

PARMA HOCKEY ASSOCIATION (PHA)

Bylaws — Updated for Modern Governance

Last updated: 2026

PHA Board Approved Updated Bylaws: March 5, 2026

ARTICLE 1. NAME, PURPOSE & VALUES

Section 1. Name

The organization shall be known as **Parma Hockey Association, Inc. (“PHA”)**.

Section 2. Mission

The mission of Parma Hockey is to develop, grow, and sustain a lifelong love of hockey for all players, coaches, volunteers, and families through a fun, safe, inclusive, and developmental environment.

Section 3. Vision & Core Values

PHA is committed to:

- Positive youth development
 - Safety, skill development, and sportsmanship
 - Respect for all players, coaches, officials, and families
 - Fair and equitable access to hockey
 - Transparent and ethical governance
 - Athlete well-being as the top priority
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Section 4. Nondiscrimination

PHA does not discriminate based on race, color, religion, gender, gender identity, disability, national origin, sexual orientation, or socioeconomic status.

ARTICLE 2. AFFILIATION

PHA is affiliated with:

- **USA Hockey**
- **MidAm District**
- **Cleveland Suburban Hockey League (CSHL)**

PHA complies fully with all rules, policies, and SafeSport requirements set forth by these governing bodies.

ARTICLE 3. MEMBERSHIP

Section 1. General Membership

Membership is granted to:

- Parents/guardians of rostered players
- Rostered coaches and team staff
- Board members
- Hockey Directors

Membership is valid from tryouts through the following season's tryouts unless a release is granted earlier.

Section 2. Voting Eligibility

To vote in PHA elections, members must:

1. Be in good financial standing
2. Have all required fees current or an approved payment plan
3. Be 18 years of age or older
4. Be a General Member

Limit: Maximum of two votes per household. No proxies.

Section 3. Conduct Expectations

All members are required to comply with:

- USA Hockey
- SafeSport

- Parma Hockey Association Code of Conduct
- Parma Hockey Association Standing Rules & Team Guidelines
- CSHL and USA Hockey rules

A member may be suspended or removed for conduct detrimental to PHA.

ARTICLE 4. GOVERNANCE STRUCTURE

Section 1. Board of Directors

PHA is governed by a **Board of Directors consisting of no fewer than ten (10) and no more than twelve (12) members**, including the Executive Committee.

A total of twelve (12) Board Members shall be elected and staffed in each election cycle when reasonably possible. In the event of a Board seat departure within defined term limits, the Board may appoint an additional Board Member to serve the remainder of the unexpired term or leave the seat vacant until the next election cycle, as determined by majority vote of the Board of Directors.

Executive Committee (5 Members)

- President
 - Vice President
 - Treasurer
 - Secretary
 - Registrar
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Directors (Up to 7 Members)

Elected from the general membership.

Non-Voting Roles

- Hockey Director(s)
 - Compliance Officer
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Section 2. Authority

The Board:

- Oversees all finances, programming, and operations
- Manages PHA property and assets
- Creates and enforces policy
- Appoints committees
- Approves coaches and developmental plans
- Ensures compliance with USA Hockey, CSHL and SafeSport

Any situation, dispute, operational matter, disciplinary concern, or circumstance not specifically addressed within these Bylaws or the Parma Hockey Association Standing Rules & Team Guidelines shall be evaluated by the Board of Directors. Decisions rendered by the Board of Directors in such instances shall be final and shall supersede all team-level or individual determinations, subject to applicable USA Hockey, CSHL, or legal requirements. The Executive Committee may act on behalf of the Board between regularly scheduled meetings on urgent operational matters, subject to ratification by the full Board at the next meeting.

ARTICLE 5. EXECUTIVE POSITIONS & DUTIES

President

The President:

- Serves as chief executive officer
 - Sets annual goals and organizational priorities
 - Presides over all meetings
 - Upholds bylaws, policies, and SafeSport
 - Serves as primary league representative
 - Oversees the integrity of PHA operations
 - Serves as **Head of Program (HOP)** for day-to-day hockey operations
 - Votes only to break a tie
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Vice President

The Vice President:

- Acts as President in their absence
 - Serves as ex-officio on all committees
 - Assists with policy enforcement and program oversight
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Secretary

Responsible for:

- Maintaining meeting minutes and records
 - Sending meeting notices
 - Managing archives and document retention
 - Publishing agendas and approved minutes
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Treasurer

Responsible for:

- Budget development
 - Financial reporting
 - Deposits and payments
 - Annual audit coordination
 - Maintaining nonprofit compliance
 - Overseeing dues collection and reconciliation with Registrar
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Registrar

Responsible for:

- USA Hockey and CSHL registration
- Managing player/coach eligibility
- Roster creation and submission
- Maintaining permanent roster records
- Working with Treasurer to reconcile membership receipts

