**BYLAWS of Women's Hockey Association of Missoula (WHAM)**

**ARTICLE I - NAME**

The name of this organization shall be the "Women's Hockey Association of Missoula” (WHAM). WHAM is an affiliate of USA Hockey, Glacier Ice Rink (GIR), Montana Amateur Hockey Association (MAHA), and Missoula Area Youth Hockey Association (MAYHA). The organization is also doing business as Women’s Co-ed Hockey Association of Missoula for USA Hockey registration purposes.

**ARTICLE II - MISSION STATEMENT**

Section 1. Mission.

To develop and promote the sport of hockey for women in the greater Missoula area.

Section 2. Goals.

Goal A.

To maximize the benefits (fun, fitness, learning, competition, esprit de corps, recreation, and social opportunity) gained for all participants in the program.

Goal B.

To offer opportunities for women of all interests and skill levels to play hockey by providing affordable league play, clinics, other programs, and leagues that afford the opportunity for women to play at a recreational level with male friends and family members.

Goal C.

To maintain involvement, where possible, with the governing boards of rink facilities and adult hockey organizations for the purpose of creating opportunities for all area citizens to enjoy the benefits of hockey for years to come.

**ARTICLE III – ORGANIZATION**

WHAM shall operate on a July 1-June 30 fiscal year. Board of Director terms shall coincide with the fiscal year. The membership year shall operate from September 1-August 31.

**ARTICLE IV – MEMBERSHIP**

**Category 1 – Active Members:**

Active members of WHAM are females who are eighteen (18) years or older by the date established by USA Hockey as annual hockey season/registration period, who have registered and paid their fees to USA Hockey and who are registered participants in a WHAM-sponsored league/program at any time during the membership year. Active members, in addition to playing in any WHAM-sponsored league/program, have voting privileges and may serve on the WHAM Board of Directors.

Category 2 - Associate Members

Associate Members shall be approved by the Board of Directors. Persons who do not fall within the description of Active Members may apply for associate member status. Each application shall be considered on its own circumstances and in relation to the mission and goals of WHAM. Upon being approved for associate membership, the Associate Member has voting privileges and may serve on the WHAM Board of Directors.

**ARTICLE V – BOARD OF DIRECTORS AND OFFICERS AND DUTIES**

Section 1. The WHAM Board of Directors consists of the following officers and board members:

1.) Past President (MAYHA Representative): Not elected, President becomes Past President. If the immediate Past President is unable or unwilling to serve, the position will be filled by the most recent past president willing and able to serve. If there is no past president willing and able to serve, the position will be filled as a board member position by appointment of the board.

2.) President: Elected annually.

3.) Vice-President: Elected annually.

4.) Secretary: Elected annually.

5.) Treasurer: Elected annually.

6.) Merchandise Chair: Elected annually.

7.) Referees/Rules Chair: Elected annually.

8.) Player Development Chair: Elected Annually.

9.) Registrar: Elected Annually.

10.) Goalies Chair: Elected annually

11.) Board Member at Large: Elected Annually.

If a board member or an officer takes on more than one position, the open position will be filled as a Board Member at Large.

Section 2. Procedures.

A. The Board of Directors shall conduct the business of WHAM. Any person holding office must be an Active Member or Associate Member. No member of the Board of Directors shall receive compensation for services.

B. Officers and board members are elected at the annual meeting to be held after the conclusion of the spring season but before July 1.

C. A quorum of the Board of Directors shall be a majority of the Board.

D. The term of office for all elected positions shall be for one (1) year.

E. Any member of the Board of Directors may be removed by the Board after missing three (3) consecutive meetings by a majority vote with a quorum present.

F. Vacancies: If a vacancy occurs on the Board, the Board shall appoint a replacement who shall serve until the next annual election. The replacement must be approved by a two-thirds majority vote of the Board.

G. The Board shall meet at least five (5) times per year, once (1) at the Annual General Membership meeting plus four (4) additional meetings to conduct the business of the Association. The President or a quorum of the Board may call a meeting. WHAM members will be provided notice of the date, time and location of board meetings at least three days prior to a board meeting and may attend any board meeting.

H. Adoption of new WHAM programs/leagues or modifications to existing WHAM programs/leagues must be approved by the Board.

Section 3. Board Positions

A. Each officer is responsible for keeping accurate records of business and fiscal affairs while they hold office. Information is to be collated into a usable form and passed on to the next office holder. These records should be prepared for transfer by 1 July each year.

B. Past President: Advising the president and conducting board meetings in the absence of the president and vice-president.

C. President: Presiding officer and chief spokesperson for WHAM in all of its affairs. Duties include calling and conducting business meetings of the Board and of the general membership and serving as WHAM's representative to Missoula Area Youth Hockey Association (MAYHA). Assigns duties and tasks to other members of the Board and general members that will lead to the accomplishment of the Association goals. Establishes and maintains effective communication with other organizations engaged in common missions or goals of WHAM. Shall oversee all communications to the organization.

D. Vice-President: Chairs Nomination Committee. Implements and manages a formal evaluation of program(s) to present at the Annual General Membership Meeting. Acts for President or represents Association in President's absence.

E. Secretary: Takes and prepares minutes of the Board meetings and of the General Membership Meeting.

F. Treasurer: Keeps accurate accounting of all program fees, checking, savings or other accounts and makes payments at the direction of the Board of Directors. Submits for board consideration all expenses incurred on behalf of the organization by an individual in the amount of $100 or greater for which the individual is seeking reimbursement, which reimbursement must be approved by the majority of the board at a board meeting. Prepares an annual summary of income and expenses for review at the Annual General Membership Meeting. Submits the annual budget at the first WHAM meeting held after the beginning of the fiscal year (July 1) for approval by the Board. Upon request by any WHAM member, will provide documents concerning WHAM financial transactions.

