

**BY-LAWS OF  
WEST SALEM HOCKEY ASSOCIATION**

ARTICLE 1

NAME AND PURPOSE

Section 1. The name of this corporation is “The West Salem Hockey Association, Inc.”, a non-profit corporation.

Section 2. The purpose of this corporation is to encourage and improve youth hockey in the West Salem area.

Section 3. Implicit in encouraging youth hockey is the concept of full participation of youth hockey players who have committed themselves in a dedicated manner to a hockey level team or teams (Termites, Mites, Squirts, PeeWees, Bantams, Midgets, or High School).

Section 4. West Salem Hockey Association, while adopting and following its own by-laws, is also affiliated with Wisconsin Amateur Hockey Association and USA Hockey and is required to observe and follow their by-laws, rules and regulations, policies, procedures and philosophies.

Section 5. Boundaries of West Salem Hockey Association are the entire West Salem and Bangor School Districts in their entireties as well as the Mindoro portion of the Melrose-Mindoro School District.

ARTICLE II

MEMBERSHIP

Section 1. The membership of the association is open to any parent or parents of participating players or any volunteers wishing to encourage youth hockey in the West Salem area.

Section 2. General Members shall include any parent or parents, step parents or legal guardians of participating WSHA registered players. Each general member shall be a voting member.

Section 3. Affiliate Members shall include members of the community wishing to join West Salem Hockey Association at a fee established by the board of directors. Affiliate members shall receive monthly newsletters, meeting notices, and minutes of meetings. They shall be allowed to attend meetings, however, shall not be entitled to be voting members.

Section 4. Honorary Members shall be a person recommended by the directors and approved by the general membership at the annual meeting who has given exemplary service above and beyond the

normal commitment to the West Salem Hockey Association. This person is to be given a lifetime membership free of charge to the association and will receive newsletters, minutes (as long as they reside in the West Salem Hockey Association boundaries), and free admission to all home games. Honorary members are non-voting members and are encouraged to stay involved in the volunteer spirit of the association.

Section 5. Volunteer workers and interested persons are welcome to participate at association meetings as non-voting members.

Section 6. WIAA High School members. All West Salem Hockey Association members who have children that are players on the coop Sparta/West Salem High School hockey team will remain voting members of the association.

<sup>1</sup>Section 7. Each year that the association elects to hold a calendar raffle, the raffle shall be mandatory for all member families with the following requirements

- 1) All members shall write a post-dated check for the value of the calendars that are allotted.
- 2) The check shall be submitted within 2 team practices of calendar distribution.
- 3) The check shall be post dated one month past the date of calendar distribution
- 4) The member shall commence selling upon distribution. The member can then turn in sales money and their post-dated check will be returned to them. Should the member elect not to turn in sales money after one month, the post-dated check will be cashed and deposited into calendar fund.
- 5) Any family not submitting a post-dated check before the two practice deadline will lose player skating privileges until payment is made, unless alternative arrangements are made with the association board of directors.

<sup>2</sup>Section 8. Voting members shall be entitled to vote at any general meeting in any proceeding of the association, only if voting member has attended at least 2 open meetings of the association (annual meeting does not count) in the preceding 12 months (June to June) and signed the attendance sheet at the meeting. The secretary is responsible for keeping these records. This is at least 1 family member per family attending the meeting.

<sup>3</sup>Section 9. Members shall remain in good standing subject to adherence of the by-laws, rules, and regulations of WSHA and decisions of the board of directors. Members shall be subject to suspension of for

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1 Sec.7 Amended at Annual Meeting April 11, 2003

2 Sec.8 Amended at Annual Meeting April 11, 2003

3 Sec.9 Amended at Annual Meeting April 11, 2003

forfeiture for failure to comply with aforementioned requirements of by-laws, rule, and regulations of WSHA or decisions of the board of directors, subject to 2/3 vote of the full board at any properly called or organized regular or special meeting. Voting rights for all members that have not paid their membership shall have their voting privileges automatically suspended until paid in full. Voting members must be in good standings.<sup>8</sup>

<sup>4</sup>Section 10. member may be suspended or expelled, after due notice and opportunity for a full hearing, for conduct detrimental to the association, by the vote of 2/3 of the full board of directors. The secretary shall provide at least a ten day notice to such member and to the members of the board prior to the meeting at which such a matter is to be considered. Such member shall be offered an opportunity to be heard at such meeting and to present testimony and other response to the charge or charges against him or her prior to any final disposition by the board.

