

## Bylaws of Coeur d'Alene Hockey Association

### ARTICLE 1: Organization

These are the Bylaws are drafted and approved by the Coeur d'Alene Hockey Association (hereinafter "CDAHA" or the "Association") Board of Directors, a not-for-profit Corporation organized under the laws of the State of Idaho and shall be in effect on the date first set forth below. Such bylaws comply with the non-profit corporation statutes for the State of Idaho and follow the recommendations of USA Hockey. As of the time of the adoption of these, the name of the corporation is Coeur d'Alene Youth Hockey Association, Inc, a not-for-profit corporation.

### ARTICLE 2: Purpose

The purpose of the corporation is to organize, operate, and manage a non-profit youth recreation hockey league in Northern Idaho, as set forth in the Articles of Incorporation.

### ARTICLE 3: MEMBERSHIP

3.1. Player Membership Any youth hockey player under 18 years of age, with written consent from a parent or guardian, is eligible for enrollment as a player member. Members must comply with the rules and guidelines of the organization, aligned with those established by USA Hockey ("USAH"). Additionally, players must maintain good standing with USAH, including submitting all required forms and releases from previous organizations before receiving membership privileges. Each player will be regularly enrolled on a team participating in the Rocky Mountain District of USA Hockey.

3.2. Membership Enrollment Fee Each hockey player must pay an enrollment fee, which will be determined annually by the Board of Directors around September 1st. The fee will cover the player's proportional share of the expenses for the upcoming hockey season. Memberships are granted on a season-by-season basis. All fees must be paid in full by December 31st of the current year. Failure to pay by the deadline will result in membership revocation, subject to review by the Board of Directors for possible reinstatement.

3.3. Termination of Membership Memberships expire at the end of each hockey season. A member's membership may be terminated before the season concludes for infractions including, but not limited to:

- Failure to pay membership fees
- Repeated violations of the Code of Conduct
- Instigating violence at any CDAHA event

- Fighting during games or events
- Assaulting or attempting to assault a referee
- Intentional actions to harm another player or the CDAHA
- Conduct detrimental to the CDAHA, including inappropriate social media activity, slander, or other violations of the parent, player, or coach code of conduct

A special meeting of the Board of Directors will be called to deliberate on membership termination. Termination requires a supermajority vote (more than two-thirds) of the quorum.

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#### ARTICLE 4: USA HOCKEY AFFILIATION

4.1. Affiliation with USA Hockey CDAHA is an affiliate of USA Hockey, Inc. and will adhere to its Articles of Incorporation, Bylaws, Rules and Regulations, Playing Rules, and Board decisions. USA Hockey's decisions shall take precedence over any conflicting CDAHA governing documents or decisions.

4.2. Core Values CDAHA supports the core values of USA Hockey, including:

- **Sportsmanship:** Promoting fair play, humility in victory, and grace in defeat.
- **Respect:** Treating others with kindness and dignity.
- **Integrity:** Upholding honesty and fairness in all actions.
- **Excellence:** Striving for personal and collective growth.
- **Enjoyment:** Ensuring a fun and rewarding hockey experience.
- **Loyalty:** Supporting the ideals of hockey and fellow members.
- **Teamwork:** Emphasizing collaboration and collective success.

4.3. Compliance with USAH and IAHA CDAHA will follow the guidance of USAH and the Idaho Amateur Hockey Association (IAHA) regarding the teaching of hockey. All directors, coaches, and members will comply with these policies as outlined in the CDAHA Mission Statement. In cases not addressed by CDAHA Bylaws, USAH and IAHA Bylaws shall prevail.

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#### ARTICLE 5: BOARD OF DIRECTORS

5.1. Composition and Terms: The Board of Directors will consist of eight (8) members, with elections held annually around April 1st. Elected directors assume office on May 1st, unless the election is delayed. Board terms last three years, with staggered elections to ensure continuity:

- Seats 6, 7, and 8: Elected in 2020, 2023, etc.
- Seats 4 and 5: Elected in 2019, 2022, etc.
- Seats 1, 2, and 3: Elected in 2021, 2024, etc.

