

BYLAWS

OF

Central Bucks West Ice Hockey

ARTICLE I

NAME AND OFFICE

1.01 **NAME:** The name of this association is Central Bucks West Ice Hockey, but shall be referred to in these bylaws as “CBWIH”.

1.02 **OFFICE:** The principal office of this corporation shall be at a location established by the Board of Directors.

ARTICLE II

PURPOSE

2.01 **PURPOSE:** Said association is organized to administer and promote youth ice hockey for students within the boundaries of the Central Bucks West High School regardless of sex, race, creed, religion, and/or financial situation. This organization is created to operate exclusively for the purposes established under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States Internal Revenue Law), and must adhere to the following limitations:

2.01.1 No part of the net earnings of CBWIH shall inure to the benefit of any member or officer of CBWIH, or any private shareholder or individual. No part of the activities of CBWIH shall consist of carrying out propaganda, or otherwise attempting to influence legislation or participating or intervening in any political campaign on behalf of any candidate for public office.

2.01.2 CBWIH shall not conduct or carry on any activities not permitted to be conducted or carried on by any organization which is exempt from federal taxation under Section 501(c)(3) of the Internal Revenue Code of 1986 (“Code”), as amended, or by organization contributions to which are deductible under Section 170(c)(2) of the code.

2.01.3 Upon dissolution of CBWIH or discontinuing its affairs, the assets of CBWIH shall be distributed exclusively to charitable or education organizations, which would then qualify for exempt status under Section 501(c)(3) of the Code.

ARTICLE III

MEMBERSHIP

3.01 MEMBERSHIP

3.01.01 Player membership eligibility: Player membership eligibility in CBWIH will be based on residence. Only those students attending Central Bucks West High School, or a middle school or elementary school which feeds into Central Bucks West High School will be eligible to be a player on a CBWIH team.

3.01.01.1 Home schooled students residing within the Central Bucks West High School boundaries are eligible to play on a CBWIH team.

3.01.01.2 Private School students with no hockey program and no affiliation with any school hockey program what so ever are eligible to become a member of CBWIH

3.01.01.3 Any parochial school player above 9th grade is not eligible to become a member of CBWIH as to honor and respect other ice hockey programs.

3.01.01.4 Any parochial school player in 8th grade or less is eligible to become a member of CBWIH as long as they have obtained a written release from their feeder program prior to approaching CBWIH with formal registration.

3.01.01.5 In the event that any of the player membership eligibility requirements in these Bylaws conflict with the player eligibility requirements of the Suburban High School Hockey League (“SHSHL”), the player eligibility requirements of the SHSHL shall control.

3.01.02 Active Membership: Membership in this association may be acquired by completing the CBWIH Registration Form, a USA Hockey Registration, and any additional requirements established by the Executive Board. Applications for membership must be accompanied by the annual fee established by the Executive Board. **For a player to be considered a member in “good standing” during the season, all payments must be up-to-date according to the announced payment schedule.**

3.01.03 Members entitled to vote: Membership shall consist of the parents and legal guardians of those players/students participating in CBWIH. For the purposes of voting at membership meetings under these by-laws, each family of one or more participants shall have one vote.

3.01.04 Suspension of membership: Any member of CBWIH may be suspended or terminated from membership for cause by a majority vote of the Executive Board. Cause for suspension or termination may include, but is not limited to, violations of these by-laws, violations of any code of conduct established or adopted by the Executive Board, or any other behavior deemed detrimental to CBWIH.

3.02 MEETINGS

3.02.1 General Meetings General Membership Meetings shall be at a time and place determined by the Executive Board. All members in good standing shall be entitled to attend General Membership Meetings. The purpose of the General Membership Meeting is to conduct any and all business with regard to general interest of CBWIH, Operational Procedures and Administrative issues, including any amendments to the CBWIH by-laws. The active members present at the General Membership Meeting shall constitute a quorum.

