

SAN JOSE JR. SHARKS

BY-LAWS

ARTICLE I – TITLE AND AFFILIATION

1. The San Jose Jr. Sharks Youth Hockey Organization, (herein designated as the (“Organization”) is composed of Squirt through Midget boys’ teams and Girls/Women’s teams at 8U thru 19U and Women’s teams.
2. NORCAL Rep Club shall be the 501(c)(3) not-for-profit fundraising entity for the Organization.
3. The Organization’s officers shall serve without compensation.
4. The Organization, upon a majority vote of its Hockey Advisory Board, may join or affiliate with any amateur hockey league or association whose qualifications it meets.
5. The home rink of the San Jose Jr. Sharks shall be designated as Sharks Ice at San Jose, 1500 South Tenth Street, San Jose, California, 95112.
6. The San Jose Jr. Sharks shall be an affiliate of USA Hockey and follow all of the rules and guidelines associated with that affiliation.

ARTICLE II – MISSION AND PURPOSE

1. The Organization is dedicated to the development of amateur hockey in the northern California Bay Area. The overall goal is for youth of all ages and skill levels to develop a true and lasting love for the game of hockey. Teaching sportsmanship, leadership, discipline and respect are the primary objectives of each coach, of each team, and of the Club’s committees.
2. The purpose of the Organization shall be driven by three major themes: Community, Development, and Challenge:

Community: Provide a leadership youth program that is respected as an important part of the community.

- Provide a fun, instructional and competitive hockey experience.
- Teach good sportsmanship, citizenship, and character.

Development: Field programs that allow young athletes at all age and skill levels to enjoy the game of hockey and to compete successfully at the local, state, and national levels.

- Offer youth hockey programs at Mite, Squirt, Pee Wee, Bantam and Midget levels, and girls’ teams as designated by the Organization. Women’s teams will also be offered.

- Support the success and development of northern California (NORCAL) and California Amateur Hockey Association (CAHA) organizations.

Challenge: Provide a hockey development program that allows young athletes to excel at the highest competitive level that they can achieve.

- Prepare Squirt, Pee Wee, Bantam, Midget and Girls' players to successfully graduate to the next level of competition.
- Field teams that will compete for CAHA, Pacific Districts, and National Championships.
- Develop and expose players to collegiate and Junior A & B programs.

ARTICLE III – MEMBERSHIP

The classes of members described in the Articles of Incorporation are as set forth below.

1. All players registered with and fulfilling their financial obligations to the Organization are Regular Members of the Organization.
2. A parent and/or legal guardian of a Regular Member under the age of majority, and a Regular Member of majority age are considered Regular Members of the Organization.
3. Persons who are not Regular Members of the Organization, but have an active interest in the Organization, may become Regular Members of the Organization only by application to and acceptance by the Hockey Advisory Board.

ARTICLE IV – ORGANIZATION

1. The San Jose Jr. Sharks Organization is a collaboration of Sharks Ice Management and parent members of the organization. The Jr. Sharks will operate two Boards, the Hockey Advisory Board and the Hockey Council. The duties of the Hockey Advisory Board are:
 - Oversight of the Hockey Council to ensure the goals and objectives of the Organization are met.
 - Establish and approve missions and goals
 - Review and maintain Bi-laws
 - Review and approve club policy and procedure
 - Approve coaching appointments
 - Review and approve club financials
 - Hear customer complaints and concerns and when necessary settle disputes

