

LAKELAND HOCKEY ASSOCIATION

2022-23

CONSTITUTION AND BY-LAWS

Non-Discrimination/ Equal Opportunity Policy

It is the policy of the Lakeland Hockey Association (LHA) that no person, on the basis of race, color, religion, national origin or ancestry, socioeconomic status or other inappropriate criteria as prescribed by law, shall be discriminated against in participating in any LHA sanctioned activity.

Furthermore, the LHA will provide an equal competitive opportunity to amateur athletes, coaches, trainers, managers, administrators, and officials to participate, consistent with the requirements of the Amateur Sports Act of 1978.

Article I - Organization

Section 1: Name

The name of this organization shall be LAKELAND HOCKEY ASSOCIATION or "LHA".

Section 2: Address

The address to the Association shall be:

7330 Highland Road
Waterford, MI 48327

Section 3: Non Profit Status

This Association shall be a Non-profit Association and/or Corporation.

- A. This Association is organized and shall be operated exclusively as an exempt organization under the provisions of section 501(c)(3) of the Internal Revenue code of 1954, as amended and as may be amended in the future .
- B. This Association shall have no capital stock and shall not be conducted for pecuniary profit.
- C. Annual Sponsor's fees shall be established for House and Travel teams as determined by the Executive Board on a yearly basis.
- D. If for any reason this Association is dissolved, all monies of this Association after all outstanding bills are paid, will be equally distributed to the active "General Membership" and all equipment donated to another non-profit Hockey Association.
- E. The fiscal year of this Association shall be June 1 through May 31st.

Section 4: Area Represented

The area represented by the Lakeland Hockey Association shall include, but not be limited to, the cities and townships listed on MAHA District 4 current Annual Guidelines. (see MAHA.org).

Section 5: Insurance

The LHA will at all times maintain General Liability Insurance coverage as well as Directors and Officers Liability Insurance through USA Hockey. The LHA shall be informed of the limits of the policy, and of any changes to those limits which may be made by USA Hockey at its sole prerogative. LHA retains the right to obtain whatever additional insurance coverage it may desire, at its own expense, but agrees to name MAHA as an additional insured thereof. By purchasing and maintaining the aforementioned general liability insurance policy, MAHA does not assume, and indeed disclaims, any liability for any actions or omissions of the LHA.

Article II: Purpose

LHA is a non-profit organization operating youth hockey programs for the benefit of people in the local community. The purposes of the Association are:

1. Develop and supervise amateur hockey in the MAHA, District 4 consistent with the rules and regulations of Michigan Amateur Hockey Association and USA Hockey.
2. Develop and encourage sportsmanship between all persons involved in the Association for the betterment of their physical and social well being.
3. Associate with other Ice Hockey Associations.
4. Do any and all desirable activities in the furtherance of the foregoing purpose.

Article III: Membership

Section 1 - General Member

An active member of this organization is (1) a participant in good standing, and/or (2) a parent, step parent, guardian, or other person who pays the required fees of any child participating in the youth hockey programs operated by LHA. In addition an active member shall also include all officers, division representatives, head coaches, managers, assistant coaches and appointed officials. This group shall be known in total as the "General Membership".

Section 2 - Voting Member

A. Executive Board will consist of the following:

1. Director of Hockey
2. Executive Vice-President
3. Vice-President - Travel/House
4. Shareholder – CMR Enterprise
5. Shareholder – CMR Enterprise
6. Shareholder – CMR Enterprise
7. Secretary

B. Board of Governors, which will consist of the Executive Board and the following positions:

1. Division Representatives
2. Executive Committee members
3. Head Coaches
4. Special appointed positions made by the Executive Board

Section 3 - Grievance Resolution

LHA shall provide for the prompt and equitable resolution of grievances of its members, including fair notice and opportunity for a hearing to any amateur athlete, coach, trainer, manager, administrator, or official before declaring such individual ineligible to participate.

Section 4 - Expulsion

An active member may be expelled, after due notice and an opportunity for a hearing, for conduct detrimental to the association, by the vote of two thirds of the Executive Board.

