

The Bylaws of the
Ramapo College Ice Hockey Club

Adopted February 24, 2016

Revised 2.17.16 First proof 3.10.15

Table of Contents

1. Membership	
1.1 Academic requirements.....	1
1.2 Equipment.....	2
1.3 Tryouts	2
1.4 Additional tryouts.....	3
1.5 Duties and responsibilities.....	3
2 Leadership	
2.1 President duties and powers.....	3
2.2 Vice-president duties and powers.....	4
2.3 Secretary duties and powers.....	4
2.4 Treasurer duties and powers.....	5
2.5 Faculty/Staff advisor duties and powers.....	5
2.6 General Manager duties and powers.....	6
2.7 Assistant General Manager duties and powers.....	7
2.8 Head Coach duties and powers.....	7
2.9 Assistant Coach(es) duties.....	7
2.10 Committees.....	7
2.11 Team Captain responsibilities and powers.....	8
3 Affiliations	
3.1 American Collegiate Hockey Association (ACHA).....	8
3.2 Metropolitan Collegiate Hockey Conference (MCHC).....	8
3.3 Center for Student Involvement (CSI).....	8
4 Meetings	
4.1 General membership.....	8
4.2 Executive Board.....	8
4.3 Robert’s Rules of Order.....	9
5 Elections	
5.1 Executive Board election.....	9
5.2 Election date notification.....	9
5.3 Nominations.....	9
5.4 Secret ballots.....	9
5.5 Voting procedures.....	9
5.6 Counting, recording, reporting voting results.....	9
5.7 Re-election.....	9
5.8 Quorum.....	9
5.9 Election by simple majority.....	9
5.10 Proxy ballot.....	10
5.11 Taking office.....	10
5.12 Special elections.....	10
5.13 Questions related to nomination and elections.....	10

6	Communications	
6.1	Social media.....	10
7	Removal of Officers	
7.1	Criteria.....	10
7.2	Member initiating removal.....	10
7.3	Special general membership meeting.....	11
8	Removal of Players	
8.1	Criteria.....	11
9	Resignations	
9.1	Officer.....	12
9.2	Urgent.....	12
9.3	Explanation.....	12
9.4	Notification.....	12
9.5	Contractual ramifications.....	12
10	Replacements	
10.1	President.....	12
10.2	Other than President.....	12
10.3	Paid position.....	12
10.4	General Manager.....	12
11	Amendments	
11.1	Amending process.....	12
11.2	Presenting and voting.....	13
11.3	Process.....	13
12	Dissolution	
12.1	By membership.....	13
12.2	Distribution of assets.....	13
12.3	Archiving and disposition.....	13

The Bylaws of the Ramapo College Ice Hockey Club

Adopted mm/dd/yyyy

Revised 11.23.15 First Proof 3.10.15

1 MEMBERSHIP

1.1 All members, also known as players, must be in good academic standing and meet the requirements for academic eligibility.

- 1.1.1 Undergraduate players must be registered for and complete a minimum of nine (9) credit hours of study per semester.
- 1.1.2 Undergraduate players must maintain a minimum GPA of 2.0.
- 1.1.3 Graduate students must be registered for and complete a minimum of six (6) credit hours of study per semester.
- 1.1.4 Graduate students must maintain a minimum GPA of 3.0.
- 1.1.5 A player who drops below the minimum credit hours during a semester immediately becomes ineligible to compete.
 - 1.1.5.1 *It is the player's responsibility to monitor his or her own credit hours and report to the Head Coach any changes that affect eligibility.*
 - 1.1.5.2 *A player competing in any game(s) while ineligible forfeits the remainder of the current academic year of eligibility as well as the entirety of the following academic year.*
- 1.1.6 All players must meet any academic requirements of affiliated leagues.
- 1.1.7 All players are limited to five (5) years of eligibility.
- 1.1.8 Any student selected as a player for the Ramapo College Ice Hockey Club Team, herein known as Ramapo Ice Hockey, must meet the financial obligations of membership.
- 1.1.9 Players must pay annual membership dues.
- 1.1.10 The General Manager shall set the dues annually, based on the budget for the year.
- 1.1.11 The General Manager shall publish the dues requirement prior to tryouts for each season.
- 1.1.12 Dues for first year players will be higher than dues for returning players to cover non-recurring startup costs, e.g. the cost of team supplied uniforms.
- 1.1.13 Returning players who do not have the team supplied uniforms from the previous year will be charged for replacements.
- 1.1.14 Any student who makes the team will sign a membership agreement that includes a clause allowing the Bursar's Office to place the dues on the student's account.
 - 1.1.14.1 *For players selected in September, one half of the total due shall be paid when the player signs the membership agreement in September. The balance must be paid by October 15.*
 - 1.1.14.2 *For players selected in January, one half of the total due shall be paid when the player signs the membership agreement in January. The balance must be paid by February 15.*
 - 1.1.14.3 *Dues for players selected in January will be prorated to reflect shorter membership season.*

