

Pennsylvania
Interscholastic
Hockey
League
(P.I.H.L.)

By Laws

PIHL By Laws -- Contents

Article I – Organization

- Section 1: Name
- Section 2: Registered Address
- Section 3: Registered Agent
- Section 4: Non-Profit Status
- Section 5: Exempt Status
- Section 6: Use of Funds
- Section 7: Fiscal Year
- Section 8: Authority to Conduct Business
- Section 9: Parliamentary Procedures
- Section 10: Financial Statements
- Section 11: Dissolution

Article II – Purpose

Article III – The Board of Governors

- Section 1: Active Members and Associate Members
 - (a) Active Member
 - (b) Associate Member – Voting
 - (c) Associate Member – Nonvoting
 - (d) Membership in the Board of Governors
 - (e) Termination of Membership
- Section 2: Application for Admission
- Section 3: Admission Procedure
- Section 4: Escrow Deposit
- Section 5: Number of Teams
- Section 6: Cooperative Sponsorship
- Section 7: Expulsion
- Section 8: Voting Rights

Section 9: Right to Hold Office

Section 10: Advisory Referenda

Section 11: Annual Meeting and Regular Meetings

Section 12: Notice and Quorum

Section 13: Annual Meeting Recommended Order of Business

Section 14: Special Meetings

Article IV – Executive Committee of the Board of Governors

Section 1: Executive Committee

Section 2: Election of Executive Committee

Section 3: Terms of Office

Section 4: Duties of Executive Committee

Section 5: Regular Meetings

Section 6: Special Meetings

Section 7: Quorum

Section 8: Non Voting Representative

Section 9: Recommended Order of Business

Section 10: Personal Liability of Directors and Officers

Section 11L Resignation

Section 12: Expulsion

Section 13: Recall by Board of Governors

Section 14: Activities Funds

Article V – Conferences and Divisions

Section 1: Composition

Section 2: Assignment to Conferences and Divisions

Article VI – Officers and Administrators (duties)

Section 1: President

Section 2: Elected Vice Presidents

Section 3: Recording Secretary

Section 4: Treasurer

Section 5: Rules Interpreter

Section 6: Past President

Section 7: Commissioner of the League

Article VII – Committees

Section 1: Creation of Committees

Section 2: Membership on Committees

Section 3: Standing Committees

Section 4: Ad Hoc Committees

Article VIII – Amendments to the By Laws

PIHL By Law History

PENNSYLVANIA INTERSCHOLASTIC HOCKEY LEAGUE, INC.

ARTICLE I

ORGANIZATION

SECTION 1: NAME.

The Association shall be incorporated as a non-profit corporation under the laws of the Commonwealth of Pennsylvania and shall be named The PENNSYLVANIA INTERSCHOLASTIC HOCKEY LEAGUE, INC. (the "League" or the "Corporation").

SECTION 2: REGISTERED ADDRESS.

The registered address of the League shall be the business office of the Commissioner of the League or at such place as designated from time to time by the Executive Committee of Board of Governors (the "Executive Committee") as required to carry out the affairs of the League.

SECTION 3: REGISTERED AGENT.

The registered agent of the League shall be the Recording Secretary of the Corporation.

SECTION 4: NON-PROFIT STATUS.

The League is organized as a non-profit corporation in the Commonwealth of Pennsylvania on a non-stock membership basis, not involving pecuniary gain or profit for any of its members, for a term of perpetual existence.

SECTION 5: EXEMPT STATUS.

The League shall be organized and shall operate exclusively as an exempt organization within the meaning of Section 501 (c)(3) of the Internal Revenue Code of 1986, as amended, and as may be amended in the future.

SECTION 6: USE OF FUNDS.

All funds and property of the League shall be used and distributed exclusively for the purposes of the League as set forth in Article II, hereunder and as may be permitted by law.

SECTION 7: FISCAL YEAR.

The fiscal year of the League shall begin June 1 and end on May 31 of the following year.

SECTION 8: AUTHORITY TO CONDUCT BUSINESS.