The Secretary shall provide at least ten days' notice to the person to be expelled and to the members of the Board prior to the regular or special meeting at which the matter is to be resolved. The person shall be offered an opportunity to be heard at that meeting and to present others to testify on his or her behalf, prior to any final disposition by the Executive Board. The ruling of the Executive Board is considered final and binding. Anyone not abiding by the decision of the Board is subject to loss of membership for a period of no less than 1 year.

Article IV - Executive Board

Section 1: Executive Board

The responsibilities of the LHA Executive Board, as defined in Article III, Section 2.A, shall include but not be limited to the development, review and approval or denial, by majority vote, of all business initiatives, practices, conduct, policies and affairs of the LHA as well as to fill any vacancies which may occur.

- A. The Three Shareholders of CMR Enterprise, Inc., shall be permanent Board members as long as they own stake in Lakeland Arena.
- B. The permanent members of the Executive Board shall withdraw from any votes that would be a conflict of interest that could disqualify LHA from maintaining its 501(c)(3) status.

Section 2: Elected Positions

Each active member, as defined in Article III, Section 1 who is at least 18 years of age is entitled to run for an elected position on the Executive Board under the procedures established by these By-laws, and if elected, to serve in any elected office of the Association. Executive Board members cannot be a member of a competing Hockey Association / Club etc. during their term.

Section 3: Term Limits

The Executive Board positions of Executive Vice President, Vice-President of Travel/House, and Secretary are elected annually at the March Board of Governors meeting and serve for a one (3) year term, with their term expiring May 31st following the election in their third year. The three elected Board members shall have staggered terms.

The position of Registrar is recommended by the Executive Board and approved by the BOG at the March BOG meeting. Their term expires (3) years following their election to the position.

The Treasurer, Promotional, and Webmaster are Executive Committee roles without voting privileges on the Executive Board. They do however retain their voting privileges within the Board of Governors (BOG). These positions are recommended by the Executive Board and approved by the BOG. Their terms expire May 31st annually.

Section 4: Executive Board Vacancy

In the case of a vacancy of the elected offices of Executive Vice-President, Vice-President Travel/House, or Secretary the Executive Board will appoint, by a majority vote, a replacement to fill out the roster of officers for the remaining season. At the following March BOG any interested candidates may seek election for the open position Per Article IV, Section 5. The successful candidate will complete the roles and responsibility of the position for the duration of the vacated term.

In the case of a vacancy in the role of Registrar the Executive Board will recommend a replacement candidate to the BOG and the BOG will approve with a majority vote. The term of the newly appointed Registrar will expire (3) years after their appointment.

Section 5: Nominations to Executive Board

Nominations for the elected positions of the LHA Executive Board are accepted from the floor at the February Board of Governors meeting and/or prior to election night at the March Board of Governors meeting for the positions which the term is set to expire.

- A. Active members as defined in Article III, Section 1 who are at least 18 years of age may solicit nominations from any current Board of Governor or Executive Board member.
- B. Positions of Treasurer, Registrar, Promotional, and Webmaster are appointed positions and are not eligible for nomination.
- C. Nominations shall be posted on the bulletin board of the arena and on the Association's website.

Section 6: Election to Executive Board

Each voting member as defined in Article III, Section 2 shall vote for nominated candidates by secret ballot. The outgoing elected board member may remain on the Executive Board in an advisory non-voting capacity for a period of 60 days following an election wherein he or she was replaced by a new elected Board member.

Members appointed by the Executive Board to perform special functions serve in that capacity from June 1st to May 31st.

Section 7: Meetings

Regular Executive Board meetings shall be held monthly at a time and place determined by the Director of Hockey. The Secretary shall notify all members of the Board of the date, time, and place of each meeting by posting notice at the arena or through electronic communication.