3.02.2 Special Meetings The President, a majority of the Executive Board, or no less than 10% of the active members may call a Special Meeting of the membership. A majority of the Executive Board must be present at a special meeting to constitute a quorum.

3.02.3 Election Meeting The Executive Board shall set an election meeting to be held after the conclusion of season. Notice of the meeting shall be given to all CBWIH members at least two weeks in advance by the Secretary. Nominations for open positions or positions up for re-election will be solicited. The election slate will be presented at the Election Meeting.

3.02.4 Notice of meetings Written notice of all meetings shall be delivered personally, by regular mail, or via electronic mail. Notice will be given by the Secretary at least two weeks in advance of any General Membership Meeting, or at least two days in advance of any Special Meeting. If notice is given by mail, notice shall be deemed delivered on the day of mailing.

3.02.5 Use of technology The Executive Board, at their discretion, may allow attendance at any meeting through virtual meeting technology such as Zoom, Microsoft Teams, etc.

3.02.5 Rules of Order Roberts Rule of Order shall govern all proceedings except as provided in these By-Laws. The order of meetings shall be as follows:

- 1) Sign-In of General Membership
- 2) Call to Order
- 3) Reading and Acceptance of the minutes of the previous meeting
- 4) Financial Report
- 5) Report of the President
- 6) Report of Other Officers
- 7) Report of Committees
- 8) Other Business
- 9) Old Business
- 10) New Business
- 11) Adjournment

ARTICLE IV

EXECUTIVE BOARD OF DIRECTORS

4.01 EXECUTIVE BOARD OF OFFICERS The CBWIH Executive Board is made up of 5 individuals; a President, 2 Vice-Presidents, a Treasurer and a Secretary. All Executive Board members shall have one vote per person. In addition to the five voting members of the Board, there shall also be a Director of Hockey Operations. The Director of Hockey Operations shall be a non-voting position on the Executive Board.

4.01.1 Eligibility Those holding voting Executive Board positions within CBWIH are required to live within the boundaries of the Central Bucks West School District and must be at least 21 years of age. To be eligible for election as an officer of the CBWIH Executive Board, the member must be in “good standing”, dues paid, and not suspended. A Board Member at any position upon voting of the Club Members may serve in any elected position even after no longer having a “player” in the program for as long as continuing to be re-elected. These eligibility requirements shall not apply to the Director of Hockey Operations. The Director of Hockey Operations may be any individual appointed by the Executive Board.

4.01.2 Requirements

4.01.2.1 Able to attend monthly meetings.

4.01.2.2 Willing to work for the betterment of CBWIH.

4.01.2.3 Cannot be a CB West Ice Hockey Coach, Head or Assistant Coach.

4.01.2.4 Cannot be an active member of any other affiliated high school hockey program to alleviate conflict of interest.

4.01.3 Term Length

4.01.3.1 All Executive Board members will serve a term of two years.

4.01.3.2 Elections for President, 2nd Vice-President, and Secretary will be held in even calendar years.

4.01.3.3 Elections for 1st Vice-President and Treasurer will be held in odd calendar years.

4.01.3.4 An elected board member cannot hold more than one elected position per term.

4.01.4 Board Vacancy If a member cannot complete his/her term, or becomes an Ineligible member of CBWIH, the remaining Executive Board members will appoint a replacement to complete the term by majority vote. This member will have all the rights and privileges of the position they are appointed to and serve the remainder of the appointed term.

4.01.5 Executive Board Removal and Resignation Any individual officer may be removed from Office for failure to properly fulfill the responsibilities of office

by the unanimous vote of the remaining officers. An individual officer may resign at any time by giving written notice to another member of the Executive Board.