G. Merchandise Representative: Coordinates the purchasing and selling of WHAM merchandise with Board oversight of purchasing decisions.

H. Referees/Rules Chair: Is responsible for the scheduling of refs for league play. Chairs the ad hoc Rules Committee.

I. Player Development Chair: Assists in the development and scheduling of skills clinics and other WHAM programs.

J. Goalies Chair: Is responsible for recruitment and scheduling of goalies for all league play and is responsible for WHAM goalie equipment.

K. Registrar: Shall provide an accurate membership list and serves as the liaison with USA Hockey and shall set up and manage the ~~on-line~~ registration for WHAM programs and leagues.

L. Board Members at Large: Duties as assigned to meet the needs of the organization.

**ARTICLE VI- STANDING COMMITTEES**

Section 1. Standing Committees

There shall be the following standing committees:

* Teams Committee
* Nominating

Section 2. Standing Committees and their duties and responsibilities.

1. Teams Committee: This committee is chaired by the Board President. Shall consist of at least three board members. Forms teams within WHAM leagues with the goal of creating teams of equitable skill. Designates team captains and/or team managers for each team.

B. Nominating Committee: The Chair of this committee is the Vice-President and members are appointed by the Board of Directors. Shall present a slate of officers for elected positions prior to the annual meeting.

**ARTICLE VII-AD HOC COMMITTEES**

Section 1. Ad-Hoc Committee.

1. Rules Committee: The Chair of this committee is the Referees/Rules Chair and members are appointed by the Board. Shall review and revise WHAM game rules as consistent with USA Hockey regulations for game play within WHAM on a periodic basis.
2. Mediation Committee: The Chair of this committee is the Board President and members are appointed by the Board. Shall establish procedure to be followed if a dispute is presented to the Board and shall conduct any proceeding necessary to resolving the dispute.

C. Bylaws: The Chair of this committee is appointed by the Board President and members are appointed by the Board of Directors. Responsible for developing and updating the Bylaws of WHAM as necessary.

1. The Board may create any other ad hoc committee as is necessary to the business of WHAM.

**ARTICLE VIII - PROCEDURES**

Section 1. The Bylaws of the Association shall be used in conducting the business of the Association. Robert’s Rules of Order may be used as a guideline for conducting board meetings.

Section 2. Changes to the Bylaws of the Association:

1. Changes to the WHAM bylaws shall be put into effect by a majority vote of the members in attendance at the Annual General Membership Meeting or by a majority vote of WHAM members at any other time. Proposals for bylaws changes for consideration at an Annual General Membership Meeting must be presented to the Board at least one month prior and to the Membership 14 days prior. Any changes to the bylaws shall be effective immediately upon adoption by a majority of the Members present at an Annual General Membership Meeting of the Association.
2. At times other than the Annual General Membership Meeting, proposals for Bylaws changes must be presented by a petition signed by a minimum of ten (10) WHAM members or by a board member in written form and presented to the President. The President will convene a board meeting to review the proposals or may consider any proposed changes as an agenda item at a regularly scheduled board meeting. The membership shall be informed of the proposed changes to the bylaws at least fourteen (14) days before the date selected for the membership vote on the proposed changes. Voting may be conducted in person, by ballot, or electronically, as determined by the Board. Any changes to the bylaws shall be effective immediately upon adoption by a majority of the voting Members of WHAM.

Section 3. Meetings.

1. The Association must conduct a minimum of one (1) General Membership Meeting per year. The annual meeting shall be scheduled to occur following the conclusion of the spring season and before July 1. Election of officers and board members shall take place at the annual meeting. Program evaluations and an annual financial summary will be presented. The time and place of the annual meeting shall be announced publicly at least 14 days before the annual meeting.
2. The board may schedule regular board meetings during the year and shall provide notice of the date, time and location of the meetings to the membership at least 3 days before the meeting.
3. Special meetings of the Association may be called by the President, a majority of the Board of Directors, or by a written petition of twenty members of WHAM requesting a special meeting and identifying the purpose of the special meeting.
4. If a matter arises that requires an immediate decision by the board, the President may conduct an electronic board meeting (e.g., by email, by text, by phone) to present the matter for the board’s consideration. Any decision made by the board in this fashion will be included as an agenda item on the next regular board meeting and ratified at the meeting so that the decision will be included in the minutes.

Section 4. Standing Committees. Standing Committees shall be formed as defined in Article VI. Committee meetings may be called by the Chair or by a simple majority of the members of that Committee. The Chair will present committee decisions for review and approval by the Board of Directors.

Section 5. Ad Hoc Committees. The President shall appoint and dissolve such committees as are dictated by the needs of the Association. The Chair of an Ad Hoc Committee shall be approved by the Board. Committee meetings may be called by the Chair or by a simple majority of the members of that committee. The Chair will present committee decisions for review and approval by the Board of Directors.

Section 6. Quorum. A quorum of the general membership is all the members present at the annual meeting, as long as all members received a 14-day notice of the annual meeting**,** a publicized agenda, and notice of issues upon which voting decisions will be made. A quorum of the board is a majority, i.e., one more than half of, the number of positions on the board.

Section 7. Majority Rule. A majority affirmative vote of a quorum of the Members at the annual meeting or of the Board of the Association shall constitute approval of action by the body.

Section 8. Administrative Procedures. Procedures that affect game play and administrative operation of WHAM that are not specifically defined in these Bylaws may be addressed in administrative procedures.

**ARTICLE IX - DECISIONS**

The General Membership must approve the following: Bylaws, amendments to Bylaws, and election of officers and board members. Any member may make recommendations on any Association business.

WHAM Bylaws, Approved May 2005; amended June 2012; amended June 2017; amended May 2018; amended June 2019.