

BYLAWS
OF
DUBUQUE COUNTY HOCKEY ASSOCIATION, INC.
D/B/A DUBUQUE YOUTH HOCKEY ASSOCIATION
Amended and Revised February 2024

ARTICLE I
IDENTIFICATION

The name of this organization shall be Dubuque County Hockey Association, Inc., doing business as Dubuque Youth Hockey Association (“DYHA”).

ARTICLE II
OBJECTIVE

This is a nonprofit educational organization with the objective of providing a competitive, recreational program for the development of skating and hockey skills.

ARTICLE III
MEMBERSHIP

Section 1. Members. Membership shall be limited to parents and/or guardians of DYHA participants of winter/regular season (otherwise defined as the season beginning approximately September 1 and running through approximately March 31), who have registered their participant(s), paid the required fees and dues, and who are in good standing with the organization.

Section 2. Coaches. Coaches and adult referees with no youths as participants in the DYHA hockey program are granted automatic membership and the right to cast a vote in the annual election and/or any special elections that take place during the course of the season pursuant to these Bylaws.

Section 3. Dissolution. In the event of dissolution, any remaining assets shall be distributed to organizations organized and operated exclusively for charitable, education, or scientific purposes as shall at the time qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code of 1986.

Section 4. Governing Rules. All USA Hockey rules and regulations govern play. ARTICLE

IV
ANNUAL MEETING

Section 1. Annual Meeting. The annual meeting of the organization will be held at the conclusion of the Hockey Season of each year, with the date being set by the Board of Directors.

Section 2. Elections. At the annual meeting, the membership shall elect the officers of the organization consisting of the President, Vice-President, Secretary, and Treasurer, which shall each serve a two-year term. Elections for the officer positions shall be staggered, with the

elections for the President and Secretary being held in even number years, and the elections for the Vice-President and Treasurer taking place in odd-numbered years. The nomination information that lists the available positions and a description of the duties, skills and/or tools recommended for each position will be posted on the Association website for the membership to view and posted at the ice rink prior to the annual meeting. Additional nominations may be added from the floor at the annual meeting.

The membership will also elect at least three, but no more than five additional members to serve as at-large board members. Determination of the number of at large members shall be made from time to time, by simple majority vote of the existing Board. The election of the at-large members shall be staggered – for example, in the case of five at-large members, three shall be elected in even years, and two in odd years, to serve two-year terms as at large members. Each of the at-large members shall be responsible for certain responsibilities and shall be delineated the person in charge of said responsibilities, which shall include: 1) ice-scheduler; 2) community outreach and support; 3) travel team coordinator; 4) registrar; and 5) at-risk/Safe Sport Compliance.

The at-large board members along with the officers will comprise the Board of Directors.

Section 3. Order of Business. The order of business at the Annual Meeting, unless changed at the meeting, shall be as follows:

- a. Call to order
- b. Minutes from the previous meeting
- c. Treasurer's report from the past year
- d. Report by the President on the previous year's activities
- e. Any committee reports
- f. Old and unfinished business
- g. New business, including proposed changes to the Bylaws
- h. Adjournment of the general meeting

Section 4. Voting. A majority vote by eligible voters present shall carry or defeat a motion. Amendments to the Bylaws may be made only by a two-thirds vote of those present at the Annual Meeting or a Special Meeting on a 30-day notice. Each family represents one vote in the Association.

Section 5. Absentee Voting. Absentee ballots will be provided upon request and must be returned three days before Annual Meeting to the nominating committee.

Section 6. Tie Vote. In the event of a tie vote, the President or presiding officer shall determine for or against the motion. In the event of a tie vote at the general election, the Board of Directors shall have a secret ballot vote.

Section 7. Secret Ballot. If any Board Member requests a secret ballot, that request will be honored.

ARTICLE V OFFICERS

Section 1. Officers. The officers of the organization shall consist of a President, Vice-President, Secretary and Treasurer.