Subject to any limitations of Subchapter F, "Exempt Organizations," Subtitle A, Chapter 1, of the Internal Revenue Code of 1986, as amended, the League shall be authorized to:

- (a) purchase, own, invest, construct, develop, operate, manage, lease and sell real and personal property of every type and description;
- (b) acquire, maintain, improve, convey, assign, dispose of, mortgage or lease any real estate or other property of any type, and any personal or mixed property necessary to its operation;
- (c) borrow money and issue evidence of indebtedness in furtherance of any and all of

the objects of its business; to secure the same by deed of trust, bond, pledge, or other lien;

(d) enter into any kind of activity and to perform and carry out contracts of any kind necessary to or in connection with, or incidental to the accomplishment of the purposes of the League, and;

(e) any other act permitted by law

SECTION 9: PARLIAMENTARY PROCEDURES.

All meetings shall be governed by rules of parliamentary procedure. Robert's Rules of Order shall govern questions of procedure

SECTION 10: FINANCIAL STATEMENTS.

Financial statements shall be prepared in accordance with the duties of the Treasurer as set forth in the by-laws.

SECTION 11: DISSOLUTION.

The League may be dissolved only by a two-thirds (2/3's) vote of the Board of Governors, as defined herein.

In the event of liquidation or dissolution of the League, or in the event that it shall cease to carry out its purposes, all funds and property of the League shall be distributed to non-profit corporations with purposes similar to those as set forth in Article II, hereunder, and which are exempt organizations as set forth in the preceding Section 4 of this Article I, that the Executive Committee may select, or to the Federal government or to a state or local government for a public purpose and in no event shall any of the funds or property be distributed to any members or used for any other purpose.

ARTICLE II

PURPOSE

The PENNSYLVANIA INTERSCHOLASTIC HOCKEY LEAGUE, LTD. is a non-profit organization operating competitive interscholastic hockey programs for the benefit of youth in Pennsylvania and adjacent areas. The express purposes of the Corporation are:

- (a) to develop character, sportsmanship and physical fitness among the youth of Pennsylvania and adjacent areas while promoting and encouraging both educational and cultural experiences;
- (b) to promote, encourage and improve the standard of interscholastic hockey on a local, state and national level and to support and develop amateur athletics for local, state and national competition;
- (c) to associate with other amateur ice hockey associations;
- (d) to conduct an amateur interscholastic hockey program consistent with the rules and regulations of USA Hockey, Inc.; the Mid-American District Hockey Association; and, as consistent as practicable with the needs of interscholastic hockey, with rules and regulations of any successor(s) to the above;
- (e) to perform or participate in such other educational activities as may be necessary to facilitate the achievement of the foregoing purposes, and;
- (f) to participate in such other activities as

permitted by and constituent with these by-laws.

ARTICLE III

THE BOARD OF GOVERNORS

SECTION 1: ACTIVE MEMBERS AND ASSOCIATE MEMBERS.

(a) Active Member

An Active Member of the Board of Governors shall be defined as any association or organization, incorporated or unincorporated: 1) affiliated with a public or private-school located within the Commonwealth of Pennsylvania; 2) who has been approved as a club or organization according to the policies and/or rules of the affiliated school district or high school; 3) who makes payments in accordance with a funding schedule established by the Executive Committee toward the participation in recurring programs offered by the League and who has paid all fines and financial penalties imposed pursuant to the written policies and procedures of the League; 4) who maintains at least one hockey team, at any level, that participates in an established League schedule, consisting of players who attend or who are eligible to attend and participate in the interscholastic athletic programs of the affiliated school district or school; and 5) is a member in good standing of USA Hockey or any successor.

(b) Associate Member - Voting

Associate Members - Voting of the Board of Governors shall be organizations or associations who meet the requirements for Active

Membership but are not located within the Commonwealth of Pennsylvania. Associate Members - Voting shall have all of the rights of Active Members except that the teams of Associate Members - Voting shall not participate in post-regular season competition in games that are used to determine the League or Pennsylvania state champion.

(c) Associate Member - Nonvoting

Associate Member - Nonvoting of the Board of Governors shall be organizations or associations who meet the requirements for Active Membership but are organizations that cannot maintain at least one hockey team consisting of players who attend or who are eligible to attend and participate in the interscholastic athletic programs of the affiliated school district or school. Associate Members - Nonvoting may cooperatively sponsor hockey teams between or among affiliated school districts or schools.