Board members retain their seat number throughout their term. Members whose terms are expiring may run for reelection.

5.2. Family Members on the Board: If multiple family members serve on the Board, their combined vote total is limited to one (1) on all matters.

5.3. Vacancies and Expulsions Vacancies due to resignation, removal, or death may be filled by a majority vote of the Board. Members will be notified by email within 48 hours of the vacancy. Members have 48 hours to submit letters of intent for appointments to the vacant seat.

A member appointed to the Board will be announced to all CDAHA members within 48 hours of the appointment. Board members with three unexcused absences in one year, or those who fail to uphold the Bylaws, policies, or Code of Conduct, may be removed by a majority vote of the Board.

5.4. Board Expansion: The Board may add non-voting seats as needed. New seats will be up for election during the next cycle and integrated into the staggered election schedule.

5.5. Board Contraction: The Board may reduce its size by up to two seats per year, with an 80% vote. The Board will maintain no fewer than five members at any time.

## ARTICLE 6: OFFICERS

6.1. Officers Enumerated: The officers of the corporation forming the Executive Committee include:

- President
- Vice-President
- Secretary
- Treasurer

6.2. Election of Officers: Officers will be elected by the Board of Directors at the first meeting following the annual elections.

6.3. President The President: shall preside over all board meetings, execute board decisions, and serve as an ex officio voting member of all committees. The President will provide an annual report on activities, financial status, and future plans. Additionally, the President will represent CDAHA at state association (IAHA) meetings. The President has authority to act on emergencies, subject to later board review.

6.4. Vice-President: The Vice-President will act in the President's absence and assume the role if the President's seat becomes vacant. The Vice-President will also chair the Disciplinary Committee and attend state meetings alongside or instead of the President.

6.5. Secretary: The Secretary will record and maintain meeting minutes, provide meeting notifications, and manage correspondence. If the association has a business manager, the board may appoint a non-board member to serve as acting secretary without voting rights.

6.6. Treasurer: The Treasurer will oversee financial matters, present financial reports at board meetings, and ensure funds are handled appropriately. The Treasurer may appoint a non-board member to assist with duties but remains ultimately responsible. The Treasurer will chair the Finance Committee and manage fundraising and investments.

6.7. Board Appointed Positions: The Board may appoint members to one-year, non-voting positions as necessary. Appointments begin May 1st and can be adjusted or removed as needed.

## **CDAHA Association Positions**

### **Registrar**

- Appointed to serve a one-year term unless the BOD elects to hire a business manager, who shall assume the duties and responsibilities of the Registrar.
- Duties include, but are not limited to:
  - Serve as the primary contact between USA Hockey, IAHA, and CDAHA for all membership matters related to players, rosters, and more.
  - Establish and manage the registration process for all players and coaches with USA Hockey, IAHA, and CDAHA.
  - Complete and submit all necessary registration forms, including IMRs and official team rosters.
  - Maintain signed team and player rosters.

- Follow the Idaho State Registrar packet.
- Collaborate with the Team Manager Coordinator to ensure accurate dissemination of information.
- Prepare and submit end-of-season state documentation.
- Access and maintain confidentiality within the USA Hockey portal.

### **Scheduler**

- Appointed to serve a one-year term.
- Duties include, but are not limited to:
  - Provide coaches and managers with season schedules and promptly communicate any changes.
  - Attend and participate in area scheduling meetings to coordinate balanced game schedules.
  - Advise team managers on additional game scheduling, including tournaments.
  - Coordinate ice time with KYRO/Frontier.
  - Collaborate with the Referee Scheduler to ensure referee assignments are accurate and up to date.

### **Referee Scheduler (RS)**

- Works with the Scheduler to assign referees for CDAHA-sanctioned home games.
- Coordinates clinics and training for referees as needed to ensure proper certification.

### **Coach in Chief (CIC)**

- Appointed to serve a one-year term. May be a shared position with approval by the board.
- Acts as the board liaison for coaches.
- With board approval, designates Head Coaches and coordinates clinics and training for certification.
- Addresses coaching concerns or disputes, presenting them to the board for resolution.

