

# **By-Laws of the Leyden Hockey Club – A Non-For-Profit Corporation**

Accepted and Approved by the Board of Directors on 5/8/2023

## **Article I – Organization**

### **Section 1: Name**

The name of the organization shall be Leyden Hockey Club (LHC).

### **Section 2: Registered Address**

The registered address of the organization shall be The Franklin Park Ice Arena, 9711 Waveland, Franklin Park, IL 60131.

### **Section 3: Registered Agent**

The registered agent shall be the President of the Board of Directors.

### **Section 4: Not For Profit/Exempt Status**

The club is organized as a State of Illinois Not for Profit Organization upon a non-stock membership basis, not involving pecuniary gain or profit for any of its members, for the term of perpetual existence. The LHC shall be operated exclusively as a non-for profit as governed by the State of Illinois.

### **Section 5: Use of Funds**

**5.0 Funds.** All funds and property of this club shall be used and distributed exclusively for carrying out the purposes of the club as set forth in Article II, including stipends paid to the coaching staff, as approved by the Board of Directors.

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered.

**5.1 Contracts.** The Board of Directors may authorize any officer or officers, agent or agents of the LHC, in addition to the officers so authorized by these bylaws, to enter into any contract of execute and deliver any instrument in the name of and on behalf of the LHC, and such authority may be general or confined to specific instances.

**5.2 Checks, Drafts, etc.** All checks, drafts, or other orders for the payment of money, notes, or other evidence of indebtedness issued in the name of LHC shall be signed by such officer or officers, agent or agents of LHC; in such manner as shall from time to time be determined by resolution of the Board of Directors. In the absence of such determination by the Board of Directors, the Treasurer or the President of the LHC shall sign instruments.

**5.3 Deposits.** All funds of LHC shall be deposited from time to time to the credit of LHC in such banks, trust companies, or other depositories as the Board of Directors may select.

**5.4 Gifts.** The Board of Directors may accept on behalf of LHC any contribution, gift, bequest, or devise for the general purpose or for any special purpose of the LHC.

## **Section 6: Fiscal Year**

The fiscal year shall run from June 1<sup>st</sup> through May 31<sup>st</sup> of the following year.

## **Section 7: Financial Statements**

The Treasurer shall once a month prepare a true statement of the assets and liabilities of the organization for the preceding month. This report will be read into the minutes of each monthly executive Board meeting.

The LHC shall keep correct and complete books and records of accounts. It shall also keep minutes of the proceedings of its Board of Directors meetings.

## **Section 8: Dissolution**

In the event of the dissolution of the LHC, the Executive Board shall make provisions for payment of all the liabilities of the organization. After all liabilities have been met if there are any funds and/or assets, remaining these funds/assets shall be distributed as determined by the membership and allowable by law.

## **Article II – Organization Purpose**

The mission of the LHC is to provide a safe and competitive environment for high school students from East and West Leyden, Ridgewood, Elmwood Park, Niles North, and Niles West High Schools to participate in ice hockey. As a non-profit organization, our goal is to foster a love for the sport while promoting teamwork, sportsmanship, and leadership among our players. The LHC is committed to building a strong community of players, families, coaches, and volunteers who share a passion for the sport and a commitment to our core values of respect, integrity, and excellence. Through our programs and events, we seek to create lifelong memories and friendships that extend beyond the rink.

Team rosters, eligibility requirements, and team levels will be governed in accordance with already existing USAH, AHAI and league regulations.

## **Article III – Board of Directors**

### **Section 1: General Powers**

Its Board of Directors shall manage the affairs of the LHC.

### **Section 2: Membership**

The Board of Directors shall consist of a President, Vice President, Secretary, Treasurer, Registrar, Hockey Director and up to two (2) other officers (Directors). The Board of Directors shall consist of not less than six (6) and no more than eight (8) officers. All Board members will serve 2-Year terms and are eligible for re-election. The President, Secretary and Hockey Directors terms will end in odd numbered years. The Vice President, Treasurer and Registrars terms will end in even numbered years.

