2., Section A of the League By-Laws) for the current fiscal year. Such distribution shall be accomplished by : providing written copies of the material at a regular monthly League meeting and/or by emailing the materials to the contact person(s) of each member organization (as specified in Article 1, Section 1.b., last paragraph, of the League Rules & Regulations.)
- F) The following responsibilities as well as others listed in these by-laws shall be assigned to and performed by individual members of the Board of Governors according to their individual capabilities:
- 1) Arrange for ice slots for games with the assistance of teams that traditionally have supplied game slots to the league;
 - 2) Schedule League Games;
 - 3) Schedule on ice and off ice officials for all League games;
 - 4) Report to the treasurer any and all payments to be made to on or off ice officials;
 - 5) Arrange for proper training of off ice officials as it pertains to their responsibilities;
 - 6) File with USA Hockey, AAU and NYSCSH all required paperwork in a timely manner;
 - 7) Verify coaches' certifications and keep copies of CEP cards for each coach as well as NYSCSH Screening Forms; and
 - 8) Be available to league members for questions pertaining to the day to day operations of the league and interpretations of league rules.

Any organization may petition for a meeting with the Board of Governors on matters of concern to the entire league. A quorum of the Board of Governors shall be 50% of the Board, rounded up to the nearest whole number.

The Board of Governors and the league have no authority over how a member organization runs its own affairs, however if it comes to the attention of the league that an organization has or is conducting illegal or immoral activity the league will hold an emergency meeting. This meeting

will be held to determine the validity of the accusations and to plan and execute the appropriate actions.

3. MEETINGS

- A) The agenda for the Annual meeting shall be election of officers, changes to the By-Laws, review of season, and old and new business. The annual meeting shall be held on the second Tuesday of August each year. Nomination of officers must be made at the July League Meeting prior to the Annual August Meeting and the League Secretary shall include the nominations in the minutes of the meeting and distribute to all members no later than two weeks prior to the August Meeting.
- B) Monthly meetings will be held on the second Tuesday of each month. These meetings shall begin at 7:30 PM at a location determined at the prior months meeting.
- C) Upon arrival at all meetings, each team will assign a representative to sign in. This representative will be the only one entitled to speak and vote. Each organization will receive 1 (one) vote per level (1 Varsity, 1 J.V. and 1 Middle School non-tournament bound house league) in which that organization had a team participating during the prior regular season, for a maximum of (3) three votes per organization.
- D) Meetings are open solely and exclusively to member organizations and their representatives. Any and all guests must have prior approval to attend by the league president.
- E) Any Organization in good standing may make a motion during the course of any League Meeting at which 2/3 of the Member Organizations are in attendance. (A quorum for the purposes of any League Meeting is 2/3 of the Member Organizations regardless of the number of teams each organization may have enrolled in the League at the time of the vote.) The motion must be seconded by another Organization in good standing. A motion properly made and seconded, shall be voted upon by the members present before any other business is conducted.
- F) Except for votes to amend the League By-Laws and/or Rules & Regulations (which require a 2/3 majority vote), any issues voted upon at League meetings shall require a simple majority.
- G) For the purposes of this section, a “simple majority” shall be defined as a majority of those votes present and eligible to vote.

4. AMENDMENTS

These bylaws may be amended or altered by a two-thirds majority vote of those members in attendance and eligible to vote only at the Annual Meeting, provided that notice of the proposed change(s) shall have been electronically mailed by the Secretary to each member of the League not less than ten (10) days prior to such meeting. These by-laws may also be changed when in

the normal course of a season the rules create a situation not in the best interest of the league. Such proposed by-law change shall be read at a regular monthly meeting and shall be voted on at the next subsequent monthly meeting. The organizations must be notified within fifteen (15) days of the meeting in writing. Two thirds of the organizations must be in attendance for the vote to take place. Otherwise the vote will have to be postponed until the next meeting at which two-thirds of the organizations are in attendance.

Notice must include Article number, Section number, and the proposed changes, additions or deletions. Any proposed amendments to the By-Laws and/or Rules & Regulations MUST be submitted electronically to the League Secretary.

Any organization may request that any vote at any league meeting be closed ballot vote, no second on the motion is required and the Vice President of the Varsity Division (or another disinterested Board Member) shall tally the votes

Any motion brought to the floor of a general meeting to be voted upon that effects the members financially, will incur charges to the league in excess of \$1,000.00, or effects rules of the game must be seconded and recorded in the minutes of the meeting. Any vote on the subject cannot take place until the next scheduled league meeting, after the minutes have been distributed.

It shall be the duty of the Secretary to maintain a complete and accurate record of all changes, revisions and amendments to these bylaws, and to have such record available at all regular and special meetings of the League.

By-law changes must be submitted in writing no later than the July meeting. The proposed by-law changes shall be posted and distributed to each member at the July meeting. The league Secretary shall distribute to all members a copy of the amended By Laws prior to the August Meeting. At the August Meeting as the first order of business the By laws must be accepted as typed by 2/3 of attending members in good standings.

