



Bylaws
Updated 01/22/2025

Article 1

NAME

The name of this organization shall be Lakes Area Hockey Association. For the purpose of identification and brevity it may hereinafter be referred to as LAHA. This organization is incorporated in Dickinson County, State of Iowa and shall involve participants from the cities of Spirit Lake, Okoboji, Arnold's Park, Milford, and surrounding communities.

Article II

MISSION

The LAHA exists to create, nurture, and sustain, ice-related sports and recreation programs that teach and improve skills; and foster sportsmanship, teamwork, and enjoyment. These programs are financially accessible and meet the needs and interests of participants of all ages and skill levels throughout the region.

Article III

NON-PROFIT STATUS

LAHA is a non-profit corporation formed and operating under the Iowa Non-Profit Corporation Act. LAHA is exempt from federal income tax under Section 501(a) of the Internal Revenue Code as an organization described in Section 501(c)(3) of the Internal Revenue Code. LAHA is not a private foundation within the meaning of Section 509(a) of the Internal Revenue Code because it is an organization described in Section 509 (a)(2). A determination letter dated March 30, 2006 was received from the IRS affirming the foregoing.

Article IV

MEMBERSHIP

4.1 Eligibility

Membership shall be open to all persons enrolled in youth hockey, non-parent board members, and non-parent coaches, who fulfill their coaching requirements as required by the hockey director, desiring to further the purposes of the LAHA and willing to abide the By-Laws, Rules and Regulations of the LAHA, Midwest Affiliate Amateur Hockey Association (MWAHA), , Minnesota District 4, and USA Hockey. All members, teams, affiliated leagues and programs must be members in good standing with LAHA and all of its affiliates, for the current season. The privileges of members and/or their player(s) may be suspended for any member/player(s) whose account is in arrears for tuition or other indebtedness to the Association, such as Fundraising and Volunteer requirements. This suspension shall be in effect until the debt is paid and reinstatement made by the Executive Board in writing.

4.2 Removal from membership

Members whose activities damage the interests of LAHA, or which attempt to circumvent a decision rendered by it, shall be subject to disciplinary action by the LAHA Board of Directors. LAHA shall have the power to discharge a member or take such disciplinary action as deemed appropriate. A recommendation for removal of a member or disciplinary action shall be made by a member of the Executive Board. A final determination shall require a two-thirds ($\frac{2}{3}$) majority vote of the LAHA Board. No action to remove a member shall be taken unless the meeting notice of the LAHA Board of Directors has specified that such action is to be considered. A statement of the proposed removal must be sent to the member prior to said meeting through registered or certified mail. The notice must include the time and place of said meeting. The member shall be given the opportunity to make a presentation at this meeting. The Board of Directors shall conduct a prompt and fair hearing. Any person may appeal adverse action taken against him or her by the Board of Directors to LAHA in accordance with the LAHA grievance policy as stated in the LAHA policies. Once the Board has made a determination the decision is final.

4.3 Jurisdiction

LAHA, MWAHA, and USA Hockey shall have full and final jurisdiction over all its members. LAHA shall be a certified MWAHA Program and shall file a list of current officers with the MWAHA Registrar annually.

Article V

MEETINGS

Board meetings will take place monthly and additional meetings may be called at the discretion of the President as needed.

Article VI

OFFICERS AND DIRECTORS

6.1 Officers

The officers of LAHA shall be a President, a Vice-President, a Treasurer, and a Secretary, all whom shall be voting members of the Board of Directors (see section 6.7). Officers will be appointed by the President and approved by the Board of Directors. Officers shall assume office at the April board meeting following their election. Officers are considered members of the Executive Committee. All positions shall be a three year term with no more than two consecutive terms in succession.

6.2 Duties of the President

The President maintains overall responsibility for internal and external business of the program and the success of the LAHA program, and shall coordinate, monitor and provide the direction necessary to accomplish the program's mission, vision, goals and enabling objectives in accordance with these Bylaws and USA Hockey regulations. The President shall also serve as an information, education and/or training resource for officers and committed volunteers and shall serve as liaison between LAHA, USA Hockey and potential members. The President may call and set the agenda for all meetings of the Executive Committee as needed. The president shall appoint whatever committees are necessary to carry out the objectives of LAHA.

6.3 Duties of the Vice-President

In the absence of the President or during his/her incapacity (as determined in its sole discretion by the Board of Directors), the President's duties will be performed by the Vice-President. The Vice-President shall also perform such other duties and function as the Board of Directors, the President or these Bylaws may prescribe.