Section 2. Duties.

A. President. The President shall preside at all meetings, call any necessary special meetings, appoint all committees, attend and represent the Association in other ice meetings and shall in general, perform the duties incidental to the office. Candidates for President must be able to be bonded.

B. Vice-President. The Vice-President shall assume all the powers and perform all the duties of the President in his/her absence or in the event of his/her inability or refusal to act.

C. Secretary. The Secretary shall keep a record of the meetings and conduct necessary correspondence for the Association. He/she shall disseminate important information to the membership concerning time, dates, and place of games, meetings, etc. in a timely manner.

D. Treasurer. The Treasurer shall keep all the accounts and records of the organization, receive all monies, and pay all bills as approved by the Board. His/her fiscal year for bookkeeping will end each year on April 30. He/she shall make an itemized statement of the financial condition of the Association whenever called upon by any of the officers. He/she shall turn over to a successor, when elected, all accounts, books, papers, vouchers, and records pertaining to the office by the first meeting in May. He/she will be responsible for all fundraising activity monies. A yearly audit shall be performed or as the Board of Directors deem necessary. The Treasurer will also prepare a budget for the next fiscal year and report to the Board of Directors at the annual Bylaw meeting. Candidates for Treasurer must be able to be bonded.

E. Order of Presiding. If the President is absent from the meeting, the order for presiding over the meeting shall be Vice-President, Secretary, Treasurer.

ARTICLE VI BOARD OF DIRECTORS

Section 1. Composition. The Board of Directors shall be comprised of at least 7 and no more than 9 voting members per Article IV, Section 2. These shall consist of the President, Vice-President, Secretary, Treasurer, and at least three, but no more than five at-large members, elected by the general membership at the Annual Meeting according to the alternating election schedule described in Article IV, Section 2.

Section 2. Families. Not more than one person from the same family, whether married, step-related, single, divorced, mother, father, grandparent may be a DYHA Board Member, including officer positions, at any one time.

Section 3. Term of Office.

A. Officer. The term of office will be for two years from May 1. Each officer may serve two consecutive terms, and may be re-elected by the membership after one intervening term before possible re-election as an officer, with the exception of the Treasurer.

B. Regular (At-Large) Members. The term of office from May 1 will be for two years. The at-large members shall be elected on a staggered and alternating basis, with, for example, up to two being elected in odd years, and up to three being elected in even years. A member may be re-elected for two consecutive two-year terms with one term intervening before possible re-election as a regular member.

Section 4. Quorum. At any meeting of the Board, a simple majority will constitute a quorum. In the case of a 7-person board, a quorum will be defined as 4 members. In the case of a 9-person board, a quorum will be defined as 5 members.

Section 5. Vacancy. In the event of a Board vacancy, a special election shall be held to fill the position. The Board of Directors shall be responsible to determine the procedures that shall apply to the special election.

Section 6. Meetings. The Board of Directors shall meet monthly, and by special session when called by the President. The meeting time and place will be posted on the web site.

Section 7. Duties. The Board of Directors shall control and manage the activities, policies, and property of the organization. The Board of Directors, meeting with a quorum, shall, in their own discretion and based upon availability of acceptable candidates and the necessary funds and finances to provide pay to the successful candidate, appoint and hire a Director of Hockey to oversee the general actions of the coaches. The Director of Hockey shall appoint all coaches subject to the final approval of the Board, and shall be responsible to train and discipline the coaches, subject to oversight by the Board of Directors. Upon recommendation from the Director of Hockey, the Board of Directors, after a personal hearing before the Board regarding the teaching or discipline methods of a coach, shall have the authority to release a coach, if in its judgment, he/she is not developing a team or players in conformance with the general objectives and philosophy of the Association.

