



Central Kentucky Hockey Association

Home of the Lexington Thoroughbreds



Central Kentucky Hockey Association

Bylaws

December 17, 2012

Let's grow youth hockey in Lexington!!!
www.centrankentuckyhockey.com

CENTRAL KENTUCKY HOCKEY ASSOCIATION, INC. BYLAWS

Article I - Organization

1. The name of this nonprofit corporation shall be the Central Kentucky Hockey Association (CKHA).
2. The official address for the CKHA shall be POB 23239, Lexington, KY 40523.
3. The CKHA is organized as a non-profit corporation and shall operate and be governed by all pertinent Kentucky Revised Statutes, and section 501 (c) (3) of the Internal Revenue Service code. CKHA shall abide by all elements of the current and any subsequent USA Hockey Affiliate Agreement, for the duration of its existence.
4. All funds and property of the CKHA shall be utilized in the furtherance of purposes listed in Article II.
5. The fiscal year of CKHA shall be from July 1 to June 30.
6. Upon the dissolution of the Corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the 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. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, who are organized and operated exclusively for such purposes.

Article II - Purpose

1. To operate youth hockey programs for the benefit of people in Central Kentucky.
2. To promote, encourage, and improve the standard of amateur ice hockey
3. To promote, encourage, and improve the sportsmanship, physical fitness, and character of all ice hockey participants.
4. To foster an environment of ice hockey competition governed by the rules and regulations of USA Hockey.
5. To solicit, collect and otherwise raise money and expend, contribute, disburse and otherwise handle and dispose of such money for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal code; and to do any and all other things necessary or proper in connection with or incidental to any of the foregoing.

Article III - Membership

1. Membership shall be open to persons seeking to enroll a child into a CKHA hockey program, and any other person who desires to support the game of ice hockey. Pursuant to the following parameters, all satisfactorily completed applications for membership shall carry temporary rights and privileges, except voting. These applications shall remain in temporary status until the Board of Directors have reviewed and approved the application. Approval shall be by normal vote. The review of applications for membership should occur at the monthly Board of Directors meeting, or as needed. If the Board of Directors vote to not accept the applicant/application, the applicant, or person responsible for the completion of the application, shall be notified in writing by the President, or his designee. The notification shall occur within 5 business days following the decision, and the correspondence shall be sent to the address listed on the application. A check, made payable to the applicant or person responsible for the the completion of the application, shall be included with the notification for the full amount of membership, or any other fees previously remitted. All approved applications shall be carried forth on the records of CKHA as members. For persons enrolling a child for participation, one membership application shall be completed, and one membership fee shall be paid for each player. Temporary membership shall be granted to the player, and also extended to the parent, stepparent, or legal guardian who has enrolled the child, and also to the spouse of any of these persons. Prior to the assumption of any membership rights and privileges, the membership dues shall be paid in full. Coaches, who do not have a child actively involved, shall be granted membership and exempted from the membership fee, upon approval by the Board of Directors. The amount of membership dues shall be determined by the Board of Directors, and may be changed as needed. A membership application developed by the Board of Directors shall be completed by all prospective members, including coaches. Persons applying for membership may be advised these bylaws can be viewed on the CKHA website. Persons applying for membership shall be given codes of conduct. Upon approval of the membership application, members shall be divided into two classes, voting, and non-voting. The person who actually enrolls the child in CKHA, and their spouse, if applicable, shall enjoy voting privileges as outlined in Article III, section 2. Full membership rights and privileges shall attach only after the payment of the membership fee, all necessary and required documents have been satisfactorily completed by the prospective member and/or parent, stepparent, or legal guardian, and the Board of Directors have reviewed and approved the application. The term of the membership shall coincide with the CKHA fiscal year. There will be no extension of membership rights or privileges beyond June 30th of each year, regardless of the date any person becomes a member. The members of the Corporation shall be individuals who are not disqualified persons, pursuant to Internal Revenue Code Publication 578.
2. Voting members shall consist of CKHA members, at least the age of 18, who have at least one child enrolled and actively involved in one of the CKHA hockey programs, and all coaches listed on the official CKHA register. In order to cast a vote on any matter, the member seeking to vote shall be present at the time and location of the voting event. If exigent circumstances occur, a member may apply to vote by absentee ballot. Application to vote by absentee ballot shall require a submission of a *Request for*

