

LIVONIA HOCKEY ASSOCIATION CONSTITUTION

Last Updated: ~~August 2019~~ March 2021

ARTICLE I – NAME

The name of the association shall be the Livonia Hockey Association and it may be referred to as the LHA or the Association

ARTICLE II – PURPOSE

The purposes of the association shall be:

- A. To promote and develop recreational opportunities for the youth of the City of Livonia and surrounding municipalities.
- B. To promote citizenship and fellowship through the ~~medium sport~~ of ~~hockey~~ Ice Hockey.
- C. To foster good sportsmanship and cultivate physical welfare through organized competition in the game of ice hockey.

ARTICLE III – OFFICE

The location of the office of this association shall be in Livonia, Michigan in the county of Wayne.

ARTICLE IV – FINANCE

The association shall have no capital stock and shall not be conducted for profit.

ARTICLE V – MANAGEMENT

The association shall be managed by its Board of Directors acting on behalf of its members.

ARTICLE VI – MEMBERSHIP

The association shall be comprised of persons known as general members.

Section 1.

Definition – A general member of the association shall be one or more of the following:

- A. ~~Parents / legal guardians (maximum of 2) of a registered child in good standing who will meet the requirements in Section 2 of this article.~~ JG1
- B. Board members of the association ~~who meet the requirements in Section 2~~ JG2 ~~of this article.~~
- C. Coaches and managers that appear on the current season MAHA registration form ~~who meet the requirements of Section 2 of this article.~~ JG3
- D. All past Presidents of the association.
- E. Honorary members granted membership by a simple majority of the Board of Directors. ~~Honorary members must meet the requirements of Section 2~~ JG4 ~~of this article.~~ This membership may be granted to non-residents.

Section 2.

~~Requirement – General members shall pay an annual fee in the amount as determined by the Board of Directors on an annual basis, prior to involvement as an active member. The fee must be paid by each candidate for the membership prior to the deadline for the LHA player registration as determined by the Board of Directors. JG5~~

Section 3.2.

Responsibility – Each member shall conduct themselves in a manner consistent with ideas outlined in Article II.

Section 4.3.

Term – Each membership shall be yearly in nature and shall terminate at the conclusion of the General Membership meeting.

ARTICLE VII – BOARD OF DIRECTORS

Section 1.

Composition – The Board of Directors of the Association shall consist of 17 members, including the immediate past President and sixteen (16) directors, to be duly elected by the general membership, at the General Membership Meeting, in accordance with Section 2 of this article.

- A. The sixteen (16) elected board members shall be comprised of two (2) groups, and each group shall contain eight (8) directors. Each group shall be elected every other year, with each director serving a two (2) year term.

Section 2.

Eligibility - Candidates for election to the Board of Directors:

- A. Is a member in good standing of the association as of September 1 of the previous year prior to the General Membership Meeting at which their nomination is presented.
- B. Meet the conditions as outlined in the election process in Article VIII.

Section 3.

Duties – Duties of the Board of Directors shall include:

- A. Board meetings – The Board of Directors shall conduct regularly scheduled monthly meetings at a predetermined location and time as agreed by the Board of Directors. Any board member absent four (4) or more meetings, or any board member who is unable to fulfill his/her obligation to the board due to ill health, relocation of residence, etc., shall be replaced by a member of the reserve list of alternate board members as described in Article VIII, Section 5B.
- B. Management – The Board of Directors shall manage the affairs of the association.
- C. Representation – The Board of Directors shall present and represent the views of its constituents and general membership.
- D. Voting – The Board of Directors shall vote, on behalf of its membership, on all issues brought before that board and each member shall have one (1) vote on all issues.
- E. Elect Officers – The Board of Directors shall elect its own officers in accordance with Article X.

- F. Information – The Board of Directors as a whole, shall inform its general membership of its activities, policies, issues, and votes, as it pertains to the general membership.
- G. Perform Assigned Duties – Each board member shall perform to the best of his/her ability, the directorship/task as determined and assigned to the person by the President or the Board of Directors. Any board member not performing his/her assigned duties may be asked for his/her resignation by the President, or the Board of Directors.

~~Section 4.~~

~~Assignments – Shall include, but are not limited to the following positions:~~

- ~~A. Divisional Directors (IP, Mite, Squirt, PeeWee)~~
- ~~B. House/Travel Directors (Bantam, Midget, Travel)~~
- ~~C. Equipment Director~~
- ~~D. Standing Committee Members~~
- ~~H. Executive Committee~~Growth – Grow the game of Hockey and the Livonia Hockey Association
- ~~E.~~

Section 5.

