

## Cranberry Screaming Eagles By-Laws

Established January 17, 2017

**Revision 8/2021 – Original bylaws are present to be read but all text with strike through are original and amended bylaws are currently in red.**

### ARTICLE I -

A. This organization shall be known as the Cranberry Screaming Eagles

### ARTICLE II - OBJECTIVE

- A. The objective of this association shall be to administer, coordinate, instruct, condition physically and mentally: as well as to instill the ideals of good sportsmanship, honesty, courage and respect. in the children of our community, so that they may grow to be productive and healthy men and women.
- B. This objective will be achieved by providing competitive dek hockey teams at all appropriate levels.
- C. Screaming Eagles financial year will be from October 1 – September 30 yearly.

### ARTICLE III - GOVERNMENT

- A. The overall government of this association shall be under the supervision of the Executive Board. This board shall consist of the board positions of:
- President
  - Vice-President
  - Treasurer
  - Secretary
  - **Travel Director**

The members of the executive board will be appointed to their position until they resign or are replaced by a (~~2/3 majority vote of the board of directors.~~) **majority vote of the board of directors.**

- B. The Board of Directors consist of the Executive Board and four (4) trustees elected by the general membership. The term for the trustees will be (~~one (1) year~~) **two years** and will be elected by the general membership at the annual general membership meeting.
- C. The Director of Operations will be appointed by the board for a 3-year term. The Director of Operations is a non-voting member of the board.
- D. The Board of Directors will accept Applications for Head Coaching Positions (~~from July 1 to September 15~~). **Applications deadlines will be posted on the Screaming Eagles website.** The board will approve the head coaches' application for competency and compliance. Final placement of Coaches' will be the responsibility of the Director of Operations.
- E. The board shall develop policies and procedures to assist in the governance of the

organization. Policies and procedures shall be put forth in writing and approved by a majority vote of the board. Policies and procedures are not valid if they contradict any bylaw item.

#### ARTICLE IV - REVIEW BOARDS

- A. A Review Board consisting of the Executive Board, ~~Trustee~~, and Director of Operations shall be established for disciplinary purposes.
- B. **For review boards, Director of Hockey Operations will have a vote on discipline actions.**
- C. The Review Board shall meet in the event of problems regarding individual coaches, association members, board member or player. The procedure will be as follows:
  - a. The individual will be informed of the complaint.
  - b. All interested parties will present their grievances.
  - c. The accused will have an opportunity to refute the grievance.
- D. The Review Board will rule on the validity complaint based on the Information received. If the complaint is deemed valid, the individual will be give opportunity to conform to the Review Board's demands. In the event of nonconformance, the individual will be removed from his/her association position.
- E. **Complaints must be presented to a member of the Executive Board, in writing, ~~(within forty eight (48) hours of the incident.)~~** The Review Board must inform all parties of the complaint and convene a meeting within 30 days, to resolve the problem
- F. The Board of Directors, by a ~~(two-thirds (2/3))~~ **majority** vote at any dully constituted meeting. have the power to suspend or expel any member or player whose conduct is considered to be detrimental to this association.

#### ARTICLE V - MEETINGS

- A. The association will hold an annual general meeting ~~(in November)~~ **within 90 days of teams being selected**, at a time and place set by the Executive Board. Trustee members will be elected at this meeting.
- B. Special meetings may be called at any time by the President or upon request of at least two (2) members of the Board of Directors.
- C. The Board of Directors shall meet at a minimum of eight times per year. All meetings are open to general membership to attend.
- D. Any request to participate or comment must be submitted at least 48 hours in advance of any scheduled meeting.
- E. Robert's Rules of Order shall govern all meetings except where same conflicts with the by-laws of this association.

#### ARTICLE VI - MEMBERSHIP

- A. Any boy or girl meeting the requirements of age of ~~(United States Dek Hockey Federation guidelines is eligible to play.)~~ **PACT guidelines are eligible to play. In the**

event that PACT disbands and there is no governing authority age guidelines will be set by the Screaming Eagles board.

