1. **OJR Wildcats Ice Hockey Club**

The Owen J. Roberts Wildcats Ice Hockey Club (WIHC) is a Club team, hereinafter called the "Club". It is registered as a nonprofit organization and is recognized as a school club. This Club was formed specifically for the benefit, moral improvement, physical growth, and development of the student population. The Club shall foster good, clean sportsmanlike conduct and fair play in individuals as well as team competition, and should endeavor to provide a fair share of ice time for all players in the program. The Club has an established Board of Directors, responsible for the daily operation of the WIHC. The Club participates in local leagues at the scholastic level and supports local rinks and organizations.

1. **Philosophy**

To provide a safe and healthy environment for all. Opportunity for all new players and experienced players to learn the basic skills and enhance their schools through qualified coaching.

TEAMWORK: Learning to work together.

RESPECT: Treat all Coaches, Parents, Teammates, Referees, and Opponents as you expect to be treated.

SPORTSMANSHIP: Learn how to win with grace, lose with dignity, and learn a sense of fair play.

SKILL: To learn basic skills, enhance those skills, and work hard to improve your skill as a player.

1. **Membership**

A non-voting membership is also open to all families in good standing. All families in good standing will have one vote at the general meeting. Each participating member has the opportunity to support the Club with volunteer service as may be necessary.

Good standing is defined as a member of the Club for at least one year. Participating membership shall be valid while all current charges are paid (no outstanding fees are due to the Club or participating leagues) and while proper registration of the related player(s) is maintained. Participating membership shall remain valid until the conclusion of the current season.

1. **Rules**
   1. WIHC adheres to and abides by all currently established rules of the Club and all rules, by-laws and regulations of USA Hockey and scholastic leagues in which the club participates. These leagues include, but are not limited to the ICSHL (Inter-County Scholastic Hockey League), Ice Line middle school and elementary leagues.
   2. WIHC has the right to develop its own rules and regulations.
2. **Organization**
   1. General Powers -The administration, management, and business affairs of this Club shall be vested in and under the control, supervision, and management of a Board of Directors.
   2. Board of Directors and term of office - The Board of Directors cannot contain more than 50% past or present non-­Club members. No person shall serve in more than one (1) elected and/or appointed position simultaneously. No more than one (1) family member may hold a board position simultaneously. Each officer shall be a member of WIHC in good standing for at least 1 year. To be eligible for Presidency, a person must have served as an elected officer on the WIHC board for at least 1 year. If no one is willing to hold the office of President, then eligibility extends to appointed Board Members. The Board of Directors and their terms of office shall be as follows:
      1. Elected Board Members - 2 year terms
         1. President
         2. Vice President
         3. Secretary
         4. Director of Finance
         5. Communications/Public Relations Director
      2. Appointed Board Members - 1 year term
         1. Hockey Director
         2. Treasurer
         3. Events & Fundraising Coordinator
         4. Registrar
      3. The club reserves the right to add 2 or 4 additional members at large, based on the needs of the club.
      4. The appointed positions may be nominated by any board member and require a simple majority vote by all members of the Board of Directors excluding the nominating board member. All appointed positions shall be appointed and approved by the Executive Board for a term of one year. In addition, all appointed positions may be changed, added, or removed at any time of the year as deemed necessary by the Executive Board.
         1. The position of President and Vice President shall be elected in even numbered years.
         2. The position of Secretary, Director of Finance and Director of Communications shall be elected in odd numbered years.
         3. All nominations must be presented in person or by proxy to the Board of Directors prior to or at the general meeting to be held in June. All ballots must be cast at the general meeting in June designated for elections.
         4. Nominees must be members in good standing for at least 1 year and state their willingness to accept the position if elected before they are placed on the ballot.
   3. Elections and eligibility -
      1. Election procedures
         1. All nominees will be reviewed by current board members to ensure eligibility/good standing
         2. The Secretary will ensure the number of eligible votes and declare

the number of votes necessary to win a position prior to any ballots being cast.

* + - 1. In the event of a tie for any elected position, a new vote will be

immediately taken only among the tied nominees.