- A. Any elected Executive Board member who misses two consecutive regularly scheduled meetings of the Executive Board without delivering a satisfactory explanation through another Board member may be removed by affirmative vote of a majority of the Executive Board members present at a meeting.
- B. Anyone may speak at the Executive Board meeting but must give 48-hour notice to the Director of Hockey that they wish to do so.
- C. The order of business for meetings of the Executive Board shall be as follows:
 1. Roll call of the Executive Board
 2. Open Membership Forum (After the open association form all non-board members will be dismissed and the meeting will be closed to only board members).
 3. Minutes from previous meeting
 4. Committee Reports
 5. Communications
 6. Old Business
 7. Treasurer's Report
 8. New Business
 9. Adjournment

All meetings shall be governed by rules of parliamentary procedure. Robert's Rules of Order shall govern questions of procedure.

Section 8: Special Meetings

Special meetings of the Executive Board may be called by the Director of Hockey, or at the written request, to the Director of Hockey, of at least four members of the Executive Board. The Secretary shall notify members of the Board of the date, time, and place of the meeting at least five days in advance.

Section 9: Quorum

A majority of current sitting Executive Board members must be present to constitute a quorum at any regular or special meeting. A quorum is necessary for the conduct of business.

Section 10: Limited Liability

No Executive Board member shall be liable in any manner for any debts or obligations of the Association and shall not be subject to any manner of assessment by virtue of his or her membership.

Section 11: Resignation

Any member of the Executive Board may resign and/or withdraw from membership in the Association at any time, upon written notice of his or her desire to do so, delivered to the Director of Hockey or Secretary of the Association.

Section 12: Expulsion

Any elected Executive Board member shall be subject to removal upon missing three Board meetings within a fiscal year without due cause, or for failure to discharge the normal duties of a Board member, or for conduct detrimental to the Association, after due notice and opportunity for a hearing, by a vote of two-thirds of the Board at any regular or special meeting. An elected board member that has been brought for expulsion by a motion at an expulsion hearing shall not retain his or her vote.

The Secretary shall provide at least ten days' notice to the Person to be expelled and to the members of the Board prior to the regular or special meeting at which the matter is to be resolved. The person shall be offered an opportunity to be heard at the meeting and to present others to testify on his/her behalf, prior to any final disposition by the Board.

The ruling of the Executive Board is considered final and binding. Anyone not abiding by the decision of the Board is subject to loss of membership for no less than one (1) year.

Section 13: Duties

1. Hockey Director- ACE/ CEP Coordinator

- A. The Director of Hockey may be the Head Coach of a Lakeland Hockey team. He or she cannot be an active referee or affiliated in any official way that would detract from the duties of this office.
- B. It shall be the duty of the Director of Hockey to preside at all meetings of this organization and of the Board of Governors.
- C. To enforce and uphold the Constitution and By Laws of this organization.
- D. Make decisions on questions not provided for in the by-laws or rules until the next regular or special meeting of the Executive Board.
- E. To act as an ex-officio member of all committees.
- F. Serve as Chairperson of the Hardship Committee.
- G. Serve as Chairperson of the By-law Committee.
- H. Director of Hockey may only cast a vote when the Executive Board has reached a tie vote on matters before the board
- I. Review all Association bank statements.
- J. Serve as Chairperson on the Travel and House Coaches selection committee.
- K. Serve as primary reviewer and signer of all Association checks written and prepared by the Association Treasurer.
- L. To perform all other duties pertaining to his or her office under Roberts Rules of Order.
- M. The Director of Hockey can appoint special positions as deemed necessary to the Board of Governors with majority approval of the Executive Board.
- N. Oversee the annual House player evaluations, ratings and draft.
- O. Will be the focal point for coach and player development.
- P. Will schedule and help run clinics for coaches periodically throughout the season.
- Q. Will schedule and help run clinics for all levels of players throughout the season.
- R. Will help promote age specific skill development.
- S. Will help to implement the USA hockey initiation and cross-ice program.
- T. Will communicate certification requirements to coaches and ensure compliance.
- U. Will communicate player development opportunities, i.e.- Regional camps, NTDP (National Team Dev. Program) in Ann Arbor.
- V. Will communicate with the district ACE director and USA on all issues related to coaching.
- W. Will evaluate practice sessions and provide feedback and ideas for improvement.
- X. Will establish and maintain a resource center with USA hockey materials.