Absentee Voting rights to the President of the CKHA no less than fourteen (14) calendar days prior to any election or vote. For purposes of this section, the appropriate postmark will suffice. The President shall confer with the Board of Directors by whatever means necessary, and a vote concerning the absentee request shall be taken. The President, or his designee, will notify the requesting member of the Board's decision within a reasonable period of time prior to the date of vote or election. Voting by proxy will not be allowed. Members of the voting class shall have any and all dues or fees paid in full no less than ten (10) calendar days prior to the Board of Directors elections held during the annual meeting. Members with outstanding balances of any type or amount will not be permitted to vote at the annual meeting. The CKHA Registrar and Treasurer shall confer and produce a roster of eligible voting members prior to the annual meeting. The total number of votes per household shall not exceed two.

3. Non voting members shall consist of members under the age of 18, and persons who may be members, but do not have a child actively involved in a CKHA hockey program, notwithstanding coaches as outlined in Section 2 of this article.
4. Membership rights of any member may be revoked for cause, to include, but not be limited to, any of the conduct or actions outlined in Article V, Section 7, or Article IX, after a hearing conducted by the Board of Directors. The affected member subject to membership revocation shall be notified by the President, or his designee, no less than twenty (20) calendar days prior to the hearing, of the time and place of the hearing, and of the specific issue causing such hearing. This notification shall be by registered mail, return receipt requested. Notification shall be considered delivered and in effect, seven (7) calendar days after the date on the CKHA postal receipt. If the affected member is less than 18, then both the member and his or her parents, stepparents, or legal guardian, shall be notified within the same aforementioned time period. The affected member may be present at this hearing, and may present witness testimony. If the member is less than 18, the member may be accompanied by one or both parents, stepparents, or legal guardian. The Board of Directors reserves the right to hear and question any witnesses offered by the member, and review any evidence presented. The Board of Directors also reserves the right to call any other witnesses deemed relevant. In the event the affected member is not present at the hearing, and his or her membership rights have been revoked, the President, or his designee, shall notify the member by registered mail, return receipt requested, no less than ten (10) business days following the revocation by the Board. For purposes of this section, notification shall be considered delivered and effective seven (7) calendar days from the date on the CKHA postal receipt. If the member fails to properly receive the registered mail, the member will forfeit all rights of appeal, and the original decision by the Board of Directors in full shall be binding. Upon revocation and notification to the affected member, the member may appeal the decision within five (5) calendar days of such notification, to the CKHA Appeals Board. The five (5) calendar days for the member to appeal shall be counted beginning with the next date after the date on the return receipt, or beginning with the next date after seven (7) days from the date on the CKHA postal receipt. The appeals board shall consist of the CKHA Vice-President, who shall be the chair, and two at large members of CKHA, appointed by the President. The appeals board shall meet and review the appeal within twenty (20) business days after receipt of appeal. The appeal

may be delivered in person to the President, or by mailing the appeal to the official address of the CKHA, with the header of "Appeals Board" written above the official address. In either method, the appeals process shall be by written application. No testimony shall be heard. The appeals board may affirm, reverse, or modify the decision of the CKHA Board of Directors in full, upon a vote of two (2) of the three (3) members. The chairperson of the appeals board shall immediately, through the fastest means available, notify the President of the appeals board decision. The President, or his designee, shall cause notification to be sent within ten (10) business days, via registered mail, return receipt requested, to the affected member. The decision of the appeals board shall be final. For purposes of this section, any correspondence to any member shall be sent to the address of the member, as notated in the official registration records of CKHA at the time of this action. All documentation concerning the action shall be heard at the next monthly meeting of the Board of Directors, and entered into the minutes.