1.1.14.4 Failure to pay dues will have the same result as any other failure to pay charges on a student account, i.e. a hold will be placed on the student's account. A hold on a student's account prevents registration and/or the ability to procure official transcripts until the obligation is paid in full.

1.1.15 Dues will not be refunded, prorated, or waived for players who leave the team before the end of the season due to injury, resignation, or disciplinary dismissal. All players who sign the membership agreement are responsible for the entire sum of the dues, even if they do not complete the season with the team.

1.2 Any student selected to play on the team must meet the equipment requirements.

1.2.1 The club will supply each first year player with 1 home jersey and pair of socks, 1 away jersey and pair of socks, and 1 shell.

1.2.2 Players must supply their own regulation skates, leg pads, suspenders, jock, chest and shoulder pads, elbow pads, gloves, mouth guard, and helmet. Equipment must be in play condition at first practice.

1.2.3 Goaltenders must supply their own regulation goalie skates, leg pads, suspenders, chest protector, jock, pants, catching glove, blocker, and helmet mask. Equipment must be in play condition at first practice.

1.2.4 All players must provide their own sticks and have two available for play at each game.

1.2.5 Jerseys and socks supplied by the club become the responsibility of the player and must be maintained in regulation game condition by the player.

1.2.6 All equipment must meet USA Hockey performance and protection requirements.

1.3 Membership shall be determined by a series of tryouts conducted in the first half of September each year.

1.3.1 Players who have 3 or more years of membership are exempt from tryouts.

1.3.2 The Head Coach shall select the players with the skills and abilities that best meet the needs of the team. The decision of the Head Coach is final.

1.3.3 The selected and incumbent players, herein known as the team, will be placed on the roster for the season.

1.3.4 All players placed on the roster for the season will skate in practices.

1.3.5 A player who becomes ineligible to play due to injury does not need to try out again when eligibility is restored.

1.3.6 The Executive Board shall have the power to confer a special category of membership on an individual who is not a player but serves the team in some significant capacity.

1.3.6.1 A non-player member shall not serve on the Executive Board, have a vote, or pay dues.

1.3.6.2 A non-player member may attend general membership meetings, serve on committees, travel to games on the team bus, and participate in off-ice club activities

1.3.6.3 A non-player member shall not be required to meet the medical and league requirements for eligibility.

1.3.6.4 A non-player member shall be required to be in good academic and judicial standing and to meet any other requirements deemed appropriate by the Executive Board.

1.3.6.5 The Executive Board may revoke a non-player's membership at any time.

1.4 Coaches may hold an additional round of tryouts in January if there are fewer than 30 players on the roster for one or more of the following reasons.

- 1.4.1 Fewer than 30 players are selected from the September tryouts.
- 1.4.2 A player resigns his or her membership on the team.
- 1.4.3 A player is permanently dismissed from the team.
- 1.4.4 A player becomes medically ineligible for the remainder of the season.

