

**TULSA WARRIORS ICE HOCKEY PROGRAM CLUB
(TULSA WARRIORS HOCKEY CLUB - TWHC)**



**STANDARD OPERATING PROCEDURES
& BYLAWS**

**REVISION D
MARCH 4, 2024**



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REVISION HISTORY

REV LEVEL	REVISION(S)	REVISION DATE
D	Revised Vision Statement; Updated Program Purpose & Goals; Revised EXPANDED roster eligibility requirements to include all veterans, all people with disabilities, and first responders; Clarified documentation requirements for placement of players on the CORE roster; various minor editorial revisions for clarity and readability.	03/04/2024
C	Revised Mission Statement; Added Vision Statement; Added Program Purpose; Clarified Privacy Policy; Added Non-Discrimination Policy; Revised Roster Eligibility to include Categories of CORE & EXPANDED; Added Right to Limit EXPANDED Roster applicants; Added Financial Obligations; Added Voluntary Participation Policy	11/06/2023
B	Added Revision History; Modified Roster Eligibility Criteria; Added USA Hockey and United Hockey Union membership dues requirements; Modified Alcohol Consumption & Drug Use guidelines; Various editorial and formatting changes.	09/06/2023
A	Initial Release	07/26/2023



TWHC Program Purpose & Goals

The **PURPOSE** of TWHC is a **100% volunteer-run, 501(c)(3) nonprofit organization** registered in the state of Oklahoma that operates exclusively for charitable and educational purposes. Under the tenets of the USA HOCKEY WARRIOR HOCKEY program, the TWHC encourages, educates, and trains those who have disabilities incurred during military service to participate in the great sport of ice hockey, and assists those same individuals with adjusting back to civilian life, developing self-confidence, and improving both mental and physical fitness. Additionally, the organization provides its members with a support network on and off ice.

The **GOALS** of the program are to:

- **Create Opportunities** by providing an open and safe platform for which disabled veterans can connect, grow, and develop into a family,
- **Build Relationships** that are mutually beneficial between individuals and local organizations that can help disabled veterans while promoting and showcasing the game of ice hockey, and
- **Give Back to the Community** through participation in various community service activities that assist disabled veterans and other less fortunate individuals within our local communities.

TWHC Mission & Vision Statements

The **MISSION** of the Tulsa Warriors Ice Hockey Program Club (a.k.a. Tulsa Warriors Hockey Club, or TWHC) is *to organize and administer an ice hockey program to assist our wounded, ill, or otherwise injured service members and disabled veterans of the United States Armed Forces with therapy through the sport of recreational ice hockey to help reintegrate them back into our civilian communities.*

Our **VISION** is *to become an established platform to connect veterans, active-duty military, people with disabilities, and first responders in the name of brotherhood and sportsmanship, while working in partnership with local organizations to promote and showcase the game of ice hockey and various community service activities within our local communities.*

Privacy Policy

This privacy policy regards the nature, purpose, use, and sharing of any private non-public information (confidential information) which you provide us while you are a member of TWHC. Confidential information may include your full name, email, mailing and/or home address, phone numbers, date of birth, a branch of service, veteran disability status or service award or other information that you designate as confidential. Confidential information will not include any information that is in the public domain or comes into the public domain, not as a result of a violation of this privacy policy.



The confidential information which you provide TWHC will be used for its intended purpose only. By providing confidential information, you are giving your permission for us to use it for its intended purpose. The confidential information collected will only be used to confirm eligibility to participate in TWHC and other programs and in various hockey tournaments and to make travel arrangements for TWHC-sponsored travel and trips. Confidential information will only be provided to outside organizations when necessary for participation in a hockey tournament or travel.

Confidential information will be shared with TWHC volunteers and staff only on a need-to-know basis. Any individual who has access to this information will be required to sign a non-disclosure agreement to ensure the protection of the confidential status of the confidential information. If at any time you request, your confidential information will be returned to you or destroyed.

TWHC Non-Discrimination Policy

The TWHC provides hockey as a form of therapy and rehabilitation to wounded, ill, and otherwise disabled veterans and active-duty service members. To confirm eligibility for participating with TWHC and other programs and in such tournaments, documented proof of a player's illness, injury, or disability may be required. In addition, ***the TWHC is committed to a policy of non-discrimination in the terms, conditions, or privileges of employment on account of race, age, color, sex, national origin, physical or mental disability, or religion or otherwise as may be prohibited by federal and state law.***

Roster Eligibility & Categories

The TWHC was founded with intent to serve our wounded, ill, or injured veterans and active-duty service members. The TWHC will participate in competitions where the eligibility requirements may be limited to only wounded, ill, or injured veterans and service members. However, this program also provides for the participation of non-disabled veterans, people with disabilities, and other non-veterans in competitions where eligibility is not limited to only disabled veterans.

All TWHC rostered players shall be designated into two major categories: CORE and EXPANDED.

- **CORE** roster players consist of only Veterans, or Members of the Armed Forces (Army, Navy, Air Force, Marine Corps, or Coast Guard), and have been discharged under honorable or general conditions. In addition, all CORE roster players must also meet one or more of the following criteria:
 - *A recipient of a Purple Heart.*
 - *A wounded, injured, or ill service member, including one who is a patient at a military or Veterans Administration medical center.*
 - *An honorably discharged veteran with a disability rating from the United States Department of Veterans Affairs, even if it was for an injury in a non-combat or off duty situation.*
 - *A medically discharged veteran.*



- *Post-service disabilities that are considered related or secondary to disabilities occurring in service and for disabilities presumed to be related to circumstances of military service, even though they may arise after service.***
- *Any Veteran with a disability that did not occur during Military Service and meets discharge eligibility.***

*** The TWHC board of directors may approve these conditions if medical proof of having a "disability" can be readily obtained by the applicant.*

- Active-duty military, veterans without a disability, people with disabilities (regardless of veteran status), first responders, and select civilians who serve on the TWHC board of directors or have been authorized by the board to participate in the program shall be placed on the **EXPANDED** roster. Such individuals may also be referred to as “volunteers” and are encouraged to participate in local TWHC events which assist in the therapy of those with disabilities. However, volunteers may not be permitted to participate in USA Hockey Warrior-sanctioned tournaments, or similar events where proof of service and disability are required.