- Conducts a minimum of two annual clinics for coaches.
- Performs monthly practice visits to ensure the implementation of effective practice plans.
- Provides leadership and support for all coaches and the BOD.
- Must be a current USA Hockey member with appropriate CEP certification and age-specific modules.

#### **Equipment Manager (1-2 People for LTP & Regular Season)**

- Responsible for all CDAHA-owned hockey equipment.
- Advises the Financial Committee on equipment purchases.
- Manages equipment assignments and maintains records of rental
  - See procedure for forms
- Ensures equipment is repaired when feasible.
- Purchases over \$300 must be approved by Treasurer
- Submits invoices for board approval.

#### **Director of Fundraising**

- Directs all fundraising activities for CDAHA.
- Reports to and is directly supervised by the Treasurer.
- Provides regular updates on fundraising initiatives to the board.

#### **SafeSport Coordinator**

- Oversee the implementation of USA Hockey's SafeSport program.
- Ensure reporting procedures are available for suspected physical or sexual abuse and violations of SafeSport policies.
- Provides locker room and travel policies.
- Maintains contact information for Affiliate SafeSport Coordinators.
- Shares USA Hockey SafeSport training materials with volunteers, employees, and members.
- Tracks parent volunteer hours and communicates tracking procedures to teams.

- Manages SafeSport compliance for team rosters.

### **Team Manager Coordinator**

- Serves as the primary contact for all team managers.
- Responsible for training and onboarding new managers.
- Acts as a liaison between managers and the board.
- Establishes a clear chain of command: Team Manager Director > Division Manager > Team Manager.

### **Girls Development Director**

- Focuses on the development and growth of girls' hockey within CDAHA.
- Provides leadership and support for girls' teams and players.

### **Outreach Director**

- Works with the CIC and Treasurer to grow CDAHA's presence in the community.
- Reports directly to the board.
- Oversee the following roles:
  - **Web Coordinator:** Manages and updates the CDAHA website.
  - **Events & Public Relations Coordinator:** Identifies opportunities for community engagement (e.g., parades, events).
  - **Social Media Coordinator:** Manages CDAHA's presence on platforms like Facebook and Instagram.

### **Player Development Director**

- Focuses on growing the game of hockey at all ages and skill levels

ARTICLE 7: COMMITTEES - BOD Members are strongly encouraged to participate in at least one committee and preferably chair a committee.

7.1 Coaching Committee: There shall be a coaching committee, which shall be composed of eligible members of the association that shall include the Coach in Chief, a minimum of two current coaches, and a minimum of two non-coaches. If no board members are included on this committee, the Board of Directors shall appoint a minimum of two board members to the committee for the purpose of maintaining an odd number and for ensuring that the directives of the association are maintained. The Coaching Committee shall be

responsible for the recruitment, selection and retention of coaches and shall ensure that all coaches selected for the association adhere to USAH coaching philosophies, principles and standards. If it becomes necessary to remove or discipline a coach for other than an infraction under the purview of the Rules and Disciplinary Committee, the Coaching Committee shall hear applicable evidence and send their recommendation to the Board of Directors for review and implementation. If a member of the Coaching Committee is under investigation, they shall be temporarily removed pending the outcome. If they are to be permanently removed, then another member may be appointed to replace the vacancy.

7.2. Rules and Disciplinary (R&D) Committee: The R&D committee shall have authority to establish the rules that will govern play in the Coeur d'Alene Youth Hockey Association. The R&D committee also has the authority to discipline any member, player/member, coach, or officer for good cause including, without limitation, violation of the bylaws or any regularly established rule of this corporation. Discipline may include, but is not limited to, suspension from membership, suspension from playing, or any other measure as may be deemed appropriate under the circumstances. Any decision of the R&D committee shall be subject to a written appeal to the board of directors, provided written notice of appeal is given to a principal within seven (7) days after the disciplinary action is communicated to the individual being disciplined. The action of the disciplinary committee shall remain in effect pending the appeal and shall stand unless it is overruled by a majority vote of the board of directors. The board shall act upon the appeal at its next regular meeting or at a special meeting, which will be called if the matter is deemed urgent.