2. The number of voting members of the Hockey Advisory Board shall be six persons, to include a Chairperson – General Manager of Sharks Ice, SVSE Executive, 3 Parent members of the Jr. Sharks, and one outside member. The Chair person will solicit Club members each year to sit on the Board. The goal is to have a diverse representation which may include a new club member, a member with history and members that can represent all levels, A/B, AA/AAA, and Girls Women's. The Hockey Advisory Board may include non-voting Board Members appointed by the Hockey Advisory Board but shall not exceed nine board and non-board members total. The Hockey Advisory Board shall determine whether or not appointed Hockey Advisory Board members are voting or non-voting persons for executing Organizational business at the time of their appointment. The term of a HAB member will be a one year term with a limit of 3 consecutive terms.
3. The minimum requirement for eligibility to serve as an elected officer shall be one-year (to consist of one full playing season) of affiliation with the Organization as a Regular Member.
4. The Hockey Advisory Board may appoint such additional members to serve on subcommittee's as deemed necessary for the success of the Organization's Clubs and teams.
5. The Jr. Sharks shall have a Hockey Council overseeing the day to day operation of the Jr. Sharks headed by the President and composed of an "A" Rep, "B" Rep, Tier II Rep, Tier I Rep, Girls Hockey Rep, Vice President of Operations, Vice President of Hockey, Disputes Chair, and SYHL Manager.
6. There shall be one Operating Committee responsible for the Jr. Sharks. The Vice President of Operations shall be appointed by the President. The President shall appoint all remaining Operating Committee Chairpersons that shall be a minimum of: Ice Scheduler, Secretary, Treasurer, Registrars (Boys and Girls), Communications, Volunteer Coordinator, Fundraising, Tournaments, Banquets, and Player Development. The President shall have authority to appoint other needed positions at his/hers discretion.
7. All Regular Members of the Jr. Sharks are eligible to become an appointed member of the Committees.
8. The elected and appointed officials of the Organization shall perform their duties in good faith and in such manner as the officer feels is in the best interest of the Organization and as an ordinary and prudent person, in a like position, would strive to do under similar circumstances.
9. There shall be a Dispute and Resolution Chair responsible for settling disputes within the Organization. The disputes to be heard by the Disputes and Resolution Chair are that of violations of the SJJS Policy and Procedure Manual, CAHA, or USA Hockey Guidelines. The Chair shall field and Disputes and Resolution

Committee to resolve any dispute. The Committee is to be composed of three impartial individuals. The Chair of the Committee is to be the Director of Hockey for Sharks Ice at San Jose. The other two members are to be appointed by the Chair and do not have to be San Jose Jr. Sharks members.

10. All Board and Committees operate as defined in the USA Hockey Guidebook as Hockey Boards and should be covered as such.

ARTICLE V – ELECTIONS AND TERMS OF OFFICE

1. Regular Members of the Organization are eligible to vote in their respective Classification Representative elections, provided they have completely fulfilled their financial obligations to the Organization at the time of the election. Members are to only vote in the Classification election in which they participate or have a child playing.
2. The Hockey Council shall execute an election process for the Representatives within 30 days of the end of the respective team tryouts. The nominees receiving the majority of the votes cast shall be declared the winners. If no nominee receives the majority of votes cast, a run-off shall be held between the nominees receiving the largest vote totals. Results of the elections shall be proclaimed within five days of the announced deadline.
3. The Classification Representative's term shall commence on the date on which the person was elected up the conclusion of try-outs the following season.
4. The Vice President of Operation's terms shall be for a period of two years.
5. Each appointed Committee Member's term shall commence on the date on which the appointment was announced and terminate one year from said date, or as designated by the President.
6. The Hockey Advisory Board shall appoint a new President, Vice President of Hockey, SYHL Manager and Disputes Chair within 30 days of resignation or vacancy.
7. The resignation of a Committee Member or Classification Representative shall be submitted to the President, in writing. When the President has determined that a vacancy in the Committee exists for any reason he/she shall immediately appoint a successor to hold the office for the balance of that term.
8. If any elected Classification Representative, in the opinion of the President, becomes remiss in his/her duties through failure to perform his/her assigned functions, or through malfeasance of office, the representative shall be removed and a new one shall be appointed by the President to fulfill the term.

ARTICLE VI – DUTIES OF COUNCIL MEMBERS

1. The President shall be responsible for, but not limited to:
 - a. Act as ACE Coordinator for the organization
 - b. Maintain and advance the goals of the Jr. Sharks with respect to the Mission and Purpose of the Jr. Sharks.
 - c. Oversee competition schedule of the teams
 - d. Foster a strong relationship with members and hockey administrators
 - e. Organize and administer day to day operations of the Jr. Sharks including but not limited to tryouts, tournaments, ice scheduling, fundraising, volunteerism, web site, along with team, player, and coach performance in respect to Jr. Sharks expectations.
 - f. Prepare and manage budgets, costs, and variance reports.
 - g. Appoint and lead the Hockey Council and Committees.
 - h. Represent the Jr. Sharks in the North American Prospects Hockey League and NORCAL.
 - i. Field complaints and address issues regarding the Jr. Sharks Policy Manual.
2. The Classification Representative shall be responsible for, but not limited to:
 - a. Gather information for his/ her respective classifications' managers in regards to team performance, upcoming events, player performance, and member satisfaction of team doings.
 - b. Report findings at monthly meetings of the Committee.
 - c. Solicit feedback and encourage participation from families in Jr. Shark events.
2. The Vice President of Operations shall be responsible for, but not limited to:
 - a. See Committee Duties
3. The Vice President of Hockey shall be responsible for, but not limited to:
 - a. Monitor coaches performance as it relates to the Policy and Procedure Manual.