All prospective TWHC rostered players must submit a completed application and sign the “player commitment agreement”. If the prospective roster player intends to be a part of the **CORE** roster, then he/she must also submit their DD214 and proof of VA benefits to participate. If a VA claim is pending, players shall submit proof of the claim submission and send documentation of their rating once granted by the VA. Until proof of service and benefits are obtained and filed, the roster candidate shall be retained on the EXPANDED roster.

In the spirit of remaining true to the organization’s Mission Statement, TWHC reserves the right to refuse or limit the number of accepted applications for the EXPANDED roster. CORE roster applicants are considered a PRIORITY for filling open spots on any roster, whether it be for a USA HOCKEY Warrior-sanctioned event or otherwise.

All TWHC members, regardless of status, are authorized and encouraged to run for and hold TWHC board of director and officer positions as outlined in the TWHC bylaws.

Financial Obligations

The goal of the TWHC is to fulfill the MISSION of the organization while minimizing the overall financial obligation of its members. This will be done through voluntary financial & equipment donations as well as sponsorships. However, for the purpose of securing an earnest money investment in the team, and to secure required insurances and memberships, the TWHC asks all of its rostered players to provide the following:



- **TWHC Annual Dues:** TWHC rostered players are required to pay dues in the amount of **\$200.00 annually**. Annual dues are established as earnest money for participants. Annual dues are deposited directly into the TWHC team's fund and utilized toward offsetting various team expenses such as ice time, jerseys, equipment, and other hockey-related expenditures. Rostered players failing to pay their dues within a reasonable period of time after joining the TWHC are subject to removal from the TWHC player roster. Annual dues may be divided up to include a percentage for deposit and the rest payable monthly, or in any means agreeable by the TWHC board of directors.
- **United Hockey Union (UHU) Membership Dues:** Anyone playing hockey at the Oilers Ice Center must be registered with the UHU for insurance liability coverage. No TWHC roster member may play in any TWHC event until UHU dues have been paid and proof submitted to the board. Annual UHU dues are renewed in August each year. To obtain a UHU membership, visit: <https://www.unitedhockeyunion.com/player-registration>
- **USA Hockey Membership Dues:** Per requirements of the USA Hockey Warrior Program, all programs must "be fully sanctioned with all teams, players, volunteers, coaches and staff, within such programs be fully registered with USA Hockey." Proof of eligibility must be presented for verification during team check-in at USA Hockey events. To obtain membership, visit: www.membership.usahockey.com.

Code of Conduct

Our rostered players and our volunteers are not perfect; however, TWHC vows to support one another and help each other make smart decisions for themselves, others, and our community. The TWHC board of directors has instituted this "code of conduct" policy for all TWHC members and team supporters consistent with the TWHC mission statement.

Sportsmanship: All players, coaches, support staff, volunteers, and team supporters are expected to conduct themselves in a professional and sportsmanlike manner. While we encourage people to support their team and/or teammates with great enthusiasm, any use of vulgar, rude, or inappropriate comments or gestures will not be tolerated.

Alcohol and Drug Use: Aside from prescribed drug use, illegal and/or unauthorized drug use at a TWHC-sponsored activity shall not occur at or near any ice rink facility. Alcohol shall not be consumed during the game. Alcohol may be consumed before or after, subject to local rink and/or tournament policies. Unauthorized drug and/or alcohol use is subject to disciplinary action by the TWHC board of directors.

Conduct Outside of TWHC Activities: Sportsmanship extends beyond "game day" activities. Inappropriate verbal or written comments, including those made on social media, have the potential to reflect negatively on TWHC and its players and therefore are subject to review by the TWHC board of directors and may result in disciplinary action, if necessary.



Stolen Valor: Stolen valor is the greatest form of disrespect to a veteran of the United States Armed Forces and carries zero tolerance in the TWHC. If a player is suspected of lying about their military service and/or awards received, additional documentation of a player’s military service will be requested by the TWHC board of directors and subject to review. In addition, a third party may be brought in to investigate the stolen valor accusation. If a player is found guilty of committing stolen valor, the individual will be issued a lifetime ban from the TWHC.

Violence: Violence will not be tolerated. There is a policy governing fighting in the rules of USA Hockey. Coaches, support staff, volunteers and fans who fight or commit an act of violence, or in the opinion of the referees are deemed unruly, will be asked to leave the premises, and may be subject to suspension from all TWHC activities by the board of directors for a period of time up to and including a lifetime ban from the TWHC.

Referees: Appointed referees are in charge of calling a game and are expected to receive the utmost respect from all TWHC participants. Only a coach or appointed team captain may question a call on the ice. Disrespecting a referee in any way, physically or verbally, is subject to review by the board of directors and may result in a suspension from TWHC activities for an assigned period of time.

Team Supporters: If a referee feels a team supporter or supporters is being vulgar, inappropriate, or unruly, it is within the right of the referee to ask the coach or team captain of the team the supporter or supporters is rooting for, to speak with the team supporter or supporters. If necessary, the supporter or supporters may be asked to leave the arena and could be banned from attending future games of the team.

