

Copper Country Junior Hockey Association

Revised: January, 2022

Bylaws of the

COPPER COUNTRY JUNIOR HOCKEY ASSOCIATION, INC

ARTICLE I - NAME

Section 1: The name of this Association shall be the Copper Country Junior Hockey Association, Inc.

ARTICLE II - OBJECTIVES

Section 1: The organization is organized exclusively to foster national or international amateur ice hockey as an amateur sports organization under section 501(c)3 of the Internal Revenue Code, or corresponding section of any future federal tax code.

ARTICLE III - POWERS

Section 1: The Association shall be incorporated as a nonprofit corporation under the statutes of the State of Michigan.

Section 2: The Association shall enjoy all the powers which corporations not for pecuniary profit may exercise under the laws of the State of Michigan. The Association shall have the power to acquire, hold, transfer, convey, assign, lease and/or mortgage real and personal property. All instruments affecting real property executed on behalf of the Association shall be signed by the President and

countersigned by the Secretary after first being approved by the Board of Directors.

- Section 3: No officer, director or agent of the Association shall have any authority to make any agreement or contract with any person or firm in any manner, except by authority of the Board of Directors, and in no event shall any person have authority to sign any agreement or contract binding the Association for a period longer than three (3) years. All agreements or contracts executed on behalf of the Association shall be signed and countersigned by the President and Secretary, respectively, after first being approved by the Board of Directors.

ARTICLE IV - COMMENCEMENT AND DURATION

- Section 1: The Association shall continue to exist for an indefinite period from the date of its incorporation, unless sooner dissolved by an affirmative vote in favor of its dissolution by a two-thirds vote of members in good standing, present and voting at a properly convened meeting called for that purpose.

ARTICLE V - QUALIFICATION OF MEMBERS

- Section 1: Any person whose child or ward is a registered player on the player roster of the Association shall be a member of the Association during that fiscal year without personal registration.
- Section 2: All members of the Board of Directors, officers of the Association, divisional coaching coordinators, team coaches and team managers shall be members of the Association during the fiscal year of incumbency without personal registration.
- Section 3: Any person designated an Honorary Life Member of the Association by action of the Board of Directors shall be a member of the Association without time limitation or personal registration.
- Section 4: Any person, association, partnership or corporation interested in the encouragement of amateur ice hockey in the Copper Country and the State of Michigan shall be eligible for membership and shall be a member of the Association during each fiscal year in which such person, association, partnership or corporation shall register and pay a nominal registration fee of one dollar (\$1.00).

Section 5: Each member association, partnership or corporation shall designate at time of registration a person who shall exercise the privileges of membership. Such designation may be changed upon ten days notice to the Association.

Section 6: Registrations for a particular fiscal year shall not be accepted after December 31 of that year.

Section 7: Any member may be expelled for conduct unbecoming a member, after notice and opportunity for hearing, by a two-thirds vote by the Board of Directors.

ARTICLE VI - FINANCIAL SUPPORT

Section 1: Any person, association, partnership, corporation or estate may subscribe to or establish activity and/or building funds to be administered by the Board of Directors or in such manner as the Board of Directors may prescribe, subject to acceptance of such subscription or donation by the Board of Directors, to further the purposes of the Association. Such subscription or donation shall carry with it no control over the funds or voting rights or other privileges or membership.

ARTICLE VII - GOVERNMENT

Section 1: The government of the Association shall be vested in a Board of Directors which shall consist of the six duly elected directors of the Association and any officers of the Association.

Section 2: The Board of Directors shall have full control and management of the property and programs of the Association. Funds of the Association shall be withdrawn from the bank or banks in which they may be deposited only by the signatures of the President or the Treasurer, or by a duly appointed and approved representative.

Section 3: Responsibility for conducting the day-to-day affairs of the Association, subject to the advice and consent of the Board of Directors, shall be delegated to an Executive Committee consisting of the President, Vice President, Secretary, Treasurer and Immediate Past President.

Section 4: All members of the Board of Directors, with exception of the President, may cast one vote per person, on any motions brought before the Board of Directors. The

President shall only vote to break a tie vote of the Board of Directors.

