

Inlet Mighty Loons Organization Bylaws

Adopted May 17, 2022 Revised March 27, 2025

Article 1 - Entity

The organization shall:

1. Have the name: Inlet Mighty Loons (IML)
2. Be organized under the umbrella of Inlet Town Board/Inlet Youth Commission (IYC).

Article 2 - Mission

Inlet Mighty Loons (IML) organization (Organization) shall develop and promote the sport of ice hockey and/or figure skating for boys and girls beginning with basic skating and continuing with recreational hockey/figure skating to competitive play at all ages. Its programs shall be designed to foster skills, fitness, teamwork, fair play and enjoyment of the sport at all levels. IML will not discriminate with respect to race, gender, creed, color, nationality, sexual orientation or disability.

In addition, IML will promote programs designed to educate players and parents about the sport of hockey/figure skating and develop public awareness. These programs will provide the opportunity for training for all interested parties.

Article 3 – Membership

Membership shall consist of individuals who abide by the IML Code of Conduct and meet any of the following:

1. Participate in any hockey/figure skating programs of the organization.
2. Are parents or guardians representing hockey/figure skating participants under the age of 18.
3. Individuals elected to the Board of Directors.
4. Are coaches and volunteers approved by the Board of Directors and registered with USA Hockey (USAH).

All Members who are 18 years and over shall:

- a. Participate in a variety of duties that will benefit the organization.
- b. Act as a voting body for the purposes of electing the BOARD OF DIRECTORS.
- c. Remain current with all financial obligations to the organization.

Article 4 – General Provisions

1. The fiscal year shall begin on June 1st and end on the following May 31st.
2. If required, IML will provide any requested documentation to the IYC audit.
3. The board shall review all fee schedules as submitted by the President and Treasurer upon completion and will vote on the approval of the Annual budget.
4. All operations of the organization are to be conducted in accordance with all state, federal and municipal laws.
5. IML shall hold no fewer than 4 meetings per year open to all members of IML, of which one of these meetings will be the Annual Membership Meeting.
6. All membership meetings must have posted notice at the Inlet Information Office at least two weeks prior to the scheduled meeting time and be shared on social media.
7. The Annual Meeting:
 - a. Will include a written financial report for the most recent year and shall be presented to the membership.
 - b. The election for the Board of Directors shall be held.
 - c. Shall be conducted in accordance with generally accepted Parliamentary Procedures.
8. The Board will make available to all members copies of the By-Laws and House Rules.
9. IML will abide by all NYSAHA and USA Hockey By-Laws, Rules, Regulations and Policies and Procedures, including but not limited to, those regarding the prevention of Physical and Sexual Abuse.
10. IML shall secure and submit Individual Membership Registration forms (IMRs) for all members and prepare team rosters for all teams.
11. All hockey participants will pay required fees as established by USA Hockey. All members, both hockey and figure skating will pay a required IML fee set out in the IML Hockey Rules and Regulations.
12. IML shall maintain a file of signed Waiver of Liability forms for each Participant, Coach and Volunteer.
13. All members, including coaches, volunteers and Board of Directors members, shall sign the IML Code of Conduct.

Article 5 – Amendment of By-Laws

1. Any adoption or amendment of the Bylaws may be proposed in writing by any member of the organization. Any proposed adoption or amendment of By-laws will be voted upon at the general membership meetings in that calendar year. A majority vote of the general membership in attendance is required to pass any adoption or amendment of the By-laws.
2. These By-Laws may be adopted, amended or repealed by the vote of (a) a majority of the Board of Directors, subject to ratification by the regular members of the Association, or (b) the members of the Association, provided that in either

event notice of the proposed adoption, amendment and/ or repeal and a copy of the specific by-law(s) to be adopted, amended or repealed, is provided not less than thirty (30) days in advance in the same manner as specified in Section 6 of Article 4 of these by-laws.

Article 6 – Board of Directors

The Board of Directors (BOD) shall:

1. Consist of no less than 7, and no more than 11, voting members
2. One of the Board Members shall be a member of the IYC board; this individual will be appointed by the IYC board and is not subject to vote by the membership or the remaining IML Board Directors.
3. Be nominated and elected by the membership.
4. Serve a two-year term.
5. Elect the organization's officers.
6. Be responsible for the financial management of the organization.
7. Have at least half of, plus one, members present at board meetings, one of which must be an officer, to constitute a quorum.
8. Have the authority to implement discipline procedures on any member who violates any regulations of the organization, including the Code of Conduct. The board may, at its discretion, suspend or remove from the organization, any member, including board members, found to be conducting themselves in a manner detrimental to the welfare of the organization.
9. Promote the interests and mission of the organization.
10. Approve all volunteer members.
11. Approve the appointment of:
 - a. The ACE/Coaching Director
 - b. The Learn to Skate Director
 - c. The Director of Hockey Operations and Equipment
 - d. The NYS/Community Liaison
 - e. The Registrar
 - f. All Head Coaches
 - g. The Fundraising Coordinator
 - h. The Social Media/Public Relations Coordinator
 - i. Individuals and committees to perform tasks necessary to the operation of the organization.
12. Conduct its meetings and conduct its responsibilities under the following rules and guidelines:
 - a. All proposals concerning the business of the organization must be approved with a majority vote of the quorum.