Destruction of Property: If a player intentionally and/or while under the influence of drugs and/or alcohol breaks or destroys property at a TWHC event, he/she will be financially liable for restitution of damages and reimbursing the affected parties.

Disciplinary Action: If a rostered player or volunteer engages, or has previously engaged, in unlawful conduct while participating in the TWHC program, fails to show remorse and remediation in making better decisions going forward, or repeatedly engages inappropriate conduct that is harmful to others or our program, the TWHC reserves the right to remove those individuals from the program. Any appeal is subject to review by the Board of Directors.

The TWHC board of directors reserves the right to suspend, censure or otherwise discipline any player, coach, volunteer, or team personnel who is deemed to have violated any part of the code of conduct. A player subject to discipline may petition the TWHC board of directors for reversal or modification of the disciplinary action.



Suicide Awareness Policy

Suicide is a major problem within the Veteran community and with 22 veterans losing their lives to this epidemic every day, it is the duty of every TWHC member to do what they can to prevent this from happening to a teammate.

If a member of TWHC feels that he/she or another member is at immediate risk of hurting themselves, call the number below ASAP!

National Suicide Hotline: 1-800-273-8255, Option 1

Board members and officers can be contacted at any time if a player feels that they are in trouble or if they just need somebody to talk to. Conversations that take place are strictly confidential and information will not be shared unless the player request to.

There are also a variety of programs out there that support veterans in need of mental support. TWHC can assist members with finding a clinic that best supports their needs.

Communication Policy

All official team announcements from the TWHC Board of Directors will come from the *info@tulsawarriorshockeyclub.com* email address.

It is recommended that TWHC board members and officers use their official TWHC email addresses when conducting team business, both internal and external to the organization.

The Tulsa Warriors Ice Hockey Program Club - TWHC Facebook page shall be for members of TWHC only, including those non-veteran volunteers who hold board, officer, or coaching positions. Individuals who play on TWHC “beer league” teams that are not TWHC rostered members or volunteers are not eligible to join this group.

Although official team announcements will be sent via email, they will also be posted in the TWHC Players Facebook group along with upcoming events for redundancy and convenience. The rest of the communication that takes place in this forum will be considered “locker room talk”.

Posts that go against the TWHC code of conduct will not be tolerated. If a member posts something that violates the code of conduct, he/she will receive a warning. If the member commits a second infraction, he/she will be removed from the group for 30 days. If the member receives a third infraction, he/she will be removed from the group permanently.

Tournament Policies

Ability: Players must be physically healthy, proficient skaters and know the basic rules before attending travel tournaments. This is for their own safety as well as the safety of those TWHC will be competing against.



Evaluation: Every player must be evaluated by the selection team in order to be considered for a position on a tournament team. A pre-event player evaluation skate will take place for the purpose of determining if a player is proficient for tournament play and at what level.

Additionally, evaluation skates will be held at a minimum semi-annually for the purpose of determining a players skill level. Players may use outside assistance to improve their skills before the next evaluation.

Administrative Representative/s: If a TWHC member is attending a tournament as a team administrative rep, they will not bring their equipment and shall not play in the tournament under any circumstances; they will perform admin roles only and shall be at the rink anytime a TWHC team is participating. Those serving in an administrative role will be expected to perform a variety of tasks including driving players to/from the rink, hotel, and airport, filling up water bottles, relaying messages between USA Hockey reps and team captains, assisting coaches, attending event functions as a team representative, and any other tasks bestowed to them by TWHC leadership. Admin reps shall not consume alcohol during the course of their duties and shall remain sober until team activities are finished for the day.

Financial Responsibility: Each player will be responsible for any expenses that are not covered by the TWHC and must pay by the set deadline for each tournament. If a player does not pay by the set deadline, they will lose their spot and replaced by an individual on the wait list.

Logistics: Lodging and transportation will be provided to players only. Under normal circumstances, transportation will not be provided to the family. Each player must put his/her own card down for hotel room incidentals. If a player wants to bring family, TWHC will pay for half of the room and the player will be responsible for the other half; this is only applicable if the player and his/her family stay at the same hotel as the team. If the player and his/her family stay elsewhere then the player is responsible for 100% of the lodging costs.

Curfew: Curfew can be enacted at TWHC team leaderships discretion.

Alcohol Consumption & Drug Use: Players shall not show up to games intoxicated, hungover, or under the influence of any drugs or narcotics, or else be subject to expulsion from the venue of play. Players shall not consume alcohol during organized gameplay or practice sessions and will make every effort to avoid or shield the consumption of alcoholic beverages in the presence of minors. Players who fail to adhere to these guidelines are subject to Disciplinary Action as outlined under the TWHC Code of Conduct.



“Beer League” and Local Tournament Policy

Local tournaments and “beer leagues” are not official TWHC events. No individual or team is authorized to use any TWHC name or logo unless express permission is granted by the TWHC board of directors. If the TWHC grants special authorization to sponsor a team in a local tournament or “beer league” wearing a TWHC logo, then those teams and individuals assigned to play on said team roster will be subject to the same TWHC team policies as those of the USA Hockey Warrior team, for the exception of Roster Eligibility guidelines that will not apply. Failure to obey TWHC Code of Conduct policies during the local tournament or “beer league” may result in immediate withdrawal of rights to use the TWHC name and logos, and forfeiture of future funding and consideration by the TWHC.

Volunteer Participation Policy

As the TWHC is a 100% volunteer-run organization that does not cap its roster or volunteer membership levels, it become necessary to establish a policy that will provide a process for measuring volunteer participation such that it can be used to determining how to prioritize players for establishing competition player rosters in a fair and equitable manner. This will be done by issuing “points” for various types of activities, and then TWHC members shall earn points for their voluntary participation in these activities. Each month, points shall be tallied for volunteer participation by all TWHC members for the given month and totals will be posted for review and acceptance by the board.