ARTICLE VIII - DIRECTORS, STAFF, AND APPOINTED POSITIONS AND THEIR ELECTION

Position	Term Length (yrs)	Elected	Appointed	Voting Position
President	2	X		X (tie breaker vote only)
Vice President	2	X		X
Secretary	2	X		X
Treasurer	2	X		X
Past President	1			X
Director 1	3	X		X
Director 2	3	X		X
Director 3	3	X		X
Director 4	3	X		X
Director 5	3	X		X
Director 6	3	X		X
Booster Club President	1	Booster Club		X
Program Director	1		X	X
Coaching Director	1		X	X
Chief Referee	1		X	X
Equipment Manager	1		X	X
Registrar	1		X	
SafeSport Representative	1		X	

- Section 1: NOTE: Section 1 only pertains to the original organizational meeting. Twelve directors shall be elected by the members at the initial organizational meeting of the Association; the first four to be elected for terms of three years each, the second four to be elected for terms of two years each and the final four to be elected for terms of one year each. Nominations shall be made from the floor in the initial organization meeting. The terms of all such elected directors shall commence immediately following the organization meeting.
- Section 2: At each succeeding Annual Meeting, two new directors shall be elected for full three-year terms to replace the former directors whose elective terms shall have expired, and for lesser periods only to fill unexpired terms of office where vacancies shall have occurred prior to completion of full term.
- Section 3: Vacancies in the Board of Directors occurring between elections may be filled temporarily by vote of the Board of Directors; such appointees shall serve only until the next Annual Meeting.
- Section 4: Not less than **six months** prior to each succeeding Annual Meeting of the Association, the President shall appoint, subject to the advice and consent of the Board of Directors, a Nominating Committee of three members of the Association who may be, but need not necessarily be, directors.
- Section 5: The Nominating Committee shall, before the Annual Meeting, decide upon and recommend to the Board of Directors the names of candidates for each vacancy in the Board of Directors to be filled.
- Section 6: The names of additional candidates may be placed in nomination by the membership from the floor at the time of balloting, if desired.
- Section 7: No current director shall be reelected to succeed himself/herself as director; provided, however, that election to less than a full three-year term shall not be considered as prior service for this purpose.
- Section 8: Each voting member shall be entitled to one ballot. Ballots shall be secret, non-cumulative, and shall exclude proxies. Only ballots which have not more than votes for two directors shall be valid.

Section 9: Newly elected directors shall take office immediately following the Annual Meeting at which they were elected.

ARTICLE IX - OFFICERS AND THEIR ELECTION

Section 1: The officers of the Association shall be the President (Elected), Vice President (Elected), Secretary (Elected), and Treasurer (Elected).

Section 2: The officers of the Association shall be elected by the Members present at the Annual Meeting of the Association and shall hold office for a period of two years, or until their successors are duly elected and qualified. The President and Secretary shall be elected in the even years, and the Vice President and Treasurer shall be elected in the odd years.

Section 3: Officers may be, but need not necessarily be, directors of the Association concurrently. Candidates for new Directors and new Officers must have attended three (3) meetings in the previous calendar year. In the event that there are no nominees that have attended three (3) meetings, the next nominee should have attended two (2) meetings. In the event that there are no nominees that have attended two (2) meetings, the next nominee should have attended one (1) meeting. Vacancy in any office shall be filled immediately by election by the Board of Directors.

ARTICLE X - DUTIES OF OFFICERS

Section 1: In overview, the duties of officers of the Association shall be such as their titles by general usage indicate, such as are required by law and by these bylaws, and such as may be assigned to them respectively from time-to-time by the Board of Directors.

Section 2: The President shall be the Chief Executive Officer of the Association, shall call and preside at all meetings of the Board of Directors and of the membership, shall appoint all committees and, in general, shall oversee and coordinate the internal and external affairs of the Association, subject to the advice and consent of the Board of Directors. He/She shall make a brief annual report to the membership at the Annual Meeting. The internal affairs include: membership, finance, awards, educational scholarships, relations with other associations, sponsors and other matters deemed

necessary to the proper functioning of the Association. The external affairs include: tournaments, facilities, registration, game administration, records and statistics, and other matters deemed necessary to the proper functioning of the Association.

(a) The Immediate Past President shall be a member of the Executive Committee and shall have a vote in matters. The Immediate Past President's term will be for a period of one year, or until the Annual Meeting first following after their Presidency ends. In the event a President succeeds him/herself, there shall not be an Immediate Past President.

Section 3: The Vice President shall assume the duties of the President in the absence of the latter, and shall work with the President on all affairs of the Association.

