

SHAWANO AREA UNITED HAWKS HOCKEY BLUE LINE, INC. BYLAWS

Article 1-Name

The name of this organization shall be SHAWANO AREA UNITED HAWKS HOCKEY BLUE LINE, INC. hereinafter referred to as "SAU Hawks Blue Line Club, Hawks Blue Line Club or Hawks BLC."

Article 2-Objective and Purpose

- A. The organization is organized and operated exclusively for charitable and educational purposes within the meaning of 501(c)(3) of the Internal Revenue Code. The Hawks BLC shall provide funding for the Hawks High School ice hockey program in support of its Boys Varsity and Junior Varsity ice hockey team.
- B. The purpose of the Hawks BLC shall be to:
 - a. Operate, manage, and maintain itself in such a way as to provide for the objective in A above.
 - b. Solicit contributions and raise funds necessary to run the Hawks High School ice hockey program.
 - c. Act as a liaison and facilitate communication between the Hawks BLC membership and the Activities/Athletic Director(s) and Coaches.
- C. The Hawks BLC shall not be used by the membership as a forum for addressing coaching problems, players behaviors, team policies, player placement or play time. Parents should address their concerns with the coach privately, and if necessary, the Activities/Athletic Director(s).

Article 3-Membership

- A. Membership shall be open to the parents or legal guardian(s) of a student who is currently on the Hawks High School ice hockey team or will be on the team's roster within the coming year.
- B. All members are encouraged to attend meetings of the Hawks BLC.

Article 4-Officers

- A. The officers of the Hawks BLC shall consist of a President, Vice President, Treasurer, Secretary and Fundraising Chairperson.
- B. All officers, by virtue of their office, shall be members of the Executive Board, hereinafter referred to as "the Blue Line Board".
- C. The office term shall be two years, and elected officers are allowed to finish their term even after their player is no longer on the active roster.
- D. Only one member from a household may serve as an officer at the same time.
- E. An officer shall not take an action, nor attempt to influence or vote upon any decision, regarding any subject in which he/she is deemed by the remainder of the Board, and/or the Hawks BLC membership, to have a conflict of interest.

4.1-Duties of the Officers

A. The **President** shall:

- a. Attend and preside at all meetings of the Hawks BLC and Board.
- b. Be chairman of the Board by virtue of his/her office as President.
- c. Appoint all chairpersons of standing or special committees.
- d. Be an ex-officio member of all committees.
- e. See that all documents and certificates required by law are properly kept.
- f. Be one of two officers authorized to sign all checks or drafts of the Hawks BLC.
- g. Annually presents a report on the accomplishments of the Hawks Blue Line Club to the Hawks BLC membership at the end of each season.
- h. Be responsible for-keeping Club members informed, either directly or via delegation, of schedule changes from the coach as needed.
- i. Act as a liaison to the Activities/Athletic Director(s) and coaches, either directly or via delegation.
- j. Supply the Coaches and/or Activities/Athletic Director(s) with an annual list of important dates and proposed fundraisers so any potential conflicts can be resolved.
- k. Assist the year following retirement from office as an advisor to the Board as necessary for a smooth transition of officers when/if requested.

B. The **Vice President** shall:

- a. Assume all duties the President gives him/her.
- b. Preside at general meetings and assume the President's responsibilities in the absence of the President.
- c. Be the coordinator of all committees, collect monthly committee reports for the President, and report on committee activities when the committee chairmen are unable to attend meetings.
- d. Coordinate end of the year reports with the President and committee chairs.
- e. Attend all Board meetings.

C. The **Treasurer** shall:

- a. Have care and custody of all monies or securities belonging to Hawks BLC and shall be responsible for such monies or securities.
- b. Be responsible for getting all Club bills/expenses to be paid in a timely manner.
- c. Be one of two officers authorized to sign all checks or drafts of the Hawks BLC.
- d. Render a written account of the financial status of Hawks BLC for each general meeting or when requested by the Board. Such reports should be affixed to the permanent minutes of each meeting.
- e. Exercise all other normal duties to the office of the Treasurer.
- f. Arrange for an independent audit of the Hawks BLC books annually, or more often as deemed necessary by the Board. The independent reviewer may be an outside Accountant hired by the Hawks BLC or maybe an organizational review committee that is comprised of at least three Club members and should not be an officer, spouse of an officer or members of the coaching staff.
- g. Attend all Board meetings.

D. The **Secretary** shall:

- a. Keep minutes and records of each official meeting of the Hawks BLC.
- b. Keep a record of meeting attendance.
- c. Keep and file any certificates required by any federal or state statute.
- d. Be responsible for all correspondence and communications addressed to the Hawks BLC.
- e. Be responsible for distribution of any written communications to the Hawks BLC membership, such as meeting notices, notices of elections or any communications requested by the coaching staff or President to the Hawks BLC membership. Email communications requested from non-Board members must be approved by the Head Coach or Club President.
- f. Be responsible for scheduling a facility at which the meetings of the Hawks BLC will be held.
- g. Present and email a draft of the minutes of the last Meeting to the Board for its review at least 3 days prior to the next scheduled Board meeting date.
- h. Attend all Board meetings.