(d) Membership in the Board of Governors

The entire list of Active Members and Associate Members, Voting and Nonvoting, as maintained on the records of the League shall constitute the of the Board of Governors.

(e) Termination of Membership

In the event of voluntary termination of participation or termination for cause as provided in Article III, Section 7, in any of the recurring programs of the League by any Member, such Member shall forfeit its membership status and shall no longer be considered part of the Board of Governors and shall no longer enjoy the privileges of such membership.

SECTION 2: APPLICATION FOR ADMISSION.

Any association wishing to apply for league membership shall provide, by April 1st, the following to the League Commissioner:

- (a) Letter of Application.
- (b) A registration fee of One Hundred Dollars (\$100.00) which is nonrefundable in the event the request for membership is denied.
- (c) Letter of Approval from the represented public school district or private school confirming club formation and school affiliation.
- (d) Tentative team roster(s) including the name, address, grade level, school presently attending and experience level of each player.
- (e) The name, address, certification and statement of experience for each coach.
- (f) A letter from a manager of a local ice arena confirming the specific scheduled practice times for the team(s).
- (g) A proposed budget and a statement specifically itemizing how funding for the Association will be secured.
- (h) The name, address and telephone number of each officer of the Association, a description of the organization and administrative structure of the Association, and a copy of the Association's by-laws.
- (i) A specific description, including any colors and logo, of the proposed sweaters/jerseys of the teams, including home and away for a varsity

team. A photograph or drawing may be included if available.

- (j) Any such additional information as shall be deemed necessary by the League Commissioner.
- (k) Any application received after April 1st shall not be considered for the forthcoming season.

SECTION 3: ADMISSION PROCEDURE.

The admission process for membership to the Board of Governors shall be as follows:

- (a) Upon receipt by the League Commissioner of all of the application documents required in Section 2, above, the request for membership shall be placed on the agenda of the next regularly scheduled meeting of the Executive Committee.
- (b) The Association seeking membership shall appear before the Executive Committee and present its application, followed by examination by members of the Executive Committee.
- (c) The Executive Committee shall present the request for membership to the Board of Governors at the next regular meeting of the Board of Governors together with a report from the Executive Committee relative to the application for membership. Discussion by the Board of Governors on the application shall be permitted and the Association seeking membership shall be available for examination by any member of the Board of Governors.
- (d) The Board of Governors, upon motion and second of any member in attendance, shall vote

on the application for membership. Membership shall be approved by a majority of a quorum of the Board of Governors.

SECTION 4: ESCROW DEPOSIT.

Each Association shall deposit money into escrow pursuant to the written policies and procedures of the League.

SECTION 5: NUMBER OF TEAMS.

The number of teams per association shall be limited by the number approved each year by the Executive Committee.

SECTION 6: COOPERATIVE SPONSORSHIP.

Cooperative sponsorship of teams between or among schools of Active and Associate - Voting Members is prohibited, including but not limited to, cooperative sponsorship within a school district and/or adjacent school districts.

SECTION 7: EXPULSION.

Any Member may be expelled, for cause, after due notification and upon conduct of a hearing before the Executive Committee, by vote of two-thirds (2/3^s) of the entire Executive Committee. All such hearings are to be open to members of the Board of Governors.

Cause shall be for failure to make payments in accordance with a funding schedule established by the Executive Committee of fees toward the participation in the recurring programs offered by the League, or for two (2) or more violations of these by-laws or any written policies and procedures adopted by the League.

The Recording Secretary shall provide at least ten days' notice to the Member in question and the members of the Executive Committee prior to the regular or special meeting at which the matter is to be resolved. Notice may be by United States Mail, telephone, facsimile transmission or email.

The Member shall be afforded the opportunity to speak and be heard, present witnesses to testify and to question other witnesses on its behalf prior to any final disposition by the Executive Committee.

The findings of the Executive Committee shall be reduced to writing within ten (10) days of the hearing.

The Member subject to expulsion by the Executive Committee shall have the right to appeal to the Board of Governors at any regular or special meeting of the Board of Governors. Two-thirds ($\frac{2}{3}$ s) of the Board of Governors shall be required to overturn the Executive Committee.