### **Section 3: Meetings**

The LHC shall hold meetings for the Board of Directors throughout the year. These meetings will be open meetings, as defined by the Open Meetings Act of Illinois. The agendas will be posted online to the LHC website, as well as the place where the meeting is being held 48-hours prior to the meeting. At all meetings of the Board of Directors, a simple majority of the Board shall constitute a quorum. Each regular member shall be entitled to one vote on each matter submitted to a vote of the members. Copies of the minutes of all meetings shall be made available on the team website. At all meetings of the Board of Directors, voting shall be by a show of hands (or by voice vote) unless a vote is regarding specifically enumerated decisions, then the vote will be decided by a roll call vote. The majority of the votes cast shall make a decision at a meeting.

Specifically enumerated decisions requiring roll call vote include, but are not limited to, the following:

- Financial spending
- Appointment or removal of a Board of Director
- Election of officers
- Hiring and removal of coaching staff

#### **Section 4: Special Meetings**

Special meetings of the Board of Directors may be called by or at the request of the President or any Director. Forty-Eight hour notice must be given and the agenda posted per Article III, Section 3.

#### **Section 5: Quorum**

A majority of the Directors then in office shall constitute a quorum for the transaction of business at any meeting of the Board of Directors.

#### **Section 6: Vacancies**

The Board of Directors shall fill any vacancy occurring in the Board of Directors. Current board members will be given the opportunity to fill the vacated spot, followed by an open post to parents of current players.

#### **Section 7: Resignation and Removal**

**7.0 Resignation and Removal.** A Director may resign at any time upon written notice to the President, the Secretary, or the Board of Directors; provided, however, if such a resignation would cause the number of Directors to be less than four, such resignation shall not be effective until a successor Director is elected by the Board of Directors. A Director may be removed by the majority of Directors at a meeting in respect of which adequate notice given with cause as specified by statute or these By-laws. "Cause" shall include, but not be limited to, (a) three (3) consecutive unexcused absences from meetings of the Board of Directors, (b) the degradation or defamation of the LHC, (c) intentional or malicious interference in the activities or programs of the LHC, and (d) the failure to abide by resolutions of the Board of Directors. The Board of Directors must adhere to the rules of the AHA and USA Hockey organizations.

**7.1 Board Member Conduct.** Board members are required to conduct themselves in a businesslike, sportsmanlike, impartial and constructive manner at all times. The actions of a Board member must be above reproach. Actions such as verbal abuse of officials, players, coaches and/or spectators are strictly prohibited. Board members are ambassadors of the League and must always conduct themselves with this responsibility in mind.

#### **Section 8: Compensation**

Directors shall serve without compensation, unless approved by the Board of Directors.

## **Article IV – Officers**

### **Section 1: Officers**

The officers of the LHC may be a President, Vice President, Secretary, Treasurer, Registrar, a Hockey Director and other such officers as may be elected in accordance with the provisions of Article III. No individual shall serve more than three (3) full, consecutive, two-year terms in the offices of President or Vice President unless the Board of Directors shall deem it desirable.

### **Section 2: Election and Term**

The officers of the LHC shall be approved bi-annually by the Board of Directors. Each member of the Board of Directors shall serve a two-year term. Nominations shall be held in February and elections shall be held at the March Board meeting following nominations or whatever date the Board deems reasonable so to provide for a smooth transition of board members and officers. If more than one person seeks the same position, a vote would go to the returning membership. In the event of a tie, the current Board, excluding any candidates, would vote to break that tie.

### **Section 3: Removal**

The President, Vice President, Secretary, Treasurer, Registrar, or Hockey Director may be removed from office as specified in Article III, Section 7.

### **Section 4: Vacancies**

A vacancy in any office because of death, resignation, removal, disqualification or otherwise may be filled by the Board of Directors for the unexpired portion of the term.

### **Section 5: President**

The duties and powers of the president shall be as follows:

- Be the principal Executive Officer of the LHC
- Preside over all Board meetings
- Act as liaison between LHC and AHAI and IHS HL
- Negotiate ice contract for the up and coming season
- Appear before AHAI, IHS HL review boards as needed
- Prepare coaching contracts
- Ensure USA Hockey, AHAI, IHS HL, and Club rules are enforced
- Attend games and tournaments
- Work with the Club Treasurer to ensure Club is financially sound

### **Section 6: Vice President**

The Vice President will assist the President in all capacities listed above and, in the absence of the President or in the event of his or her inability to act; the Vice President shall perform the duties of the President. The Vice President will be responsible for all LHC game scheduling for the entire season.

### **Section 7: Registrar**

The Registrar completes all AHAI, USA Hockey, IHSHL applications for the Club as needed before cut-off dates.