6.4 Duties of the Treasurer

The Treasurer shall have access to all financial records of LAHA and shall have general supervision of its finances. The Treasurer shall also perform such other duties and functions as the Board of Directors, the President or these Bylaws may prescribe. Treasurer shall provide reports for each monthly meeting.

6.5 Duties of the Secretary

The Secretary shall attend the meeting of the Board of Directors and shall keep a true and complete record of the proceedings of those meetings. The Secretary shall also perform other such duties and functions as the board of Directors, the President or the Bylaws may prescribe.

6.6 Board of Directors

The Board of Directors shall consist of the four (4) elected officers (President, Vice-President, Secretary, and Treasurer) plus five (5) additional Directors, all of whom shall be voting members of the Board of Directors. All Directors, with the exception of the Past President, shall be elected by majority vote of the adult members, excluding players, of LAHA at the annual meeting or annual end event. The Past President shall be the person who held the office of President of LAHA immediately prior to the current President. Directors shall assume office at the April board meeting following their election. The Board of Directors shall govern the LAHA in accordance with these Bylaws set forth by the LAHA Board of Directors. The Past President shall assume an advisory role by attending board meetings as needed, providing guidance to current president, and providing institutional memory for new board members.

6.7 Election and Terms

Each elected/appointed member of the Board of Directors is to serve from the time of his/her election/appointment/succession until his/her successor has been chosen and qualified. No Director shall serve more than two (2) three-year terms in succession. One-third (1/3) of the officers and directors'

terms shall expire each year, thereby establishing continuity throughout two-thirds (2/3) of the Board of Directors every year.

6.8 Vacancies in the Board Positions

If a vacancy occurs in the office of President, the Vice-President shall automatically succeed to that office and perform the duties thereof for the unexpired term. Succession to the office of President to complete the unexpired term of a prior President shall not prevent a person from serving as President for the next two (2) full terms if elected to that office.

If a vacancy occurs in the offices of Vice-President, Secretary, Treasurer, or one of the Director positions on the Board, the Board of Directors shall, by appointment, fill the vacancy from among the members of LAHA for the unexpired term. If the vacancy occurs mid-season, the appointment will be until annual elections are held at the year-end event or annual meeting. Filling this unexpired term will not prevent a person from serving two (2) more terms in this office if elected.

6.9 Removal of Officers or Directors

Any Officer or Director may be removed from the LAHA Board of Directors by a two-thirds (2/3) vote of all Board members with or without cause if such action by the Director or Officer is deemed by the Board of Directors as negatively affecting the association. The person involved will receive notice from the Board of Directors in regard to the decision. A statement of the proposed removal of such Officer or Director, which statement may be drafted for submission to the Board of Directors for a vote on the proposed removal. The Officer or Director shall be given an opportunity to make a presentation at the time and place mentioned in such notice. The Board of Directors shall conduct a prompt and fair hearing. Any person may appeal adverse action taken against him/her by the Board of Directors to LAHA in accordance with LAHA Bylaws and procedures then in effect.

Article VII

ADMINISTRATIVE OFFICERS

The LAHA shall have the following positions appointed by the Board. If these positions cannot be filled, the President or President's designee will oversee these positions until appointed.

7.1 Director of Hockey

The Director of Hockey shall have responsibilities for LAHA programming including the oversight and formation of coaches, the evaluation and placement of players based upon skill level, and providing on-ice instruction to players. Certain administrative authorities, specified by the Board of Directors, are entrusted to the individual in this position.

7.2. Equipment Manager

The Equipment Manager shall maintain, issue and collect all equipment owned by LAHA including game jerseys. The Equipment Manager will store all equipment properly during the off-season, distribute equipment to all levels and the beginning of the season, assign and document jersey size and numbers, and collect all equipment at end of season and validate equipment and jersey conditions.

7.3. MWAHA Representative

The Midwest Amateur Hockey Association (MWAHA) Representative shall be the main contact between the MWAHA and LAHA. The MWAHA Representative shall attend all MWAHA phone calls and attend the MWAHA annual meeting. The MWAHA Representative shall give a report to the LAHA board monthly on updates from the MWAHA.

7.3. Registrar

The Registrar shall manage all registration business for the program. The Registrar shall recommend a registration cut-off date and a late registration policy. The Registrar shall design and/or direct the design of program registration each year whether paper or digital. The Registrar shall assure each program participant or player completes their registration and USA Hockey registration before participating in any LAHA sponsored activities, whether on or off the ice. All registration payments collected shall be transferred to the Treasurer for recording and deposit. The Registrar shall also prepare a USA Roster form for each team and work with coaches to acquire proper signatures. The Registrar shall affect the registration of all players, coaches and teams, and oversee modifications to the initial documents as required. Additionally, the Registrar shall maintain and keep current the official database of LAHA players and active members.