SECTION 8: VOTING RIGHTS.

Each Active or Associate Member - Voting in attendance at the Annual Meeting and any regular or special meetings of the Board of Governors shall be entitled to one vote in the election of members to the Executive Committee and all other matters brought before the Board of Governors.

Two-thirds ($\frac{2}{3}$ s) of the Board of Governors shall be required to overturn any action of the Executive Committee.

Attendance at the Annual Meeting, regular meetings and any Special Meetings of the Board of Governors by each Member is mandatory. Failure of an Member to attend any properly noticed meeting of the Board of Governors shall subject that Member to such fines and other penalties that may be established by the Executive Committee in the written policies and procedures of the League.

SECTION 9: RIGHT TO HOLD OFFICE.

Any person at least eighteen (18) years of age is entitled to run for a position on the Executive Committee of the Board of Governors under the procedures established by these by-laws.

SECTION 10: ADVISORY REFERENDA.

Upon request in writing and witnessed by one-quarter ($\frac{1}{4}$) of the Board of Governors, the Executive Committee shall, or upon its own initiative may, submit any question to the Board of Governors for a mail referendum vote which shall be advisory only.

SECTION 11: ANNUAL MEETING AND REGULAR MEETINGS.

- (a) The annual meeting of the Board of Governors shall be the first order of business in April of each year.
- (b) There shall be regular meetings of the Board of Governors at least in August, September, November and January.

SECTION 12: NOTICE AND QUORUM.

Written notice shall be given, by United States mail, email, official league web-site, facsimile transmission or by direct distribution to each Member entitled to a vote at the Annual Meeting and any regular meeting and may also be posted in a conspicuous locations frequented by the at least seven (7) days prior to such Annual Meeting. The notice of Annual Meeting shall include the list of any persons presented by the Nominating Committee to run for positions on the Executive Committee and the text of any amendments to the By-Laws which will be presented for approval at that meeting.

A quorum at the Annual Meeting and any regularly scheduled meetings of the Board of Governors shall be determined as follows: the total number of members of the Board of Governors divided by two (2); delete any fraction; and, add one (1).

SECTION 13: ANNUAL MEETING RECOMMENDED ORDER OF BUSINESS.

The order of business at the Annual Meeting, unless amended by majority vote of those present shall be as follows:

- (a) Call to order;
- (b) Minutes of the last Meeting;
- (c) Nominating Committee Reports;
- (d) Nominations from the floor;
- (e) Election of members to the Executive Committee;
- (f) Treasurer's Report;
- (g) Executive Committee Reports;
- (h) Standing Committee Reports;
- (i) Other Committee Reports;
- (j) Other business; and,
- (k) Adjournment.

SECTION 14: SPECIAL MEETINGS.

Special Meetings of the Board of Governors, which may consider one (1) subject matter and one (1) subject matter only, may be called by the President, any elected Vice President or by written request to the President of at least one-third (1/3) of the members of the Board of Governors. The Recording Secretary, or his or her designee, shall notify the Board of Governors of the time and place of such meetings at least seven (7) days in advance. Notice may be by telephone, facsimile transmission, official league web-site, or email. The subject matter of the meeting shall be specifically set forth in the notice.

Any elected Vice President must call a Special Meeting if at least one-third (1/3) of the members of the Division of the elected Vice President vote to call a Special Meeting.

A super quorum must be present at a Special Meeting in order to conduct any business on behalf of the League. A quorum for Special Meetings shall be determined as follows: the total number of members of the Board of Governors divided by three (3); multiply by two (2); delete any fraction; and, add one (1).

Approval of the business before a Special Meeting requires an affirmative vote of two-thirds (2/3's) of the Board of Governors.

ARTICLE IV

EXECUTIVE COMMITTEE OF THE BOARD OF GOVERNORS

SECTION 1: EXECUTIVE COMMITTEE.

The property and affairs of the League shall be managed by an Executive Committee composed of seven (7) elected officers and the Past President who do not need to be selected from persons affiliated with the Board of Governors. The Executive Committee shall consist of the President, four

(4) Vice Presidents elected by geographic division, Recording Secretary, Treasurer, and Past President. All members of the Executive Committee, with the exception of the President and Past President, shall be entitled to one (1) vote and shall be designated as voting members. The President shall be entitled to one (1) vote in the event of a tie vote of the voting members of the Executive Committee. The Past President shall not have a vote but may participate in discussions and deliberations before the Executive Committee. The position of Past President shall be held by the most immediate Past President for a term not to exceed one (1) year.