Members with higher totals of volunteer participation points will be given higher priority for participation in events and tournaments when roster size limitations are necessary. Individuals with higher priority may elect to surrender their secured roster position for a given event or tournament, but in doing so the individual may not select their own replacement. The rule is that the next individual listed in the rankings will be given the option to play.

The following is a list of activities and their associated volunteer participation points assigned for each activity:

<u>VOLUNTEER ACTIVITY</u>	<u>PARTICIPATION POINTS</u>
Attending a Tulsa Warriors practice event	5 points
Attending a Tulsa Warriors game event	5 points
Attending a TWHC board meeting	10 points
Attending a TWHC fundraising event	10 points
Serving and participating in a TWHC committee meeting	10 points
Recruiting a CORE roster player (approved by the board)	10 points
Serving as a member of the TWHC board of directors	20 points
Securing a SILVER level sponsor	20 points
Securing a GOLD level sponsor	35 points
Securing a PLATINUM level sponsor	50 points
Securing or providing a donation	1 point/\$10



Player Commitment Agreement

I have chosen to play for Tulsa Warriors Ice Hockey Program Club (TWHC). I have read this Code of Conduct and TWHC team policies. I understand the commitments and sacrifices that will be asked of me as a member of my team. I promise to abide by the code of conduct and team policies and will do everything I can to uphold the mission of TWHC while playing and representing the team and will do everything I can to help ensure the success of the team and the program through my active participation in practice and playing schedules.

I understand there is a risk of injury from participating in the sport of hockey. I knowingly and freely assume all such risks and will not hold the TWHC board, coaches, volunteers, officials or sponsors liable for any injury I might incur. I will keep my equipment in proper condition and wear the equipment according to USA Hockey and TWHC requirements.

I hereby give my consent to TWHC and its agents to photograph and film myself while playing in TWHC-sponsored games or practices for media use, and without limitation to use any pictures, films and/or stories in connection with TWHC activities without consideration of any kind.

(This document shall be signed and dated by the rostered player and countersigned by the President of the TWHC. Hard copies shall be maintained on file by the TWHC board of directors along with documented evidence of military service and disability.)

TWHC Board of Directors, Officers, and Committees

Board of Directors

- Create a mission statement and ensuring implementation
- Planning and policy development
- Appointment and oversight of coaches and volunteers
- Financial management
- Annual budgeting
- Risk management
- Management of corporate documents and resolutions
- Management of the reputation, image, and commitments of the organization
- Public relations
- Establishment and administration of a social media policy and procedures
- Promotion of the organization's purposes

Officers

- President
 - Leads and assisted by the executive committee
 - Shall be a member of the board and shall be the chief executive officer of the organization



- Supervises and controls all of the business and affairs of the organization
- Presides at all meetings of the board, shall be the chairperson of the board and shall be an ex-officio member of all other committees of the board with one (1) vote
- Responsible for seeing that the philosophy and purposes of the organization are maintained
- Executes any deeds, mortgages, contracts, or other instruments, which the board has authorized to be executed
- Performs all duties prescribed by the board and all duties incident to the office of president
- Conducts all meetings under sturgis.

- Vice President
 - Performs duties as assigned by the president or by the board
 - In an emergency, presides as the president of the organization in the absence of the president
 - Assists officers and committees as needed

- Treasurer
 - Responsible for all funds and securities of the organization
 - Prepares financial reports monthly
 - Maintains the financial books and records of the organization in banks, trust companies, or other depositories as provided in the by-laws or as directed by the board or the president
 - Examines and audits the accounts of the organization, receive, and review financial statements and other information provided, write checks and disburse funds to discharge obligations of the organization.
 - Proposes for board approval procedures and policies for approval of requests for reimbursement of expenses and for special events.

- Player Development Director
 - Coordinates team skates/scrimmages
 - Designs practice plans and/or ideas
 - Works 1 on 1 with players to improve skills
 - Seeks out professionals, clinics, and camps for player attendance

- Veterans Outreach Director
 - Finds new players with disabilities
 - Communicates what we are doing with organizations that help disabled Veterans
 - Finds volunteers interested in helping
 - Develops recruitment material and creates recruitment initiatives

- Secretary
 - Takes minutes of the meetings including general meetings, special meetings, and the annual meeting



- Keeps the minutes as part of the organization’s records
- Reads the minutes during the meeting at the appropriate time
- Gives all notices as provided in the by-laws or as required by law
- Keeps a register of the mailing address of each director and officer of the organization
- Keeps a record of when the term of each director expires and shall notify the president of when elections need to be held
- Performs all duties incident to the office of secretary and perform duties assigned by the president or by the board

- Public Relations Director
 - Leads and assisted by the media, social media, and website committee
 - Implements social media initiatives and drives
 - Maintains and updates social media
 - Reaches out to local media channels
 - Speaks as a team representative

- Events Director
 - Co-leads and assisted by the marketing and events planning committee
 - Plan fundraising events
 - Coordinate charity games
 - Coordinate other events Tulsa Warriors would be interested in

- Tournament Director
 - Leads and assisted by the tournament committee
 - Seeks out and coordinates local tournaments
 - Responsible for planning the annual warrior classic tournament
 - Responsible for planning the annual disabled hockey festival tournament

- Equipment Director
 - Custodian for practice jerseys, team pucks, water bottles and other practice equipment
 - Ensures practice jerseys are clean before every practice
 - Assists new players requesting equipment through the United Heroes League (UHL)
 - Responsible for coordinating equipment donations to the UHL