- Attend AHAI Registrar meeting
- Ensure all players are registered with USA Hockey
- Ensure all players have USA Hockey Insurance
- Obtain tournament and travel permits as needed
- Keep records of the names and contact information of all persons playing on teams developed by the corporation
- Help out at club events and committees, as needed
- Tournament Registration

### **Section 8: Treasurer**

The Treasurer ensures the safety and welfare of the LHC financial interests.

- Handle all financial statements, including tax preparation for the LHC
- Pay LHC bills and deposit club funds
- Collect fees and send out past due notices when needed
- Prepare and give financial reports at Board meetings
- Work with the President and Vice President to set season fees
- Manage fundraising profits
- Prepare annual budget

### **Section 9: Secretary**

The Secretary records the minutes at the Board meetings.

- Provides an accurate written record of the Board of Directors meetings and will be published on the LHC website.
- Ensures that the actions of the organization are in accordance with the LHC By-Laws.
- Keeps records and non-financial legal documents (By-Laws, articles of incorporation, minutes of historical meetings, official letters, etc.)

## **Section 10: Hockey Director**

Director of Hockey Operations shall be responsible to:

- With the coaching staff, develop and distribute written team rules and guidelines
- Manage hockey operation issues
- Serve as liaison between the Coaches and the Board of Directors
- Assist the Coaches as required; and ensure proper conduct of coaching staff
- Attend practices and games when available
- Assist in hiring Coaching Staff

## **Article V – Additional Organizational Positions**

### **Section 1: Rules and Ethics**

The Rules and Ethics committee is made up of two Board of Directors for ensuring that all USA Hockey, AHAI, IHSHL, and LHC rules are followed:

- Attend games and tournaments when available
- Recommend appropriate disciplinary measures, such as suspension, as needed
- Appear before AHAI or IHSHL review boards as needed
- Work with Coaches to ensure all USA Hockey, AHAI, IHSHL, and Club rules are followed
- Help out at club events as needed
- One of the Rules and Ethics committee members will be designated as the Chairperson of the Rules and Ethics.

### **Section 2: Webmaster/Social Media Team**

The Webmaster/Social Media Officer is in charge of all media exposure and maintaining a favorable public image for the LHC. They may also be tasked with writing material for media releases, plan and direct public relations programs, and raise funds for the LHC.

- Updates the LHC website on a regular basis (updating team calendars, inputting game stats, uploading photos), include LHC Board meeting minutes
- Promotes LHC activities and accomplishments (team and individual) via social media and the website (may be by committee)
- Help out at LHC events

#### **ARTICLE VI – Player Eligibility**

Player eligibility is to be governed by the applicable rules of the LHC, the Illinois High School Hockey League (IHSHL), Amateur Hockey Association of Illinois (AHA), USA Hockey (USAH), and SafeSport. Players must adhere to the Code of Conduct issued by LHC. Home schooled players must follow the IHSA guidelines per AHA.

AHA will adhere to the player eligibility rules set by IHSA and these rules can be found at:

[https://www.ihsa.org/documents/forms/2012-13/Home\\_School\\_Fact\\_Sheet.pdf](https://www.ihsa.org/documents/forms/2012-13/Home_School_Fact_Sheet.pdf)

Each player must attend either East or West Leyden High School, Ridgewood High School, Elmwood Park High School, Niles North, or Niles West High School.

#### **ARTICLE VII – Coach Eligibility**

All Coaches and Assistant Coaches hired by the LHC must fulfill all eligibility requirements of the Amateur Hockey Association of Illinois (AHA), USA Hockey (USAH), and SafeSport.

#### **Article VIII – Coaching Staff**

The LHC Head Coaching staff shall be decided upon by the Board of Directors. Director of Hockey and the Head Coach of each team shall select their Assistant Coaches, but the Board of Directors shall retain final approval.



**ARTICLE IX – Amendments to By-Laws**

These By-laws may be altered, amended, or repealed and new By-Laws may be adopted by a majority of the Board of Directors present at any meeting, providing that at least four (4) days written notice is given of the intention to alter, amend or repeal or to adopt new By-laws at such meeting. By-Laws shall be updated and approved every two (2) years.

Original by-laws approved on May 8, 2023.

Gregory J. Swiontek  
President  
Leyden Hockey Club

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Reuben Ruiz  
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