E. The **Fundraising Chairperson** shall:

- a. Works to plan and organize fundraising activities for the Hawks BLC.
- b. Focus on raising the amount of funds needed to meet the Hawks BLCs budget.
- c. Presents reports on fundraising activities during the Hawks BLC board meeting.
- d. Create a special committee to assist with any large fundraising events.
- e. Attend all Board meetings.

4.2-Officer Vacancies

- A. In the event of the President's absence or failure to exercise his/her office, the Vice President shall become acting President of the Hawks BLC with all the rights, privileges, and powers of the President for the remainder of his/her existing term. If the Vice President declines the office, the Board shall fill the position of the President for the remainder of his/her existing term by a vote of approval of a majority of the Board members.
- B. If, according to the estimation of the Board, an officer has not performed the duties required as per these Bylaws, or exhibits conduct unbecoming of an officer, he/she shall, after being notified at least two weeks in advance by the Board, be removed. The Board shall appoint a replacement.
- C. If any office becomes vacant before the end of its term, the remaining officers shall fill that position for the remainder of the term by a vote of approval of a majority of the remaining officers.
- D. Upon any change in the office of the Treasurer, there shall be an audit of the records by the incoming Treasurer and/or an outside Accountant hired by the Hawks BLC or an organizational review committee that is comprised of at least three Club members.

Article 5-Club Board

- A. The business of the Hawks BLC shall be managed by the Hawks BLC Board (herein referred to as “the Board”) consisting of its five officers. These officers are elected by the Hawks BLC membership.
- B. The Board shall guide and manage the business and control the assets of this Club and has the responsibility and authority to oversee all matters pertaining to the best interests of Hawks BLC.
- C. The term of office of all Board members shall be two years from the date of election or appointment.
- D. Only one member from a household may serve on the board at the same time.
- E. Board members shall not receive compensation for their services.
- F. The President of the Hawks BLC, by virtue of his/her office, shall preside as Chairman of the Board and the Vice President shall perform this duty if the President is absent during a meeting.
- G. The Secretary shall function as Secretary of the Board.
- H. Meetings of the Board shall be held as required (see Article 6).

Article 6-Meetings

- A. The Board shall meet at least ten (10) times per year at dates, times and places set by the Board. Hawks BLC Board meetings shall be as set by the Board but may also be called by the President or by a simple majority of the Board. Date, time, and location will be posted on Hawks BLC website at least 5 days prior to the meeting date. Hawks BLC members are welcomed and encouraged to attend Board meetings. A public comment section is generally the first item on the agenda. Visitors are asked to keep comments brief and to not interrupt the meetings once they move out of public comments.
- B. Special meetings of the Hawks BLC may be called by the President, or by a majority vote of the officers of the Board. Notices of special meetings shall be delivered by the Secretary, indicating the time and place, the purpose of the special meeting and by whom it is being called.
- C. A quorum, consisting of at least three Board members must be present at a meeting to conduct any official business of the Hawks BLC.
- D. The order of business at any regular scheduled General Meeting shall be:
 - a. Call to order
 - b. Taking of attendance
 - c. Reading or voting to accept the minutes of the last meeting
 - d. Public comment
 - e. Old business
 - f. New business
 - g. Reports of the officers
 - h. Reports of committees
 - i. Adjournment
- E. The order at meetings of the Hawks BLC shall maintain parliamentary procedures rules (motions, seconding, voting). The rules contained in the current edition of Roberts Rules of Order shall govern the Hawks BLC in all cases to which they are applicable and in

which they are not inconsistent with these Bylaws.

- F. Meeting agendas shall be made available to the Hawks BLC membership and Officers via email by the Secretary prior to the Hawks BLC Board meeting. A printed copy should be available during the Hawks BLC Board meeting to all Officers.
- G. Meeting Minutes shall be made available once approved and be displayed on the Hawks BLC website or sent via email at the request of any officer or Club member.

Article 7-Finance

7.1-Fiscal Year

- A. Hawks BLC's fiscal year shall run from June 1st to May 31st.
- B. At the end of each fiscal year, the Treasurer shall present the Hawks BLC membership with a summary of the financial standing of the Hawks BLC.
- C. Arrange for an independent audit of the Hawks BLC books annually, or more often as deemed necessary by the Board. The independent reviewer may be an outside Accountant hired by the Hawks BLC or maybe an organizational review committee that is comprised of at least three Club members and should not be an officer, spouse of an officer or members of the coaching staff.
- D. The Board shall ensure that all necessary tax documents are filed as required.