### ARTICLE III

#### BOARD OF DIRECTORS AND OFFICERS

Section 1. The governing body of the association shall be a board of directors consisting of the elected officers: President, President-Elect, Immediate Past President, Secretary, Treasurer, League Representative, and Four Directors at Large. <sup>5</sup>The President, President-Elect, and League Representative shall each be elected to serve for a term of one year. The Immediate Past President shall serve for a term of one year in the year immediately following the officer's presidency. The Secretary shall serve a two year term expiring in odd numbered years. The Treasurer shall serve a two year term expiring in even numbered years. Directors shall be elected to serve terms of two years with 2 directors terms expiring in odd numbered years and 2 directors terms expiring in even numbered years. No member may hold more than one board office simultaneously.

Section 2. Any person interested in the youth hockey program may serve as an officer or board member and be given voting privileges regardless of whether they have a child in the program or not,

upon approval of the association membership.

Section 3. The executive board shall meet one-half hour prior to regular association meetings to set the agenda for the regular monthly association meetings.

Section 4. The president may call special meetings of the executive board to decide on matters which the board does not deem necessary to present to the full membership.

Section 5. Nomination: At least two months before the annual election a nominating committee shall be appointed by the president and approved by the board. The committee shall select at least one and not more than three candidates for each office. The names shall be published in the newsletter two months prior to the election and mailed to all eligible voting members of the association. Additional nominations can be taken from the floor at the meeting one month prior to the election. Final slate of candidates then mailed to all voting members prior to the election.

Section 6. Election: The nominating committee shall serve as the election committee and shall be in charge of running the election and counting the votes. The election shall take place at the meeting one month prior to the annual meeting. Election shall be by ballot. The ballot shall contain the names of all the candidates and offices for which they are nominated.

Section 7. Absentee ballots will be available upon request in advance of election and are to be mailed back or hand delivered to a board member of a nominating committee member <sup>6</sup> with the voter's signature on the outside of a sealed envelope containing the vote which shall remain sealed until the election and then counted at that time. <sup>7</sup>Absentee ballots must be picked up and delivered by the voter to an appointed board member. Ballots may not be circulated by any other member.

Section 8. Officers and directors shall be installed at the annual meeting. The board year for the West Salem Hockey Association will start each year on May 1 and end on April 30. All award banquets and annual meeting shall occur prior to end of board year.

Section 9. The Secretary of the association shall maintain the archives (past records) of the association and shall make them accessible to any board member by contacting the secretary. Records shall not be removed from the archives or destroyed. They shall be kept in a safe storage place to be designated

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by the board of directors. The President, Secretary, and Treasurer shall keep accurate records and shall submit them to the secretary at the conclusion of each association year to be added to the archives.

#### ARTICLE IV

#### MEETINGS

Section 1. General monthly association meetings shall be held on the second Monday of every month during the entire calendar year.

<sup>7</sup> Section 1.1 An attendance sheet will be available for members to register and sign.

Section 2. Special meetings of the association may be called at the discretion of a majority of the executive board.

Section 3. The president may call special meetings at his/her discretion of the executive board and/or the association.

<sup>6</sup>Section 4. A special meeting of the members may called at any time at the discretion of the president or by the majority vote of the executive board or by application in writing by 10(ten) association members to be received by the association. The request must state the reason for a special meeting and the items intended to be determined at the meeting. Written notice of the special meeting shall be made public by the association to all members at least 14 days prior to the date of the meeting, and such notice shall contain the date, time and place of the meeting as well as the purpose of the meeting. A simple majority of voting members present shall be quorum for a special meeting.

Section 5. At general meetings of the membership, a quorum shall consist of ten or more voting members in the association. In order to conduct any lawful business of the association a majority vote of a quorum shall be necessary. At executive board meetings a quorum shall consist of five board members in order to conduct any lawful business on behalf of the association, a unanimous vote of not less than a quorum shall be necessary.

Section 6. The annual meeting of the association shall be a the annual banquet which shall be

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7Sec 1.1 Amended at Annual Meeting April 11, 2003

6sec.4 Amended to take place of current sec.4 at Annual Meeting April 11, 2003

conducted by the outgoing executive board.

ARTICLE V

COMMITTEES

Section 1. Standing committees of the association shall be maintained for the organization of Basic management and labor functions imperative to running a youth hockey program. Each committee Shall be comprised of a chairperson appointed by the president and committee members as necessary.