2. Executive Vice-President:

- A. The duties of the Executive Vice-President shall be to assist the Director of Hockey or, in his/her absence, assume the duties of the Hockey Director until a replacement can be named.
- B. Act as a Chairperson on the Disciplinary and Rules Committee.

- C. To serve in any other capacity as deemed appropriate by the Director of Hockey subject to the approval of the Executive Board.
- D. Serve as an alternate signer on the checking account if the Director of Hockey is unable to sign the check beyond when the check is required.
- E. Assist in all fundraising events sponsored by the Lakeland Hockey Association.

3. Vice-President: (Travel/House Director)

- A. It shall be the duty of the Vice-President to preside at all meetings in the absence of the Director of Hockey and Executive Vice President.
- B. Act as liaison to the Referee Association.
- C. Serve as Lakeland Hockey Association delegate to Little Caesar's League.
- D. Act as Division Representative to Little Caesar's teams in divisions that do not have representatives.
- E. Supervise Little Caesar's teams Division Representatives.
- F. Oversee and enforce Robert's Rule of Order.
- G. Assist in all fundraising events sponsored by the Lakeland Hockey Association.
- H. Book all travel try-out advertising.
- I. Supervise all in-house leagues and programs including Mini-Mites through Midget BB and supervise the Mini-Mite through Midget BB Division Representatives.
- J. Appoint, subject to majority Board approval, a Divisional Representative for each Association Division.
- K. Assist the Hockey Director in the annual House player evaluations, ratings and draft.
- L. Provide annually the Coaches evaluation survey and ratings.

4. Registrar (This is an Executive Committee position not an Executive Board voting Member)

- A. The Registrar shall be held responsible and shall have the authority to conduct all registration of players during the season.
- B. He or she shall oversee the draft, and draft rules of all teams and call upon the help of two (2) Executive Board Members during the draft procedure.
- C. He or she will keep a roster with birth certificates of all players based on division.
- D. If necessary, appoint and supervise an Assistant Registrar who will assist the current registrar with duties pertaining to but not excluding registration, rostering, additions, drafts, etc.
- E. Compile Lakeland Hockey Association mailing lists.
- F. Organize a house draft committee.
- G. Organize and run Lakeland Hockey Association registration in conjunction with Lakeland Arena.

5. Secretary

- A. The duties of the Secretary shall be to make and keep a true record of the proceedings of all meetings of the "Voting Membership" of this organization.
- B. To give notice of all meetings when directed by the Director of Hockey by electronic mail and telephone, website and posting around the arena.
- C. To conduct all official correspondence as directed by the Director of Hockey.
- D. To perform all normal duties pertaining to this office.
- E. To report to the Director of Hockey any information received by him or her pertaining to the Association.
- F. Organize and manage the Lakeland Hockey Association office facility.
- G. Organize and maintain the Lakeland Hockey Association files.
- H. Retain original copies of the Lakeland Hockey Association Constitution and By-Laws and League Rules.
- I. Organize and maintain all correspondence with coaches and managers.
- J. Assign and collect mailboxes and keys for all LHA teams.
- K. Assist in all fundraising events sponsored by the Lakeland Hockey Association.
- L. Assign Lockers & Locks.

6. Treasurer - (This is an Executive Committee position not an Executive Board voting Member). The holder of the Treasurer position must have background or experience in accounting or general bookkeeping and cannot be the same person that does the financial accounting for CMR Enterprises and/or their Shareholders.