- b. A quorum vote is required for any change in the status of operational issues of the organization.
- c. Board membership may be terminated for less than 50% attendance at board meetings by a 2/3 majority vote of the board. Attendance in person is preferred but may be by video conference as necessary. All resignations from the board must be in writing.
- d. After acceptance of the previous month's meeting minutes, there will be a public comment session - 5 minutes max per person. Members who want to use this public comment session will submit all questions, comments and concerns no less than 48 hours prior. At no time will anyone be allowed to ask questions or comment on children, parents or any other members of the Inlet Mighty Loons by name. If there is a concern with a specific individual, members are asked to reach out to the organization's Vice President. Any board member receiving such questions, comments or concerns should redirect them to the Vice President.
- e. At the end of the meeting, there will be a second public comment session - 5 minutes max per person. If a question is submitted and there is not a clear cut, already established answer, the board reserves the right to table the question until the next meeting.
- f. The IML Board will announce meetings via social media, inviting members, at least 7 days in advance.
- g. If necessary, private and/or personnel matters will be handled by the IML board via executive session, after the conclusion of the general meeting.

13. Abide by the Code of Conduct:

The Board of Directors shall be guided by the following standards of conduct in the performance of their duties, and as members of the Organization:

- a. Exhibit commitment and loyalty to the Organization by implementing and abiding by its Mission Statement, policies, rules and directives.
- b. Follow the principles of due process and protect the civil and human rights of all individuals.
- c. Make no promises or statements without appropriate authority which would be binding or appear to be binding on the association.
- d. Dispense no special favors or privileges either for remuneration or reciprocal favors and accept no benefits of any kind which might be construed as influencing the performance of the member's duties.
- e. Maintain the highest level of personal and professional integrity. Conduct themselves in a professional manner at all times, including interaction with the Board and other members of the Organization.
- f. Never directly or indirectly solicit any gift for personal use or gain in connection with performance of Organization duties.
- g. Never disclose confidential information acquired in the course of a member's duties, except where required by law.

14. Vacancies

All vacancies on the Board of Directors shall be filled by a majority vote of the elected Directors upon nomination by the Vice President. Each new appointee will complete the term of his or her predecessor. In the event of a vacancy in the Presidency, the Vice President shall fill such vacancy.

Article 7 – Officers

Shall consist of: President, Vice President, Treasurer, and Secretary and are elected by a quorum of the Board of Directors. All terms will be one year. Officers may serve up to 6 (six) consecutive terms. After that time, they must vacate an officer position for 1 (one) term. Any elected Director, including current officers, is eligible to run for any officer's position.

1. The President shall:

- a. Call all BOD meetings, and act as presiding officer.
- b. Call no fewer than 4 meetings per year open to all members of IML, one of which will be the Annual Meeting for purposes of elections.
- c. Be responsible for proposing matters of business for approval by the Board.
- d. Serve as an ex-officio member of any committees created by the board.
- e. Submit the Annual Budget and Annual Financial Reports with the Treasurer.

2. The Vice President shall:

- a. Act on behalf of the President in his/her absence.
- b. Oversee the annual election process for Board of Director elections.
- c. Solicit applications for the ACE/Coaching Director to present to the BOD to be voted upon.
- d. Handle questions or comments from the general membership.

3. The Treasurer shall:

- a. Have primary responsibility for all financial matters.
- b. Prepare, with the President, Annual Budget and Annual Financial Reports.
- c. Manage the disbursement and collection of funds as directed by the board.
- d. Prepare monthly reports to provide the Board visibility of balances and budget execution.
- e. File appropriate forms for compliance with all applicable local, state and federal laws in a timely manner.
- f. Manage grant applications, monitoring and reporting.

4. The Secretary shall:
 - a. Record minutes of all meetings of the board and the general membership and have ready a copy of those minutes to each board member within 14 days of the next meeting.
 - b. Answer any correspondence as directed by the President or by vote of the board.
 - c. Maintain an archive of all meetings minutes for review at any time by the board.
 - d. Conduct all board election procedures within the Board and all membership meetings.
 - e. Maintain records of officer held terms, for purpose of term limitations.

