

**PNAHA
BOARD OF DIRECTORS MEETINGS
CONSTITUTION, BYLAW & RULES PROPOSAL SUBMISSION FORM**

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| NAME OF CHANGED DOCUMENT: | |
| MAIN HEADING: | |
| REGULATION (Heading): | |
| BY-LAW (Heading): | |
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| Section: | Creating a new Section |
| Reference (sub-section): | |
| Paragraph / Page no(s): | |

CURRENT WORDING: None

RED-LINE WORDING OF PROPOSAL: (as it should appear with new wording underlined,
Deletions-strikethrough)

CLEAN WORDING OF PROPOSAL: (For ease of reading)

PNAHA Committees –

In an effort to achieve effective administration of the programs and activities of PNAHA, the following committees have been created. Committees are established to address specific administrative and programming process and procedure in order to ensure the efficient operation of PNAHA. Unless specifically noted, the Chair and members of these committees will be appointed by the PNAHA President.

Competition

Discipline

PNAHA's Discipline Committee is responsible for overseeing and managing disciplinary matters within the organization. The Discipline Committee plays a crucial role in maintaining the integrity of the sport and ensuring that players, coaches, officials, and other members of the

hockey community adhere to the rules and regulations set forth by USA Hockey and our affiliate.

The primary purposes and responsibilities of the PNAHA Discipline Committee include:

- **Reviewing Incidents:** The Committee reviews and assesses incidents of misconduct, rule violations, and unsportsmanlike behavior that occur during USA Hockey-sanctioned events, games, and activities.
- **Determining Penalties:** Based on their reviews, the Discipline Committee determines appropriate penalties or sanctions for individuals or teams involved in misconduct or rule violations. These penalties can include suspensions, fines, or other disciplinary actions.
- **Fair and Consistent Enforcement:** The Committee aims to enforce disciplinary actions in a fair and consistent manner, ensuring that all participants are held accountable for their actions while maintaining a sense of fairness and equity.
- **Education and Prevention:** In addition to imposing penalties, the Committee may also work on educational initiatives and programs aimed at preventing future incidents of misconduct and promoting sportsmanship and fair play within the sport of hockey.

Finance

PNAHA's Finance Committee is responsible for overseeing and managing financial matters within the organization.

The primary purposes and responsibilities of the PNAHA Finance Committee include:

- Providing financial oversight and guidance for the organization
- Reviewing and approving the budget and financial plan
- Monitoring and reporting on the financial performance and position.
- Ensuring internal controls, audit, and compliance
- Advising on capital structure, management, and investments
- Assessing and mitigating financial risks to ensure operating continuity at the state level.

Committee Structure: Chaired by the PNAHA Treasurer, who oversees a group of PNAHA Members that represent all PNAHA Affiliates who vary in size and structure to ensure a diverse representation across PNAHA. Members may volunteer to be on the committee or be appointed by the PNAHA President with PNAHA Board approval at the June meeting to serve from September until June of the following year.

Committee Meetings: The Finance Committee will meet at a minimum prior to each scheduled PNAHA Meeting January, June and September. Meetings can be in person or via electronic means.

Governance

Purpose

The Committee on Governance (the "Committee") is appointed by and acts on behalf of the Board of Directors (the "Board") of Pacific Northwest Amateur Hockey Association (PNAHA) It is responsible for

- (i) for developing and recommending to the Board a set of governance guidelines applicable to PNAHA and for periodically reviewing such guidelines,
- (ii) for reviewing guidebook proposals from individuals or committees for the purpose of making sure they are in compliance with the Bylaws, rules and regulations and policies of PNAHA and USA Hockey

Composition

The Committee shall consist of three or more persons appointed by the PNAHA President. The members of the Committee shall serve one-year terms. The members of the Committee shall serve until their resignation, retirement, or removal by the Board or until their successors shall be appointed. No member of the Committee shall be removed except by majority vote of the directors of the full Board then in office.

Meetings

The Committee shall meet at least three times annually or more frequently as circumstances dictate. The Committee may delegate to one or more of its members one or more of the responsibilities and duties set forth below.

Responsibilities and Duties

- I. Determine the criteria for Board membership.
- II. Evaluate and recommend to the Board concerning the appointment of directors to Board committees and the selection of Board Committee chairs.
- III. Evaluate and recommend to the Board the responsibilities of the Board committees, including the structure, operation and the authority to delegate to subcommittees.
- IV. Review the format of Board meetings and make recommendations for the improvement of such meeting.
- V. Periodically review and assess the adequacy of PNAHA governance

principles and recommend any changes to the Board for its approval and adoption.

- VI. Report its activities and actions to the Board of Directors on a regular basis.