4.01.6 Compensation and Indemnification The Executive Board of CBWIH shall serve without compensation. The CBWIH may, without expense to the Officers of the Executive Board, indemnify and hold harmless to the fullest extent permitted under The Pennsylvania Nonprofit Corporation Law of 1988, the Directors Liability Act, or any other applicable law, any person who is a party to or is threatened to be made a party to any proceeding arising for the fact or by their capacity as an Officer of the CBWIH for proceedings arising from the fulfillment of their responsibilities of office and within the scope of the CBWIH's exempt purpose. Director's and Officer's Insurance and coverage is paid through the Atlantic District of USA Hockey.

4.01.07 Nominations and Elections

4.01.7.1 Elections Elections of officers shall be held at the 1% meeting of the year to be determined by the Executive Board. All officers shall be elected by general membership by ballots confidentially submitted during the 1% meeting of the year. Newly elected board members will assume their positions at the next Board meeting. The ballot tally shall be performed publicly by the President of the Executive Board.

4.01.7.2 Nominations Nominations of candidates for office shall be solicited by the Secretary from the membership for positions up for re-election Nominations shall be solicited at least two (2) weeks prior to elections. Nominations may be received until Election Meeting is convened

4.01.7.3 The Secretary shall present the slate of nominations to the Executive Board per Section 3.02.3.

4.01.7. 4 The slate of nominations shall be made known to the general membership at least 48 hours prior to the Election meeting of the year.

Election for all offices shall be by written ballot.

4.01.7.10 Absentee ballots shall be allowed for submittal on the day of the election. All absentee ballots shall be given to the Secretary prior to the start of the election. The individual who casts the vote shall sign the absentee ballot. This process insures voting rights to those individuals unable to make the Special Election Meeting. Members shall have one vote per family

ARTICLE V

RESPONSIBILITIES AND DUTIES OF THE MEMBERS OF THE EXECUTIVE BOARD

5.01 - PRESIDENT'S RESPONSIBILITIES AND DUTIES

5.01.1 President's Responsibilities and Duties — The President shall be the principle executive officer of the association. He/She shall have overall responsibility for the Central Bucks West Ice Hockey program that includes, but is not limited to the following:

5.01.1.1 Manage and supervise the operations and affairs of CBWIH.

5.01.1.2 Be the lead negotiator for Ice Hockey Operations including reserving and affirming ice slots with local area rinks.

5.01.1.3 Ensure that the CBWIH By-laws and Operating Guidelines are followed,

5.01.1.4 Represent CBWIH to outside organizations and act as a liaison with other Non-profit organizations with comparable programs so as to develop cooperative and working relationships

5.01.1.5 Represent CBWIH within the community.

5.01.1.6 Represent CBWIH at any required league meetings or designate a Board Member to attend in place of the President.

5.01.1.7 Preside and maintain order at all monthly, general and executive meetings of CBWIH.

5.01.1.8 Ensure that all work is accomplished in a timely manner.

5.01.1.9 Ensure that all the duties of CBWIH officers are fulfilled.

5.01.1.10 Appoint special committees or non-voting Board positions as needed, in his/her discretion, be appropriate to assist in the conduct of the affairs of the association.

5.01.1.11 Exercise the powers of the Executive committee in case of an emergency.

5.01.1.12 Promote the objectives of CBWIH to their fullest.

5.01.1.13 Sign correspondence and contracts of CBWIH which have been approved by the Board of Directors and/or the Membership.

5.01.1.14 Arbitrator on all matters.

5.02 - VICE-PRESIDENT'S RESPONSIBILITIES AND DUTIES

5.02.1 Vice-President Responsibilities and Duties

5.02.1.1 Exercise all powers of the President in the event of the President's absence or ability to act for overall direction, operation, and development of CBWIH.

5.02.1.2 Preside at all meetings in absence of the President.

5.02.1.3 Be responsible for all communication and management within their respective levels.

5.02.1.4 Oversee the Registration process and, in the case of the 1st Vice President, act as the official registrar for the creation and amendment of USA Hockey Rosters, SHSHL matrices and any related USA Hockey or league requirements.

