

## FLOWER CITY WARRIOR HOCKEY INC.

### **Mission Statement**

To provide a recreational hockey team for military veterans, active military, reserves, and their family members in Rochester, New York. Flower City Warrior Hockey (RAWH) is formed to enhance veteran community engagement and provide veteran camaraderie supporting a return to civilian life. The organization's goal will be to connect former and current military members with the support of the local community through competitive sport.

### **Flower City Warrior Hockey, Inc.**

c/o James Rowley, Founder  
1744 Elmwood Cir  
Farmington, NY 14425

## **CONSTITUTION**

### **Article I – NAME**

The legal name of the corporation shall be **Flower City Warrior Hockey (FCW)**

*EIN: 82-2691441*

### **Article II – AUTHORITY**

#### **Section I.**

The Flower City Warrior Hockey team is established at Rochester, NY, as an incorporated association with the proclamation set forth by the governing body appointed by the President. The association shall adhere to the following conditions:

- A) That programs and activities conducted do not prejudice or discredit the military services or agencies of the United States Government
- B) That activities will not be conducted on any military installation.
- C) That neither an appropriated fund activity or a non-appropriated fund instrumentality will assert and claim to the assets of this organization, not incur or assume any obligation of any private organization, except as may arise out of a contractual relationship.
- D) That this organization will not engage in activities which are in conflict with the authorized activities of VA or fund instrumentalities defined by Congress.
- E) That the nature, function, and objectives of this organization, together with the provisions for proper disposition of residual assets and liabilities upon dissolution, will be established in this constitution
- F) That this organization will be not for profit and hold truthfully to the Warrior Ethos
- G) That this organization will not seek to deprive individuals of their civil rights.
- H) That this organization will neither propagate extremist activities nor advocate violence against others or the violent overthrow of the government.
- I) That this organization is not created for commercial profit.
- J) That this organization will not engage in the distribution or sale of alcoholic beverages at any time.

## FLOWER CITY WARRIOR HOCKEY INC.

### **Section II.**

All members will understand fully that they are personally liable if the assets of the organization are insufficient to discharge all liabilities in the event of bankruptcy, insolvency, or dissolution.

### **Article III – PURPOSE**

To create an opportunity for active military members, DoD civilians, veterans, retired veterans and their family members that focuses on team development with the use of competitive sport.

To ensure a diverse environment of year-round recreation and individual development through motor skill training, endurance, and community representation.

To assist in the monetary expenses of the players through the use of fund-raising events, solicitation, and voluntary sponsors.

### **Article IV – MEMBERSHIP**

#### **Section I.**

Membership in the FCW Association shall be voluntary and open to all active duty, reserve, or former military members, DoD civilians, and family members in the Rochester, New York Community.

Membership does not require athletic participation but does require adherence to the policies set forth by the President in accordance with the Bylaws of this Constitution.

#### **Section II.**

Membership shall be open to all eligible persons regardless of race, color, sex, religion, or national origin.

### **Article V – OFFICERS AND GOVERNING BODY**

#### **Section I.**

The governing body of the FCW Association *shall be sworn in as Team Officers* of the association composed of a:

- A) President and Chief Executive Officer (CEO)
- B) Director of Hockey Operations (DHO)
- C) Director of Equipment/Sales (DES)
- D) Director of Finance (FO)
- E) Director of Fundraising and Communications (DCO)

#### **Section II.**

## FLOWER CITY WARRIOR HOCKEY INC.

- A) The President, Director of Hockey Operations, Director of Equipment/Sales, Director of Finance, and Director of Fundraising shall be by voluntary appointment indefinitely and must preside over their appointed duties for no less than one year. All Team Officers must be a veteran in good standing among one of the six military branches.
- B) Team Officers are not elected officials. The President will nominate two military veterans and he or she will be approved by the Team Officers by majority vote.
- C) Special considerations can be initiated by any Team Officer to remove a Team Officer in direct violation of the Code of Conduct. A unanimous vote must be made among the Team Officers which would not include the Officer being removed. Once removed, the President or Director of Operations in the event a President is removed from the board will follow the same guidelines of appointment per Section II(B) and Section II(E).
- D) In other rare or extreme cases, such as immediate family needs, circumstances related to employment, or imprisonment, a special appointment may be initiated by the governing body to select a new Officer or Officers.
- E) Any member of the governing body may resign from his or her responsibilities after one year.
  - a. Under resignation, the President must nominate two replacements (including his or her own) who will be appointed by majority vote of which the President is a voting member.