Compensation – Board members shall receive one (1) free membership registration to be applied to the year(s) served as a board member. Any board member who is unable to fulfill his/her obligation to the board shall be pro-rated for the membership registration fee, based on time served as a board member.

ARTICLE VIII – BOARD OF DIRECTORS ELECTION PROCESS

Section 1.

Location – The election process shall take place at the annual General Membership meeting. Voting shall be in ballot form only.

Section 2.

Nomination – The following must exist for a valid nomination:

- A. The person making the nomination must be a member as described in Article VI.
- B. The nomination must be seconded at the General Membership meeting.
- C. The nomination may be made in person at the General Membership meeting or in written form. Written nominations will be accepted from the general membership until February 15 of each year and will be included on a prepared ballot at the General Membership meeting.

Section 3.

Acceptance – The following must exist for a valid acceptance of nominations:

- A. The nominee must be a member as described in Article VI.
- B. The acceptance must be made at the General Membership meeting in person, or in writing, by the nominee, in order to be accepted.
- C. The nominee must meet the eligibility requirements as described in Article VII, Section 2A.

Section 4.

Method of elections – The following must exist for election:

- A. Valid nominations and acceptances will be received.

- B. Nominations will be closed.
- C. Voting by the General Membership to elect the Board of Directors.
- D. Ballots cast shall be counted by the Election Committee as described in Article XII, Section 1E.

Section 5.

Results of elections – The following shall be the method of determining election to the Board of Directors:

- A. The eight (8) nominees receiving the highest vote counts will be elected to the Board of Directors for a two (2) year term.
- B. The five (5) nominees receiving the most votes in total count, after the eight (8) elected board members above shall be placed on a reserve list. The reserve list shall be compiled in order of highest vote receiver not elected to the Board of Directors, to the lowest vote receiver at the General Membership meeting. In the event that a vacancy arises, the vacant board position shall be offered to the first person on the reserve list. The vacant position shall be offered to each person on the five (5) member reserve list until that position is filled. The offering shall be made to each of the members in descending order on the list. If no member on that reserve list accepts the board assignment, the President shall select a person to fill the vacancy. The Board of Directors shall approve the selection of the President by a simple majority. The vacated position, once filled, shall be served until the expiration of that two (2) year term.
- C. In the event of a tie in votes exists for the eighth position on the board, the board shall accept those members involved in that tie as directors. Each of these members shall serve a two (2) year term. If one of these vacates his/her position at any time, the position shall not be filled, and the duties and responsibilities shall be assigned to remaining board members.

ARTICLE IX – OFFICERS

~~The officers~~The Executive Officers (Executive Board) of the association shall be the President, Vice President, Treasurer, Recording Secretary, ~~and the immediate Past President~~[JG6].

Section 1.

Criteria to be an Executive Officer

- A. Officers elected must have a minimum of one (1) full year experience as a board member in good standing.
- B. ~~Officers elected~~The President must be ~~residents~~a resident of the City of Livonia as defined by the City of Livonia Parks and Recreation Commission[JG7].
- C. There is no residency requirement for the remainder or the executive board.

Section 2.

Duties include but are not limited ~~to~~to:

- A. President – The President shall:
 - a. Preside at all meetings of the Board of Directors.
 - b. Preside at the General Membership meeting.
 - c. Have the privilege to call special board meetings and General Membership meetings with

proper notice.

- d. Enforce rules of the association, its board and its General Membership.
- e. Enforce, on all occasions, the observance of order and decorum among members at all times.
- f. Serve ex-officio as a member of all committees.
- g. Designate the chairman of each committee.
- h. Along with the Secretary and Vice President, have signing authority of the general funds of the association.
- i. Determine and assign board duties and directorships.
- j. Appoint or terminate non-board compensated positions with simple majority approval of the Executive Committee.

B. Vice President – The Vice President shall:

- a. In the absence of the President, or in the event of the President's inability or refusal to act in accordance with the Bylaws and the Constitution, shall so act and perform the duties of the President as described above.
- b. Along with the President and the Secretary, have signing authority of the general funds of the association.
- c. When called upon as acting President, have all the privileges and restrictions as attached to the office of President of the association.
- d. Perform other such duties as from time to time are directed to him/her by the President or the Board of Directors.

C. Treasurer – The Treasurer shall:

- a. Keep accurate accounting of the association's fund received and expended.
- b. Present an accurate financial statement at all meetings of the Board of Directors and General Membership meetings.

D. Recording Secretary – The Recording Secretary shall:

- a. Keep an accurate recording of the minutes of all board meetings.
 - b. Keep an accurate recording of the minutes of all executive meetings of the Executive Board of Directors.
 - c. Keep an accurate recording of the General Membership meeting, including all motions, valid nominations, elections and vote counts of that meeting.
 - d. Along with the President and Vice President have signing authority of the general funds of the association.
 - e. Perform the duties as assigned by the President or Board of Directors.
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E. Immediate Past President —~~The Immediate Past President shall:~~

- a. Act in an advisory capacity to the President and the Board of Directors, in addition to his/her regular duties as assigned by the President or those requested by the Board of Directors.