1.5 Team members will perform all duties and fulfill all responsibilities inherent in membership.

- 1.5.1 Selected players must register with American Collegiate Hockey Association (ACHA).
- 1.5.2 Players must provide proof of primary health insurance coverage. Membership in the ACHA provides secondary insurance only, which may cover expenses not covered by primary insurance.
- 1.5.3 Each player shall provide documentation that within six (6) months prior to the first practice, the player has been examined by a medical professional and approved for participation in contact sports.
- 1.5.4 A player who is removed from play by the trainer or EMT due to injuries during a game must get medical clearance to return to play in subsequent games and practices.
- 1.5.5 Players must attend all practices and games unless the player has cleared absence from a specific game or practice with the Head Coach.
- 1.5.6 Players must wash their jerseys and socks keep them presentable for game play.
- 1.5.7 Players are responsible for replacing damaged equipment and for paying the cost of replacing damaged uniforms.
- 1.5.8 Players must actively participate in all on and off-ice team events.
- 1.5.9 It is the player's responsibility to file any claims and/or documentation required for reimbursement to any of the insurance carriers.
- 1.5.10 Players must follow the rules as outlined by affiliated leagues and organizations of which Ramapo Ice Hockey is a member.
- 1.5.11 Players whose individual actions result in a fine imposed on the team are responsible for reimbursing the team.
- 1.5.12 All club members will conduct themselves in a way that upholds the good reputation of the team and of Ramapo College. The College Student Handbook outlines the proper code of conduct while attending classes and/or participating in a College sponsored activity. Players shall adhere to this code of conduct while participating in any team function or activity including, but not limited to, games, practices, locker room usage, meetings, fund raisers, interviews, team travel, and any other situations wherein players may reasonably be understood to be representing the team or the College.
- 1.5.13 Players involved in any unlawful or inappropriate behavior on or off-ice, will be dismissed from the team without reimbursement.

2 LEADERSHIP

2.1 The President has the following duties and powers.

- 2.1.1 Preside over Executive Board meetings.
- 2.1.2 Preside over general membership meetings.

- 2.1.3 Vote on all issues and in all elections before the Executive Board and the general membership.
- 2.1.4 Represent the club where such representation is required, requested, or deemed appropriate, and/or acceptable.
- 2.1.5 Communicate with the Center for Student Involvement (herein known as CSI) regarding organizational policies and procedures of Ramapo College.
- 2.1.6 With the Treasurer and the Secretary, ensure the filing of all necessary reports with CSI, the Office of Student Development, the Student Government Association, and other offices of Ramapo College that require such information for purposes of funding and/or recognition.
- 2.1.7 Perform any duties assigned at the pre-season meeting with the Executive Board, the General Manager, the Coaches, and the Faculty/Staff Advisor.
- 2.1.8 Sign checks from the Ramapo Ice Hockey bank account in the absence of the Treasurer.

2.2 The Vice President has the following duties

- 2.2.1 Serve in the place of and with the authority of the President if the President is unable to complete his/her duties.
- 2.2.2 Attend all meetings, practices, and games.
- 2.2.3 Vote on all issues and in all elections before the Executive Board and the general membership.
- 2.2.4 Serve as temporary Chair of committees when needed until a permanent Chair is appointed.
- 2.2.5 Coordinate publicity and outreach, and chair committees appointed to address specific publicity and outreach functions, e.g. recruitment, working with CSI to set up table at "Club Day," advertising game days.
- 2.2.6 Perform any duties assigned at the pre-season meeting with the Executive Board, the General Manager, the Coaches, and the Faculty/Staff Advisor..

2.3 The Secretary has the following duties

- 2.3.1 Attend all meetings, practices, and games.
- 2.3.2 Vote on all issues and in all elections before the Executive Board and the general membership.
- 2.3.3 In consultation with the Executive Board, organize, publish, and distribute agendas for Executive Board meetings and general membership meetings.
- 2.3.4 Record the minutes of Executive Board and general membership meetings.
- 2.3.5 Maintain and distribute to members an up to date membership lists with contact information for members, coaches, General Manager, and advisor.
- 2.3.6 Provide to the Head Coach, Assistant Coaches, the Assistant GM, and the GM, an emergency contact sheet of all essential telephone numbers that would be needed in case of an emergency or schedule change on game day: Ramapo players, Ramapo coaching staff, Faculty/Staff advisor, General Manager, PA announcer, Team Manager, support staff, head of Booster Club, Referee-in-Chief for non-league games, opposition Head Coaches and/or General Managers, league/conference contact, scorekeeper and timekeeper, league officials, bus company dispatcher's office, and rink manager.