5. Any member at least age 18 years of age shall be eligible to serve on the Board of Directors. Any member interested in this service shall submit their name and desired position on the appropriate form to the chairperson of the Nominating Committee, along with a description of skills that may be helpful to CKHA.
6. Any member in good standing shall be eligible to hold any position on the Board of the Directors, notwithstanding the office of President and Vice President. Eligibility to serve as President and Vice President shall require a member to be in good standing, and the member shall have served continuously on the board of directors for 6 months. Regarding the office of the President and Vice President, if exigent circumstances exist, the 6 months continuous service provision may be disregarded upon unanimous vote of the existing board of directors. In order for an overriding vote to be valid, every member of the board must vote, with no absences or abstentions permitted. If the President or the Vice President office is to be filled by any member after the board unanimously votes to override the continuous service provision, and the member is elected at the annual meeting, they shall serve the term for which they are elected. If not elected at the annual meeting, the member candidate shall be voted on by the board of directors. Every member of the board shall vote, and 3/4 of the vote shall be necessary for the board to elect the replacement candidate for the office of President or Vice President. The board elected officer shall serve the duration of the term vacated by their predecessor.
7. Executive officer positions of the Board of Directors of CKHA shall be that of President, Vice-President, Secretary, and Treasurer.
8. Any committee, as outlined in these bylaws, or ad hoc committee, established for any purpose, shall consist of at least one member of the Board of Directors, who shall be the chair, and a number of at large members, to be determined by the President. The term of any committee shall be for one year, beginning on the date the committee is formed. The term shall end one year from this date, or at the end of the fiscal year, whichever occurs first.

9. Elections for executive offices and other Board of Director positions shall be conducted by secret ballot at the annual meeting of the membership.
10. Voting eligibility is outlined in Article III, Section 2.
11. The annual meeting shall be held in the month of February. The specific date of the meeting shall be determined by normal voting procedures of the Board of Directors, during the month of December. Once a date is determined, the President, or his designee, shall cause notification of the date, time and place of the annual meeting, to be posted on the CKHA website. Advertisement shall also be posted in conspicuous areas of the Lexington Ice Center, where membership regularly gathers. The posting of notification at the Lexington Ice Center shall be with the permission of Ice Center management. Website posting and Ice Center advertisement shall be completed no less than twenty (20) calendar days prior to the annual meeting.
12. The Chairperson of the Nominating Committee will coordinate with the President, or his designee, and cause a list of candidates and the offices or positions desired, to be posted on the CKHA website at the time of the annual meeting announcement. The list of candidates may be posted in the Ice Center.
13. The President, or his designee, shall cause the agenda for the annual meeting to be posted on the CKHA website at the same time as the annual meeting announcement. The results of elections held during the annual meeting in February, shall be posted on the CKHA website within ten (10) business days following the elections. Any officer, or director elect, shall attend the monthly meeting in March, along with any outgoing officer or director. The purpose of this section is to facilitate a smooth transition of the affected office or position, and to introduce the new elect to the remaining officers and board members. The officer or board of director elect will officially take position on April 1, of each year. Any outgoing officer or director may be consulted on any matter until the end of the fiscal year.
14. The voting members present and eligible to vote, in addition to a majority of current Board of Director members, at the annual meeting of the membership shall constitute a quorum.
15. Voting shall be done by secret ballot, after the member is verified by the Registrar. Once each eligible member present has voted, the election shall be declared over. The tally of votes cast shall be conducted in the open, during the annual meeting. For the initial election in 2012, the sitting President shall preside over the counting of the votes, and shall be assisted by the sitting Secretary. For each election after 2012, the two executive officers not on the ballot shall preside and count the votes. The person receiving the most votes for a given office shall be declared the winner, and shall follow the meeting attendance requirements as outlined above in Section 13 of this Article.

16. The order of business at the annual meeting should include the following items:

1. Call to Order
2. Minutes of the last meeting
3. Treasurer's Report
4. Commissioner Reports
5. Nominating Committee Report
6. Election
7. Other Business
8. Public Tally of Votes Cast
9. Adjournment