Section 4: The Secretary shall issue notice of all regular and special meetings of the Board of Directors and of the membership, and shall prepare and maintain as a permanent record, all minutes of such meetings. He/she shall be custodian of all records of the Association and shall assist the President with official correspondence. The Secretary shall maintain liaison with all available news media and shall publicize, in cooperation with such media, the programs and activities of persons, teams and government of the Association which are necessary to coordinate player and team scheduling and/or which may interest the general public and help to project a desirable public image of the Association and of youth ice hockey generally.

Section 5: The Treasurer shall be responsible for all financial records of the Association, shall maintain prudent custody of all funds of the Association, shall withdraw and disburse the funds of the Association as authorized by the Board of Directors, and shall report concerning the financial status of the Association as directed by the Board of Directors. An annual report will be provided at the end of the fiscal year **reporting records of Association and Booster Club funds.**

Section 6: The Program Director shall schedule all skating activities involving ice-time controlled by the Association, including all practices, tryouts, instructions, games, play-offs and tournaments, subject to the direction of the Board of Directors.

- Section 7: A **Coaching** Director shall be appointed by the President, subject to the advice and consent of the Board of Directors, to be responsible for assuring that the Association's coaching staff receives the appropriate training for certification. Responsibilities include coordination of instructional activities of the Regional USA Hockey Coaching Education Program staff; functioning as librarian of the Association's instructional materials (books, films, tapes, etc.); and scheduling instructional sessions for the Association membership and coaching staff.
- Section 8: The Chief Referee shall be a registered USA Hockey official and shall maintain a staff of qualified and registered referees, cooperate fully with USA Hockey and Michigan Amateur Hockey Association authorities in the training and registration of referees and generally represent the Association in all matters concerning refereeing.
- Section 9: The **Booster Club** President is the Chief Executive Officer of the **Booster Club** of the Copper Country Junior Hockey Association of which its purpose is to promote, aid, and assist in the development of the hockey program.

ARTICLE XI - REMOVAL OF BOARD OF DIRECTORS/OFFICERS

- Section 1: No member of the Board of Directors shall miss more than three (3) total regularly scheduled meetings of the Board between May 1st and April 30th of the next calendar year. Any Board member who misses a fourth (4th) meeting May to April twelve (12) month period shall be deemed, for all purposes, to have resigned from the Board, and shall be immediately replaced by the Board of Directors in accordance with Article VIII, Section 3.

ARTICLE XII - COMMITTEES & APPOINTED POSITIONS

- Section 1: Committees and appointed positions shall be appointed by the President, subject to the advice and consent of the Board of Directors, as necessary, to attain the objectives of the Association.
- Section 2: The President, Vice President, and Secretary shall be ex officio members of all committees.
- Section 3: An Auditor shall be appointed by the President, subject to the advice and consent of the Board of Directors, to review, at least once annually, the books of account,

records, and principal procedures of the Association as prescribed by these bylaws, and shall report to the Board of Directors concerning the status, adequacy and accuracy thereof.

- Section 4: A Referee Scheduler shall be appointed by the President, subject to the advice and consent of the Board of Directors, to be responsible for assigning qualified and registered referees to all Association games. It will also be the Referee Scheduler's responsibility to submit a report at the monthly meeting of the Board of Directors of the officials used for each game. If the Referee Scheduler is unable to attend the meeting, the report should be given to the President prior to the meeting.
- Section 5: An Equipment Manager(s) shall be appointed by the President, subject to the advice and consent of the Board of Directors, to be responsible for all uniforms and equipment of the Association. This equipment will be kept in a place designated by the Association for such purpose.
- Section 6: A Registrar shall be appointed by the President, subject to the advice and consent of the Board of Directors, to be responsible for organizing the registration of players of the Association. The Registrar will work under the direction of the USA Hockey Registrar for the district. The Registrar will receive team and player registration forms, Official Guides and Rule Books and miscellaneous publications from the District Registrar. The Association's Registrar will verify all player forms to see that they comply with USA Hockey regulations. The coach of each team will verify all player forms to see that they comply with USA Hockey regulations
- Section 7: A Tournament Director shall be appointed by the President, subject to the advice and consent of the Board of Directors, to be responsible for tournaments conducted under the direction of the Association.
- Section 8: A SafeSport Representative shall be appointed by the President, to be responsible for reviewing all submitted Incident Reports, forwarding reports to the appropriate District Council(s) for action, and maintaining records of Council(s) action(s).
- Section 9: A Finance Committee shall be appointed by the President, subject to the advice and consent of the Board of Directors, to be responsible for overseeing the

development of budget, sponsorships, coupon books, ice utilization, and other matters dealing with financial aspects of the Association.