- 2.3.7 Record the season schedule set up by the General Manager and distribute to the general membership.
- 2.3.8 Maintain copies of official club documents that can be efficiently accessed and/or produced as needed.
- 2.3.9 Coordinate with the Faculty Staff Advisor to establish guidelines for public facing communications and to ensure that all such communications, including posters, press releases, announcements, and social media postings, meet these guidelines.
- 2.3.10 Perform any duties assigned at the pre-season meeting with the Executive Board, the General Manager, the Coaches, and the Faculty/Staff Advisor.

2.4 The Treasurer has the following duties and powers.

- 2.4.1 Maintain records of dues, deposits, gate receipts, fund-raiser results, and vendor payments.
- 2.4.2 Provide a financial report at each Executive Board meeting, including an itemized report of income and expenditures, account balances, and the state of the budget.
- 2.4.3 Vote on all issues and in all elections before the Executive Board and the General Membership.
- 2.4.4 Attend Student Activity Revenue Management (herein known as SARM) meetings.
- 2.4.5 Meet with the General Manager to review budget before each Executive Board meeting .
- 2.4.6 Communicate with the Treasurer of SARM in matters dealing with the budget requests and allocations.
- 2.4.7 Prepare and submit any financial documents or reports required by the College or affiliated leagues.
- 2.4.8 Sign checks from the Ramapo Hockey bank account.
- 2.4.9 Perform any duties assigned at the pre-season meeting with the Executive Board, the General Manager, the Coaches, and the Faculty/Staff Advisor.

2.5 The Faculty Staff Advisor, herein known as the Advisor, has the following duties and powers.

- 2.5.1 Must be a member of Ramapo College Faculty or Staff.
- 2.5.2 Attend all Executive Board and general membership meetings.
- 2.5.3 Work with the Secretary to establish guidelines for public facing communications and to oversee communications, including posters, press releases, announcements, and social media postings, to ensure that they meet these guidelines.
- 2.5.4 Serve as a resource for members and officers on meeting management, conflict resolution, planning, prioritizing, and other skills related to effective administration of club business.
- 2.5.5 Act as mentor to the members of Ramapo Ice Hockey.
- 2.5.6 Ensure that the season roster is completed by the Head Coach and delivered to the Registrar in accordance with ACHA and MCHC rules and deadlines.
- 2.5.7 The Advisor may, but is not required to, also fill the role of GM. A member of Ramapo College faculty or staff shall not be paid for serving as Advisor, or as Advisor/GM.
- 2.5.8 Perform any duties assigned at the pre-season meeting with the Executive Board, the General Manager, and the Coaches.

2.6 The General Manager (herein known as the GM) has the following duties and powers.

- 2.6.1 May or may not be a member of Ramapo College staff/faculty.
 - 2.6.1.1 *When the GM is not a member of the faculty or staff of Ramapo College, the GM shall be a paid position.*
 - 2.6.1.2 *When the GM is faculty/staff, he or she may, but is not required to, also function as the Advisor. A GM who is already on the faculty or staff of Ramapo College shall not be paid for serving as GM or Advisor/GM.*
 - 2.6.1.3 *An outgoing GM shall hire his or her successor and determine reasonable compensation.*
- 2.6.2 Draft the annual budget based upon the financial needs of Ramapo Ice Hockey.
- 2.6.3 Set annual dues based on the annual budget.
- 2.6.4 Coordinate with other coaches, other GMs, and the league to set the season schedule.
- 2.6.5 Negotiate and sign rink ice rental contracts for the season.
- 2.6.6 Arrange for off-ice officials (scorekeeper and timekeeper) for all home games.
- 2.6.7 Order uniforms and other team equipment and apparel in time for the upcoming season.
- 2.6.8 Register Ramapo Ice Hockey each season with the ACHA, MCHC. and affiliated leagues.
- 2.6.9 With the Treasurer, prepare the upcoming season's budget request for CSI by the announced/published deadline.
- 2.6.10 Hire Head Coach each season and negotiate contract.
- 2.6.11 Hire a trainer or EMT for each home game.
- 2.6.12 Confirm all players on season roster meet academic, medical, and other eligibility requirements.
- 2.6.13 Secure transportation for all road games.
- 2.6.14 Attend league and association meetings.
- 2.6.15 Work with Ramapo College webmaster on Ramapo Ice Hockey web design and updates.
- 2.6.16 Work with Ramapo College Social Media Strategist and Content Manager regarding Facebook, Twitter, and Instagram.
- 2.6.17 Approve design and content of print and digital publicity before printing, posting, or distribution.
- 2.6.18 Maintain records of contracts and correspondence related to the business of Ramapo Ice Hockey
- 2.6.19 Select and/or hire a successor when needed, and set compensation if the successor is not faculty or staff of Ramapo College.
- 2.6.20 Perform any duties assigned at the pre-season meeting with the Executive Board, the Coaches, and the Faculty/Staff Advisor.

