

**SAN DIEGO HEARTBREAKERS
BYLAWS - ADDENDUM C
DUTIES OF HEARTBREAKERS DIRECTORS**

C1.0 PRESIDENT

- C1.1 The President shall be the principal executive Director of Heartbreakers and shall, in general, supervise and control all the business and affairs of Heartbreakers. The President shall have, but is not limited to, the following powers and duties:
- a) Presiding at all meetings of the Member Teams, Registered Participant Members and of the Board of Directors at which he/she is present.
 - b) The power to call special meetings of Heartbreakers, at his/her discretion.
 - c) The power to determine questions arising from emergencies not provided for in the Bylaws or Rules and Regulations of Heartbreakers until such time as they may be acted upon by the appropriate Heartbreakers Executive Committee or the Heartbreakers Board of Directors; attending and representing Heartbreakers in other ice hockey meetings, including the CAHA Annual Meeting and any Pacific District meetings, or appoint another member of the board to attend in his/her place.
 - d) Is the liaison between San Diego Heartbreakers, CAHA (California Amateur Hockey Association) and USA Hockey representatives.
 - e) Will be the Heartbreakers Authorized Representative and Associate Registrar, unless such other person is voted for by the Registered Participant Members.
 - f) Temporarily fills the vacancy on the Board of Directors caused by the resignation, removal, or withdrawal of any director.
 - g) Shall be an ex-officio member of all Executive Committees unless he/she otherwise qualifies to be a member of any such committee.
 - h) Shall sign, with the Secretary or other proper Director of Heartbreakers as authorized by the Board of Directors, any contracts, or other instruments which the Board of Directors have authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these Bylaws or by statute to some other Director or agent of Heartbreakers.
 - i) Shall have custody of and be responsible for all funds and securities of San Diego Heartbreakers. Prepare and submit an annual operating budget to the Board of Directors at the Annual Meeting.
 - j) Shall be custodian of the corporate records and of the seal of San Diego Heartbreakers.
 - k) Shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors from time to time.

C2.0 FIRST VICE PRESIDENT

- C2.1 The First Vice President shall have, but is not limited to, the following powers and duties:
- a) In the absence of the President or in the event of the President's inability or refusal to act, the First Vice President shall perform all duties of the President, and when so acting, shall have all the powers of and be subject to all of the restrictions upon the President.
 - b) Chairperson of the Disciplinary/Disputes Resolution Executive Committee.
 - c) Shall ensure that Heartbreakers Directors Insurance is always maintained and in effect.

- d) Oversees all items relating to the Coaches within the San Diego Heartbreakers
- e) Is responsible for overseeing any tournament that the San Diego Heartbreakers are hosting.
- f) In addition to the foregoing and with the concurrence of the President, is charged with the operation, general supervision, and direction of all the business affairs of San Diego Heartbreakers and shall discharge all of the duties imposed on him/her by the Board of Directors from time to time.
- g) Shall perform such other duties as may be prescribed by the Board of Directors or the President from time to time.

C3.0 SECOND VICE PRESIDENT

C3.1 The Second Vice President shall have, but is not limited to, the following powers and duties:

- a) In the absence of any higher-ranking Officers, shall perform all duties of the President, and when so acting, shall have all the powers of and be subject to all of the restrictions upon the President.
- b) Chairman of the Fundraising/Sponsorship Executive Committee.
- c) Maintains all forms related to Heartbreakers fundraising and Sponsorships.
- d) Shall perform such other duties as may be prescribed by the Board of Directors or the President from time to time.

C4.0 SECRETARY

C4.1 The Secretary shall have, but is not limited to, the following powers and duties:

- a) Shall keep minutes of the meetings of the Member Teams, Registered Participant Members and of the Board of Directors in one or more books provided for that purpose.
- b) Shall see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law.
- c) Shall keep the records of Heartbreakers, direct correspondence, issue notices of all meetings, and perform the duties usual to this office.
- d) Shall maintain a current list of names, addresses, email addresses and telephone numbers for each Registered Participant Members within Heartbreakers.
- e) Shall make all meeting arrangements (food, rooms, etc.) for Heartbreakers Meetings.
- f) Is Responsible for the logistical needs of each Member Team of Heartbreakers (jerseys, socks, etc.).
- g) Shall perform such other duties as may be prescribed by the Board of Directors or the President from time to time.

C5.0 TREASURER

C5.1 The Treasurer shall have, but is not limited to, the following powers and duties:

- a) If required by the Board of Directors, he/she shall give a bond for the faithful discharge of Treasurer's duties in the sum and with such surety or sureties as the Board of Directors may determine.
- b) Shall have charge of and be responsible for the collection of all funds and securities of Heartbreakers.
- c) Shall receive and give receipts from monies due and payable to Heartbreakers from any source whatsoever, and deposit all such monies in the name of Heartbreakers in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of these Bylaws.
- d) Shall be responsible for filing all required financial statements, returns or other documents as may be required by

government agencies to whom Heartbreakers has responsibility. Co-signs all approved spending.

- e) Shall prepare, maintain, and distribute Heartbreakers financial reports to the Board of Directors at each meeting.
- f) Ensure that an audit of Heartbreakers financial records is completed as required by law or as requested by action of the Board of Directors.
- g) Shall perform such other duties as may be prescribed by the Board of Directors or the President from time to time.