- B. The parents and/or guardians of all children participating in the programs offered are considered members and may attend all meetings.
- C. Any individual not qualified for membership as stated above and expressing a desire to join this association. will be reviewed by the Board of Directors at their next meeting following receipt of application in writing.

#### ARTICLE VII - FINANCIAL POLICY

- A. The Board of Directors shall decide all matters pertaining to the finances of this association. All income shall be placed in a common treasury. All money shall be dispensed in such a way that no team shall gain an advantage over another as determined by the Board of Directors.
- B. All accounts will be audited at the end of each year by a committee of three (3) member one (1) being an Executive Board member not the Treasurer.
- C. The Executive Board may authorize expenditures of up to one thousand five hundred (\$1,500) in emergency situations. These expenditures must be documented and presented at the next general membership meeting.
- D. All persons authorized to sign checks or to make deposits on any accounts of this association shall be bonded for a minimum of ten thousand dollars (\$ 10,000.00).
- E. **Hardship Fund: in the event Screaming Eagles has additional funds to be marked for a hardship fund the general membership member can make a request to the President or Vice President for funds from the Hardship Fund. The President and Vice President will then need to unanimously agree for funds to be released and will relay this information to the treasurer. Records will be kept of hardship fund financials but not the names of families. The President and Vice President will not be eligible to use hardship funds for their own families.**

#### ARTICLE VIII - COMMITTEES

- A. All committees shall be appointed by the President of this association. ~~The number of persons any committee shall not exceed six (6).~~
- B. Each committee shall have as it's chairperson a member of the Executive Board.
- C. The duties of the committee members are to investigate and report to the Executive Board information. and to make recommendations pertinent to that committee.
- D. The Executive Board shall decide for which event committees are needed.

#### ARTICLE VIII - AMENDMENTS

- A. New articles to these by-laws must be presented to the Executive Board in writing prior to the general membership meeting. The Board will review the proposed amendment. Copies of the amendment will be distributed in advance of the general membership meeting. The amendment will be read and discussed, and if necessary modified and voted on by all voting members present. A ~~two thirds (2/3)~~ majority vote is needed to pass. No absentee or proxy voting will be permitted.

- B. ~~Amendments to existing articles will follow the procedure described in Article XI paragraph-~~

#### ARTICLE X – VOTING

- A. All votes that are to take place will be conducted with a majority vote.
- B. President shall only receive voting privileges in a tie breaker vote, President will not vote unless there is a tie.

#### ARTICLE XI – ELECTIONS

- A. Elections for executive board members (President, Vice President, Secretary, Treasurer, Travel Director) will be conducted as follows:
  - a. Open position will be offered to sitting executive board members for application. If a sitting board member chooses to apply the board of directors will then vote.
  - b. If no sitting executive board member chooses to apply for open position the position will be offered to the general membership for applications.
  - c. Once application deadline has ended the board of directors will vote on applicants.
- B. If President resigns or is removed by a majority board of directors vote the sitting Vice President will have the option to take the President position without a vote from the board of directors. If the Vice President chooses to not take the President position, he/she will act as interim President until a new President is elected with the above referenced process.
- C. Trustees will be a general membership vote and applications will be received prior to the general membership meeting where new trustees will be elected for a two-year term.

#### Position Descriptions:

##### President:

The President of the Screaming Eagles shall be responsible for the following duties:

- A. Oversee the general day to day operations of the organization.
- B. Work with all board members to foster a healthy and productive environment for all members of the association.
- C. Answer emails, work directly with the secretary to send out mass communications.
- D. Attend and conduct all board meetings.
- E. Oversee and assist with separate committees.
- F. Represent Screaming Eagles in a professional and courteous manner
- G. Issue suspensions and listen to all member grievances and make determinations on appropriate response.