7.4. Risk Manager

The Risk Manager shall have a working knowledge of liability, catastrophic and excess accident insurance programs available through USA Hockey. The Risk Manager shall also be responsible for seeing that all coaches, referees and officers of LAHA are familiar with the injury and claims reporting process and shall conduct any seminars or educational programs for LAHA as may be required to provide such information.

7.5. Referee-in-Chief

The Referee-in-Chief shall be responsible for recruiting, training, and scheduling all referees for which LAHA is responsible. The Referee-in-Chief shall provide appropriate level referees for all games assigned. The Referee-in-Chief shall ensure all new rules and rule changes are explained in full to the coaching staff, referees and off-ice officials where applicable. The Referee-in-Chief shall be responsible for the rules of play as directed MWAHA and USA Hockey.

7.6. SafeSport Coordinator

The SafeSport Coordinator shall oversee compliance with USA Hockey's SafeSport policies within LAHA. The SafeSport Coordinator shall draft and implement LAHA policies and best practices based upon the minimum requirements and recommendations of USA Hockey's SafeSport program. The SafeSport Coordinator shall communicate compliance requirements to individuals and volunteers within

LAHA as outlined in USA Hockey's Safesport Program Handbook (i.e. Coach, Athlete, Official, etc.). The Safesport Coordinator shall verify all LAHA required individuals and volunteers participating in LAHA and USA Hockey-sanctioned events and activities are compliant per USA Hockey rules and policies.

7.7. Scheduler

The Scheduler is responsible for working with the Midwest Amateur Hockey Association (MWAHA), Midwest High School Hockey League (MHSHL), Minnesota District 4 League, Board, Coaches, Referee-In-Chief, and other leagues and parties tied with LAHA to schedule practices, home league games, tournaments and any other special hockey related events during the course of the season.

7.8. Tournament Director

The Tournament Director shall be responsible for organizing home tournaments for LAHA. The Tournament Director will be responsible for recruiting the required number of people to fill tournament shifts, work with Finance Committee and gain approval of the tournament funds from the Board, act as primary contact between LAHA Board, Coaches, and Team Managers and ensure proper scheduler and communications of schedulers are set for tournaments.

ARTICLE VIII

COMMITTEES

8.1 Appointed Committees

The President or the Board of Directors shall create and appoint such committees the President or the Board of Directors deems prudent. The committee lead shall report to the Board of Directors a monthly update.

8.2 Committee Meetings

No notice of any meeting to the entirety of the Board of Directors shall be required other than oral notice by telephone, email, or in person to all committee members prior to the meeting.

ARTICLE IX

REGISTRATION FEES

9.1 Player Fees

Annual registration fees and other assessments imposed by LAHA shall be determined by the LAHA Board of Directors.

9.2 Fundraisers

In addition to the annual player fees payable to LAHA, the Board of Directors may require participation in fundraisers for the sole benefit of LAHA, provided such activities are consistent with the general aims and purpose of LAHA.

9.3 Delinquency

Members who have not paid their annual fees, worked their expected volunteer hours, or participated in fundraising activities within the time provided by the Board of Directors may be suspended from

membership of the LAHA association and their respective team, which would include the right to vote and hold office.

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ARTICLE X

GENERAL PROVISIONS

10.1 Notice

Whenever any notice is required to be given to any person by these Bylaws, such notice shall be in writing and may be given personally or through prominent posting in locations where LAHA customarily conducts its activities, or by U.S. Mail or email addressed to such person at his/her address as it appears in the records of LAHA, unless these Bylaws specify differently.

10.2 Waiver of Notice

Whenever any notice is required to be given to any person by these Bylaws, a waiver of notice in writing signed by the person entitled to notice, whether before or after the time stated in the notice, shall be equivalent to the giving of notice. Attendance at any meeting, except attendance for the express purpose of objecting to the transaction of business because the meeting is not lawfully called or convened, shall constitute waiver of notice of the meeting.

10.3 Titles

Section and Article headings in these Bylaws are for convenience only and shall not affect the interpretation of any provision therein.

10.4 Fiscal Year

The fiscal year of LAHA shall be from January 1 through December 31. However, the LAHA calendar year for collecting fees, volunteer, and fundraising commitments runs from April 1 through March 31st to align with our playing season.