### **Article VI – DUTIES OF THE OFFICERS**

#### **Section I.**

The officers of the FCW Association will consist of five volunteer members as prescribed in Article V of this Constitution:

- A) President, CEO
  - i. Responsible for the overall management of the team
  - ii. Oversight of scheduled games and tournaments, structured practice sessions/tryouts, assigned positions, and lines for each game
  - iii. Enforce team discipline and guidance on the conduct of the players. Enforce policies and regulation per Federal Law for a 510(c)3 Association
  - iv. Writes policy and procedures as needed for yearly team goals across the organization
- B) Director of Hockey Operations (DHO)
  - i. Responsible for the overall management of the team in the absence of the CEO
  - ii. Schedules games and tournaments, assists at practices/tryouts, and by assigning duties within the scope of work for the DES, FO, and DOF
  - iii. Reinforces team policies and procedures for the organization as constituted by the President and the RAWH Code of Conduct
- C) Director of Equipment/Sales (DES)
  - i. Handles all equipment issues for players and manages team equipment locker.
  - ii. Prepares jersey orders, and other items needed for games and practices.
  - iii. Engages players in need of equipment to gift or issue based on the needs of the player
  - iv. Ensures pucks, water bottles, and jerseys are available for all on ice sessions and games

## FLOWER CITY WARRIOR HOCKEY INC.

- v. Is a delegate of the President or Director of Hockey Operations in the absence of leadership
- D) Director of Finance (FO)
- i. Handles the FCW Association asset and liability ledger and directs qualified personnel on audits required in accordance with applicable law as it relates to 501c not for profit associations
  - ii. Manages the collection of fees or dues for each player to deposit
  - iii. Disperses funds as needed for products or services rendered in support of FCW Association
  - iv. Is a delegate of the President or Director of Hockey Operations in the absence of leadership
- E) Director of Communications and Fundraising (DOC)
- i. Primary role of seeking revenue streams and communication for FCW including but not limited to FCW apparel, charity games, and sponsorship engagement.
  - ii. Delegate for all sponsor related activity relative to FCW player support and may act as a liaison between the governing body and major sponsors.
  - iii. DOF will secondarily create and monitor marketing for the team as agreed by the governing body and executing.
  - iv. Is a delegate of the President or Director of Hockey Operations in the absence of leadership

### **Article VII – ELECTIONS, MEETINGS, AND QUORUMS**

#### **Section I.**

- A) An election may be held at the discretion of the President unless such special circumstances mentioned in Article V, Section II.(C) exist. The governing body must consider the wishes of the players and come to a majority vote (Yay or Nay) for any issues needing resolution such as the removal of a player, reimbursement of funds dispersed, team selection, or ice time scheduling. Tie Breakers or circumstances that require more participation will be decided by appointing an electorate from members of the team. Total number in the electorate is at the discretion of the President and must be an odd number to avoid ties.
- B) A quorum for special elections or expense decisions can be initiated by the President at his or her discretion
- C) If a quorum is not possible, electronic or telephonic vote may be initiated by the President.
- D) The DHO may initiate a quorum in the absence of the CEO in accordance with the Bylaws of this Constitution.

## FLOWER CITY WARRIOR HOCKEY INC.

### Article VII – ADMINISTRATION AND MEMBERSHIP ROLES

#### **Section I.**

- A) The FCW Association shall be administered in accordance with this approved Constitution and other applicable directives under the supervision of the governing body. The following paperwork will be kept on file per fiscal year beginning October 1st and ending September 30th.
- i. Minutes of meetings
  - ii. Annual financial statements and copies of receipts
  - iii. Annual audit reports
  - iv. Copies of USA Hockey Insurance Confirmation numbers
  - v. Current names, email addresses, and telephone numbers of the governing body
  - vi. Names of athletic participants
  - vii. Any major changes in organization activities, membership requirements, officers, objectives, constitution, by laws, management functions, or amendments to this constitution
  - viii. Any correspondence about applicability of Federal, State, or local laws

#### **Section II.**

- A) The governing body shall carry out the purpose and mission of the organization by approving the transaction of its business in accordance with the approved Constitution and established policies, all Federal, State, and local jurisdictional laws will be met.