- Registrar
 - Keeps team rosters updated on USA Hockey Portal
 - Provides roster information to the tournament director
 - Ensure players have up-to-date USA Hockey #

- Webmaster
 - Responsible for maintaining the team website



- Updates team events on website
- Assists with social media

Committees

- General Guidelines
 - At least 1 director per committee
 - A minimum of 3 people per committee
 - No maximum for the majority of committees
 - Some committees will require more than others (fundraising and events planning)
 - As per Oklahoma law, if the board delegates any of its authority to a committee, the majority of the committee shall consist of directors.
 - Projects are assigned to each committee
 - Multiple committees can work on the same project
 - When multiple committees are working on a project, each officer will be responsible for coordinating with the other officers involved
 - Projects can be assigned to a different committee as designated by the board.
- Executive Committee
 - (President, VP, Treasurer, Secretary, and Board Members)
 - Led by President
 - Includes all directors
 - Implements team policy
 - Establishes relationships with businesses and other non-profits in the community
 - Makes important team decisions
 - Ensures compliance with the law
 - Follows up on projects
 - Handles player discipline issues
- Media Committee
 - (five members total)
 - Led by Public Relations Director
 - Assisted by Webmaster
 - Three directors
 - Maintains and updates website
 - Maintains and updates social media
 - Ensures team events are updated on all calendars
 - Reaches out to local media
- Marketing Committee
 - (no maximum)
 - Led by Executive's
 - Attends local business networking events
 - Coordinates other events beneficial to Tulsa Warriors Ice Hockey Program Club



- Creates and disseminates marketing material

- Events Committee
 - (no maximum)
 - Led by Events Director
 - Coordinates charity games
 - Plans fundraising events

- Fundraising Committee
 - (no maximum)
 - Led by Executive's
 - Seeks donors
 - Searches for and writes grants
 - Seeks out potential partnerships
 - Comes up with unique fundraising opportunities
 - Assists marketing director with fundraising events

- Tournament Committee
 - (no maximum)
 - Led by the Tournament Director
 - Coordinates airfare, hotels, and ground transportation for the Warrior Classic and Disabled Hockey Festival
 - Coordinates all tournament-related events at the tournament location
 - Coordinates local tournaments

- Veterans Outreach Committee
 - (no maximum)
 - Led by Veterans Outreach Director
 - Finds new players with disabilities
 - Communicates what we are doing with organizations that help disabled Veterans
 - Finds volunteers interested in helping
 - Develops recruitment material and creates recruitment initiatives



TWHC Bylaws

Article I – Purposes

- These bylaws (referred to as the “bylaws”) govern the affairs of Tulsa Warriors Ice Hockey Program Club (hereinafter referred to as “organization”), a non-profit corporation organized and operated under the laws of Oklahoma. The organization has been organized to operate exclusively for charitable and educational purposes, including, but not limited to, the following (the “purposes”):
 - Encouraging the formation of ‘warrior hockey programs’ locally and nationally.
 - To educate, train, motivate and encourage, individuals who have physical disabilities incurred during service to the united states, to participate in the sport of ice hockey in an environment that is adapted to the level of ability of the participating athletes.
 - To integrate people with disabilities with people without disabilities in order to promote awareness of challenges and to encourage team building.
 - To use the game of hockey to assist individuals with disabilities in developing self-confidence, adjusting to their new lifestyle, rehabilitation, self-reliance, concentration, and to assist in helping participants back into mainstream lifestyles they were accustomed to prior to their disability, that will help the individual be more successful both within and outside a hockey environment.
 - To educate and encourage the general public about disability sports and the Tulsa Warriors Ice Hockey Program Club, and to promote social awareness of the sacrifice’s participants made in defense of our nation.
- These by-laws shall be effective as of July 26, 2023.

Article II – Offices

- Section 2.1 Principal Office
 - The principal office of the organization is located at 5229 S Walnut Creek Dr, Sand Springs, OK 74063; the organization may have such other offices, either within or without the state of Oklahoma, as the organization’s board of directors (hereinafter referred to as the “board”) who shall determine the affairs of the organization may require. The board may change the location of any office of the organization at any time.
- Section 2.2 Registered Office and Registered Agent
 - The organization shall have and continuously maintain a registered office and a registered agent in the state of Oklahoma. The registered office may but need not, be identical with the principal office of the organization in the state of Oklahoma. The board may change the registered office and the registered agent as provided in accordance with Oklahoma law.

Article III – General Provisions

- Section 3.1 Private Inurement



- No part of the net earnings of the organization shall inure to the benefit of any director of the organization, officer of the organization, or any private individual (except that reasonable compensation may be paid for services rendered to, or for, the organization affecting one or more of its purposes). No director or officer of the organization, or any private individual, shall be entitled to share in the distribution of the corporate assets on the dissolution of the organization.
- Section 3.2 Internal Revenue Code
 - The organization shall be a non-profit corporation duly organized under the laws of the state of Oklahoma. The organization shall have obtained tax-exempt status as a charitable organization pursuant to Section 501 (c) (3) of the internal revenue code and maintain a separate fund exclusively for the organization’s purposes and shall take all actions necessary for donations to such organization to be deductible by the donor pursuant to section 170 of the internal revenue code. The organization shall not discriminate in any manner on the basis of race, religion, color, national origin, sex, or disability.
- Section 3.3 Distribution of Assets
 - Upon dissolution of this organization, any assets remaining after payment, or provision for payment, of all debts and liabilities of this organization, shall be distributed to an organization determined by the board. Such distribution shall be made in accordance with all applicable provisions of the laws of the state of Oklahoma.
- Section 3.4 Non-liability Directors and Officers
 - The directors and officers shall not be personally liable for the debts, liabilities, or other obligations of the organization.
- Section 3.5 Indemnification
 - The organization shall indemnify each of its directors, officers and committee members and any employees and agents of the organization who was, is, or may be named defendant or respondent in any proceeding as a result of his or her actions or omissions within the scope of his or her official capacity in the organization to the full extent permitted by law. The organization’s indemnification shall be governed by resolutions of the board pertaining to procedure for indemnification payments, the bylaws, and the laws of the state of Oklahoma.
- Section 3.6 Fiscal Year
 - The fiscal year of the organization shall begin on the first day of January and end on the last day of December of each year.
- Section 3.7 Limitations on Activities