5. MEMBERSHIP

- A Membership in this organization shall be extended to HIGH SCHOOL CLUB TEAMS in Nassau County regardless of funding or recognition by the school or school district.
- B Upon arrival at all meetings, each team will assign a representative to sign in. This representative will be the only one entitled to speak and vote. Each organization will receive 1 (one) vote per level (1 Varsity, 1 J.V. and 1 Middle School non-tournament bound house league), for a maximum of (3) three votes.
- C In order for any organization to be eligible to vote in an annual election meeting, or special meeting to elect an officer to a vacancy, the organization must have a representative attend $\frac{3}{4}$ (nine) of all league meetings within the last 12 months and (the representative need not be the same person at each meeting) any and all past and present fees, insurance and assessments must not be in arrears for more than 60 days and the treasurer will provide a list of organizations to the President, Vice President, of those organizations ineligible to vote.

- D All payments are due within two (2) weeks of due date. Actual payment due dates will be announced to membership at annual meeting. If payments are not made within that time, the organization will not continue to play until such payment is received. All games that were played and scheduled from the actual due date till the payment is received by the league will be forfeited and will not be rescheduled. If payments are not made the treasurer will notify league members at the next meeting.
- E Membership is to vote on any additional assessments prior to the league charging the organizations, after league fees have been set.
- F An Organization wishing to join this league must submit its written application and non refundable deposit for membership to the general membership by the league's July meeting to be accepted to compete in the Regular season and must submit their written request and non refundable deposit at the league's February meeting to compete in the Spring season, as the last order of business and must have a completed roster with a minimum of 12 in-district players by September 1.
- G Payment of the league deposit by a member organization will be considered as acceptance of these By laws and Organization Rules and Regulations as written.
- H The league will consider the current administration of each member Organization as a "Franchisee" and operator of the member organization now known as the "Franchise". The "Franchisee" has the rights to all players that attend and or live in the "Franchisee's" school district. The league may not entertain any persons request to enter a team from an area that has a "Franchised" organization as of May 2002 with the exception of a request from the actual School District's Administration. A "Franchise" will be considered closed when two consecutive regular seasons pass with no teams from the "franchise" participating in the league, or when the "Franchisee" fails to attend $\frac{3}{4}$ of the league meetings in one year when they have no competing teams in the league.

6. MEMBERSHIP ROLLS

A list of all teams, team representatives and coaches of each team, including addresses, email addresses and telephone numbers, will be made available to each team prior to the start of each season.

7. LEAGUE COMMITTEES

- A) All committees that are needed for league matters shall be appointed by the Board of Governors. No committee member may be from an organization who has any past due payments. Such committees include, but are not limited to, Player Pool, All Star, and Publicity. There may not be two or more members of the same organization on the same committee. Each committee must have a minimum of three members.
- B) The League will form a Scholarship Committee headed by the President of the league. All fines collected from any team will go directly to a Scholarship Fund with the league adding any balance needed to award two \$750 (seven hundred fifty dollar) Scholarships to any Graduating Senior Players who have met the requirements outlined by this

committee. If the league collects more than one thousand five hundred dollars in fines than the league will maintain the balance in a separate bank account for the next season. Scholarships will be awarded at the May league meeting.

- C) The Board of Governors shall appoint a Director of Discipline two representatives and two alternates from five different organizations to serve as the Discipline Committee. All members of this committee must be approved by a majority vote of the Board of Governors. This committee will hold all hearings, and will make decisions with respect to the application of the rules adopted by this league and all supplemental discipline to league participants, parents, spectators and member representatives. The Board of Governors shall hold the ultimate decision on any matters that this committee addresses and will solely be responsible for any disciplinary matters outside of those duties assigned to the Disciplinary Committee. Committee members must come from an organization in good standing with the league. If the hearing or decision of this committee involves one of the committee's organization, the alternate committee members must sit in. Any three members (or alternates) will be considered a quorum. Anyone receiving supplemental discipline from the discipline committee may request an appeal hearing before the Board of Governors. Such appeal must be requested in writing with-in five (5) days of the player or coach of the affected team being notified by the discipline committee of their decision. The written request for an appeal to the Board must include a "Statement of Appeal" setting forth the reason for the appeal and those facts which support the appellant's position. The Board may review all aspects of the Disciplinary Committee's decision, not just those cited in the Statement of Appeal. The board must hold its appeal hearing with-in fifteen (15) days of its receipt of the request and Statement of Appeal. The appellant may request an adjournment of the hearing date selected by the Board, but that adjourned date shall be set at the Board's convenience and need not be scheduled within fifteen days of the Board's receipt of the request for the appeal.

8. LEAGUE DIVISIONS

The league shall consist of Varsity Tournament Bound, Varsity Non-Tournament Bound, Junior Varsity and Middle School divisions as needed.

9. REMOVAL of TEAMS or LEAGUE or TEAM OFFICIALS

In order to remove an entire TEAM or a TEAM and/or LEAGUE OFFICIAL, for reasons other than failure to meet financial obligations, there must be just and sufficient cause, with charges preferred in writing; there must be a Special League Meeting called for the express purpose of hearing the charges, and All Team Representatives must be notified of the meeting and its purpose. In order to sustain the removal of a TEAM or a Team and/or League Official, a two-thirds (2/3) vote of the teams present are necessary to sustain such removal.

10. PLAYER ELIGIBILITY

Player eligibility shall be determined in accordance with the NYSCSH rules and the eligibility rules set forth in the League's Rules and Regulations as may be amended from time to time by a 2/3 vote of the qualified member organizations.