2.7 The Assistant General Manager (herein known as the AGM) has the following duties and powers.

2.7.1 In the absence of the General Manager, serve as Acting General Manager.

2.8 The Head Coach has the following duties and powers.

2.8.1 Register with ACHA and undergo a background check.

2.8.2 Select the Assistant Coach(es).

2.8.3 Following the Executive Board elections each spring, select the on-ice team Captain and two Alternate Captains

2.8.4 Conduct open tryouts each September and if needed, again in January.

2.8.5 Maintain team discipline and administer disciplinary action including but not limited to suspension or dismissal from the team.

2.8.6 Select the players that will comprise the season roster and deliver roster to the Advisor in a format and time frame that allows the Advisor to meet league deadlines and requirements for documenting the roster with the league, including delivering the season roster to Ramapo College's Registrar.

2.8.7 Run practices.

2.8.8 Select the 21-player roster for each game and deliver to scorekeeper before each game in a format and time frame specified by league rules.

2.8.9 Manage strategy and player ice time in each game.

2.8.10 Ensure that opponents and league officials are notified in a timely manner when Ramapo Ice Hockey initiates game cancellation.

2.8.11 Ensure that all players, staff, and off-ice officials are notified of cancelled games in a timely manner.

2.8.12 Perform any duties assigned at the pre-season meeting with the Executive Board, the General Manager, the Coaches, and the Faculty/Staff Advisor.

2.9 Assistant Coach(es) have the following duties.

2.9.1 Register with ACHA and complete a background check.

2.9.2 Manages most of the pre-game and post-game league requirements. Specific assignments from pre-game and post-game checklist will be determined annually at the first staff meeting of the season.

2.9.3 In the absence of the Head Coach, serve as Acting Head Coach. If there is more than one Assistant Coach, the Head Coach shall designate one to be Acting Head Coach in the Head Coach's absence.

2.9.4 Drive a college van to specified road games if a bus is not provided.

2.9.5 Perform any duties assigned at the pre-season meeting with the Executive Board, the General Manager, the Coaches, and the Faculty/Staff Advisor.

2.10 The team Captain shall have the following responsibilities and powers.

2.10.1 When on the ice, function as the only player allowed to communicate with game officials regarding rule interpretations

- 2.10.2 Motivate the team and serve as a de facto leader in the locker room and during games.
- 2.10.3 Perform any duties assigned at the pre-season meeting with the Executive Board, the General Manager, the Coaches, and the Faculty/Staff Advisor.

2.11 Committees shall fulfill the duties assigned to them by the Executive Board.

- 2.11.1 Committees are formed and dissolved at the discretion of the Executive Board.
- 2.11.2 Committees may not make decisions on behalf of the club except as empowered by the Executive Board for the fulfillment of the committee's purpose.

3 AFFILIATIONS

3.1 Nationally, Ramapo Ice Hockey shall be affiliated with the American Collegiate Hockey Association (ACHA) and its affiliate USA Hockey.

- 3.1.1 All players on the team must be registered with ACHA.
- 3.1.2 The Head Coach and Assistant Coaches must be registered with ACHA.
- 3.1.3 Players must meet all ACHA requirements even if they are not specified in these by-laws.