The following is a list of standing committees:

Awards Banquet	Annual Meeting
Audit	Clean Up
Concessions	Coaching
Equipment	Long Range Planning
Nominating	Policy/By-Laws
Referees	Registration
Rink/Flooding	Zamboni

<sup>7</sup>Section 2. Special committees of the association shall be organized as needed to accommodate fundraising and special events and purposes. Each committee shall be comprised of a chairperson appointed by the president and committee members as necessary. The following is a list of special committees:

Adopt a Highway	Fundraising
Jacket/Shirt/Hat Sales	Jersey Day
June Dairy Days	Picture Day
- Raffle	Rink Signage
- Clean Up	Team Splitting
- Beer Tent	
- Parade	

Section 3. Ad hoc committees may be appointed from time to time as needs arise to handle special short term projects for the association. These committees are appointed by the president with approval of the board of directors and shall be abolished when goals are completed or upon vote of the board.

Section 4. Committee reports should be available upon request of the board of directors at the monthly meetings, annual meeting, or at any other time deemed necessary as per the board.

Section 5. Additional description of the policies, roles, make up, terms of the committees shall be maintained in the policy and procedure manual for WSHA. Each president shall determine

additional yearly goals for the committees to be addressed at the beginning of the board year.

## ARTICLE VI

### ASSOCIATION FUNDS

Section 1. All association funds shall be deposited first into the general association checking account at an institution approved by the board of directors and disbursed by check with signatures from both the president and treasurer after approval at the general monthly meetings or upon approval of the board of directors. Budgeted items approved within the board budget shall not require full board or membership approval.

The association shall maintain a separate account for the referees at an institution approved by the board of directors. Funds for this account shall come directly from the general association account and disbursements from this account shall be made directly by the referee coordinator for West Salem Hockey Association with only that person's signature required on checks.

The association shall also maintain a savings account at an institution approved by the board of directors. Deposits and withdrawals shall be made by the treasurer with final decisions and control on this account by the board of directors.

All Operation Ice funds shall be deposited into a checking account at an institution approved by the board of directors and disbursed by check with signatures from both the president and treasurer after approval at the general monthly meetings or upon approval of the board of directors. The Operation Ice account cannot be dissolved unless approved by the association as a whole.

Separate accounts (checking and savings) may be set up from time to time for other purposes only with the approval of the board of directors, with signatures on disbursements by both the president and treasurer required.

An audit committee, appointed by the president and approved by the board of directors, shall do an independent audit of all association accounts at the end of the board year prior to new board of directors taking over. Committee shall put results into writing and make recommendations as necessary regarding funds.

## ARTICLE VII

## CONDUCT OF EXECUTIVE BOARD

<sup>5</sup>Section 1. Any member of the board of directors who misses two consecutive un-excused meetings or four un-excused meetings in a fiscal year is subject to removal from the board. It will be the responsibility of the board member to notify the president or secretary of any absence and the reason for such absence prior to the meeting. Failure to do so will result in an un-excused absence. Removal shall take place only after the secretary has provided such member with due notice, and the board shall provide the board member with the opportunity for a hearing at a regularly scheduled or special board meeting prior to disposition of the matter. A majority vote of the board of directors (Excluding the offending member) shall be required for removal of the board member under this section.

Section 2. In the event of removal, the remaining board members shall solicit new candidates and said candidates shall be elected at the next general association meeting.

Section 3. The executive board shall adopt written rules, regulations, guidelines, and policies concerning the operation and conduct of the association, its members, coaches, officials, and participants. The acts of the board may be vetoed only by a majority of a quorum of the general monthly association members.

## ARTICLE VIII

### AMENDMENT OF ARTICLES

Section 1. By-Law changes must be submitted to the board in writing by the general membership meeting at least one (1) month preceding the annual meeting.

Section 2. All by-law changes shall be mailed to the general membership at least 2 weeks prior to the annual meeting.

Section 3. A two-thirds (2/3) majority of all voting members present at the annual banquet shall be necessary to amend the Articles of Incorporation a/or these by-laws.

5Sec 1. Replaces current sec.1 amended at Annual Meeting April 11, 2003

ARTICLE IX

GENERAL MEETING RULES

Section 1. the first item of business of each association meeting shall be the reading of agenda by the president.

Section 2. Adjournment time for each general association meeting shall be determined by the members and any extension shall require a two-thirds (2/3) vote of the members present.

Section 3. Roberts Rules of Order, Revised, shall govern the association meeting in all other respects and shall be interpreted by the president or his/her designee.

ARTICLE X

NONDISCRIMINATORY CLAUSE

Section 1. The West Salem Hockey Association shall not discriminate in admission to any program or activity, application of standards, rules of behavior and disciplinary actions or use of facilities on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical or mental capability, economic status, emotional or learning disability and all other covered classes as per federal and state law.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2002

President \_\_\_\_\_, Attest: \_\_\_\_\_