~~at:~~

Non-Executive Standing Officers – These positions must be filled by the association on a yearly basis as needed.

F. Communications Director

- a. Responsible for the LHA website and content
- b. Responsible for external facing association marketing
- c. Owner of Social Media pages and content
- d. Coordinate communication needs with each division director

G. Growth and Development Director

- a. Responsible for the Registration Process
- b. Responsible for the headcount growth of the organization both internally and externally.
- c. Coordinate and participate in relevant USA Hockey programs like Club Excellence, 2 +2, and other growth vehicles
- d. Coordinate Try- Hockey programs and events
- e. Co-Responsible for the coordination and success of the IP/Mite division with Tier 3 Director and Girls Director

H. Director of Girls Hockey

- a. Responsible for the growth and operation of the girl's hockey program
- b. Division Director for the Girls Hockey teams. Shared responsibility for the girls IP program
- c. Participate in all relevant USA Hockey, MAHA or other events targeted at girls hockey development
- d. Liaison between the association and the coaches/responsible for the recruitment and retention of coaches

I. Director of Tier 3/House Co-Ed Hockey

- a. Responsible for the growth and operation of the Tier 3/House Co-Ed Hockey Program
- b. Division Director for the Tier 3/House Co-Ed Hockey Teams
- c. Participate in all relevant USA Hockey, MAHA or other growth events targeted at Tier 3/House Co-Ed development
- d. Co-Responsible for the IP/Mite Division
- e. Liaison between the association and the coaches/responsible for the recruitment and retention of coaches

J. Director of Tier 2/Travel Co-Ed Hockey

- a. Responsible for the growth and operation of the Tier 2/Travel Co-Ed Hockey Program
- b. Liaison between the association and the coaches/responsible for the recruitment and retention of coaches

ARTICLE X – OFFICERS OF THE ASSOCIATION ELECTION PROCESS

Section 1.

Location – The election process shall take place at the conclusion of the General Membership meeting, or at a time and place agreed upon by a simple majority of the board members present.

Section 2

Nominations – The nomination for officer must be made by a member of the Board of Directors. The nominations must be seconded.

Section 3.

Acceptance – Acceptance can only be made in person by those board members who meet Article IX, Section 1.

Section 4.

Voting – All members of the Board of Directors must be present at the election of officers. The voting shall be in ballot form only and shall be counted by one member of the existing board. Simple majority vote shall determine the officers of the association. Election of officers shall take place annually. The Board of Directors shall elect its own officers.

ARTICLE XI – MEETINGS

Section 1.

Board of Directors Meetings – The Board of Directors shall designate yearly, an assigned location and time for all regularly scheduled meetings. A virtual meeting option shall be used where and when appropriate. It shall post notice to its membership on the LHA website, at least two weeks prior to all scheduled meetings. The notice shall include the location, time and date of the meeting, as well as the proposed agenda items for that meeting. Board meetings may, at the discretion of the Board of Directors or President, be closed sessions, (board members only).

Special board meetings may be held, on not less than twenty-four (24) hour notice to the Board of Directors. Notice of request for a special board meeting may be given to the President or any three (3) board members. The notice shall be given in writing to the Recording Secretary. The President shall decide at such time and place the Board of Directors shall meet. Special board meetings of each newly elected Board of Directors may be held without notice to the general membership, immediately following the annual General Membership meeting at which the Board of Directors has been elected.

Section 2.

General Membership Meeting – The General Membership meeting shall be annual in nature and shall be held prior to April 1 of each year- unless otherwise specified by the LHA Board of Directors. The meeting shall be open to the general membership. A minimum ~~five~~

~~(5)~~ week's3 (Three) weeks' notice shall be given to the membership and notice shall be posted on the LHA website.

Section 3.

Committee – Executive officers and general committees can meet without notice to the General

Membership.

ARTICLE XII – COMMITTEES

Section 1.