5. Executive Committee (Committee):
 - a. The four (4) officers shall constitute the Executive Committee. If one is not available or has a conflict of interest with the matter(s) on which to be acted, the Committee may proceed with three (3) officers.
 - b. The Committee may act upon board matters that require urgent action which cannot be delayed until a regularly scheduled board meeting.
 - c. If the Executive Committee is designated to act, it shall have all powers of the board, specific and limited to the defined scope. Actions taken will be recorded and reported at the next full board meeting.

Article 8 – Board Appointed Positions

Board appointed positions are appointed by a majority vote of the board and are responsible for carrying out specific tasks as directed by the board and herein defined.

1. The ACE/Coaching Director

The Association Coaching & Education (ACE) /Coaching Director is an experienced individual with a strong coaching background who serves as the administrative link to USA Hockey and its Coaching Education Program (CEP). In this role, ACE/Coaching Director will organize and manage CEP requirements, assist the local association in the development of a well-trained coaching staff, promote parent education and provide clear goals and objective for player skill development. The ACE/Coaching Director shall:

- a. Establish safety guidelines for the program that at least meet the requirements of USA Hockey.
- b. Inform and monitor coaches about compliance with New York State Amateur Hockey Association (NYSAHA) coaching regulations.

- c. Be a member of the BOD as suggested by USA Hockey.
- d. Formulate and implement on ice programs and activities.
- e. Have the overall responsibility for the on-ice and off-ice training programs.
- f. Shall work with the LTS/INSTR Program Director
- g. Develop, with the coaches, an effective on ice program and rules of play guidelines for all teams and present it to the board for approval.
- h. Conduct coaches' meetings and training sessions for the betterment of the on-ice and off-ice programs.
- i. With the coaches, establish team rules in conjunction with the organization's Discipline Policy.
- j. Review the disciplinary actions of the Head Coaches and present serious infractions to the board for review.
- k. Widely solicit applications from individuals for the position of Head Coach and assistant coaches of each team and present all candidates for such positions for board approval for the next season, together with a recommendation or ranking of each candidate based on level of hockey experience, depth of general coaching experience, coaching experience with specific teams, coaching effectiveness, respect for League and USA Hockey rules, and communication skills with players, parents, and other coaches.
- l. Form teams and establish rosters with the Head Coaches.
- m. Review and approve rosters and changes with the Head Coaches and the Registrar.
- n. Be responsible for establishing on ice schedule for all practices.

2. The Learn to Skate and Instructional Hockey (LTS/INSTR) Director shall:

- a. Have overall responsibility for the on-ice aspects of the LTS/INSTR program.
- b. Work with the IML Registrar.

3. The Director of Hockey Operations shall be:

- a. Responsible for the organization and delivery of hockey programs
- b. Responsible to oversee the continued growth and development of the IML in-house programs.
- c. Work with each team on recruiting and retention.

4. The Director of Equipment shall:
 - a. Work with the ACE/Coaching Director to fulfill all equipment requirements for the on-ice and off-ice programs.
 - b. Ensure that all equipment is in acceptable and safe condition.
 - c. Be responsible for distribution and collection of all organization owned property.
 - d. Present to the board an annual equipment budget proposal.
 - e. Submit all equipment/invoices to the Treasurer for payment.
 - f. Submit all equipment requests, exceeding the equipment budget, to the board for approval.

5. The NYS/Community Hockey Liaison shall:
 - a. Attend all appropriate meetings of NYSAHA and USA Hockey.
 - b. Report to the board on all issues of compliance with NYSAHA.
 - c. Act on behalf of the organization with NYSAHA.
 - d. Work with the surrounding communities of Inlet, Old Forge, Eagle Bay and others as appropriate to further youth hockey within the region.

6. The Registrar shall:
 - a. Determine the eligibility of all participants in the on-ice program.
 - b. Oversee the registration process for all participants, including coaches.
 - c. Implement and monitor all insurance requirements for players and coaches.
 - d. Prepare and coordinate all roster requirements for the leagues, associations, and tournaments.
 - e. Coordinate with the ACE/Coaching Director any roster changes within the organization.
 - f. Maintain a database of the IML members' email addresses and contact information.
 - g. Monitor Safe Sport training and Background Screening checks as required by USA Hockey; this includes, but is not limited to, board members and coaches.

7. The Head Coaches shall:
 - a. Have the overall responsibility for the management of their assigned team.
 - b. Appoint assistant coaches in coordination with and approval of the ACE/Coaching Director and inform Registrar of such appointments within one (1) week of approval.