5.02.1.5 Act as an escalation point for all members and their respective levels.

5.02.1.6 Be responsible for the oversight of subcommittees.

5.02.1.7 Assist the Director of Hockey Operations with player development and player movement.

5.02.1.8 Be responsible for the completion of and integrity of any required League documents, i.e. Team Rosters, Team Matrixes.

5.02.1.9 Succeed to the Presidency in the event of the resignation, death, removal, or incapacity of the President

5.02.1.10 Assist the President in attending and representing CBWIH at any required League meetings.

5.03 - SECRETARY'S RESPONSIBILITIES AND DUTIES

5.03.1 Secretary Responsibilities and Duties

5.03.1.1 Recording and documenting all meeting minutes which shall include monthly, General and Executive meetings and any Special Meetings.

5.03.1.2 Generating and distributing approved minutes of the Regular, Special, Executive, Annual and Monthly Board Meetings via hard copy, e-mail, and the CBWIH official web site.

5.03.1.3 Maintain complete records of all club activities.

5.03.1.4 Maintain and retain copies of the CBWIH Club By-laws.

5.03.1.5 Manage the ballot creation and membership voting.

5.03.1.6 Handling announcements to the membership.

5.03.1.7 Reviewing and approving all documents with reference to the CBWIH.

5.03.1.8 Perform all other duties which may be assigned to him/her by the President.

5.04 - TREASURER'S RESPONSIBILITIES AND DUTIES

5.04.1 Treasurer Responsibilities and Duties

5.04.1.1 The Treasurer shall meet the following guidelines by having knowledge of bookkeeping, budgets, and appropriate computer software, preferably Accounting software, and all State and Federal filings.

5.04.1.2 The Treasurer shall pay out funds as authorized by the Executive Board as stated in the approved budget. Expenditures not in the budget require the approval of four elected officers before such expenses may be incurred.

5.04.1.3 The Treasurer shall prepare a monthly reconciliation of all CBWIH bank accounts for review and approval by designated CBWIH members.

5.04.1.4 The Treasurer shall maintain financial records of the receipts and expenditures in such a manner that it may be audited at the end of each fiscal year.

5.04.1.5 A statement of accounts, including the balance of any and all bank accounts shall be presented at each meeting of the CBWIH and at other times as requested.

5.04.1.6 The Treasurer shall prepare an Annual Report.

5.04.1.7 The Treasurer shall oversee the preparation of the CBWIH Annual Tax Return.

5.04.1.8 The Treasurer shall record all payments received for player's fees. All appropriate delinquency notices will be prepared and forwarded. Any suspensions due to non-payment will be directed to each appropriate Team Manager.

5.04.1.9 The Treasurer will review and renew all insurance coverage on an annual basis.

5.04.1.10 The Treasurer shall prepare an Annual Budget to be presented to the Executive Board and general membership for approval.

5.04.1.11 The Treasurer shall be aware of all monies being collected by committee members on behalf of the CBWIH. All monies collected must be deposited in their entirety. Reimbursements shall be made from that total by check. Any time cash collected exceeds \$250.00; those monies should be given as soon as possible to the Treasurer for deposit. All committees shall maintain a record of who has given them the money.

5.04.1.12 Perform all other duties which may be assigned to him/her by the President.

5.05 – DIRECTOR OF HOCKEY OPERATIONS

5.05.01 The Director of Hockey Operations is a non-voting position on the Executive Board. The Director of Hockey Operations shall be appointed and serve at the discretion of the Executive Board.

5.05.02 Director of Hockey Operations Responsibilities

The Director of Hockey Operations responsibilities shall include the supervision of coaches, players, and decisions related to hockey operations including the following:

5.05.02.1 Participate with the Executive Board in interviewing applicants for coaching positions within CBWIH.

5.05.02.2 Act as a liaison between all coaching staff and the Executive Board.

5.05.02.3 Act as a liaison between all coaching staff and parents.

- 5.05.02.4** Be responsible for the proper certification of coaches.
- 5.05.02.5** Present recommendations for coaching staff to the Executive Board.
- 5.05.02.6** Schedule and conduct coaches meetings.
- 5.05.02.7** Monitor coaches and practices to ensure the highest level of instruction for CBWIIH players.
- 5.05.02.8** Coordinate and oversee CBWIIH Player tryouts and the coach selection process.