Article IV- Board of Directors

1. The property and affairs of the CKHA shall be managed by a Board of Directors, composed of at least 7, but not more than 17 elected directors. The founding executive officers shall identify and appoint such eligible and willing members of CKHA to serve on the initial Board of Directors. Two persons from each of the following divisions should be selected. Developmental, Mite, Squirt, PeeWee, Bantam, and House. Should a consensus not be reached on a particular appointee, a vote shall be taken by the founding executive members; however, this vote shall not include the vote of the President. In this event, an eligible member shall be appointed to the board of directors upon the vote of 2 of the 3 founding executive members. The President shall have the authority to appoint members in good standing to fulfill any role deemed necessary for the successful operation of CKHA. These appointed role positions shall not carry any rights, or privileges of a Board of Director member, nor shall the appointment imply any voting rights other than those outlined elsewhere in these bylaws. The appointees shall serve at the pleasure of the President, and may be relieved of appointed responsibility without cause.
2. All members of the Board of Directors, founding executive members, and subsequent appointed members, shall be subject to re-election at the annual meeting of the membership in 2012. In order to facilitate continuity of the CKHA, the executive offices shall be electable on the following schedule. Beginning with the 2012 elections, the President and Secretary shall be elected in every even numbered year. The Vice-President and the Treasurer shall be elected every odd numbered year. Hence, the first term of the Vice-President and Treasurer elect resulting from the 2012 election, shall only be for one year. Eligibility for Vice-President and Treasurer in 2013 is outlined by Article III, Section 6. The founding executive members of CKHA may elect to run for executive office in 2012, or elect to run for a non-executive position, without the Nominating Committee process.
3. There shall be no term limits on any position, executive or non-executive.

4. If an executive position on the Board of Directors becomes vacant, the remaining Board of Directors shall elect a current member of the Board of Directors to fill the vacant position. In this event, the provisions of Article III, Section 6, shall apply. Any non executive position on the Board of Directors that becomes vacant may be filled by the Board of Directors, through appointment of an eligible member. The appointed member shall serve for the duration of the term, and may submit his or her name to the Nominating Committee for consideration in the next election.
5. Although not preferred, a non-executive member of the Board of Directors may fulfill more than one role, upon the approval of the Board of Directors.
6. Any Board of Director member, executive or non-executive, reserves the right to run for any office the following year, as an incumbent, and not be subject to the Nominating Committee process.
7. No person shall be eligible to be elected to, or otherwise hold, an executive position on the Board of Directors of CKHA , if that person's spouse, sibling, relative, or intimate partner, already serves in any executive office. In the event of an executive vacancy between elections, this mandate also applies to any member elected to fulfill the remainder of the term vacated.
8. No member of the Board of Directors shall engage in, contract for, or enter into any agreement concerning, any financial or other corporation business, that results in, or has the potential to result in, that member, member's spouse, any relative, or intimate partner of said member, receiving any pecuniary benefit to any extent. The Board of Directors shall not, under any circumstances, approve any business, contract, agreement, whether verbal or written, or any other type of transaction or sanction of the corporation, that would result in any pecuniary benefit to a member of the Board of Directors, or any of the groups of aforementioned persons in this section. Any member of the Board of Directors who resigns their position as a member of the Board of Directors, shall not be granted corporation business or contracts for a period of six (6) months following their resignation. This shall not apply if the person with whom the corporation will do business is a spouse, relative, or intimate partner of the resigned member. Any member who resigns and attempts to establish a business relationship with the corporation shall not be eligible for reinstatement as provided for in Article V, Section 10. However, that member may submit their name to the nominating committee for consideration in the next election, and if nominated shall be eligible to hold office, in accordance with these bylaws. Any at large member, who has engaged in business with the corporation, shall be completely removed from that business contract or agreement, no less than thirty (30) calendar days, prior to the commencement of the nominating committee process, in order to be considered eligible to hold a non executive position on the Board of Directors.