- No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publication or distribution of statements) any political campaigning on behalf of or against any candidate for public office. The organization shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax under section 501(c)(3) of the internal revenue code of 1954 (the “code”) or the corresponding provision of any future united states revenue statute, as amended from time to time, or by an organization contributions to which are deductible under section 170(c)(2) of the code or the corresponding provision of any future united states revenue statute, as amended from time to time.
- Section 3.8 Seal
 - The board may adopt, use, and alter at will a corporate seal. Such seal shall be kept at the principal office of the organization. Failure to affix the seal to organization instruments, however, shall not affect the validity of any such instrument.
- Section 3.9 Logo
 - The board may adopt, use, and alter at will one or more corporate logos (the “logos”). The board shall have the right to approve and/or disapprove the use of any of the logos by any chapter organizations or any other organization or person. The logos will be registered marks of the organization.

Article IV – The Board

- Section 4.1 General Duties
 - The business and affairs of the organization shall be managed by the board acting to promote the organization’s purposes and within the scope of the powers granted herein and in the articles of incorporation. Powers of the board include, but are not limited to:
 - i. planning and policy development
 - ii. appointment and oversight of coaches and volunteers
 - iii. management of any league and USA Hockey participation
 - iv. financial management
 - v. annual budgeting
 - vi. risk management
 - vii. management of corporate documents and resolutions
 - viii. fundraising
 - ix. coordination of programs between any chapters
 - x. assessment and collection of any chapter donations
 - xi. management of the reputation, image, and commitments of the organization
 - xii. public relations
 - xiii. establishment and administration of a social media policy and procedures
 - xiv. establishment and amendment of national policies and guidelines for any chapters to comply within performing the organization’s purposes and policy.
 - xv. promotion of the organization’s purposes and the creation or licensing of such organizations as the board shall deem necessary to carry out such purposes.



- Section 4.2 Numbers & Types of Directors
 - The number of directors comprising the board shall be at the discretion of the board, except that there shall be no less than one director and no more than 15 directors. Any increase or decrease in the number of directors within these specified limits shall be determined by a majority vote of the board. The board will make every effort to keep the number of directors an odd number.
- Section 4.3 Qualifications for Directors
 - Directors shall be at least 18 years of age and can be either male or female. Directors need not be residents of Oklahoma. Following the initial appointment or election of the officers or board, a brief resume or portfolio shall be included for the organizational records of each duly elected or appointed director and officer or person nominated for either position and shall be provided to all directors. The board may, from time to time, create other qualifications for directors relating to the mission of the organization.
- Section 4.4 Election; Term(s) of Office
 - At the annual meeting of the board, the director positions shall be filled by a majority vote of directors whose terms are not expiring. Directors shall serve an initial term of two (2) years (or portion thereof) and may serve thereafter for succeeding term or terms of two (2) years, ending at each annual meeting. Each director shall continue to serve until his/her successor is duly elected and qualified or the next annual meeting, whichever occurs first. The terms of directors shall be staggered so that as nearly as possible about one-half of the director positions shall be voted on at each annual meeting.
- Section 4.5 Organizational Representatives
 - The board shall have the power in its sole discretion to designate teams or chapter organizations within the united states that may appoint representatives to attend board meetings and provide input on board policy and operational decisions, subject to such procedures and rules that the board may establish in its sole discretion. These organizational representatives will not be members of the board. They shall, however, have the right to contribute to discussions and make recommendations at board meetings.
- Section 4.6 Resignation and Removal
 - Any director may resign at any time by giving at least thirty (30) days written notice to the president. The resignation shall be effective at the next called meeting of the board. Any director may be removed with or without cause by a majority of the remaining directors present at a meeting at which a quorum has been established. The board shall have the power to remove and the director who is absent for three consecutive regular meetings of the board unless such absence was excused by one of the officers of the organization
- Section 4.7 Vacancies
 - A vacancy in any director position because of death, resignation, disqualification, or otherwise, may be filled by the board for the remaining portion of the departing director's term.



- Section 4.8 Executive Committee
 - There shall be an executive committee of the board comprised of the president, the vice president, the treasurer, the secretary, and the other board members of the organization. The executive committee shall meet as nearly as monthly as practicable at the call of the president. The purpose of the executive committee is to assist the president in the overall management of the organization. The president shall report on such meetings at each meeting of the board.