Membership

THE PNAHA PRESIDENT SHALL APPOINT A MEMBERSHIP COMMITTEE OF THREE TO FIVE PERSONS WHOSE ROLE SHALL BE TO REVIEW MEMBERSHIP APPLICATION FORMS FOR COMPLETENESS, PROVIDE APPLICANTS WITH ASSISTANCE WITH COMPLETING THE APPLICATIONS ACCORDING TO THE MEMBERSHIP APPLICATION PROCEDURE, REVIEWING THE APPLICATIONS AND MAKING RECOMMENDATIONS TO THE PNAHA BOARD OF DIRECTORS ON WHETHER THE MEMBER ORGANIZATION(S) OR MEMBER TEAM(S) HAVE SATISFIED THE MEMBERSHIP REQUIREMENTS FOR THE APPLICABLE MEMBERSHIP CLASSIFICATION

Player Development

The Player Development Committee shall consist of the following voting members: the Committee Chair, who shall be the Player Development Director appointed by the President; an East Side Player Development Assistant Director (appointed by the Chair), a West Side Player Development Assistant Director (appointed by the Chair), the PNAHA Girls Development Director, the PNAHA ADM Director, PNAHA Coaching Director, The following shall be non-voting members of the Player Development Committee: one player development representative from member organizations (appointed by the local associations) .

Duties and Responsibilities

The Player Development Committee will oversee the coordination of PNAHA Player Development initiatives and programs. This will include, but is not limited to the PNAHA Selection Camps, and the American Development Model initiatives. The Player Development Committee will review the direction of all related Player Development Programming.

Sub -Committee- Girls Hockey Development

This committee of the Player Development will be appointed by the President and the Chair will be the PNAHA Girls Development Director. The goal for this committee is to create opportunities for the growth of opportunities for the female hockey player.

Public Relations

The PNAHA Public Relations Committee is dedicated to enhancing the visibility, reputation, and communication strategies of our organization within the local and statewide community. This

committee plays a pivotal role in fostering positive relationships with players, parents, coaches, and stakeholders in Washington and beyond through effective, impactful communication and strategic outreach.

Role Responsibilities/Goals:

- **Media Relations:** Cultivating relationships with local media outlets to ensure accurate and timely coverage of PNAHA affiliate-level and Association-level events, initiatives, and achievements.
- **Social Media Management:** Developing and executing captivating social media campaigns to engage the youth hockey community, showcase player achievements, promote upcoming events, and further the messaging of USA Hockey in our communities.
- **Social Media Policy and Education:** Developing educational content for players and their families around positive social media engagement. Supporting the review of social media for Safe Sport and discipline at a state and/or local level.
- **Content Creation:** Producing compelling written and visual content, including articles, press releases, graphics, and videos, to communicate our affiliate's mission, values, and success stories.
- **Community Engagement:** Organizing community outreach programs, workshops, and events that promote youth hockey participation, sportsmanship, and community involvement.
- **Publicity for Events:** Creating buzz around our statewide and Association-level tournaments, fundraisers, and special events to maximize attendance, participation, and community support.
- **Crisis Management:** Collaborating with the board and leadership to devise crisis communication strategies and ensure transparency during challenging situations.
- **Brand Development:** Contributing to the evolution of our organization's brand identity and messaging, aligning with our goals and values.
- **Website Development:** Creating a functional, informative, and captivating website for the Affiliate with resources for Associations, administrators, and families.
- **Relationship Building:** Establishing partnerships with local businesses, schools, and organizations to foster collaborative initiatives that benefit both the youth hockey community and the affiliate. This could also include vendor-partner relations to benefit the statewide community.

Steering

Steering Committee.

1. Purpose:
 - Assist with advising the BOD on matters affecting the affiliate.
 - To support the committee chairs inside PNAHA.
 - Responsible for maintaining the mission/vision for PNAHA.
2. Membership: This committee will be comprised of the following members
 - Chairperson
 - President of PNAHA
 - Members
 - Elected officers in PNAHA.
 - Any USA Hockey Officers residing in PNAHA.
 - Appointed and/or elected committee chairs.
3. Authority:
 - This committee shall provide guidance to the PNAHA BOD and sub-committees.
 - A forum to promote collaboration of committee leaders.
4. Goals
 - Develop Mission/Vision for PNAHA
 - Provide a world class experience for all PNAHA's members.
 - Create a PNAHA calendar.

Tournament

The PNAHA tournament committee shall be comprised of the PNAHA Tournament chair (PNAHA President) and at least three other members with responsibility for oversight of all PNAHA Championship Tournaments, and an on-site Tournament Committee responsible for oversight of each tournament location. The on-site Tournament Committee at each PNAHA Championship Tournament shall be comprised of the on-site Tournament Director and at least two other PNAHA Directors or other PNAHA appointed personnel as selected by the PNAHA President

INTENTION OF PROPOSAL:

To create a Committee section with defined purpose and responsibilities

Submitter:

Governance Committee