3.2 Regionally, Ramapo Ice Hockey shall be affiliated with the Metropolitan Collegiate Hockey Conference (MCHC).

- 3.2.1 All players on the team must be registered with MCHC.
- 3.2.2 The Head Coach and Assistant Coaches must be registered with MCHC.
- 3.2.3 Players must meet all MCHC requirements even if they are not specified in these by-laws.

3.3 Institutionally, Ramapo College Ice Hockey shall be affiliated with the Ramapo College Center for Student Involvement (CSI).

4 MEETINGS

4.1 General membership meetings shall be scheduled at least four times per academic year: September, November, February, and April.

- 4.1.1 A quorum is required for any official business or voting to be conducted at general membership meetings.
- 4.1.2 A quorum shall consist of 2/3 of the regular members.
- 4.1.3 The Executive Board may call additional general membership meetings for special or urgent business affecting the general membership.

4.2 Executive Board meetings shall be scheduled monthly.

- 4.2.1 At least three officers, including the President or the Vice President must be present for any official business to be conducted at an Executive Board meeting.
- 4.2.2 At the first meeting of each year, the Executive Board shall establish the schedule of Executive Board and general membership meetings.
- 4.2.3 The President may call additional meetings of the Executive Board for special or urgent business requiring the attention of the Executive Board.

4.3 Motions, decisions, and other meeting management and communication shall be conducted according to Robert's Rules of Order, Newly Revised.

5 ELECTIONS

5.1 Elections for the Executive Board shall be held at the final general membership meeting in the spring, herein known as the election meeting.

5.2 The Secretary shall notify members of the election date at least three weeks prior to the election meeting, using student e-mail accounts.

5.3 At the election meeting, nominations will be taken from the floor.

5.3.1 Members wishing to nominate a candidate must first confirm that the nominee is willing to serve.

5.3.2 Members may nominate themselves.

5.3.3 Incumbent officers seeking re-election must participate in the same nomination/election process as other candidates.

5.3.4 A member who is nominated for an office and does not win the election may be nominated for any remaining office.

5.4 Members shall vote by secret individual ballot.

5.5 Members shall vote for each office on the Executive Board before the floor is opened to nominations for the next office, i.e., nominations and voting for the office of President shall be completed first, followed by nominations and voting for Vice President, then nominations and voting for Treasurer, and finally nominations and voting for Secretary.

5.6 The GM shall appoint three members in good standing to the tellers committee that collects, counts, records, and reports the results of the ballots.

5.6.1 If the sitting Secretary is not accepting nomination for any office, the GM shall automatically appoint the sitting Secretary to the tellers committee.

5.6.2 The tellers committee shall collect, count, record and report the results of the ballots according to *Robert's Rules of Order, Newly Revised*.

5.7 An incumbent officer may seek re-election in multiple terms. There are no term limits on any office in the Executive Board.

5.8 A quorum is required to hold elections. Two thirds of the members in good standing shall constitute a quorum.

5.9 Elections shall be decided by a simple majority (50%+1 of the votes) cast.

5.9.1 Any candidate running unopposed must still be elected by a majority vote.

5.9.2 If any one candidate does not obtain a majority, the two (2) individuals who have the highest number of votes will participate immediately in a run-off election.

5.9.3 If there is a tie among more than two candidates for the highest number of votes in the first round of voting, the chair of the tellers committee will reintroduce only those candidates and proceed with another election. If the second election does not result in one candidate having a clear majority, a run-off election shall be held as described in 5.9.2.

5.10 A member in good standing may request permission to designate a proxy when there are extenuating circumstances that prevent his or her attendance at the election meeting.

5.10.1 The GM shall determine whether permission to use a proxy is warranted.

5.10.2 A member who has been granted permission to designate a proxy shall not be counted when determining a quorum.

5.11 Elected officers shall take office immediately after the conclusion of the elections.

5.12 If an elected officer does not make the team for the season of the officer's term, the vacancy shall be filled by a special election at a special general membership meeting after the tryouts.