#### **Section III.**

Team management from non-voting members elected and approved by the Team Officers are to be leaders of their respective teams formed under FCW and will preside over these duties as leaders:

- B) Team Captains (TC)
- i. The Team Captain's are responsible for developing the line combinations for each game. The team captain will have the overall task of working with the players to find the best fit for each game. The Team Captains will be the only player that talks to the referees during the game and communicates special teams unless there is a coach available. Providing key advice to the Team Officers will be important, in that the TC is the backup for ensuring all the teams needs are met to include; acting as an intermediary for individual player needs, water bottles, pucks, and team functions. The TC will not be a voting member on Board of Directors, however can bring to light important matters and solicit ideas to the Board of Directors for implementation. The Team Captain may appoint an Alternate Captain to help in his or her absence.

#### **Section IV.**

An administering body to work specific duties and responsibilities as non-voting members elected by the Team Officers will preside over the following:

- A) Team Sales Representative (TSR)
- ii. The Team Sales will be the team's primary interface with vendors and companies for the sole purpose of providing clothing and equipment for sale to the players and the general

## FLOWER CITY WARRIOR HOCKEY INC.

public with branded FCW items. He or she will work primarily with the Team Equipment Officer in support of all merchandise being held or purchased for Team use.

- C) Public Outreach Manager (PM)
- i. The PM supports and expands the fundraising initiatives for FCW. This position is responsible for working with the Director of Fundraising for planning and coordinating all aspects of public fund development including but not limited to capital campaigns and major gifts, planned giving, sponsorships, donor cultivation, grant writing, and special events. The PM will work in conjunction with the Director of Fundraising and assumes responsibility for identifying, organizing and managing the fundraising activities with a focus on new opportunities to obtain ongoing and increased support from corporations, public and private organizations, and individuals.

### Article VIII – FINANCES

#### **Section I.**

Revenue shall be derived primarily from fundraising, solicitations, sponsorships, and player dues. All fundraising will operate in accordance with IRS 501c3 policies and procedures.

#### **Section II.**

- A) An annual audit shall be made on all financial records of the FCW Association. The audit shall be performed by a qualified auditor and conducted to adhere to the policies and procedures set forth by US Tax laws.
- B) If needed, reasonable compensation may be paid for personal services which are necessary for performing the annual audits, administration, and managerial duties needed to run the FCW Association. Pay and compensation will be reviewed by the governing body every fiscal year.

#### **Section III.**

The FCW Association will maintain all records and receipts of the organization's transactions. All monies belonging to the organization will be held in the organization's account. The Financial Manager will furnish copies annually of the Asset and Liability ledger, as the monthly bank statements for review by the governing body in the month of September.

#### **Section IV.**

- A) An operating fund of up to \$300 may be held outside of the bank to pay for cash transactions only.
- B) All transactions will be handled with the bank debit card or by check as applicable
- C) Events instituted by the governing body for the purpose of raising money may disperse funds in advance of the event for products or services needed to run the event. All monies dispersed for the event must be returned within 15 days from the conclusion of the event.
- D) The Financial Manager is not authorized to obligate any FCW Association monies for any expenditures without prior approval from the Board of Directors.

## FLOWER CITY WARRIOR HOCKEY INC.

### Article IX– ELECTIONS, MEETINGS, AND QUORUMS

No Change

### Article X. INSURANCE

#### **Section I.**

All athletes are requested to have USA Hockey Insurance, however it is not required. All officially sanctioned RAWH Association games or tournaments are at the players risk.

### Article XI. ADOPTION AND AMENDMENTS

#### **Section I.**

The Constitution is adopted by approval of the governing body.

#### **Section II.**

Amendments and ratification of this constitution shall proceed herein:

- A) The President is empowered to propose amendments to this Constitution and bylaws upon approval of a majority vote of the governing body.
- B) Proposed revisions and amendments cannot be adopted for use from any other member of the governing body without approval from the President and CEO.
- C) Proposed amendments are ratified upon approval of the governing body.

### Article XII. DISSOLUTION

#### **Section I.**

Upon the dissolution of the association by the initiative of the governing body, disposition of the remaining assets after all debts and obligations have been met will be entrusted to the Amerks Alumni of Rochester, NY.