- c. Appoint team managers to handle team administrative responsibilities (i.e. scheduling, fundraising, team activities) and submit names and contact information to the BOD and the Registrar.
 - d. Satisfy all requirements of NYSAHA and USA Hockey.
 - e. Follow the rules and guidelines created with the ACE/Coaching Director.
 - f. Promote good sportsmanship on and off the ice.
 - g. Operate in a positive and values-based approach with the best interest of the players in mind.
8. The General Fund-Raising Coordinator shall:
- a. Coordinate activities that raise monies for the benefit of the organization.
 - b. Report to the Treasurer and the board on all activities.
9. The Social Media/Public Relations Coordinator shall:
- a. Arrange for publicity for the IML i.e. local media, city billboards and in the schools, especially for IML registration periods and tryouts and any events.
 - b. Oversee the IML Website and/or social media and work with coaches, team managers and others to ensure that it is current and correct.
 - c. Present to the board an annual budget proposal for publicity activities.
 - d. Submit all receipts to the Treasurer.
 - e. Submit all publicity-related requests, exceeding the publicity budget, to the board for approval.
 - f. Relinquish any and all administrative rights to any IML branded social media once leaving the position.

Article 9 – Elections

1. Any member may nominate themselves for a position on the Board of Directors.
2. All nominees must be in good standing with the program.
3. Nomination applications will be available to all members.
4. Nominees must include a statement of intent with their application.
5. Requests for candidacy must be submitted to the Secretary no later than 15 days prior to the posted election date. The Secretary shall post, in a location to be designated by the Board, 10 days prior to the election, at least one copy of the ballot with the ballot measures for membership to view.
6. Written requests for candidacy received after the deadline shall be eligible for write-in status by the membership but will not appear on the ballot. Write-in votes for candidates that have not submitted written intent to run shall not be counted.
7. Elections will be held once a year at the Annual Meeting by secret ballot.

8. The tally of votes will first decide the BOD positions up for election followed by positions that have been vacated during the previous year.
9. Positions vacated from the previous year will be filled for a one-year term only.
10. Members in good standing as defined in Article 3 are eligible to vote, with 1 vote per family, unless both are on the BOD.
11. All voters at the annual meeting must be certified by the IML Treasurer as having no unresolved financial obligations.

Article 10 - Disciplinary Action

1. Any member of the organization, including members of the Board of Directors, may file a grievance.
2. Any disciplinary action involving any member of the organization shall be reviewed by a Grievance Committee who will make its recommendations to the BOD. The board will vote on the recommendations and take appropriate action.
3. The Grievance (or Disciplinary) Committee shall be appointed by the President of IML as needed, consisting of an odd number and a minimum of three (3) impartial and uninterested board members, convened to address specific infractions. This committee will not be established in advance.
 - a. Any committee established must contain at least one board officer - (President, Vice President, Treasurer, Secretary)
 - b. The committee will collect information from all parties involved, conduct a formal hearing, and render a decision within 48 hours after the hearing, and communicate the outcome to the impacted parties in writing.
 - c. All IML disciplinary hearings will abide by and be consistent with USA Hockey's By-Law 10.
4. All disciplinary actions taken by the board must have notifications to the affected parties in writing.
 - a. Suspensions: two thirds vote of the board members present is required to suspend any member of the organization.
 - b. Expulsions: expulsion from the organization shall require a unanimous vote by the board members present at the meeting.
 - c. Appeals: If, upon receipt of disciplinary action, the affected party believes the sanction is unwarranted, a written appeal may be formally provided within 10 days of said hearing to the President or Vice President, as appropriate and in avoidance of conflict of interest. The matter will then be referred to the BOD for placement on the subsequently scheduled BOD meeting, a specially scheduled BOD meeting or of the Executive Committee (in-person or teleconference). This appeal review will not be open to the public. A simple majority decision will suffice for determination.

5. All parental concerns with the on-ice or off-ice program must be dealt with through the Head Coach and the ACE/Coaching Director. The parent or guardian may appeal to the board in writing if it is felt that the concerns were not addressed. The Board may then decide by majority vote to direct the ACE/Coaching Director on an equitable resolution.

Definitions:

BOD/Board - The Board of Directors

IML - The organization of Inlet Mighty Loons

Program - The recreational activity provided to the participants

LTS/INSTR - The Learn to Skate and Instructional Hockey program

Household - All members living in the home address listed on the participant's registration form.

Member in Good Standing - A member not in arrears of their financial obligation to this or any other Association and/or Program and who is not subject of disciplinary action by IML and/or any Program or NYSAHA or USAH.

USA Hockey By-Law 10, included in USA Hockey Annual Guides/Governance & Policies: www.usahockey.com/annualguide