* + - 1. An appointed member or members of the board will be responsible for the counting of all cast ballots.
    1. Eligibility Requirements
       1. All officers must be a member in good standing for at least 1 year.
       2. All officers must be able to commit significant time for monthly and ad hoc board meetings and other responsibilities, as necessary.
       3. All officers must submit all clearances required by the school district, the State of Pennsylvania and USA Hockey for volunteers to the Secretary by the last day of September.
  1. Meetings - The Board of Directors shall meet as often as may be necessary for the orderly conduct of business and affairs of the Club. Meetings require a quorum of the Board of Directors and Appointed Board Members to be in attendance for the meeting to be considered valid. Special meetings may be called by the President or upon notice of any two (2) members of the Board of Directors or Appointed Board Members. Such notice shall be by phone by the person or persons calling the meeting and shall give the date, hour and exact location of such meeting. Notification shall be given not less than 48 hours prior to the meeting except in cases of emergency. Board meetings are to be held monthly during the hockey season (September to April), and as necessary during the off-season.
  2. Elected Board Members
     1. President - He/She shall perform all duties incident to the Office of President and such other duties as may be prescribed by the Board of Directors from time to time. Together with the Board of Directors, he/she will organize, supervise, and direct the Club's activities for the year. He/She shall set meeting dates as he/she deems necessary to accomplish the Club's objectives. He/She shall appoint such committees as shall be necessary for the functioning and operations of this Club.
     2. Vice President - In the absence of the President, the Vice President shall perform the duties of the President, and when so acting shall have all the powers of and be subject to all the responsibilities of the President. He/She shall be responsible for the scheduling of all ice time for all WIHC teams. This position will involve working in conjunction with the ice coordinators from all area rinks and coordinating with the Director of Finance for budgeting. He/She will be responsible for uniforms and equipment, including helmets and gloves for HS and any practice and game uniforms.
     3. Secretary – He/She shall see that all notices are duly given in accordance with the provisions of these by-laws. He/She shall be custodian of the club's records and manage files on the club’s drive. He/She shall maintain and make available, upon request, copies of the Minutes of the General Board Meetings to any Club members. He/She shall make available a copy of the current by-laws, rules and regulations of the club. He/She shall perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the President or by the Board of Directors. He/She will coordinate meetings and schedule in person as needed. He/She will coordinate with the team reps. He/She will manage the club email account and distribute the messages as appropriate.
     4. Director of Finance - He/She will prepare and review an annual operating budget for the Association. He/She shall annually file all necessary legal papers and prepare budgets for the Club. He/She shall provide written financial statements of the club at every monthly board meeting, along with substantiating bank balance at each Board Meeting. He/she will be the primary signatory on the WIHC bank account. He/She will work closely with the treasurer, events/fundraising coordinator and registrar.
     5. Communications/Public Relations Director - He/She shall be responsible for all club social media posts, communications to the local paper and communications of game schedules and reports to the Owen J Roberts School District.
  3. Appointed Board Members
     1. Hockey Director - He/She is, in general, to perform all responsibilities of overseeing and training of all club coaches. Present coaching candidates for recommendation to the board for approval and acquire background checks on all candidates. Other responsibilities include: liaison to coordination and management of on ice evaluations. Receives written complaints about coaches and players, investigates said reports and makes presentation of complaints and investigation results with recommended actions to the Board of Directors.
     2. Treasurer – He/She shall have charge and custody of and shall be responsible for all funds of the Club, receive and give receipts for monies due and payable to the Club from any source whatsoever, and deposit all such monies in the name of the Club in such banks as shall be selected by the Board of Directors. He/she will be responsible for collecting all fees and payments due to the club. He/she will be responsible for the outstanding debt list and will act accordingly to collect monies due and inform the board of the list and associated activities. He/she will work closely with the director of finance. He/she shall act as a second signatory on the WIHC bank account.

* + 1. Events & Fundraising Coordinator – He/she will present to the board all proposed association fundraising events for the upcoming season. He/she will give the Director of Finance a breakdown of all anticipated costs and associated income related to Executive Board of Directors approved fundraising events for budget preparation. He/she will obtain all proper licenses and association release forms required for fundraising events. Will approve any individual team fundraising events prior to implementation.
    2. Registrar – He/she will plan and announce player registration including coordinating online registration process with registration system and Director of Communications. Create and provide Secretary with USA Hockey rosters for all teams and ensure all necessary and applicable registration materials such as player’s birth certificate, USA Hockey Consent to Treat and Medical History, USA Hockey Waiver of Liability, and Zero Tolerance Form, are collected prior to player’s starting the season. He/she will act as SafeSport coordinator and ensure all coaches, volunteers and players have completed SafeSport and have all applicable clearances. He/she will provide to the secretary to maintain records.
  1. Vacancy Procedures

Vacancies - Should any office, except that of the President be vacated, the replacement will be nominated by the President from Member(s) at Large and approved by the Board of Directors. Should the office of President be vacated, the Vice President will automatically assume the office of President. The appointed member shall hold the position until the next election.

1. **Disciplinary Procedures** 
   1. Board Members - Any appointed and/or elected Board Member failing to fulfill the described duties of his/her office or acting in a behavior detrimental to the Club may be recalled by a majority vote of the Board of Directors. Any member subject to disciplinary action shall be notified by the Board of Directors in writing prior to any action being taken against that member.

If the recalled Board member is found to be in neglect of his duties during this hearing, the Board of Directors can replace him with a two-thirds majority vote.

* 1. General Members - Any member acting in a behavior that is detrimental to the club may be subject to disciplinary action by the Board of Directors. Any member subject to disciplinary action shall be notified by the Board of Directors in writing prior to any action being taken against that member.

1. **Coaching**

Our goal is to provide dedicated coaches who share the ideas of our Club. To provide coaches at all levels to offer training to develop our player/players to his/her fullest potential. All coaches are USA Hockey Certified, SafeSport Certified, and will have all clearances required by the State of Pennsylvania submitted to the Hockey Director by the last day of September.

1. **Registration**

Registration must be completed in full each year for each participant prior to participation in WIHC programs. Each participant will be a member of USA Hockey and will have completed all paperwork and training required by USA Hockey. If a copy of a birth certificate is needed, the parent or parents will be notified.

1. **Amendments to By-Laws** 
   1. Proposal - Any club member may propose amendments to these by-laws by submitting the same in writing to the President and/or Secretary. Such proposals will be presented at the next regularly scheduled meeting of the Board of Directors. All proposed amendments would be voted on as scheduled by the Board of Directors.
   2. Action - Amendments must be approved by a minimum of 75% of the entire Board of Directors.
2. **Rules of order of Business**

Powers - All powers not mentioned in by-laws shall be and are reserved to the Board of Directors.

Effective Date - These by-laws shall become effective immediately upon adoption by the Board of Directors.

Fiscal Year - shall begin the first (1st) day of January

Assets of this association are permanently dedicated to the exempt purpose within the meaning of Section 501©(3), of the Internal Revenue code of 1954 (or corresponding provisions of future laws).

The preceding by-laws have been accepted by the following members of the Board of Directors and Appointed Board Members on this \_\_\_\_\_ Day of the month of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the Year \_\_\_\_\_\_ and are effective immediately.

President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vice-President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dir of Finance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secretary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comm/PR Dir: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_