- Section 10: A Sportsmanship and Behavior Committee shall be appointed by the President, subject to the advice and consent of the Board of Directors, to be responsible for sportsmanship programs and initiatives, and prevention and adjudication discipline issues related to players, parents, coaches, and others.
- Section 11: A Coaching Committee shall be appointed by the President, subject to the advice and consent of the Board of Directors, to be responsible for player development and coaching issues related to selection, education, and training.
- Section 12: A Travel Committee shall be appointed by the President, subject to the advice and consent of the Board of Directors, to be responsible for the travel hockey program of the Association.
- Section 13: A Fund Raising Committee shall be appointed by the President, subject to the advice and consent of the Board of Directors, to be responsible for the long term outlook of raising money for the CCJHA.

ARTICLE XIII - MEETINGS

- Section 1: The Association shall hold an Annual Meeting of the membership on the second Wednesday of April in each year, or as near to such day as may be practical. Notice of such meeting shall be posted on the Association's web site at least **fifteen (15)** days prior to the meeting.
- Section 2: The Association may hold special meetings of members at such times and places as may be determined by the Board of Directors. Notice of any special meeting of members shall be posted on the Association's web site at least **fifteen (15)** days prior to the meeting, and such notice shall state the purpose or purposes for which the meeting is called.
- Section 3: The Board of Directors shall hold regular meetings as provided by the determination of that body itself, except as otherwise prescribed by these bylaws and the bylaws of the State of Michigan.

- Section 4: All annual, monthly, and special meetings can be attended in person or online. A link will be provided for each meeting. At least one of the following board positions; President, Vice-President, or Secretary, must attend meetings in-person—unless all participants are required to attend virtually due to unexpected or outstanding circumstances.
- Section 5: Any member wishing to be eligible to vote at the Annual Meeting must attend in-person.
- Section 6: The board and executive committee reserve the right to communicate and vote on urgent matters between scheduled monthly board meetings using email and/or a group messaging app.

ARTICLE XIV - PLAYER ELIGIBILITY

- Section 1: All player candidates must comply with the age maxima specified for each age division by the USA Hockey and by the Michigan Amateur Hockey Association.
- ~~Section 2: Player candidates may be permitted to compete in an age division higher than that in which their actual age would classify them only upon formal request to and approval by the Board of Directors.~~
- Section 2: Players must reside in one of the following school districts: Adams Township Schools, Stanton Township Public Schools, Chassell Township Schools, Dollar Bay-Tamarack City Area Schools, Hancock Public Schools, Houghton-Portage Township Schools, and Elm River Township Schools. Player candidates from outside the area defined here may be permitted to compete only upon formal request to and approval by the Board of Directors.

ARTICLE XV - RULES AND REGULATIONS

- Section 1: The Association will comply explicitly with the rules and regulations prescribed by USA Hockey and the Michigan Amateur Hockey Association for the guidance of affiliated associations, except as otherwise provided by these bylaws and the laws of the State of Michigan.
- Section 2: The Association will adhere to all USA Hockey SafeSport requirements.

Section 3: The Association will annually appoint a SafeSport representative.

ARTICLE XVI - PARLIAMENTARY AUTHORITY AND CALENDAR

- Section 1: Robert's Rules of Order shall govern the proceedings of all meetings of the Association except as otherwise prescribed by these bylaws.
- Section 2: A majority shall constitute a quorum at any properly convened meeting of the Board of Directors.
- Section 3: A majority shall constitute a quorum at any properly convened meeting of a committee appointed by the Board of Directors.
- Section 4: Whatever number is actually present shall constitute a quorum at any properly convened meeting of the membership of the Association, such as the Annual Meeting.
- Section 5: The fiscal year of the Association shall commence on July 1 each year and shall end on June 30 of the following year.