5.13 Any questions related to nominations and elections not explicitly addressed in these by-laws shall be answered by *Robert's Rules of Order, Newly Revised*.

5.13.1 When there are options offered by *Robert's Rules of Order* the Executive Board shall determine which process or procedure shall be followed.

5.13.2 If there are issues related to the elections not covered by *Robert's Rules of Order* or these by-laws, the Executive Board shall consult with the Advisor and the GM to determine a process.

6 COMMUNICATIONS

6.1 To ensure consistency and adherence to guidelines, general members shall refrain from speaking for the club in the media or on social media.

6.1.1 The Secretary is ultimately responsible for the appropriateness, accuracy, and timely sharing of information in the media and on social media.

6.1.2 The Secretary may form and chair a Communications committee to assist in the timely and accurate sharing of information. All members of a Communications Committee must follow guidelines established in a meeting with the Secretary, the General Manager, and the Faculty/Staff Advisor.

7 REMOVAL OF OFFICERS

7.1 An officer may be removed from office before the end of his or her term for one of more of the following reasons.

7.1.1 The officer does not fulfill the duties and responsibilities of the office.

7.1.2 The officer abuses the power of the office.

7.1.3 The officer commits a significant violation of the rules of Ramapo Ice Hockey.

7.1.4 The officer misuses club funds.

7.1.5 The officer demonstrates a significant disregard for the guidelines of the Ramapo College of New Jersey Code of Conduct as outlined in the Student Handbook.

7.2 Any member may initiate removal of an officer before the end of his or her term by notifying the Executive Board in writing of the allegations against the officer.

7.2.1 The Executive Board shall meet within one week of being notified with the purpose of discussing the allegations and appointing an investigating committee of five members.

7.2.1.1 The investigating committee may not include any officers of the Executive Board.

- 7.2.1.2 *The investigating committee shall include at least one member from each class represented on the team. If a class is not represented on the team, the place shall be filled at the discretion of the Board. For example, a team with no freshman would have a committee comprising at least one sophomore, one junior, one senior, and one graduate student. The Board may appoint a member from any class to fill the spot left vacant by the absence of freshmen on the team.*
- 7.2.1.3 *The committee shall investigate the allegations against the officer and prepare a report to be presented to the general membership.*
- 7.2.1.4 *The committee shall not make an explicit recommendation regarding removal, but shall indicate in its findings whether there is evidence to support the allegations against the officer.*
- 7.2.1.5 *The committee shall notify the officer in writing of the date of the special general membership meeting at which voting on removal will occur.*

7.3 A special meeting of the general membership, for the purpose of voting on the officer’s removal, shall be called within three weeks of the Executive Board’s receipt of the allegations.

- 7.3.1 A quorum (two thirds of the members in good standing) must be present to conduct the special membership meeting called for the purpose of the determining the removal of an officer.
- 7.3.2 The President shall preside over the meeting. If the President is the officer being considered for removal, the Vice President shall preside.
- 7.3.3 The presiding officer shall allow time for and ensure that each of the following occurs at the meeting.
 - 7.3.3.1 *The investigative committee presents their report to the general membership at the special meeting.*
 - 7.3.3.2 *Members are given the opportunity to discuss the report and ask questions of the committee. Members shall not question the officer being considered for removal.*
 - 7.3.3.3 *The officer being considered for removal is given the opportunity to rebut the allegations, dispute findings of the committee’s report, and/or make a statement to the membership.*
 - 7.3.3.4 *A vote is taken to “remove” or “do not remove.”*
- 7.3.4 Officers, including the officer being considered for removal, may vote.
- 7.3.5 The vote shall follow the same process as elections, i.e., individual secret ballots shall be used and a teller’s committee appointed by the presiding officer shall collect, count, and record the votes and report the results.
- 7.3.6 If three quarters of the votes are cast for removal, the officer is relieved of the office immediately.

8 REMOVAL OF PLAYERS

8.1 The Head Coach may remove a player from the team for one or more of the following reasons.

- 8.1.1 The player demonstrates significant insubordination.
- 8.1.2 The player commits a significant violation of the rules of Ramapo Ice Hockey.
- 8.1.3 The player demonstrates a significant disregard for the guidelines of the Ramapo College of New Jersey Code of Conduct as outlined in the Student Handbook.

