

# Bylaws of Hammerheads Sled Hockey Association Inc.

## A Pennsylvania Nonprofit Corporation

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### Mission Statement:

Hammerheads Sled Hockey Association Inc  
A non-profit 501 (c) (3)

Our mission is to empower physically disabled youth by providing barrier-free access to the competitive sport of sled hockey. Our goal is to promote skill development, fitness, sportsmanship and personal improvement within a team sport allowing for improved physical mobility and self-esteem. We also strive to create a welcoming and accepting social environment for players and their peers with physical limitations.

### Article I – Offices and Name

- 1.1. Name – Hammerheads Sled Hockey Association Inc. (herein referred to as “the club”).
- 1.2. Registered Office – Flyers Skate Zone, 10990 Decatur Road, Philadelphia, PA 19154. Ted Manko, Coach, has spoken with the Skate Zone to confirm they will set mail aside for the club.
- 1.3. Mailing address for banking – The mailing address for banking is the current Treasurer’s address. The mailing address will change when a new Treasurer is voted in and at that time the address should be changed with the bank.
- 1.4. Bank – The official bank for the club is TD Bank, Philadelphia, PA

### Article II – Board of Directors

2.1. General Power – The board will handle all management and financial decision of the club in a majority rules voting scenario. Decisions can be made at meetings, in person, via e-mail, text or phone call. All board members will have the power to appoint chairs to any committee (i.e. Fundraising)

2.2. Tenure, Number and Qualifications – Each office will hold a tenure of 2 years beginning June 2017 except for the initial Vice President and the initial Coach who will serve a 3-year term. At all times, there should be at least 2 experienced directors on the board. The board will consist of 5 members at all times. Each director must have a child on the team.

2.3. Resignation/Vacancies – A board member must put their formally written resignation in writing and e-mail to all board members. If there is a vacancy, for any reason, the board will nominate an interim officer to finish the initial term of the vacated position.

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2.4. Removal of a Director – If the board deems it necessary to remove an director, it will require 3 Board Member votes.

2.5. Meetings – There will be a minimum of 2 meetings per year, one that will include all parents and be held at the end of the season before the end of June. The parent meeting will require an e-mailed invitation to the parents at least one week prior. If parents have a majority vote on an issue, the board is required to uphold their vote.

2.6. Available board positions - Any board position coming up for election will be announced to the parents via e-mail one month prior to election. Election will happen at the end of the season meeting with all parents. Parents unable to attend are asked to e-mail their vote in, copying all members of the board. In the event that a parent does not attend and does not vote prior to the end of season meeting, that parent forfeits their vote.

2.7. Compensation – No director shall be entitled to receive compensation for services. This Section shall not limit reimbursement for expenses incurred on behalf of the club upon approval of a majority of the duly elected officers. The Board of Directors shall have the power, in its sole discretion, to contract for and to pay for services from accounting or law firms. Coaches will be provided or reimbursed for skates, helmets, sticks, coach jacket and reimbursed for all certifications and registrations.

2.8. If two people share a director position, they will also share one vote for that office.

## Article III – Officers

3.1. President – The President must be present at all meetings and will have the role of communication dealings with the DVHL. All communication between the President and DVHL is required to be copied via e-mail to all members of the Board within one week of receipt.

3.2. Vice President – The Vice President will be a secondary appointed liaison between the DVHL and the club.

3.3. Coach – The coach will be responsible for the players on the ice, the training and molding the youth, and creating and managing the schedule. The coach will also be responsible for the assistant coaches and working together in dealing with any conflict with another team, issue with a parent or player.

3.4. Treasurer – The Treasurer will be responsible for all financial matters of the team including applying for grants.

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3.5. Communications Coordinator – The Communications Coordinator will be consulted when there is necessary review on correspondence. The Communications Coordinator will also be utilized to counsel the other directors in their objectives.

### Article IV – Financial

4.1. Fiscal Year - The fiscal year will run from July 1 – June 30.

4.2. The bank account will be open by Liz Manko and Kristi Cauvin. The account can only be closed by those two named. In the event one leaves/resigns from the team, arrangements will be made with the bank to appoint someone else. The bank requires two named persons.

4.3. Signers – Two board members will be designated signers for the club account. In addition to the board members, the Team Coordinator who is responsible for purchasing equipment, will also be a designated signer.

4.4. Checks and cards – Checks will require one signatures. There will be two credit/debit cards issues, (1) Treasurer, (2) Team Coordinator.

4.5. All reimbursements must be submitted to the Treasurer with original or photocopied receipt. Scanned documents will be accepted.

4.6. Record Retention – for financial records and tax filings, the retention period will be 7 years and documents will be held by the current Treasurer.

4.7 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 and to make payments and distributions on behalf of the club. No substantial part of the activities of the organization shall be carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provisions of the document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future tax code, or (b) by an organization, contribution to which are deductible under section 170 (c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

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## Article V – Issues

5.1. Problem with a player – If there is a problem with a player, the coach will take appropriate disciplinary action against the player. If the issue persists, there will be a coaches' meeting with the player and his/her parent/guardian. If there continues to be a problem, the issue will be handed over to the board for handling.

5.2. Problems with a parent – If there is a problem with a parent, the coach will address directly with the parent. If the issue persists, the issue will be handed over to the board for resolution.

5.3. Problems with other teams – If there is a problem with another team that escalates past our coach and the other coaches discussing, the coach will advise the board. If it is a DVHL team, the President will address the DVHL. If it is not a DVHL team, the coach has the authority to deny play against that opposing team.

## Article VI – Dissolution

6.1. Dissolution - The dissolution of the team may be agreed upon with a majority vote and each of the 5 board members will decide what non-profit 20% of the funds, for a total of 100%, shall be distributed to. The board members may decide all 100% goes to one non-profit.