

# **MAT-SU AMATEUR HOCKEY ASSOCIATION**

*Established Since 1987*



## **BYLAWS**

## **Contents**

<b>I</b>	<b>NAME</b>	<b>3</b>
<b>II</b>	<b>PURPOSE</b>	<b>3</b>
<b>III</b>	<b>OBJECTIVES</b>	<b>3</b>
<b>IV</b>	<b>MEMBERSHIP</b>	<b>3</b>
<b>V</b>	<b>BOARD OF DIRECTORS</b>	<b>4</b>
<b>VI</b>	<b>COOPERATIVE AGREEMENT</b>	<b>4</b>
<b>VII</b>	<b>BOARD OF DIRECTORS RESPONSIBILITIES</b>	<b>5</b>
<b>VIII</b>	<b>STANDING COMMITTEES</b>	<b>6</b>
<b>IX</b>	<b>COMPENSATED POSITIONS</b>	<b>7</b>
<b>X</b>	<b>OFFICER ELECTION</b>	<b>7</b>
<b>XI</b>	<b>FISCAL POLICY</b>	<b>8</b>
<b>XII</b>	<b>GOVERNING ORDER</b>	<b>8</b>
<b>XIII</b>	<b>AMENDMENTS</b>	<b>9</b>

## **I NAME**

The NAME of this organization shall be the Mat-Su Amateur Hockey Association, Inc. (MAHA or Association).

## **II PURPOSE**

The PURPOSE of this organization shall be to provide an amateur hockey program for the residents of the Matanuska Susitna Borough.

## **III OBJECTIVES**

The OBJECTIVES of this organization shall be:

- A. To provide competent instruction in skating and hockey skills at all levels of youth ability.
- B. To improve players skills through participation and team competition.
- C. To help mold youth development by always encouraging sportsmanship while having fun.

## **IV MEMBERSHIP**

### **IV.1 Member**

A member is defined as any parent or guardian who has registered a child as a participant in the Association and any person serving in a recognized volunteer position or coaching position.

### **IV.2 Special Member**

A special member shall be anyone who has paid their registration/membership fee and been approved by the Board of Directors of the Association for membership. Special members may participate in all programs and projects of the Association and shall be allowed to vote at the annual general membership meeting.

### **IV.3 Registration and Membership Fees**

Fees will be established annually by the Board of Directors. The registration/membership fee includes the parents'/guardians' membership fee, game jersey(s), and registration of teams with USA Hockey, Inc. Each player is responsible for registering with USA Hockey; supplemental player insurance is provided as part of USA Hockey registration.

### **IV.4 Voting**

A regular or special membership permits one (1) vote for each parent or guardian. This will not exceed two (2) votes per registered player or household. This is for the purposes of voting in the annual general membership meeting.

## **V BOARD OF DIRECTORS**

The Board of Directors for the Association shall consist of the following:

### **V.1 Officers**

- A. President
- B. Vice President
- C. Secretary
- D. Treasurer
- E. Director of Player Development
- F. Director of SafeSport

### **V.2 Division Representatives (At-Large Directors)**

The Division Representatives shall consist of the following:

- A. 6U (Mini-Mite)
- B. 8U (Mite)
- C. 10U (Squirt)
- D. 12U (Pee Wee)
- E. 14U (Bantam)
- F. 16/18U (Midget)
- G. Girls

## **VI COOPERATIVE AGREEMENT**

A. Board of Directors voted to move forward with a Cooperative Agreement for Comp Tier I or II teams in the Valley.

1. The Cooperative Agreement will be in effect for five (5) years from the date of signing.
  - a. MAHA will not field a comp team outside of the Cooperative Agreement.
  - b. Youth teams under the Cooperative Agreement include all Tier II and higher levels.
  - c. Girls teams under the Cooperative Agreement include Tier II and higher levels.
2. MAHA will have two (2) members assigned to the Cooperative Steering Committee overseeing MAHA's interest in the Cooperative Agreement. The members assigned to the Cooperative Steering Committee shall be current members in good standing with MAHA.
  - a. The Steering Committee members will be elected by the MAHA Board of Directors:

- At initial start up.
  - Anytime a transfer of position needs to be made.
  - Annually.
- b. A Steering Committee member may be removed if the Board of Directors does not feel they are serving in MAHA's best interest.
  - c. The Cooperative Steering Committee members will attend MAHA's monthly board meetings to keep the Board of Directors up to date on issues.
  - d. The Cooperative Steering Committee members will be the voice for MAHA keeping our players and families best interest during the Cooperative Agreement terms.
3. Article VI is contingent on approval by the Alaska State Hockey Association (ASHA). If the Cooperative Agreement is not approved by ASHA, then Article VI will be null and void.

## **VII BOARD OF DIRECTORS RESPONSIBILITIES**

If any board member is absent from three (3) consecutive board meetings their position can be replaced at the will of the board.

### **VII.1 President**

S/he shall preside at all general membership meetings, call and preside at special meetings, coordinate the efforts of all officers and members, serve as an advisory member of all committees and receive a copy of all committee meeting minutes. The President and two (2) board members shall exercise the powers of the Board of Directors when an immediate matter renders it impossible to obtain a vote of the Board of Directors (due to emergencies, etc.) Any such decisions must be brought before the full board at the next scheduled meeting.

### **VII.2 Vice President**

S/he shall attend general, board and membership committee meetings and preside at general meetings in the absence of the President. The Vice President shall be the standing member of the Scholarship Committee. The Vice President shall maintain liaison with local schools, government agencies, and with other youth organizations.

### **VII.3 Secretary**

S/he shall schedule and issue notices of general membership and board meetings. The Secretary shall attend and record minutes of general membership and board meetings. The Secretary shall be responsible for all general correspondence and maintenance of general records except those of a financial, registration, or insurance nature.

### **VII.4 Treasurer**

S/he shall attend general membership and board meetings. The Treasurer shall maintain all financial records and verify all approved expenditures. The Treasurer is responsible for a financial report, in writing, at each general membership meeting and an annual financial report at the close of each accounting year.

## **VII.5 Director of Player Development**

S/he shall attend general membership and board meetings. The Director of Player Development will work closely with the Coaching Director and the Association ice Scheduler to provide a quality on-ice program that emphasizes appropriate skills progression for all skaters within the Association. Responsibilities will include organizing and scheduling skating, goalie, and skills clinics as the Board of Directors deems necessary. The Director of Player Development will also work with the Coaching Director to establish a standardized player development program that will improve the overall skills of players and coaches.

## **VII.6 Division Representatives**

S/he shall attend general membership and board meetings. Responsibilities will include communicating with managers, from each team within the represented division at least monthly to keep aware of team activities, issues, fund raising requests, and other team related information. In cases where there is a need for conflict resolution for a particular team, the Division Representative will act as a mediator for parents who have attempted to resolve issues involving a player, coach, manager or treasurer.

## **VII.7 Director of SafeSport**

S/he shall attend general membership and board meetings. The Director of SafeSport will work closely with the Coaching Director and Registrar to ensure all coaches, managers, and required staff have the appropriate training and certifications required by USA Hockey. The Director of SafeSport will work with the Division Representatives, board members, ASHA SafeSport Coordinator and USA Hockey to investigate any potential SafeSport violations.

## **VIII STANDING COMMITTEES**

The President may appoint ad hoc committees for specific purposes as they become necessary. Each standing committee shall be chaired by a coordinator. The Board of Directors shall appoint each coordinator.

The coordinator shall appoint candidates for membership on the committee subject to Board of Director approval. Committee members may be, but are not required to be, Board of Director members.

- A. Registrar
- B. House Team Coordinator
- C. Comp Team Coordinator
- D. Fundraising Coordinator
- E. Sponsorship Coordinator
- F. Tournament Coordinator
- G. Coaching Director
- H. State Representative(s)
- I. Scholarship Chairperson

- J. Outdoor Ice Coordinator
- K. Discipline Committee
- L. Ice Scheduler
- M. Gaming Committee Coordinator

## **IX COMPENSATED POSITIONS**

Positions within the Association may be determined, by the Board of Directors, to be deserving of compensation due to the amount of time that the individuals spend on the various activities in the performance of these duties. Compensation for these positions will be determined by the Board of Directors on an annual basis.