H. Work with Vice President on issuing hardship funds where appropriate.

I. Other duties as necessary.

Vice President:

The Vice President of Screaming Eagles shall be responsible for the following duties:

- A. Conduct board meetings if the President is unable.
- B. Act as interim President if President resigns or is voted out of position. Vice President will have the option to move into President position in the occurrence of the above situations.
- C. Attend board meetings as a voting member.
- D. Represent Screaming Eagles in a professional and courteous manner
- E. Chair a committee (if necessary)
- F. Work with President on issuing hardship funds where appropriate.
- G. Attend disciplinary appeal meetings and work with general membership members and the board for a solution to any grievances.

Secretary:

The Secretary of Screaming Eagles shall be responsible for the following duties:

- A. Assist with organizing rosters, coaching clearances, spreadsheets, etc.
- B. Create Google Docs/Forms as necessary and assigned by President or Vice President.
- C. Check coaching clearances yearly for expiration and accuracy.
- D. Answer emails sent to general Screaming Eagles email box.
- E. Send emails to organization as assigned by President or Vice President.
- F. Create email groups for yearly rosters and association members.
- G. Chair committee (if necessary).
- H. Other duties assigned from President or Vice President.

Treasurer:

The Treasurer of Screaming Eagles shall be responsible for the following duties:

- A. Monitor banking activity and balances

- B. Ensure all players are paid yearly.
- C. Ensure all teams have paid any team fees
- D. Collect and deposit team fees, fundraising profits, etc.
- E. Create Profit & Loss statement for annual Screaming Eagles tournament
- F. Create a year end Profit & Loss statement.
- G. File any tax records necessary for non-profit status.
- H. Report balance at board meetings.
- I. Chair committee (if necessary).
- J. Any other duties as assigned from President or Vice President.

Travel Director:

The Travel Director of Screaming Eagles shall be responsible for the following duties:

- A. Assist teams with travel and hotel arrangements for travel tournaments.
- B. Reserve hotel rooms and work with hotels for discounts and blocks.
- C. Register teams for local tournaments and work with local organizations to promote the Screaming Eagles annual tournament.
- D. Report to treasurer which teams are registered for local and out of state tournaments and report to treasurer how to pay for the tournament and report amount owed.
- E. Answer parent and team questions on travel.
- F. Chair committee (if necessary).
- G. Other duties assigned from President or Vice President.

Director of Hockey Operations:

The Director of Hockey Operations of Screaming Eagles shall be responsible for the following duties:

- A. Work with Board of Directors with ultimate decision of Director of Hockey Operations to select coaches annually.
- B. Represent Screaming Eagles in a professional and courteous manner.
- C. Communicate with local and out of state teams to maintain and foster good relationships

about tournaments and players.

- D. Work with organizations such as but not limited to USA Ball Hockey, NBHL, and United States Dek Hockey Federation to maintain good relationships and relay information to general membership on tryouts, and opportunities for these elite teams.
- E. Work closely with all coaching staff to set expectations and make his/herself available to answer questions or concerns from coaches.
- F. Host annual coaches meeting (virtually or in person).
- G. Maintain hockey operations yearly such as but not limited to ordering practices supplies (balls, clip boards, etc.), managing rosters and player expectations, fostering player development, fostering coach development.
- H. Act as PACT representative.
- I. Position is a non-voting board member but will have voting privileges in the event of a disciplinary hearing relating to hockey operations.
- J. Other duties assigned by President or Vice President

Trustees:

The Trustees of Screaming Eagles shall be responsible for the following duties:

- A. Assist executive board with duties as assigned which could be but are not limited to fundraising, apparel, uniforms, sorting apparel and uniforms, rosters, policies, travel arrangements, mass communication, score keeping, concession stands, etc.
- B. Other duties assigned by President or Vice President.
- C. Trustees are a two-year term unless trustee resigns or is voted out by a majority vote.
- D. Trustees are voted into the board of directors by the general membership at the annual general membership meeting.