Standing Committees and Assignments– The Board of Directors shall maintain but are not limited to the following committees yearly and may change this list as they see fit to best serve the needs of the association:

- Referee Liaison
- Ace Coaching Director
- Constitution/By-Law Committee
- Grievance Committee
- Fundraiser/Sponsorship/Player to Player Sale
- Family Fun Day/House Hockey/Girls Hockey Day
- Manager Liaison
- Safe Sport Coordinator
- Compassionate Fund Committee
- IP/Mite Committee

Section 2

Specifically, the definition of the following committees is provided and may be modified by the board from time to time as they see fit:

A. Grievance Committee

- a. Definition – A committee consisting of three (3) board members. The committee shall include the President and two (2) board members selected by the President and approved by the Board of Directors.
- b. Duties – This committee will act as a result of a breach of acceptable conduct as defined in the association Bylaws by any member or player of the association. The grievance shall be submitted to the committee in writing, along with a \$50.00 check within ~~forty~~ eighty-eight (48) hours of said alleged breach. The \$50.00 fee will be refunded if the grievance is upheld. This committee shall act on the grievance with-in five (5) days of the submission date, and shall report at the next scheduled board meeting, the nature of the grievance, and report the results of its decision. This committee shall be empowered to take such disciplinary actions as it deems fair and just. Any decisions made by this committee may be appealed to the Board of Directors by the party affected by its decision. The decision of the committee may be altered to reverse by a two thirds (2/3) majority vote of the board members present at the time of the appeal.

B. Constitution -Committee

- a. Definition – A committee consisting of three (3) board members appointed by the President and approved by the Board of Directors. They shall review and make recommendations collectively to the General Membership for changes, deletions or modifications of the current constitution.
- b. Duties – This committee shall be required to post notice on the LHA website for a call of proposed amendments to the constitution. They shall post a notice for a call of proposed constitutional amendments within the first calendar week of each December and shall leave it posted until January 1 of the next year. Proposed amendments shall only be made

by members of the association in good standing and must be made in writing and presented to the chairman of the committee or the President. All proposed amendments must be received by February 1 of the same year. The committee shall prepare a resume of all proposed amendments and shall post the proposed amendments on the association website for review and consideration by the General Membership on or prior to February 15 of that same year and shall leave posted until the General Membership meeting. Proposed amendments shall be distributed to the General Membership by February 15 of that same year.

C. Bylaws Committee

- a. Definition – A committee consisting of board members, in an amount to be determined yearly, selected by the President and approved by the Board of Directors. This committee shall review and make recommendations to the Board of Directors of any changes, modifications or additions in the association Bylaws.
- b. Duties – This committee shall be required to meet in whole prior to the June board meeting. It shall review the association's Bylaws and make recommendations to the

board for changes in that document at the June meeting. The changes shall become effective at the July board meeting upon approval of the Board of Directors.

~~D. Election Committee~~

- ~~a. Definition — A committee comprised of two (2) board members, elected by the board and two (2) non-board member volunteers selected at random by the President and approved by the General Membership at the General Membership meeting.~~
- ~~b. Duties — This committee shall be responsible for the counting, recording, and announcing the results of the elections for Board of Directors at the annual General Membership meeting.~~

Section 2.

Special Committee – The President at times may appoint members of the Board of Directors and/or General Membership for special projects. Members of special committees shall be approved by the Board of Directors.

ARTICLE XIII QUORUM

Section 1.

Board Meetings – A simple majority of members of the Board of Directors shall form a quorum at any meeting called.

Section 2.

General Membership Meetings – Ten (10) non-board members present at a General Membership meeting, properly called, form a quorum.

ARTICLE XIV FINANCIAL ACCOUNTABILITY

There shall be present at the General Membership meeting a statement of income and expenditures.

ARTICLE XV CONSTITUTIONAL AMENDMENTS

Proposed amendments to the Constitution shall be made in accordance with Article XII, Section 1 B. Proposed amendments shall be voted on at the General Membership meeting and shall become policy upon simple majority vote of the qualified members at the meeting.

ARTICLE XVI FISCAL YEAR

The fiscal year shall end on the last day of June unless otherwise approved by the Board of Directors.

ARTICLE XVII MAILING LISTS

No mailing list of any type may be given to any individual or group; this includes the names of participating players and their parents, board members, coaches, managers, referees, scorers, and timekeepers without the unanimous consent of the Board of Directors. No member of the association, who comes into possession of said list, shall use them for reasons other than minor hockey purposes.

Individual team rosters prepared for the convenience of team members and their families in arranging transportation and communicating team business shall and will be exempt.

ARTICLE XVIII CONSTITUTIONAL CLARIFICATION

Issues arising, which cannot be resolved in this document, are deferred for resolution to the governing texts of MAHA, USA Hockey, and Robert's Rules of Order, respectively.

ARTICLE XIX EXECUTIVE ORDERS

The President of the LHA Board of Directors may from time to time issue executive orders which may amend the LHA Constitution. These orders need to be ratified in an open board meeting with a majority of Board Members in attendance voting in favor. These orders are to only extend for the duration of the current season and must be voted on and ratified by the General Membership at the General Membership Meeting at the conclusion of the season or they cease to be in effect.