Compliance Officer

- Appointed by the Board
 - Serves at the pleasure of the Board
 - Reports to the President and the Board
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ARTICLE 6. HOCKEY DIRECTOR

Section 1. Hockey Director(s)

The Hockey Director(s):

- Oversee coaching education and certification
- Lead the coach selection process
- Develop and present seasonal development plans

- Create tryout structure and evaluation plan
- Evaluate team placement recommendations
- Attend all Board meetings (non-voting)
- Ensure alignment with USA Hockey ADM
- Coordinate with the President in their role as Head of Program (HOP)

The Hockey Director shall operate under the authority of the President serving as Head of Program (HOP) and the Board of Directors. The Hockey Director is accountable to and reports to the HOP and Board of Directors regarding all operational, developmental, coaching, and player-placement matters within the association.

All Hockey Director recommendations related to team formation, coaching appointments, player placement, or developmental programming remain subject to review and approval by the HOP and/or Board of Directors as applicable.

ARTICLE 7. COACH & MANAGER EXPECTATIONS

Coaches must:

- Maintain current USA Hockey certification
- Follow PHA development plans
- Model appropriate behavior and sportsmanship
- Complete SafeSport training
- Enforce locker room policies
- Communicate professionally

Team Managers must:

- Complete SafeSport
- Uphold PHA communication guidelines
- Support administrative and logistical needs
- Never discipline players (coaching responsibility)
- Model professionalism in all interactions

ARTICLE 8. MEETINGS

Section 1. Monthly Board Meetings

Held monthly (in person or virtual); open to members except during executive session.

Section 2. Digital/Virtual Meetings

Virtual attendance is permitted and counts toward quorum.

Section 3. Attendance Requirement

Any Board member missing 3 meetings without valid reason may be removed. Removal of a Board Member requires a majority vote of the remaining Board Members after notice and opportunity to respond.

ARTICLE 9. ELECTIONS

Section 1. Eligibility

Candidates must:

- Be in good standing
 - Have no disqualifying criminal background
 - Have a current or past PHA player, prior coaching experience, or previous PHA Board appointment
 - Meet residency requirements if established in the Parma Hockey Association Standing Rules & Team Guidelines
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Section 2. Terms

- Officers: 2-year terms
 - Directors: staggered 2-year terms
 - Compliance Officer: 2-year term
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Section 3. Nominations

A Nominating Committee prepares the ballot at least 30 days before election.

Section 4. Voting

- One ballot per voting member
 - Maximum of two votes per household
 - No proxies
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ARTICLE 10. CONFLICT OF INTEREST & ETHICS

Board members must:

- Disclose conflicts
 - Abstain from votes where a conflict exists
 - Keep confidential matters confidential
 - Follow SafeSport expectations at all times
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ARTICLE 11. FINANCIAL OVERSIGHT

PHA will maintain:

- Annual operating budget
- Annual audit by Audit Committee
- Transparent reporting
- Dual-signature or digital verification for major expenditures
- Written financial control procedures

No Board member may profit financially from PHA.

ARTICLE 12. SAFESPORT, ATHLETE SAFETY & CONDUCT

PHA strictly adheres to:

- USA Hockey SafeSport requirements
 - Mandatory reporting of misconduct
 - Locker room supervision rules
 - No electronic communication with minors without parents copied
 - Zero tolerance for harassment, bullying, alcohol/drug use around players
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ARTICLE 13. SOCIAL MEDIA & COMMUNICATION POLICY

Members must:

- Represent PHA respectfully
- Avoid negative comments regarding players, coaches, teams, or officials
- Not engage in harassment or online misconduct

- Understand that negative interactions may result in removal, suspension, or blocking from PHA pages

PHA reserves the right to remove harmful content.

ARTICLE 14. GRIEVANCE & COMPLAINT PROCESS

All concerns must follow this pathway:

1. Team Coach or Manager (if applicable)
2. Level Representative(s)
3. Conflict Resolution Contact (if applicable)
4. Vice President or Hockey Director (if applicable)
5. President
6. Board of Directors (final review)

All formal complaints must be submitted in writing.

ARTICLE 15. DISCIPLINE & REMOVAL

A member may be disciplined or removed for:

- Violating SafeSport
- Harassment or abuse
- Financial delinquency
- Disrespectful, abusive, or unethical conduct
- Violating PHA policy or bylaws
- Social media misconduct

Decisions require a majority Board vote.

ARTICLE 16. AMENDMENTS

Bylaws may be amended by a 2/3 vote of members present at a general meeting with at least 15 days notice.

ARTICLE 17. DISSOLUTION

If dissolved, all assets will be distributed to a 501(c)(3) charity approved by the Board.