

# 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 the physically disabled 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.
- 1.3. Mailing address for banking –Banking has been changed to all paperless. The email address should be changed when a new Treasurer is voted in.
- 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 decisions of the club in a majority rules voting scenario. Decisions can be made at meetings, but all voting must be done via email or live meeting with votes recorded in meeting minutes. All board members will have the power to appoint chairs to any committee.

2.2. Tenure, Number and Qualifications – Each office will hold a tenure of 2 years. At all times, there should be at least 2 experienced directors on the board. The board will consist of 5 members.

2.3. Resignation/Vacancies – A board member must put their formally written resignation in writing and email 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 a director, it will require 3 Board Member votes that must be submitted via email.

2.5. Meetings – There will be a minimum of 4 meetings per year, one that will be open to all adult players and parents of junior players and be held prior to the start of the season. The open meeting will require an e-mailed invitation to the attendees at least one week prior. If players & parents have a majority vote on an issue, the board is required to uphold their vote.

There will be one adult player meeting that will be held prior to the season. The Captain and Assistant Captain will work with the adult players to determine the agenda. The coach and the board will respect the decision of the players. If there is a disagreement on an issue between coach and players, the decision will be made by the majority vote of the players.

2.6. Available board positions - Any board position coming up for election will be announced to the parents and adult players via email one month prior to election. Election will happen via email at the end of the season by a determined date that is sent out one month prior. Parents or adult players are asked to email their nomination in, and then when voting, copying all members of the board. If a parent or adult player does not vote prior to the due date, that parent or adult player forfeits their vote. If there are no nominations for the open position(s), the current officer will be invited to keep their position. If the current officer declines the position, the board is entitled to appoint someone. No two family members may hold positions on the board.

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 must be summarized for the Board at the next meeting.

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3.2. Vice President – The Vice President will be a secondary appointed liaison between the DVHL and the club. The Vice President will also be responsible for all fundraising efforts and may assign a committee if needed.

3.3. Treasurer – The Treasurer will be responsible for all financial matters of the team including applying for grants, filing taxes and all government regulatory forms. The Treasurer must provide regular financial updates to the rest of the Board.

3.4. Communications Coordinator – The main responsibility of the Communications Coordinator will be sending out emails regarding practices, games and events scheduled. The Communications Coordinator is responsible for setting Board meeting schedules, agendas and distributing meeting notes. 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.

3.5 Board Member - The fifth board seat is available for any adult member of the organization (parent or player)

## Article IV – Financial

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

4.2. The bank account has Kristi Cauvin and Brian Olsen on it. Both have separate debit cards for the account. 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

4.4. Checks and cards – Checks will require one signature. There will be two credit/debit cards issued, current holders (1) Treasurer, (2) President.

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.

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### Article V – Issues

5.1. Problem with a junior player – If there is a problem with a junior 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 resolution. All Board decisions will be final.

Problem with an adult player – if a problem arises between a coach and an adult player, they need to have a conversation away from the team. If they cannot come to a resolution, they need to invite a board member into the discussion. If there is still conflict, the entire board will be involved, and determine an appropriate course of action. All Board decisions will be final.

5.2. Problems with a parent – If there is a problem with a parent of a junior player, the coach will address directly with the parent. If the issue persists, the issue will be handed over to the board for resolution. All Board decisions will be final.

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 a NESHL team, the President will address NESHL. If it is neither a DVHL nor NESHL team, the coach has the authority to deny play against that opposing team.

5.4 Problem between board members – Board members should address each other in private and away from players and parents regarding any conflicts. Board members are expected to address each other respectfully at all times. If the Board members are unable to find a resolution within 2 weeks, the issue will be brought before the full Board. The conflicting Board members will abstain from any votes regarding the disagreement and will agree to the final decision of the board.

### Article VI – Modification of the By Laws

6.1 All modifications to the bylaws must be drafted and then sent to all the Board members for further editing and a final agreement which should be confirmed via email or during a Board meeting from each of the 5 board members. A unanimous vote is required to accept any changes to the bylaws.

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## Article VII – Grants

7.1 Grants may be applied for by anyone in the organization with Board approval of the grant and the language used in applying. The contact email and any login or access information must be shared with the board as soon as the account is created. The treasurer@hammerheads.hockey email should be used as the contact and login when permitted.

## Article VIII – Dissolution

8.1. Dissolution - The dissolution of the team may be agreed upon with a unanimous vote and each of the 5 board members will direct 20% of the funds in the club's holdings to a US non-profit entity of their choice, for a total of 100%. The board members may decide all 100% goes to one non-profit.