SECTION 2: ELECTION OF EXECUTIVE COMMITTEE.

Officers of the Executive Committee shall be elected at the Annual Meeting. An officer may succeed himself or herself for an indefinite number of terms so long as duly elected. Election shall be by a plurality of a quorum of the Board of Governors.

In the event of a vacancy due to resignation, expulsion or any other reason for any position other than Past President, the Executive Committee, within thirty (30) days, shall elect a person to fill the vacancy for the remainder of the term. Election shall be by a plurality of a quorum of the Executive Committee.

SECTION 3: TERMS OF OFFICE.

Except as provided below, Officers elected at the Annual Meeting shall serve for two (2) years with their terms expiring following the Annual Meeting two years after election.

The President, Treasurer, and Recording Secretary shall be elected in odd numbered years. The Vice President North, Vice President South, Vice President East, and Vice President West shall be elected in even numbered years.

SECTION 4: DUTIES OF THE EXECUTIVE COMMITTEE.

The duties of the Executive Committee shall include:

- (a) To manage the business, property and affairs of the League;
- (b) To formulate written Administrative Policies and Procedures and determine the overall conduct and standards of the hockey programs to be administered by the League, including but not limited to, establishing playing rules for the League. Playing rules may be changed or amended only at the next regularly scheduled meeting of the Board of Governors subsequent to the Annual Meeting or at a Special Meeting of the Board of Governors;
- (c) To establish budgets, and set fees and establish fines for the League;
- (d) To review and recommend to the Board of Governors committee proposals;
- (e) To review and act upon any temporary decision of the President; and,
- (f) To hire a Commissioner for the League.
- (g) To fill any vacancies which may occur on the Executive Committee;
- (h) To be responsible to handle issues between regular and special meetings of the Board of Governors or the Executive Committee but the Executive Committee must inform the Board of Governors of such actions after the fact and seek by-law amendments to account for

such occurrences, if appropriate.

- (i) To rule on disciplinary actions as may be required which are not set forth in these by-laws or in the written policies and procedures or in the playing rules of the League.

SECTION 5: REGULAR MEETINGS.

Regular meetings of the Executive Committee shall be held not less than four (4) time per fiscal year at times and places to be determined by the President. The Recording Secretary, or his or her designee, shall notify all Executive Committee Members of the time and place of such meeting at least five (5) days in advance. Notice may be by United States mail, telephone, facsimile transmission, official league web-site or email. At least one (1) regular meeting of the Executive Committee shall be held in August of each year at which, unless previously adopted by the Executive Committee, a budget for the current fiscal year shall be approved and Members shall be assigned to Conferences and Divisions in accordance with Article V. All regular meetings of the Executive Committee shall be open to the Board of Governors.

A voting member of the Executive Committee may also participate in a regular meeting of the Executive Committee and count for the purposes of determining a quorum by live video-conference or live speaker phone.

SECTION 6: SPECIAL MEETINGS.

Special Meetings of the Executive Committee may be called by the President, or by written request to the President, of at least three (3) members of the Executive Committee. The Recording Secretary, or his or her designee, shall notify members of the Executive Committee of the time and place of such meetings at least five (5) days in advance. Notice may be by United States mail, telephone, facsimile transmission, official league web-site or email.

SECTION 7: QUORUM.

A quorum of the voting members of the Executive Committee must be present at any regular or special meeting of the Executive Committee. A quorum at any regular or special meeting of the voting members of the Executive Committee shall be determined as follows: the total number of voting members of the Executive Committee divided by two (2); delete any fraction; and, add one (1).

The President and Past President shall not be included in determining whether a quorum of the Executive Committee exists.

SECTION 8: NONVOTING REPRESENTATIVE

The Associate Members - Nonvoting in attendance at the Annual Meeting of the Board of Governors shall have the right to select a representative to the Executive Committee who shall have the right to attend and participate in all regular and Special Meetings of the Executive Committee but who shall not have the right to vote.