Article V – Meetings

- General Guidelines
 - All meetings will follow sturgis, the standard code of parliamentary procedure, 4th ed. (“sturgis”).
- Section 5.1 Regular Meetings
 - The board shall meet quarterly by notice from the president stating the time and place of such meetings. The meetings may be held either within or outside the state of Oklahoma and shall be held at the organization’s registered office in Oklahoma if the resolution does not specify. The board may by resolution, provide for the holding of additional meetings of the board, but there shall never be less than one annual meeting of the board.
- Section 5.2 Annual Meetings
 - The board shall hold an annual meeting in JULY of each year at the date, time and place designated by the president. All directors shall endeavor to attend the annual meeting in person.
- Section 5.3 Special Meetings
 - Special meetings of the board may be called by, or at the request of, the president, vice-president, or a majority of the board. The officer or directors calling such special meeting of the board shall designate the place and time of the meeting, which shall be no less than 12 days prior to such designation, and the purpose of the meeting. An agenda shall be provided by the same at least 5 days prior to the special meeting.
- Section 5.4 Meetings via Telephone or Videoconference
 - The board, or any committee of the board, may participate in a meeting by means of a conference telephone or other communications equipment if all persons participating in the meeting can hear each other at the same time. Participation in a meeting by these means constitutes presence in person at the meeting.
- Section 5.5 Written Notice



- Written notice of a board meeting shall be given to each director by hand delivery, e-mail or other electronic transmissions, fax, regular mail, or express mail. If mailed by regular mail, such notice shall be postmarked by the United States Postal Service at least twenty (20) days prior to the meeting date. If notice is given by e-mail, fax, or by telephone communications, the notice must be delivered at least twelve (12) days before the meeting, unless an emergency board meeting is called by the president, vice-president, or the majority of the board. An emergency board meeting shall be a meeting at which an urgent and significant issue confronting the organization must be resolved. The notice shall state the place, date, time of the meeting, and the exact physical address. The notice shall state who called the meeting, and the general purpose for which the meeting is called. The attendance of a director at a meeting shall constitute a waiver of notice of such meeting, except where such attendance is for the purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.
- Section 5.6 Quorum
 - A majority of the board shall constitute a quorum for the transaction of business at any meeting of the board. If less than a quorum of the voting directors is present at a duly called or held a meeting, a majority of the directors' present may adjourn and reconvene the meeting one time without further notice. Directors present at a duly called or held meeting at which a quorum is present may continue to transact business even if enough members leave the meeting so that less than a quorum remains. However, no action may be approved without the vote of at least a majority of the directors required to constitute a quorum. No proxies shall be allowed for the purposes of establishing a quorum or for any vote of any director.
- Section 5.7 Manner of Acting
 - The act of a majority of the directors presents at a duly called or held meeting at which a quorum is present shall be the act of the board unless the vote of a greater number is required by law or the by-laws. No director or officer of the board may have more than one (1) vote, except for the president, or his/her designee, who will be allowed one (1) additional vote to be cast only, if necessary, to break a tie vote. An emergency board meeting may be called by the president with a majority of the directors being present at the meeting, if necessary, for the continuing benefit and function of the organization.
- Section 5.8 Compensation
 - The directors shall not receive salaries for their services. Nothing herein shall be construed to preclude any director from serving the organization in any other capacity, or from receiving compensation for any reasonable out of pocket expenses incurred, that are directly related to the purposes of the organization. Nothing herein shall preclude a director from being compensated for providing professional services to the organization, such as accounting, legal, etc., provided the board has voted to approve the expenditure of funds for the services, and proper invoices are submitted detailing the services provided
- Section 5.9 Informal Action by Directors



- Any action required or allowed by law to be taken at a meeting of directors, or a committee of the board may be taken without the necessity of a meeting, with the written consent of each member of the board or committee to the action to be taken. Any written document (including facsimile, e-mail, or other electronic transmissions) shall constitute writing for the purposes of this section. Such action must be filed in paper or electronic form with the minutes of proceedings of the board or committee.
- Section 5.10 Presumption of Assent
 - A director of the organization who is present at a meeting of the board at which action on any matter is taken shall be presumed to have assented to the action taken unless, (1) his or her dissent is entered in the minutes of the meeting, or (2) the dissenting director files a written dissent to such action with the person acting as the secretary of the meeting within 24 hours after the adjournment of the meeting. However, a right to dissent shall not apply to a director who voted in favor of such action.

Article VI – Officers

- Section 6.1 Numbers and Qualifications
 - The officers of the organization shall be a president, one or more vice-presidents, a treasurer, and a secretary. The board may create additional officer positions, define the authority and duties of each position, and elect or appoint persons to fill the positions. Any person may not serve in more than one office of the organization. Officers do not have to be a director.
- Section 6.2 Election and Term of Office
 - The officers of the organization shall be elected annually by the board at the regular annual meeting of the board, in accordance with section 4.4 of the by-laws. If the election of officers is not held at this meeting, then the election shall be held as soon thereafter as conveniently possible. Officers shall serve an initial term of two (2) years (or portion thereof) and may serve thereafter for a succeeding term or terms of two (2) years, ending at each annual meeting. New offices may be created and filled at any meeting of the board. Each officer shall hold office until his/her successor is duly elected and qualified or until the next annual meeting, whichever occurs first. The term of the officers should be staggered so that one-half of the officer positions are filled at each annual meeting. Any Officer considered for an office must be first nominated by a director and promptly after such nomination but no later than two weeks prior to any election, an updated version of the resume of the director who was nominated shall be distributed by the secretary to the other directors.
- Section 6.3 Removal
 - Any officer elected by the board may be removed by a two-thirds vote of the directors' present and voting at a meeting of the board at which a quorum is present. Removal may occur with or without cause at any time. The removal of an officer shall be without prejudice to the contract rights if any, of the officer.
- Section 6.4 Vacancies