- A. The duties of the Treasurer shall be to collect all the funds due this organization and disburse payment for association obligations as authorized by the Executive Board.
- B. To keep or to supervise the keeping of suitable books of account covering the organization's receipts, with corresponding record of all income and expenditures by receipt and a list of all funds and properties of the organization.
- C. The funds in his or her charge shall be carried in such depositories as may be approved by the Executive Board. The service of local business shall be utilized whenever possible.
- D. The Treasurer shall close the books of the organization and prepare a financial statement at the termination of the fiscal year, by June 30th, and shall then submit said books, statements, record, and all supporting data to the incoming Treasurer and Executive Board at the next scheduled Board meeting.
- E. The books shall be audited at least once a year to the satisfaction of the Executive Board and the Treasurer will provide a statement that he/she is auditing and not just producing statements.
- F. The Treasurer shall be bonded in the amount of \$100,000.00.
- G. Act as a participating member on the Hardship Committee.
- H. All disbursements must be made by check and signed by both the Treasurer and either the Director of Hockey or the Executive Vice President except the petty cash.
- I. Provide a monthly financial statement to the "General Membership", which must be posted in a designated area of the arena or on the Association website.
- J. Provide to the Executive Board by July 15th of the fiscal year, proposed income and expenditure items for the upcoming season.
- K. Supervise Assistant Treasurer if appointed by the Executive Board who may also assist the Treasurer as requested.
- L. Track the current budget, noting expenditures and balances so that information can be provided to the Director of Hockey and other Executive Board members.
- M. Assist in all fundraising events sponsored by the Lakeland Hockey Association.

7. Promotional Director- (This is an Executive Committee position not an Executive Board voting Member)

- A. Plan, implement and advertise all promotional events throughout the season.
- B. Responsible for marketing items to enhance the image of the association and inventory of such items.
- C. Provide media coverage of all events held through Lakeland Hockey Association.
- D. Serve as Chairperson of the Fund Raising Committee.
- E. Create programs to enhance the image of LHA and create a positive image of the association.
- F. Be responsible for the yearly budget as approved by the Executive Board.
- G. Supervise all publications – yearbook, etc.
- H. Appoint committees to assist in any promotional programs or events, subject to Executive Board approval.
- I. Submit all association graphics and related items to the Executive Board for approval.
- J. Help plan and book a facility for annual Coaches Dinner.
- K. Supervise and choose the facility for the end of season team banquets. Follow through with communication to all LHA teams by distributing banquet forms and collecting money.
- L. Order all trophies for LHA players, scholarship award recipients, and other special awards.
- M. Assist in all fundraisers sponsored by the Lakeland Hockey Association.

Article V - Board of Governors

Section 1: Membership

Membership into the Board of Governors is defined under Article III, Section 2.(B).

- A. Each member of the Board of Governors shall be allowed one vote.

Section 2: Duties

The Board of Governors is organized to assist the Executive Board in carrying out its functions and establish the league rules and regulations.

- A. The Director of Hockey is the chairperson of the Board of Governors.

Section 3: Meetings

Regular Board of Governor meetings shall be held a minimum of 4 times per year at a time and place determined by the Director of Hockey. The Secretary shall notify all members of the date, time, and place of each meeting by posting notice at the arena and/or through electronic communication.

- A. The Executive Board will establish dates and times of meetings at the start of each season and post these on the Association website and in a public area.
- B. Notification of meetings will be made at least seven (7) days prior to the meetings.
- C. Any team not represented by either the Head Coach or an Asst Coach at the monthly and mandatory Board of Governors meeting will be assessed a \$50.00 penalty. The penalty will be waived if their team is playing an out of town game. All proceeds will go to the LHA Scholarship Funds.
- D. A quorum must be present on the voting of any issue, and then the majority rules.
- E. Any voting member unable to attend the meeting may designate his or her alternate to vote in their place.
- F. All absences will be reviewed by the Executive Board for possible disciplinary action.
- G. All Board of Governors meetings will be open to the "General Membership".

Section 4: Members

1. Division Representatives
 - a. The Executive Vice-President shall appoint Division Representatives with Executive Board approval.
 - b. The term of office for the Division Representative shall be from June 1st – May 31st.
2. Head Coaches
 - a. The Executive Board shall appoint all head coaches and fill any vacancy that may arise giving full consideration to those recommended by the Coaches Selection Committee.
 - b. The head coach of each team is the liaison between the Board of Governors and his players and their parents.
3. Referee-in-Chief
 - a. The Referee-in-Chief shall be the Director of Hockey, or his alternate, of the referee association used by the Association as approved by the Executive Board.
4. Executive Board Designee
 - a. Any Person designated by the Executive Board to the Board of Governors.