SECTION 9: RECOMMENDED ORDER OF BUSINESS.

The order of business for meetings of the Executive Committee shall include, but not be limited to:

- (a) Roll call of the Executive Committee;
- (b) Minutes of the previous meeting;
- (c) Treasurer's report;
- (d) Vice President's Reports;

- (e) Commissioner's Report;
- (f) Communications;
- (g) Standing Committee Reports;
- (h) Other Committee Reports;
- (i) Old Business;
- (j) New Business; and,
- (k) Adjournment.

SECTION 10: PERSONAL LIABILITY OF DIRECTORS AND OFFICERS.

No Director or Officer shall be liable in any manner for any debts or obligations of the Corporation and shall not be subject to any manner of assessment by virtue of his membership and the Corporation will indemnify and hold harmless any Director or Officer against any claim of liability by or to any person other than the Corporation, in respect of any act or failure to act so long as such act or failure to act was performed in such manner determined by him to be in the best interest of the Corporation, and so long as he was not guilty of gross negligence, misconduct or breach of a fiduciary obligation in such act or failure to act. It is the intent of the Corporation that this provision of the By-Laws comply with 15 Pa. C.S.A. § 5713.

SECTION 11: RESIGNATION.

Any member of the Executive Committee may resign as an officer of the League or member of the Executive Committee at any time, upon written notice of his or her desire to do so, delivered to the President or Recording Secretary.

SECTION 12: EXPULSION.

Any Executive Committee member may be subject to

removal upon missing four (4) Executive Committee Meetings within a fiscal year, or for failure to discharge the normal duties of an Executive Committee member, or for conduct detrimental to the League, after due notice and opportunity for a hearing, by a vote of two-thirds (2/3's) of the Executive Committee at any regular or special meeting. Two-thirds (2/3's) of the Executive Committee shall be determined as follows: the total number of members present of a quorum of the Executive Committee divided by three (3); multiply by two (2); delete any fraction; and, add one (1).

The Recording Secretary, or his or her designee, shall provide at least five (5) days' notice to the member in question and to the other members of the Executive Committee prior to the regular or special meeting at which the matter is to be resolved. The member shall be afforded the opportunity to be heard at the meeting. Notice may be by telephone, United States mail, facsimile transmission or email.

SECTION 13: RECALL BY BOARD OF GOVERNORS.

Any member of the Executive Committee may be recalled and removed from office by the Board of Governors at a Special Meeting. An officer may be recalled by two-third's (2/3's) vote of the Board of Governors which shall be determined as follows: the total number of members of the Board of Governors at the Special Meeting divided by three (3); multiply by two (2); delete any fraction; and, add one (1).

SECTION 14: ACTIVITIES FUNDS.

Any person, association, partnership, corporation or estate may establish or participate in any activities fund administered by the Executive Committee or its designate, to further the purposes of the League. Participation in such a fund shall carry with it no voting rights or other privileges of membership.

ARTICLE V

CONFERENCES AND DIVISIONS

SECTION 1: COMPOSITION.

As may be reasonably practicable by geographic considerations, the active and associate members - voting shall be divided, as numerically equally possible, into two (2) conferences as designated by the Executive Committee as the Northeast Conference and the Southwest Conference. Each conference, as may be reasonably practicable by geographic considerations, shall be divided, as numerically equally as possible, into at least two (2) divisions.

SECTION 2: ASSIGNMENT TO CONFERENCES AND DIVISIONS.

The Executive Committee shall promulgate rules and/or administrative guidelines relative to the competitive classification of Members' teams and shall, no later than the August meeting of the Executive Committee, assign each Members to a Conference and Division.

ARTICLE VI

OFFICERS AND ADMINISTRATORS

SECTION 1: PRESIDENT.

The duties of the president shall include, but not be limited to, the following:

- (a) To preside at all regular or special meetings of the Board of Governors or Executive Committee. The President may not preside over meetings concerning the removal of the President or at that part of any meeting consisting of the

election of the President where the President is a candidate for office;

- (b) To call special meetings of the Board of Governors or Executive Committee;
- (c) To make decisions on questions not provided for in the By-Laws or rules until the next regular or special meeting of the Executive Committee;
- (d) To represent, or designate suitable representation for, this League at other hockey association meetings;
- (e) To appoint chairpersons of any Standing Committees of the League, subject to the approval of the Executive Committee; and,
- (f) To serve as an ex-officio member of all committees;

(g) To perform any other duties as may be specially assigned by the Executive Committee.