Section 8. Attendance. If any member of the Board of Directors fails to attend two consecutive regular meetings of the Board of Directors which absences are deemed to be unexcused by the President his or her term of office shall end automatically at the close of the second consecutive missed meeting without further action of the Board. Reinstatement may be granted by a majority vote of the Board of Directors upon request and showing of the excusable absence.

Section 9. Removal. A director or officer may be removed by special election of the membership. The special election may be called by a majority vote of the Board of Directors and posted on the association website.

ARTICLE VII COMMITTEES

Section 1. Elections Committee. The Board of Directors shall appoint a committee of one or more non-balloted members whose duty will be to provide a slate of candidates for election at the Annual Meeting. The committee will tally and record all votes.

Section 2. Chief Referee. The Board of Directors shall appoint a Chief Referee whose duties will be to oversee all other referees in the Association, including their training, recruitment, scheduling, and payment. He/she will report to the Board of Directors.

Section 3. Discipline/Conduct Committee. The Board of Directors shall appoint a Discipline/Conduct Committee as the need arises to carry out the duties of the DYHA policy. The Discipline/Conduct Committee shall consist of one Board Member, one impartial/unbiased person, and an at-large member from the membership who shall be approved by the Board of Directors.

Section 4. Coaching Committee. In the absence of a Director of Hockey (or, in the Board's discretion, to assist the Director of Hockey in overseeing the coaches of the organization), the Board of Directors shall have the authority to appoint a coaching committee. In the absence of a Director of Hockey, this committee shall have the authority to appoint the coaches of the organization, subject to approval by the Board of Directors, and shall additionally be charged with overseeing the conduct and performance of the coaches throughout the season.

Section 5. High School Committee. The High School membership shall select a committee by election each year following the conclusion of the season that shall be approved by the Board of Directors prior to the start of the next regular season. One vote shall be granted to each family of any player who will be eligible to play on the High School Team during the next season. The committee shall consist of the League Representative to the Midwest High School Hockey League, Manager, Treasurer, and Secretary. As set forth in Article VI, Section 7, the Director of Hockey shall be responsible to appoint and select the Head Coach and Assistant Coaches of the Varsity and Junior Varsity teams, subject to the approval of the Board of Directors. The high school committee shall have the power to act for the DYHA Board in matters such as practices and games, travel, finances and fundraising, and representation at activities of the MSHSL. The high school committee shall also manage the discipline of team members according to current DYHA enacted discipline policies, and shall be responsible to inform the Conduct/Discipline committee of any disciplinary matters that arise involving team members or coaches of the JV or Varsity teams. A member of the High School Committee shall report to DYHA Board upon request.

Section 6. Executive Committee. The Board of Directors may designate an Executive Committee which shall be comprised of the President, Vice President, Secretary and Treasurer. The designation of such committee and the delegation thereto of authority shall not operate to relieve the Board of Directors or any member thereof, of any responsibility imposed by law.

The Executive Committee, when the Board of Directors is not in session, shall have or may exercise all of the authority of the Board of Directors except to the extent, if any, that such authority shall be limited as stated herein.

Section 7. Other Committees. The Board of Directors shall appoint and/or dissolve other committees as the need arises.

ARTICLE VIII FEES AND DUES


Section 1. Fees. Registration fees for each player in the organization will be set each year by the Board of Directors and shall be payable to the Treasurer at the time and in the manner determined by the Board. Collection and enforcement of all fees will be handled in accordance with DYHA and travel team policies.

ARTICLE IX TEAM ORGANIZATION

Section 1. Age Divisions.

A. Age Divisions. Teams will be formed in such a manner as to conform with USA Hockey age group recommendations. If absolutely necessary, the House League age groups will be modified, but only to the degree necessary to provide each division with enough teams to allow for interesting and meaningful schedule.

Signed by:


Matt Timmons (Mar 6, 2024 19:48 CST)

Matt Timmons, Secretary

APPROVED:


Stephanie R. Fueger (Mar 6, 2024 19:51 CST)

Stephanie Fueger, President