7.2-Budget

- A. At the beginning of each fiscal year, the Board shall work with the head coach to develop a budget for the following hockey season. The budget shall, at a minimum, include all anticipated major expenditures required to run the teams for the current fiscal year, for example, ice time, new jerseys, new equipment, anticipated tournaments and travel expenses, and other Club-sponsored events.
- B. The Board shall finalize and approve the budget no later than August. The budget must be approved by a majority of the officers in attendance at the meeting.

7.3-Players Booster Club Fees

- A. Upon approval of the budget, the Board shall, at its sole discretion, determine if a "player booster fee" amount is needed to be paid by each team member "if" required because of lack of fundraising or other circumstances. The Board shall notify the general membership if a players booster fee will be required no later than the October meeting.
- B. An individual "player fee" can be assessed for any player or family that joins the team after the start of the season and/or has not participated in fundraising for the upcoming season. The fee will be determined by the Hawks BLC based on the teams budgeted operational cost for that current season.
- C. Should the cost required to run the Varsity program be substantially different than those required to run the Junior Varsity program, the Board may, at its sole discretion, determine that player booster fees for Varsity or JV participation may be different.

- D. Each member shall provide the Treasurer with payment for players booster fees in an amount to be determined by the Board, by the 1st official scrimmage or game of the season.
- E. The Hawks BLC shall not be obligated to refund any players' booster fees. This includes, but is not limited to, a player getting injured, quitting the team, an athletic code violation that precludes play time, and/or moving out of the area.
- F. Extenuating circumstances regarding booster fee payments shall be addressed by the Board on an individual basis.

7.4-Contracts, Checks/Drafts, Deposits, Gifts

- A. The Board has the sole authority to enter into any contract or execute and deliver any instrument in the name of, and on behalf of, the Hawks BLC, subject to the provisions of Article 7.4
- B. All funds of the Hawks BLC shall be deposited in the credit of the Hawks BLC in such banks, trust companies, or other depositaries as the Board shall authorize.
- C. The Board may accept, on behalf of Hawks BLC, any contribution, gift, bequest, or devise for the general, or special purposes of the Hawks BLC.
- D. The Hawks BLC must monitor any items presented or "gifted" to players. Student athletes cannot accept cash, gift cards, or merchandise (e.g., shoes, shirts, jackets, equipment) for athletic achievements. Acceptance of such items may constitute a "professional payment" and would jeopardize the players' amateur status and could be career-ending. However, they may receive symbolic awards like trophies, medals, and certificates. Additionally, reimbursement for actual and necessary expenses related to athletic participation (transportation, food, lodging, etc.) is also permitted.

7.5-Expenditures

- A. All non-budgeted expenditures above \$500 must be approved by a quorum (3 or more members) of the Board.
- B. The Treasurer shall not be obligated to reimburse any member for any non-approved expense or any expense for which no invoice or receipt has been provided.
- C. All bills of the Club shall be mailed to or received by the club Treasurer, so he/she can keep proper records.

7.6-Scholarships (future item yet to be discussed)

Article 8-Nomination and Election of Officers

- A. Nominations of Club officers shall be made at the March meeting. The Secretary shall make up an electronic ballot of the nominees who-accept their nominations. Voting will take place electronically by the Hawks BLC membership and must be decided before May 1st. In order to vote, a Club member must be in good standing. Each such member may complete a single ballot. Results from all voting will be determined by the majority of the votes cast. In the case of a tie, there will be one re-vote of those two candidates followed by a coin toss if another tie is again counted.
- B. Vacant Club Officer positions are open to anyone who meets the criteria of Article 3A above.
- C. The newly elected officers shall assume their offices at the start of the fiscal year, June 1st.

Article 9-Committees

- A. The Board may establish ad hoc committees under the supervision and control of the Board and may assist the Board in the performance of its duties. Such ad hoc committees shall be comprised of one or more officers and shall report to the Board as appropriate or as requested by the Board. Committee examples might be: Team building events, Team meals, Special Fundraisers, Parents Night etc..

Article 10-Amendments

- A. The Board shall determine whether any Bylaw amendments are needed and may appoint a committee to discuss proposed amendments.
- B. All proposed changes to existing Bylaws must be presented to the membership in writing via email or as otherwise determined by the Board at least five days before the expected voting date to ratify the new amendment(s). Updated Bylaws will be displayed on the Hawks BLC website and must be made available in writing when requested.

Article 11- Dissolution

- A. Upon the dissolution of the Hawks BLC, the Treasurer shall, after paying or making provision for the payment of all the liabilities of the Hawks BLC, dispose of all the assets of the Hawks BLC exclusively for the purposes of the Hawks BLC in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, or scientific purposes shall at the time qualify as an exempt organization or organizations under section 501 (c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the members shall determine.