(h) To appoint, at the discretion of the President and before the first regularly scheduled league game, one of the Elected Vice Presidents who shall assume such duties and powers of the President in his or her absence.

SECTION 2: ELECTED VICE PRESIDENTS.

The duties of the elected Vice Presidents shall include, but not be limited to the following:

- (a) When appropriate, to conduct monthly informational meetings of their assigned

divisions for such purposes as the Executive Committee may direct or as may be established in the written Administrative Policies and Procedures of the League.

An informational meeting of the divisions shall not be required in any month where a regular or special meeting of the Board of Governors has been scheduled;

- (b) The Vice Presidents are mandated to transfer communication from the President, League Commissioner, and/or Executive Committee to the members in their respective divisions in a prompt manner in order to insure efficient and timely communication from the League to their assigned division.
- (c) To assume such other duties as may be assigned by the President or the Executive Committee.

SECTION 3: RECORDING SECRETARY.

The duties of the Recording Secretary shall include, but not be limited to, the following:

- (a) To record the attendance and Minutes of all regular or special meetings of the Executive Committee and the Board of Governors;
- (b) To notify the Members of the time and place of the Annual Meeting or any Special Meetings of the Board of Governors;
- (c) To notify members of the Executive Committee of regular and special meetings;
- (d) To advise the Executive Committee on a regular basis regarding absences of Executive

Committee officers;

- (e) In providing notification to members of the Board of Governors and to the Executive Committee, the Recording Secretary may appoint a designee; and,
- (f) Such other duties as may be specifically assigned by the Executive Committee.

SECTION 4: TREASURER.

The duties of the Treasurer shall include, but not be limited to, the following:

- (a) To receive and/or supervise receipt of all funds due the League and the deposit of same into an insured bank on account in the name of the League. The Treasurer shall furnish a security bond as the Executive Committee may deem necessary, the cost of which shall be paid by the League;
- (b) To supervise the preparation of regular monthly reports and an annual report or review in April as to the finances of the League and to provide sufficient copies of the same to the Executive Committee and the Board of Governors;
- (c) To supervise the preparation and filing any financial or statutory reports or filings as may be required by governing agencies;
- (d) To supervise the maintenance of ledgers and other books of account, which may be audited at the request of the Executive Committee; and,
- (e) Such other duties as may be specifically assigned by the Executive Committee.

SECTION 5: RULES INTERPRETER.

There shall be a Rules Interpreter who shall be appointed by the Executive Committee. The Rules Interpreter shall not be an officer of the Corporation and shall not have a vote in matters that may be brought before the Executive Committee. The duties shall include, but not be limited to the following:

- (a) To assume the responsibilities for interpretation of the League Rules in accordance with the procedures set forth in the Rules and/or as may be established in the written Administrative Policies and Procedures of the League.
- (b) To attend meetings of the Executive Committee.
- (c) To assume such other duties as may be assigned by the President or the Executive Committee.

SECTION 6: PAST PRESIDENT

The Past President shall be a non-voting member of the Executive Committee and shall provide guidance and counsel to the President and perform such other duties as may be specifically assigned by the President or the Executive Committee.

SECTION 7: COMMISSIONER OF THE LEAGUE.

The Commissioner of the League shall be an employee of the Corporation who shall report to the President and advise and counsel the Executive Committee.