ARTICLE VI

COACHING STAFF

6.01 - COACHING ELIGIBILITY

6.01.01 Eligibility

- 6.01.01.1** Coaches may be any individual selected by the Executive Board. Coaches do not need to be members of CBWIIH.
- 6.01.01.2** No head coach or assistant coach may hold a position on the Executive Board of CBWIIH.
- 6.01.01.3** Coaching staff must be registered with USA Hockey, and complete all requirements required by USA Hockey prior to coaching any CBWIIH players. This includes, but is not limited to completing all required USA Hockey age specific modules, Safe Sport Training, a background clearance, as well as any and all conditions required under Pennsylvania Law.

6.02 Coaching Appointments

- 6.02.1** Applications to fill any Head Coach position for the following season should be submitted to the Director of Hockey Operations in writing along with a statement and proof of their qualifications, experience and certifications according to the regulations of USA Hockey.
- 6.02.2** Head Coaching positions will be evaluated at the end of each season by the Director of Hockey Operations and the Executive Board.
- 6.02.3** Vacancies for any Head Coaching position will be announced before the Fall season.
- 6.02.4** Head Coaches will be selected by the Executive Board through a fair and equal process prior to the start of the Fall/Winter evaluation process. Head Coaches will be made known to the general members prior to the start of the evaluation process.
- 6.02.5** Should the need arise during the season for a replacement Head Coach during the season, the Executive Board will appoint the replacement Head Coach

after considering the Director of Hockey Operations and membership recommendations.

6.02.6 Head Coaches are not permitted to serve on the Executive Board. Coaching staff, which includes Assistant Coaches, Strength and Training Coaches are not permitted to serve on the Executive Board, however the spouse of the Coaching Staff may be allowed to serve on the Executive Board.

SECTION 6.03 - COACHES AND COACHING STAFF RESPONSIBILITIES AND DUTIES

6.03.1 All coaches must comply with CBWIH By-Laws. It is the coach's responsibility to become familiar with these rules and regulations.

6.03.2 All coaches must follow USA Hockey certification and attend CEP Programs to receive and/or maintain coaching certifications prior to assuming their coaching responsibilities.

6.03.3 All Head Coaches and coaching staff are under the direct supervision of the Director of Hockey Operations.

6.03.4 Each Head Coach will conduct one mandatory Team Meeting each year after the selection process is complete.

6.03.5 The Head Coaches in direct consultation with the Director of Hockey Operations and subsequent Head Coaches of feeding levels will select the individual players for their team. The selection of players will be based primarily on their hockey skills judged by the Director of Hockey Operations, the other Head Coaches and Assistant Coaches, and any independent evaluators during the evaluation period, practices, and any other sessions deemed necessary

6.03.6 The Final Roster of the Varsity team will be the ultimate decision of the Varsity Head Coach in direct consultation with the Director of Hockey Operations and the Junior Varsity Head Coach(s) and Middle School Coach(s).

6.03.7 The Final Roster of the Junior Varsity team will be the ultimate decision of the Junior Varsity Coach(s) in direct consultation with the Director of Hockey Operations and the Varsity Head Coach(s) and Middle School Coach(s).

6.03.8 The Final Roster of the Middle School team will be the ultimate decision of the Middle School Coach(s) in direct consultation with the Director of Hockey Operations and the Varsity Head Coach(s) and Junior Varsity Coach(s).

6.03.9 The Head Coaches of each team will be responsible to appoint qualified Assistant Coaches with direct consultation with the Director of Hockey Operations. All Assistant Coaches must meet the standards and certification as outlined by USA Hockey.