A. This committee shall be composed of at least three (3) but no more than five (5) parents of registered players or coaches or any other approved by the Vice President. The CDAHA Board Vice-President shall appoint members. The CIC shall be appointed to this committee.

B. This committee shall be responsible for deciding whether any action, suspensions or otherwise, to be taken against a player or team official for violations of CDAHA policies or other matters which need to be addressed that are not addressed by IAHA or USAH. UHAH Rules and Regulations will govern all discipline for game penalties including misconduct, game misconduct or matches.

7.4. Finance Committee: The finance committee is charged with developing and ensuring the corporation adheres to an annual budget, including revenue and spending. The finance committee will also ensure that accurate records are maintained of all revenues and expenses of the corporation and will be involved in any audit that may be performed on the corporation. All budget proposals prepared by the finance committee will be submitted to the board of directors for approval. Once the budget is approved, the chair of the finance

committee will provide regular quarterly reports to the board during the fiscal year of the corporation. The Treasurer must participate or oversee the Finance Committee.

7.5. Other Committees: All other committees, special or standing, shall be appointed by the President as needed. The President shall informally survey all board members for interest in committee chairmanship and make appointments based thereon.

7.6. Committee Membership: Committees may be made of any member or member/player in good standing, but the chairman of the committee should be a board member. If the chairperson is not a board member they must attend board meetings.

#### ARTICLE 8: FISCAL YEAR

8.1. Fiscal Year: CDAHA has elected a calendar year end for income tax purposes. This is the corporate year for all purposes, unless otherwise specifically modified.

8.2 Financial Records: CDAHA Board of Directors may require an audit of the financial records of the Association. The board may request such an audit at any time. The Association shall pay any cost associated with the audit.

8.3 Non-profit Status: CDAHA shall always maintain its tax-exempt status under Internal Revenue Code 501(c)(3) and shall cooperate with USA Hockey if USA Hockey and CDAHA deem it advisable for CDAHA to be included in a group exemption letter.

8.4 Divestment of resources: In the event the Coeur d'Alene Amateur Hockey Association should cease to exist, all assets, tangible and financial, shall be donated to any appropriate local tax-deductible charity as specified by law.

Meeting Cadence - It is the goal of the CDAHA BOD that all meetings are productive and efficient. Meetings should address the needs of all its members and be used for voting, reviewing and discussing policy. Information exchange and general association updates will take place at these meetings and participation by all members is encouraged.

Board members and guests should always act with decorum, and should meetings become disruptive, the meetings will be ended and disciplinary action taken if necessary. Continued violation of board decorum will result in membership vote for removal from the board.

It is the BOD goal to have committees meeting on an ongoing basis as needed to discuss needs and prepare solutions for voting at scheduled meetings. It is encouraged to conduct regular committee meetings to ensure presentation of topics at meetings are efficiently presented in 15 minutes or less. It is encouraged to email the BOD your proposal or summary of topic for review prior to the meeting date. The CDHA BOD goal is to have their

monthly meetings conclude 1.5 hours or less after they are called to order. Topics for the agenda must be sent to the Secretary for inclusion in the agenda prior to the scheduled meeting. The Executive members of the BOD should review all topics and approve an agenda 2 days prior to the meeting. The last 15 minutes of the meeting will be deemed an open forum should time allow, and president or designee allow this time. If more than 15 min is needed this must be placed as a board topic at the next meeting.

9.1. Annual Meeting: The annual meeting of the members shall be held on or about April 1st of each year on a date to be declared by the Board. The annual meeting and optional mid-season meeting shall be the only meetings that bylaws may be changed. Should the board deem.

9.2. Special Meetings: The board may call a special meeting of the members at any time to discuss and resolve issues that are important to the welfare of the Coeur d'Alene Youth Hockey Association. A Special Meeting does not require notice and can happen whenever the President or their delegate deems necessary.