The duties of the Commissioner of the League shall include, but not be limited to, the following:

- (a) To administer the-day-to day functions of the League and the respective programs offered by the League including, but not limited to, scheduling, discipline, and Member relations;
- (b) To assume responsibility for League correspondence;
- (c) To coordinate the registration of individual players, coaches and any other individuals required to be registered by USA Hockey;
- (d) To act as liaison between Members and the Executive Committee;
- (e) Subject to approval of the Executive Committee, to negotiate contracts for the purchase of ice, the hiring of referees, emergency medical technicians, and security and such other transactions as may be necessary to conduct the League's business;
- (f) Subject to the direction and supervision of the Treasurer, to provide regular monthly reports and an annual report as to the operations and finances of the League;
- (g) Subject to the direction and supervision of the Treasurer, to prepare and file any financial or statutory reports or filings as may be required by governing agencies;
- (h) Subject to the direction and supervision of the Treasurer, to prepare all accounts payable and receivable and keep and maintain ledgers and other books of account, which may be audited at the request of the Executive Committee;
- (i) To coordinate the scheduling of all League competition;

- (j) To coordinate the scheduling of referees and coordinate, with the appropriate hockey officials' associations, the evaluation and assignment of referees;
- (k) To coordinate the training and scheduling of League Representatives as may be required by the League Rules and/or written Administrative Policies and Procedures;
- (l) To coordinate the scheduling of emergency medical technicians and security;
- (m) To coordinate, develop, and supervise membership in accordance with the League Rules and/or written Administrative Policies and Procedures;
- (n) To maintain team standings and statistics for all teams and individual player statistics at the varsity level;
- (o) To schedule disciplinary hearings;
- (p) To supervise and coordinate all public relations for the League, including but not limited to being the exclusive liaison with all media with respect to League schedules, standing, statistics, League play-offs and the selection of all-star teams, if any;
- (q) To attend all meetings of the Executive Committee;
- (r) To supervise and coordinate all fundraising activities for the League and report any and all such activities to the Executive Committee;
- (s) To interview and select additional staff members,

outside professionals and vendors necessary to conduct the business of the League and submit selected candidates for final approval by the Executive Committee; and,

- (t) Such other duties as may be specifically assigned by the President.

ARTICLE VII

COMMITTEES

SECTION 1: CREATION OF COMMITTEES.

The President, with the approval of the Executive Committee, may create and empower Committees to address requirements or the operations of the League. The number of committee members assigned to any committee shall be determined by majority vote of a quorum of the Executive Committee.

SECTION 2: MEMBERSHIP ON COMMITTEES

Committee members shall be appointed by the President subject to the approval of a majority of a quorum of the Executive Committee. Committee members may be members of the Executive Committee, the Board of Governors and/or volunteers from the general public who do not need to be persons affiliated with a member of the Board of Governors. No more than one-fourth ($\frac{1}{4}$) of the total number of members of any committee shall consist of volunteers from the general public.

With the exception of the Nominating Committee, at least one (1) member of each committee shall be a member of the Executive Committee.

SECTION 3: STANDING COMMITTEES

The President, with the approval of a majority of a quorum of the Executive Committee, shall create and appoint members to the following committees which shall be the standing committees: Nominations; By-Laws; Finance, and; Playing Rules.

Any recommendations or proposals of any standing committee may be reported first to the Executive Committee before reporting directly to the Board of Governors at any Annual, regular or Special Meeting of the Board of Governors.

SECTION 4: AD HOC COMMITTEES

The President, with the approval of a majority of a quorum of the Executive Committee, may, at the discretion of the Executive Committee, create and appoint members to an ad hoc committee to address any matter that may be assigned by the Executive Committee.

Any recommendation or proposals of any ad hoc committee shall be reported to the Executive Committee. The Executive Committee may, at its discretion, report the findings, recommendations and proposals of any ad hoc committee to the Board of Governors.

ARTICLE VIII

AMENDMENTS TO THE BY-LAWS

These By-Laws may be amended at an Annual or Special Meeting of the Board of Governors by including the proposed amendment in the notice of Annual or Special Meeting and having the Board of Governors vote on the proposed amendment.

The approval of two-thirds (2/3's) of the Board of Governors is required to pass a

proposed amendment. Two-thirds ($\frac{2}{3}$ s) of the Board of Governors shall be determined as follows: the total number of members of the Board of Governors present at the meeting divided by three (3); multiply by two (2); delete any fraction; and, add one (1).

PIHL BY- LAWS – HISTORY

Adopted and Amended:	24 August 1999
Amended:	23 September 1999
Revised and Amended:	11 September 2002
Revised and Amended:	8 October 2003
By-Laws Committee Review	4 December 2003

All of the above have been approved by the PIHL Board of Governors