- A vacancy in any officer position because of death, resignation, disqualification, or otherwise, may be filled by the board for the remaining portion of the departing officer's term.
- Section 6.5 President
 - The president shall be a member of the board and shall be the chief executive officer of the organization. The president shall supervise and control all of the business and affairs of the organization. The president shall preside at all meetings of the board, shall be the chairperson of the board and shall be an ex-officio member of all other committees of the board with one (1) vote. He or she shall be responsible for seeing that the philosophy and purposes of the organization are maintained. The president may execute any deeds, mortgages, contracts, or other instruments, which the board has authorized to be executed. However, the president may not execute instruments on behalf of the organization if an individual expenditure by the organization of more than \$2,000 is involved without the approval of the board or if the by-laws or statute expressly delegates this power to another officer or agent of the organization. The president shall perform all duties prescribed by the board and all duties incident to the office of president. The president will conduct all meetings under sturgis.
- Section 6.6 Vice-President
 - The vice-president (or vice-presidents) shall be a member/s of the board and shall perform such duties as assigned by the president or by the board and, in an emergency, preside as the president of the organization in the absence of the president.
- Section 6.7 Secretary
 - The secretary shall be a member of the board and take, or arrange to have taken, minutes of the meetings including general meetings, special meetings, and the annual meeting. The secretary shall keep the minutes as part of the organization's records and read the minutes during the meeting at the appropriate time. The secretary or the president shall give all notices as provided in the by-laws or as required by law and keep a register of the mailing address of each director and officer of the organization. The secretary shall keep a record of when the term of each director expires and shall notify the president of when elections need to be held. The secretary shall perform all duties incident to the office of secretary and perform duties assigned by the president or by the board
- Section 6.8 Treasurer



- The treasurer shall be a member of the board. The treasurer shall have charge and custody of and be responsible for all funds and securities of the organization. The treasurer shall prepare financial reports monthly and maintain the financial books and records of the organization. The treasurer shall receive and give receipts for monies due and payable to the organization in banks, trust companies, or other depositories as provided in the by-laws or as directed by the board or the president. The treasurer shall examine and audit the accounts of the organization, receive, and review financial statements and other information provided, write checks, and disburse funds to discharge obligations of the organization. However, funds in the amount of \$2,000.00 may not be drawn from the organization or its accounts without the approval of the president or vice-president in addition to the signature of the treasurer. Funds may not be drawn from the organization or its accounts for reimbursement of approved expenses using the signature of the officer receiving such reimbursement. The treasurer shall perform other duties assigned by the president or the board. The treasurer shall propose for board approval procedures and policies for approval of requests for reimbursement of expenses and for special events.
- Section 6.9 Delegation of Duties
 - A majority of the entire board may delegate any powers or duties of an officer who is absent from the organization to any other officer or director.
- Section 6.10 Compensation
 - The officers shall not receive salaries for their services. The board shall have the right to adopt a resolution providing for payment to officer(s) for reasonable out of pocket expenses, if any, as the board shall deem necessary for the attendance at each regular or special meeting of the board and provided that the resolution is voted on and approved by a two-thirds (2/3) vote. Nothing herein shall be construed to preclude any officer from servicing the organization in any other capacity other than in another officer position, and from receiving compensation for those services, provided that the expenditure of funds has been approved by the board, and that proper invoices are submitted detailing the cost of the services rendered.

Article VII – Committee of the Board of Directors

- Section 7.1 Establishment of Committees
 - The board may adopt a resolution establishing one or more committees delegating specified authority to a committee and appointing or removing members of a committee. A committee shall include one or more directors and may include persons who are not directors. If the board delegates any of its authority to a committee, the majority of the committee shall consist of directors. The board may establish qualification for membership on a committee. The board may delegate to the president its power to appoint and remove members of a committee that has not been delegated any authority of the board or that is not required by the by-laws or otherwise imposed by law. Actions of all committees should be reported to the board.



Article VIII – Potential Conflicts of Interest

- Section 8.1 Loans Against the Organization
 - The organization shall not make any loan to a director or officer of the organization. A director or officer, or committee member of the organization may lend money to and otherwise transact business with the organization except as otherwise provided by the by-laws, articles of incorporation, and all applicable laws. Such a person transacting business with the organization has the same rights and obligations relating to the organization. The organization shall not borrow money from or otherwise transact business with a director, officer, or committee member of the organization unless the transaction is described fully in a legally binding instrument and is in the best interests of the organization. The organization shall not borrow money from or otherwise transact business with a director, officer, or committee member of the organization without full disclosure of all relevant facts and without the approval of the board, not including the vote of any person having a personal interest in the transaction.

Article IX – Parliamentary Authority

- Section 9.1 Parliamentary Procedure
 - The rules in the current edition of sturgis, as the same may be amended from time to time, shall govern the organization in all issues of parliamentary procedure to which they are applicable and in which they are not inconsistent with any external laws, the articles of incorporation, these by-laws, or any special rules of order the organization may adopt.

Article X – Amendments

- Section 10.1 By-law Amendments
 - These by-laws may be altered, amended, or repealed at any annual meeting or special meeting of the board in which a quorum is present by a two-thirds vote, and provided further that the proposed amendment has been set forth in the notice of the meeting.
- Section 10.2 Amendments to the Articles of Incorporation
 - In order to amend the organization’s articles of incorporation, the board shall first adopt a resolution setting forth the proposed amendment and directing that it be submitted to a vote at the next annual meeting or special meeting of the board. Such proposed amendment may be passed at the next meeting of the board by a two-thirds vote provided that the proposed amendment has been set forth in the notice of the meeting.

Article XI – Advisory Board

- Section 11.1 General Guidelines



- The board may adopt individuals to serve as members of an advisory board to the organization. The purpose of the advisory board shall be to advise the board on any aspect of the operation of and/or purposes of the organization. Members of the advisory board may adopt and from time to time amend rules and regulations for the conduct of their meetings and shall keep minutes which shall be submitted to the secretary and the board. Members of the advisory board shall serve at the pleasure of the board. The chairperson of the advisory board shall be a non-voting ex-officio member of the board.