## **X OFFICER ELECTION**

### **X.1 Officer Election**

Officers of the Board of Directors shall be elected by a majority vote of the membership at the annual general membership meeting. All officers shall be members in good standing of the Association. Officers or Division Representatives in the best interest of the Association cannot be in arrears with MAHA or USA Hockey.

Officers or Division Representatives will not be seated board members or officers of any other youth hockey organization, which could present a conflict of interest. A nomination committee shall be appointed by the President. Any member not in arrears may make nominations. In the event that there are two (2) or more candidates for an office and no candidate receives a majority vote, a run-off vote shall be held between the two (2) candidates receiving the most votes.

The outgoing President shall be responsible for the installation of the incoming officers.

- A. The President shall be elected first
- B. The Vice President shall be elected second
- C. The Secretary shall be elected next
- D. The Treasurer shall be elected next
- E. The Director of SafeSport shall be elected next
- F. Director of Player Development shall be elected last.

### **X.2 Terms**

The President, Vice President, Secretary, Treasurer, Director of SafeSport and the Director of Player Development shall serve two (2) year terms. Election of the President, Secretary and Director of SafeSport shall be held on even years. Election of the Vice President, Treasurer and Director of Player Development shall be on odd years. All other board members will serve on a one (1) year term. No officer shall serve more than two (2) consecutive terms in any one (1) office except as follows: the Director of SafeSport may serve three (3) consecutive terms; the Director of Player

Development may serve until s/he resigns or is removed by the Board of Directors; the Treasurer may serve until s/he resigns or is removed by the Board of Directors.

### **X.3 Division Representatives**

There shall be a total of seven (7) Division Representatives.

- A. 6U (Mini-Mite) 1 Rep
- B. 8U (Mite) 1 Rep
- C. 10U (Squirt) 1 Rep
- D. 12U (PeeWee) 1 Rep
- E. 14U (Bantam) 1 Rep
- F. 16/18U (Midget) 1 Rep
- G. Girls 1 Rep

The term of office shall be one (1) year; however, successive terms shall be permitted.

### **X.4 Conflict of Interest**

- A. No member shall hold more than one (1) office at any time.
- B. No head coach will serve as a Division Representative of a team in the division which they represent.
- C. Officers or Division Representatives will not be seated board members or officers of any other youth hockey organization with the exception of Board of Director or Committee members assigned to serve as the Cooperative Steering Committee member(s).

## **XI FISCAL POLICY**

The accounting year shall commence on July 1 (first) of each year and end on June 30 (thirtieth) of the following year. The Treasurer shall prepare the financial report and the records which will be submitted to the C.P.A. to review all records of general funds, savings accounts, and auxiliary accounts to verify their completeness and accuracy and the tax exempt status of the organization.

## **XII GOVERNING ORDER**

The rules contained in the current edition of Robert's Rule of Order, newly revised, shall govern the Association in all instances to which they are applicable.

### **XII.1 Board of Director Votes via Email**

The Board of Directors will occasionally need to make decisions on topics, items or matters that cannot wait till the next scheduled meeting; the Board of Directors will be able to hold an electronic discussion and vote. The item will be added to the next scheduled board meeting agenda and re-affirmed during the meeting.



## **XII.2 Quorum**

Six (6) of the normally voting Board members of the Board of Directors constitute a quorum for the transaction of business at any meeting of the Board. Four (4) affirmative votes are required for any action taken by the Board.

## **XIII AMENDMENTS**

The Mat-Su Amateur Hockey Association Bylaws will be amended only at the annual meeting of the Association held in April of each year. 30-day notification of any proposed amendment(s) being scheduled for action will be posted on the MAHA website and at the area facilities. Bylaw amendments will go into effect immediately upon approval. General housekeeping to the bylaws may be made at any time throughout the year without a general membership vote.