9 RESIGNATIONS

- 9.1 An officer wishing to resign may state his or her intentions during the New Business portion of the agenda at a monthly Executive Board meeting.**
- 9.2 If the resignation is urgent, the officer may send an email to the other members of the Executive Board through Ramapo College student email accounts. The email should state the intention to resign and the anticipated date of resignation.**
- 9.3 The officer may choose to give a brief explanation of the reasons for the resignation, but is not required to do so.**
- 9.4 A member wishing to resign from the team shall share the decision in person with the Head Coach and the GM. The member shall notify the Executive Board in writing of the intention to resign and the expected date of resignation.**
- 9.5 A paid staff member, such as the Head Coach, who wishes to resign will need to notify the GM to determine the contractual ramifications of resignation.**

10 REPLACEMENTS

- 10.1 If the office of President is vacated for any reason before the end of the President's term, the Vice President shall become the President and serve the remainder of the term.**
- 10.2 If any Executive Board office other than President is vacated before the end of the officer's term, the Executive Board shall call a special general membership meeting for the purpose of electing a replacement within three weeks of the office being vacated.**
 - 10.2.1 The Executive Board members will share the duties of the vacated office until the replacement is elected.
 - 10.2.2 The elected replacement shall serve only until the end of the term and the next regular election.
- 10.3 If a paid staff position is vacated before the end of the season, the GM shall hire a replacement as soon as possible.**
 - 10.3.1 If the Head Coach position is vacated before the end of the season, the GM shall appoint one of the Assistant Coaches to be Acting Head Coach until a replacement Head Coach is hired.
 - 10.3.2 The GM may, but is not required to, hire one of the Assistant Coaches to serve as Head Coach for the remainder of the season.
- 10.4 If the GM position is vacated before the end of the season, the Head Coach and the advisor shall work with the Executive Board to ensure that the GM's duties are carried out until a replacement can be found.**

11 AMENDMENTS

- 11.1 Amendments to the constitution and by-laws may be proposed by any member or group of members.**
 - 11.1.1 The proposing member(s) shall submit a draft of the amendment, accompanied by a brief explanation of the reasons for proposing the amendment, to the Executive Board.

- 11.1.2 The President will place the amendment discussion and voting on the agenda for the next general membership meeting.
- 11.1.3 The Secretary will distribute the proposed amendment and accompanying explanation to all members through Ramapo College email accounts and notify members of the date of the meeting at which the amendment will be presented, discussed, and voted upon.

11.2 Amendments to the constitution and/or by-laws may only be presented and/or voted upon at a meeting at which a quorum is present.

- 11.2.1 Any member citing the need for more information or discussion may move to postpone the amendment vote to a later meeting.

11.2.1.1 A move to postpone the amendment vote requires a second.

11.2.1.2 A move to postpone the amendment vote shall be carried by a simple majority vote by show of hands.

- 11.2.2 If the amendment is not voted upon at the same meeting at which it is presented, the presiding officer must announce the date of the meeting at which it will be voted upon.

11.3 Amendments shall be passed by a three quarter affirmative vote at a meeting at which a quorum is present.

12 DISSOLUTION

12.1 If it is deemed necessary, Ramapo Ice Hockey Club may be dissolved by a vote of its own members.

- 12.1.1 A vote on dissolution may occur at the final general membership meeting in April, or at a special general membership meeting called by the Executive Board for the purpose of voting on dissolution.

- 12.1.2 The Secretary shall notify all members through Ramapo College student email accounts of the date and time at which the vote on dissolution shall take place.

- 12.1.3 A vote on dissolution may only occur if a quorum is present at the meeting.

12.2 Upon dissolution, any assets or remaining funds after debts have been paid shall be returned to their providers or donated to a local charity or organization selected by the Executive Board and the GM.

12.3 The Executive Board shall meet with the GM and the Advisor to ensure the proper archiving of contracts and other legal documents as well as the disposition of awards, trophies, and equipment.