6.03.10 The Executive Board will maintain the power of veto for any named Assistant Coach.

6.03.11 The Head Coaches of each team will be responsible to appoint Team Managers.

6.03.12 The Head Coaches and Coaching staff are ultimately responsible for all practices, games, schedules, and practice formats.

6.03.13 The Head Coach may suspend or expel a player from the team with close consultation of the Director of Hockey Operations and the Executive Board based

on a player not adhering to the Code of Conduct or any Rules of Regulations of the any League to which CBWIH is a member or USA Hockey.

6.03.14 The Executive Board shall have the authority to suspend or remove any Head Coach or Assistant Coach from participation in any CBWIH activity for conduct inconsistent with the CBWIH ByLaws or those of USA Hockey or any league violations. The decision of the Executive Board must be a majority for disciplinary action.

6.03.15 The Head Coaches, Coaching staff, and all team managers must maintain and submit current background check information required by USA Hockey, the Atlantic District, the SHSHL, or by Pennsylvania state law to the Executive Board.

ARTICLE VII – CODE OF CONDUCT

SECTION 7.01 - CBWIH GENERAL CODE OF CONDUCT STANDARDS

7.01.1 All players, members and coaches of CBWIH shall abide by the applicable Codes of Conduct established by USA Hockey and the SHSHL. Additionally, the Executive Board may, at their discretion, adopt and amend a separate CBWIH Code of Conduct for its players, members and coaches.

ARTICLE VIII – COMMITTEES

SECTION 8.01 — CBWIH DISCIPLINARY COMMITTEE

The CBWIH Disciplinary Committee shall be created as needed to review and apply any sanctions for any violations of the USA Hockey Code of Conduct, any violations of the CBWIH By-laws and/or Code of Conduct standards, and any violations of any USA Hockey or League rules and regulations in which CBWIH is a member. The Disciplinary Committee shall consist of the President, both Vice-Presidents, and the Director of Hockey Operations as well as the coach of that team in which the violation has occurred.

SECTION 8.02 — CBWIH FUND RAISING COMMITTEE

The CBWIH Fund Raising Committee shall conduct the fund-raising activities of the organization and supervise and maintain the participation of the membership in any fund-raising activities. The Fund-Raising Committee will be appointed by the Executive Board and must utilize at least one member of the Executive Board for consultation.

8.02.1 Special Fund Raisers shall be allowed within CBWIH and those individuals leading any special fund-raising activities must utilize at least one member of the Executive Board for consultation.

8.02.2 Team Fund Raising shall be allowed within CBWIH and those individuals leading any team fund raising activities must utilize at least one member of the Executive Board for consultation.

SECTION 8.03 - SPECIAL COMMITTEES

The Executive Board may establish other committees for specific purposes as needed.

ARTICLE IX

AMENDMENTS TO BYLAWS

SECTION 9.01 - AMENDMENTS TO BYLAWS

9.01.1 The members of CBWIIH shall have the right to amend these By-Laws by submitting a draft copy of the proposed amendment prior to any regular meeting to the Executive Board. The Executive Board shall vote on whether to submit the proposed amendment to the membership in its original form or amend the proposed amendment and vote on offering the proposed amendment, as further amended, to the membership. A motion will be made regarding the proposed amendment at any regular, scheduled general meeting and must pass by a two-thirds majority vote by active CBWIIH members attending the meeting. If passed, notification of the amendment must be published prior to the next scheduled general membership meeting.

9.01.2 A committee may be appointed to submit a revised set of By-Laws. A two-thirds majority vote by active CBSIH members is necessary to amend these By-Laws.

CERTIFICATE

We, the undersigned being all of the Officers and Directors of the above named association, do hereby ratify and adopt the foregoing Bylaws as the Bylaws for the regulation of the affairs of said corporation.

Dated this 29th day of January, 2025.

Laura Murray
Reba + Sandra

[Signature]

Kay H
[Signature]