9.3. Notice of Normal Meetings: Unless otherwise required by law, notice of meetings shall be sufficiently given via email, phone, fax, posting on the association website, posted at the rink facilities, etc. at least seven (7) days prior to the meeting date.

9.4. Quorum of Members: For regular board meetings, a majority of board members present shall constitute a quorum unless otherwise provided by the Articles of Incorporation, these bylaws or statutes of the State of Idaho. A majority vote of those present and voting shall be sufficient to act, except as otherwise provided by law, by the Articles of Incorporation, or by the bylaws.

9.5. Election of Board Members: Any Board positions up for election shall be voted upon at the end of the season on or before April 1st. The election will be done through a website that is specifically for promoting unbiased anonymous voting. The election time and duration shall be set and communicated by the board on or around the last week of February to the first week of March. Any members interested in running for a vacant board seat must indicate their interest to the secretary and president in writing at least three (3) weeks prior to the scheduled election. An announcement of the candidates for board positions will be prepared and communicated to the general membership.

A. Ballots will be emailed to all members, in good standing and eligible to vote. The candidate who receives the highest number of votes for each vacant board seat will be elected to that seat. Any ties will be re-voted one time. If still tied after the second vote, the selection will be made by the Board of Directors. B. The emailed ballots will be weighted ballots based on: Each member in good standing at the time of the election will receive one

(1) weight per registered member/player. In addition to the conditions stated above, each head coach will receive one (1) additional weight, and each board member will receive one (1) additional weight beyond their initial ballot.

#### ARTICLE 10: AMENDMENTS

10.1. Amendments by the Board: These Bylaws may be amended by the action of the Board of Directors during the annual meeting held by the Board of Directors.

#### ARTICLE 11: INDEMNIFICATION

The Coeur d'Alene Amateur Hockey Association, as Affiliate Association of USA Hockey, shall indemnify and hold harmless USA Hockey and each member thereof, and all other elected, appointed, employed or volunteer representatives of USA Hockey from any and all claims, liability judgments, costs, attorney's fees, charges and expenses whatsoever, arising from the acts and omissions of CDAHA, except to the extent (i) that USA Hockey or its afore-described representatives caused such claims, liability, judgment costs, attorney's fees, charges or expenses by their own intentional neglect or default or (ii) that such acts or omissions were the direct result of compliance with Articles of Incorporation, Bylaws, Rules and Regulations, Playing Rules or decision of the Board of Directors of USA Hockey and the Board of Directors may, at any time, approve indemnification of any other person which the corporation has the lawful power to indemnify. The indemnification provided by the Section shall not be deemed exclusive of any other right to which a person may be entitled as a matter of law or by contract.

A. CDAHA understands and acknowledges that USA Hockey and its aforescribed representatives have assumed such assignment, function, office or capacity upon the express understanding, agreement and condition that they be so indemnified and held harmless to the extent described in this section

B. USA Hockey shall reasonably cooperate with CDAHA in any litigation and provide reasonable support in connection therewith, including but not limited to advice and testimony upon reasonable request: provided, however, that such cooperation shall not require USA Hockey to incur any out-of-pocket expenses not reimbursed by CDAHA.

#### ARTICLE 12: PUBLICATION

12.1 CDAHA shall make available to its members copies of the Bylaws and Policies and Procedures and all amendments thereto upon request.

#### ARTICLE 13: AGREEMENT

13.1 These Bylaws contain all agreed upon bylaws approved by the CDAHA Board of Directors and supersede all previous or concurrent bylaws and understandings.

13.2 These Bylaws shall be construed, governed and interpreted pursuant to the laws of the State of Idaho.

#### ARTICLE 14: MISCELLANEOUS

14.1. Masculine/Feminine: All references to the masculine include the feminine and the singular includes the plural.

14.2. Powers: All power and authority not specifically granted to the members, or the Board is vested in the Board

14.3. Roberts Rules: All meetings shall be conducted in accordance with the current edition of Robert's Rules of Order as amended from time to time. Cell phones should be silent and not used during meetings.

14.4. Effective Date: These Bylaws Dated this 8<sup>th</sup> day of April 2025