10.5 Activities

All actions and activities of LAHA shall be in accordance with the Bylaws, policies, procedures and regulations of MWAHA, the USA Hockey District with which LAHA is affiliated and USA Hockey, (including those relating to Federal, state and local tax law requirements, if any, antitrust compliance, membership procedures, disciplinary procedures and use of trademarks and other intellectual property in which LAHA, USA Hockey, owns or claims rights.) LAHA shall not obligate or otherwise make MWAHA or USA Hockey liable for any expenditure nor shall it make commitments or advance positions on behalf of MWAHA or USA Hockey unless such expenditures, commitments or positions shall first have been approved in writing on behalf of MAAHA or USA Hockey by an authorized officer thereof.

10.6 Consent in Writing and Meetings by Teleconference

A. Consent in Writing

Any action required or permitted to be taken at any meeting of the Board of Directors or of any committee may be taken without a meeting if consent in writing or via email, setting forth the action taken, shall be signed by all of the directors or committee members present and entitled to vote. Any such consent shall have the same force and effect as a unanimous vote.

B. Meeting by Teleconference

Members of the Board of Directors or of any committee or council may participate in the meeting of such Board, committee or council by means of teleconference or similar communications equipment, which allows all persons participating in the meeting to hear each other at the same time. Participation by a Board, committee or council member in a teleconference constitutes presence in person at a meeting.

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10.9 Indemnification

LAHA, an Association of MWAHA, shall indemnify and hold harmless MWAHA, the Board of Directors and each member thereof, the executive committee of MWAHA and each member thereof, councils, and committees of MWAHA, and all other elected, appointed, employed, or volunteer representatives of MWAHA. USA Hockey, the Board of Directors of USA Hockey and each member thereof, the Executive Committee of USA Hockey and each member thereof, councils and committees of 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, attorneys' fees, charges and expenses whatsoever, arising from the acts and omissions of MWAHA and USA Hockey, except to the extent (i) that MWAHA or USA Hockey or its afore described representatives caused such claims, liability, judgments, costs attorneys, 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 the Articles of Incorporation, By-Laws, Rules and Regulations, Playing Rules or decisions of the Board of Directors of MWAHA or USA Hockey. Further, **LAHA** understands and acknowledges that MWAHA and USA Hockey and its afore described representatives have assumed understanding, agreement and condition that they be so indemnified and held harmless to the extent described in this by-law.

10.10 INSURANCE

The LAHA shall purchase, acquire or provide, and maintain in full force and effect at all times, a general liability insurance policy with limits of at least one million dollars, providing coverage similar to that provided in the USA Hockey liability insurance policy, and naming the USA Hockey as an additional insured thereunder. A current certificate from the LAHA's insurance carrier, of any change, modification, amendment or cancellation of the coverage, or any part thereof. Evidence, satisfactory to USA Hockey, shall be provided by LAHA to USA Hockey, as a condition of the granting or continuing of affiliation or affiliate status by USA Hockey to the LAHA.

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10.11 AMENDMENT of Bylaws

The Bylaws of LAHA shall be the code of rules for the regulation and management of its affairs subject to the governing documents of LAHA and USA Hockey. The Bylaws may be altered, amended or replaced and new Bylaws may be adopted by a two-thirds ($\frac{2}{3}$) vote of the Board of Directors at a meeting called for that purpose at which a quorum is present.

The Bylaws shall be amended in the following manner:

1. A resolution to amend the Bylaws, setting forth the full text of the proposed amendment, shall be approved by the Board of Directors.
2. Upon adoption of any amendment by the LAHA Board of Directors, the Bylaws shall be immediately revised incorporating said amendment(s). Amendments to the Bylaws shall become effective immediately, unless otherwise provided in the text of the amendment.

In the event that the Articles of Incorporation or Bylaws of MWAHA or USA Hockey shall be amended in a manner which: requires an amendment to these of Bylaws, this document shall be amended as required by that amendment to the Articles of Incorporation or Bylaws of LAHA, MWAHA or USA Hockey without any action on the part of LAHA, its Board of Directors, LAHA or USA Hockey. Any such amendment shall become effective concurrently with the amendment to the Articles of Incorporation or Bylaws of LAHA or USA Hockey which required it, and the text of the amendment shall be provided to LAHA by MWAHA or USA Hockey as promptly as practicable following the adoption thereof.

ARTICLE XI

GIFTS, DONATIONS, ETC.

The Board of Directors may accept, on behalf of the LAHA, any contribution, gift, bequest or devise for the general purpose or for any special purpose of the organization. The Board of Directors is authorized to undertake such fundraising activities as may be appropriate and authorized under the Bylaws in order to generate such contributions, gifts, bequests, and devises.

The undersigned, being the secretary of LAHA, does here certify that the foregoing bylaws were approved by the Board of Directors of the LAHA. These bylaws were adopted on 11/15/2020.