- b. Conduct Preseason and Midseason coaching clinics with assistance of President.
 - c. Assist Coaches with Midseason and Year-end Player Evaluations.
 - d. Conduct Year end coaches' evaluations along with collecting members feedback.
 - e. Attract coaching applicants and sit on coaching selection committee.
 - f. Assist President in assembling try-out selection committee and assisting committee with player evaluations.
 - g. Set expectations of coaches and team performance; monitor performance with respect to expectations
4. The Disputes Chair shall be responsible for, but not limited to:
- a. Assist President with addressing complaints.
 - b. Assembling a Disputes and Resolution Committee to hear complaints and resolves disputes when it comes to the Jr. Sharks Policy Manual and Sharks Ice Code of Conduct.
 - c. Write a Letter of Determination to be distributed to involved parties, President, and Hockey Advisory Board.
5. SYHL Manager shall be responsible for but not limited to;
- a. Sharks Ice Youth Hockey Manager or High School Hockey Coordinator with attend Monthly meetings to collect and disseminate information to their respective members

ARTICLE VII – DUTIES OF COMMITTEE MEMBERS

1. The Vice President of Operations shall be responsible for, but not limited to:
- a. Managing all Committee business.
 - b. Calling additional monthly meetings of the Committee necessary to conduct business.
 - c. Assist the President budget, and completing the budget process before tryouts begin each season, with the Treasurer's assistance.
 - d. Overseeing the performance of the duties of all appointed committee members.

- e. Representing the Club in all NORCAL League functions, when appropriate.
2. The Ice Scheduler shall be responsible for, but not limited to:
 - a. Managing ice time for the teams.
 - b. Serving as the teams' ice scheduler.
 - c. Overseeing the scheduling of referees for games when appropriate.
 - d. Reviewing game score sheets for compliance with all USA Hockey, CAHA, and NORCAL League rules.
 3. The Secretary shall be responsible for, but not limited to:
 - a. Recording and disseminating minutes of Council meetings when asked to do so. This includes sending minutes to the Communication Chair to be posted on www.sjirsharks.com
 - b. Serving as an assistant to the Vice President of Operations.
 - c. Notifying the Council of scheduled meetings.
 - d. Work to increase the Jr. Sharks community involvement in Sharks Foundation and other Charities
 4. The Treasurer shall be responsible for, but not limited to:
 - a. Distributing all monies when and where appropriated to do so.
 - b. Issuing a written report on the financial conditions of the Jr. Sharks and Norcal Rep, 501(c)(3) not-for-profit entity, prior to September each year, and at monthly intervals thereafter for presentation to the Council.
 - c. Depositing all funds in the name of the Organization in a financial institution approved by the Council.
 - d. Making all disbursements by check.
 - e. Keeping proper books of accounts and make them available to any Organization Regular Member for review within ten days after receipt of a written request.
 - f. Assisting the President with drafting a final proposed budget for the teams before tryouts each season.
 5. Communications Chair shall be responsible for but not limited to:

- a. Act as web administrator to the Jr. Sharks website
 - b. Oversee and post news stories on the website
 - c. Create and distribute monthly newsletter to members.
 - d. Provide press releases as appropriate.
6. Volunteer Coordinator shall be responsible for but not limited to:
 - a. Work with managers and Class Reps to track parental volunteer hours and communicate with the Treasurer to ensure hours or buyout is executed and tracked
 - b. Work with Tournament Chair, Banquet Chair, and Fundraising Chair to ensure member involvement and participation at Jr. Shark's sponsored events.
7. Fundraising Chair shall be responsible for but not limited to:
 - a. Create a fundraising committee to develop fundraising activities.
 - b. Work with Tournament and Banquet Chairs for fundraising activities and various events.
 - c. Present new fundraising activities to the Committee for approval by the President.
8. Tournament Chair is responsible for but not limited to:
 - a. Appoint Co Chairs for each Sharks Ice Hosted Event; Labor Day, Silver Sticks, Winter Classic, and MLK plus 2010 Pee Wee Nationals.
 - b. Work with Sharks Ice Tournament Director in recruiting teams and communicating with participating teams.
 - c. Arrange for vendors at each event with fee to the Jr. Sharks.
 - d. Work with Volunteer Coordinator to ensure the event has the appropriate staffing.
 - e. Ensure that the Hospitality Room is properly staffed, food provided, and scouting information is available.
 - f. Assist with operating the event.

9. Banquet Chair shall be responsible for but not limited to:
 - a. Appoint a Banquet Committee to assist with facilitating year end banquet.
 - b. Secure a location for Jr. Sharks Banquet
 - c. Set working budget for approval by the committee.
 - d. Get participation gifts or awards for participants.
 - e. Create and age out presentation.
 - f. Collects admission fees

10. Player Development Chair shall be responsible for but not limited to:
 - a. Assist with posting information on the path of Jr. Sharks' players within the organization.
 - b. Work to communicate try-out dates within the community.
 - c. Raise awareness of Jr. Sharks' program and benefits
 - d. Ensure that the Jr. Sharks are complying with all NORCAL, CAHA, and USA Hockey Rules in regards to recruiting at all boys and girls classifications.

ARTICLE VIII – RIGHTS AND DUTIES OF MEMBERS

1. All Regular Members shall support the Organization and Hockey Advisory Board and abide by the by-laws and Policy and Procedures of the Organization.
2. Regular Members shall pay all fees, dues and assessments established by the Organization. The President may levy assessments in the amount necessary to meet ongoing financial obligations of the Organization with oversight by the Committee. The Committees shall base payment of fees upon a financial agreement of established guidelines. Any delinquent Regular Member shall be penalized in accordance with the guidelines of the Jr. Sharks, NORCAL or CAHA.
3. Complaints and grievances by Regular Members shall be submitted in writing to the President. Any issue not being able to be resolved will be sent to the Disputes Chair which will be discussed and resolved at the next regularly scheduled meeting of the Disputes and Resolution Committee. The Committee minutes shall reflect all grievances and decision-making outcomes.

4. Any Regular Member is subject to suspension by the Dispute and Resolution Committee for any violation of the Organization's Policy and Procedure Manual, USA Hockey Code of Conduct, or Sharks Ice at San Jose Code of Conduct. The suspended individual may appeal his/her suspension by written notice to the Hockey Advisory Board. The Regular Member, and/or designated representative, shall be present at the meeting of the Hockey Advisory Board to present his/her appeal. The decision of the Hockey Advisory Board shall be final.
5. Any Regular Member is subject to expulsion by the Hockey Advisory Board for any violation of the Organization Policy and Procedure Manual, USA Hockey Guidebook, or Sharks Ice at San Jose Code of Conduct. The decision of the Hockey Advisory Board shall be final.
6. The books, records, minutes, correspondence, and communications of the Hockey Advisory Board and Committees relating to Organization business, policies, officers or members shall be open for inspection by, and upon demand of, any Regular Member for a purpose reasonably related to the Regular Member's interest as a Regular Member. The Regular Member shall also be permitted to view the by-laws and minutes of the Committee on the Organization website at www.sjirsharks.com.

ARTICLE IX – MEETINGS

1. The Hockey Advisory Board shall meet quarterly or as often as necessary to conduct business in a proper and ongoing manner. The Hockey Advisory Board Chairperson shall set the time and place.
2. The Hockey Council shall meet a minimum of once every month during the season with the intent to meet at least every 30 days. The President shall set the time and place of the meeting.

ARTICLE X – AMENDMENT OF BY-LAWS

1. The Hockey Advisory Board shall review the by-laws of the Organization annually. The Hockey Advisory Board must support any proposed amendments to the by-laws. The Hockey Advisory Board will post amendments to the by-laws within ten days of approval.
2. Any member wishing to make an amendment to the By-Laws shall do it in writing to the Hockey Advisory Board to be voted on at the next monthly meeting.

Last Revision:
11.5.10