ARTICLE XVII – AMENDMENTS

- Section 1: These bylaws shall be amended by a two-thirds vote by the Board of Directors at any properly convened meeting with quorum of the Board, or at any special meeting with quorum of the Board called for that purpose, provided that the directors and officers of the Board are given due notice of the express provisions of the proposed amendment at least **fifteen (15)** days prior to the meeting. Presentation of the express provisions of the proposed amendment at a properly convened prior meeting with quorum of the Board of Directors shall be construed as being due notice for purposes of this section also.
- Section 2: These bylaws shall be amended also by a two-thirds vote of the members of the Association present at any Annual Meeting, or at any special meeting of the membership called for that purpose, provided that due notice of the express provisions of the proposed amendment is posted

on the Association's web site at least **fifteen (15)** days prior to the meeting.

ARTICLE XVIII - DISPOSITION OF ASSETS ON DISSOLUTION

Section 1: Upon dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of 501(c)3 of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

ARTICLE XIX – CONFLICTS OF INTEREST

Section 1: Conflicts of interest have the potential to cause legal problems as well as cause embarrassment for the CCJHA. No CCJHA Board of Director, Officer, member of a committee or any other person determined by the Board of Directors shall be interested directly or indirectly in any transaction with the CCJHA that shall cause a conflict of interest. A conflict of interest is defined as an interest of a pecuniary nature or one of such substance as to induce action on his or her part to promote the transaction for his or her own personal benefit. The Executive Committee shall decide whether a conflict of interest exists and its resolution.

ARTICLE XX - INDEMNIFICATION & HOLD HARMLESS CLAUSE

Section 1: The CCJHA shall have the power to indemnify any and all persons who serve as Officers, Directors, and Association staff against any and all expenses including attorneys' fees, judgments, fines and settlements actually and reasonably incurred by reason of the person being an Office, Director, or Staff member of the Association. This power to indemnify shall apply only if the Officer, Director, or Staff member acted in good faith and a manner reasonably believed to be in or not opposed to the best interests of the ASSOCIATION, and with respect to any criminal action or proceeding, had no reasonable cause to believe the conduct was unlawful.

Section 2: As a non-profit Association regulating amateur hockey in Michigan, the CCJHA, its Officers, Directors, Staff, and Officials assume no responsibility for injury or damage to players under any circumstances.

ARTICLE XXI - GRIEVANCE PROCEDURE

Section 1: Concerns and grievances made to the Association should follow the steps below:

1. It is recommended that there should be a 24 hour “cooling off” period before any concern or grievance is formally filed.
2. If the waiting period has been met, contact can be made with the respective coach or parent(s) for the purpose of trying to resolve the dispute.
3. If the dispute cannot be resolved, a written concern or grievance must be submitted to a CCJHA Board member. The CCJHA member must share the written concern or grievance with all CCJHA board members, the Chief Referee, and Coaching Director.
4. If a regularly scheduled monthly CCJHA Board meeting isn’t scheduled to occur within two weeks of a submission of a concern or grievance, a special meeting will be scheduled.
5. If a regularly scheduled monthly CCJHA Board meeting occurs within two weeks of the written concern or grievance, the issue will be placed on the next regularly scheduled CCJHA Board meeting for review by the entire Board.
6. The CCJHA Board will investigate and discuss the written concern or grievance. This may require interviewing various participants as well as the person filing the complaint.
7. The CCJHA Board is responsible for reaching a decision in a timely manner regarding any potential disciplinary action.
8. A letter will be issued to all persons involved in the concern or grievance documenting the resolution decided upon by the CCJHA Board within fourteen (14) days. The President will be responsible for communication to all involved parties. All decisions reached by the CCJHA Board are final.

ARTICLE XXII- PAYMENT & REFUND POLICY

Section 1: All outstanding CCJHA player dues must be paid by December 31st or through alternate payment arrangements authorized through the CCJHA Board of Directors.

Section 2: Refunding of registration fees for CCJHA players will be handled on a case-by-case basis approved by the CCJHA Board. Individual cases will be presented at monthly board meetings.

ARTICLE XXII -DIVERSITY, EQUITY & INCLUSION

The Association shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

These activities include, but are not limited to, election of officers, appointment of staff, selection of volunteers and vendors, inclusion of participants at events, and provision of services.

REVISIONS:

April, 1987

August, 1997

October, 2002

August 2004

May 2005

October 2007

August 2008

July 2013

June, 2017 (Approved by the President of MAHA September 5, 2017)

January 2022