Article VI - Committees

Section 1: Chairperson

Where not provided by these Bylaws, the Chairpersons for the following standing committees shall be appointed annually by the Director of Hockey from members of the Board except where noted otherwise. The Director of Hockey shall appoint the chairperson of any special committee. The Director of Hockey shall act as ex-officio member of all committees.

Section 2: Committee Members

The Executive Board must appoint at least one (1) Board member to serve on each committee as the chair of that committee. Board members may serve on more than one committee. All members on committees are appointed annually (June 1st - May 31) unless renewed by the Executive Board.

Section 3: Meetings

Each standing committee is required to meet formally at a minimum two times annually (June 1st - May 31st). A committee member should be delegated to take attendance and minutes at any meetings of the committee.

Section 4: Annual Report

Prior to the February Executive Board meeting, each committee chairperson shall file a written report with the Secretary of the Association on the committee's membership, activities, and recommendations.

The Secretary shall make such reports available to any Association member at his/her request.

Section 5: Standing Committees

- 1. The Fundraising Committee** The Fundraising committee is a standing committee, Chaired by the Promotional Director, and shall select, subject to Board approval, the fund raising activities of the Association and supervise the participation of the membership in these activities.
- 2. The Coaches Selection Committees** The House Coaches Selection Committee shall be a standing committee and consist of the Hockey Director, as chair, the Vice President of Travel/House, and an additional 5 individuals who represent a cross section of the General Membership. This committee will interview and make recommendations for house league head coaching positions to the full Board for approval. **The Travel Coaches Selection Committee** shall be a standing committee and shall consist of the Vice President of Travel/House as chair and an additional 5 members who represent a cross section of the General Membership. This committee will interview and make recommendations for travel league head coaching positions to the full Board for approval.
- 3. Scholarship Committee** The scholarship committee shall be a standing committee and consist of members appointed by the Executive Board. This committee shall coordinate and manage the process of awarding the associations scholarship awards on an annual basis.
- 4. Hardship Committee** The hardship committee shall be a standing committee and consist of the Association Director of Hockey as chair, the Association Treasurer, and other members appointed by the Executive Board. This committee shall coordinate and manage the process of awarding financial hardship funds to those that apply on an annual basis.
- 5. Disciplinary and Rules Committee** The Disciplinary and Rules Committees shall be a standing committee to review and act upon all disputes regarding infractions of MAHA and LHA Constitution, bylaws, rules and regulations. This committee will consist of the Executive Vice-President as chair, the Travel/House Director, and a member appointed by the Director of Hockey.

Decisions of the committee shall be final, subject only to review by the full Board at the next regular or special meeting.

- 6. By-Laws Committee** The By-Laws committee shall be a standing committee and consist of the Director of Hockey as chair, and members appointed by the Director of Hockey. This committee shall be responsible for assuring that the association By-Laws are current and up to date, as well as recommending changes to the board on an annual basis.

Section 6: Special Committees

The Executive Board may establish other committees for specific purposes as necessary. The chairperson must be any active member of the Association and approved by the Executive Board. The committee may meet as required for its purposes. The committee shall terminate at the completion of its assignment or May 31st unless renewed by the Board.

Article VII - Amendments

1. Amendments to the By-laws shall be presented to the Board of Governor's at one meeting and discussed and voted on at the next subsequent meeting of the Board of Governors.
2. A two-thirds majority vote by the "Voting Membership" present will pass the amendment.
3. The amended By-Laws, when approved by the "Voting Membership" shall supersede any or all previous By-Laws of the Lakeland Hockey Association.
4. Copies of the current By-Laws shall be posted on the Association website and made available to the General Membership.
5. Certification of the By-Laws:
 - a. The original copy of the By-Laws shall be certified by the signature and date of the current Director of Hockey and Executive Vice President and be attested to by the Secretary who will retain said copy.
 - b. Any By-Laws not certified as specified in Article VII, Section 5A, shall be considered null and void.
 - c.. The By-Laws shall be reviewed, approved and certified annually by each incoming Executive Board.

Approved by Director of Hockey, Matt Busterna (8/1/2022)

Approved by: President: (8/1/2022)

Approved by: Secretary: (8/1/2022)