Article V—Board of Directors, Executive Officer Duties, Attendance, Removal

1. To abide by all federal and state statutes, any and all IRS regulations pertinent to the corporation, and all provisions and requirements of USA Hockey
2. To manage the property and affairs of the CKHA in a professional and courteous manner
3. To formulate and implement policies
4. To establish standards of conduct and monitor compliance
5. To establish a budget, and determine fees
6. To be positive role models for all members, and non members
7. Grounds for removal of any member of the Board of Directors shall include, but not be limited to, violation of the USA Hockey Code of Conduct, misuse of corporation funds, corporation logos, absenteeism, any felony conviction, misdemeanor convictions as determined by the board, any of the conduct or actions outlined in Article IX, or any other conduct deemed in conflict with the mission and philosophy of the CKHA.
8. Each member shall make every reasonable effort to attend all regular and special meetings as called. Each member may be absent for no more than three (3) consecutive meetings. After the third consecutive absence, the Board of Directors, shall review the standing of the absent member, and determine the proper course of action. The Board of Directors may remove the absent member.
9. If any member of the board has violated or is in contradiction to the items outlined in Section 7 of this Article, and removal from the Board of Directors is determined, the member shall be notified by the President, or his designee, of the intention of the Board. This notification shall be made by registered mail, return receipt requested. The notification shall include the date, time and place for a hearing to be held, which should be the next regularly scheduled Board of Directors meeting. For purposes outlined in this section, a quorum for this action shall be 2/3 of the Board of Directors. The absent member may, but shall not be required, to be present. The member may provide explanations for consideration, and offer any documentation to support those explanations. The Board of Directors reserves the right to question the member about the explanations or documentation presented. Copies of any documentation shall be made and kept with the official records of the meeting. If the member is not present, then the Board of Directors shall proceed with the hearing in absentia. Whether or not the offending director is present, upon a vote of 3/4 of the quorum present, the member shall be relieved of duties. Whether or not the member is present at the hearing, the President, or his designee, shall cause official written correspondence to be sent to the removed member. The vote of the Board of Directors shall be final. If the member holds a position that requires the transfer or collections of materials,

documents, or any other property of interest or need, to the CKHA, the notification of removal shall include a request for the return of these items within five (5) calendar days. Failure of the removed member to provide any materials as requested may result in legal action. Nothing in this section shall prevent the President from calling a special meeting for the purposes s discussed within this section.

10. In order to achieve a quorum for this action, the member whose standing is at review at such action, shall not have their presence counted towards or against the definition of achieving a 2/3 quorum. Additionally, the member under action shall not have a vote counted towards or against the threshold of a 3/4 vote necessary for removal. All board members not under review and present for this action shall render a vote. There will be no abstentions permitted. If, after two separate and distinct attempts at achieving a quorum of board members totaling 2/3 of the board membership for purposes of member removal, a 2/3 quorum cannot be achieved, a third and separate attempt to render such hearing shall only require a majority of board members to establish a quorum, and 3/4 vote of that quorum shall be required for member removal. In all hearings conducted regarding member removal, the decision of the board shall be final. The status of the member as a result of the vote shall be binding, unless new, additional, or previously unknown facts are discovered. In this event, a new hearing shall be convened. There shall be no appeal to the decision of the board.
11. Any member of the Board of Directors may resign and/or withdraw from their position as a board member at any time. The resignation shall be addressed to the President, shall be signed in blue or black ink by the resigning board member. If the President is the resigning member, his resignation shall be submitted as outlined and addressed to the Vice-President. When any member of the Board of Directors resigns, the President, Vice-President, if applicable, or designee, shall notify the Secretary who shall, as soon as possible notify the remaining members of the board. The Secretary shall also enter the resignations into the minutes of the next regular meeting. The vacancy created by the resignation shall be addressed utilizing the parameters as outlined in Article III, Section 6, and Article IV, Section 4. Any member who resigns may request reinstatement to their elected position, by submitting a written request to the President, or Vice-President, if applicable. The Officer receiving this request shall present the request to the Board of Directors for consideration no later than the next regular meeting. For purposes in this section, a quorum shall be 2/3 of the Board of Directors. If a quorum to address this request is not attained at the next regular meeting, the matter shall be placed on the agenda for the subsequent month. At that meeting, a quorum shall be a majority of the Board of Directors. A vote of 3/4 of the quorum shall be required to enact reinstatement.
12. No member of the Board of Directors, shall be held liable in any manner for any debts or obligations of CKHA, and shall not be subject to any manner of assessment by virtue of his membership. The CKHA shall indemnify its executive officers and other directors to the extent permitted by Kentucky Law.

Duties of Executive Officers

President, to include, but not be limited to, the following:

1. To preside at all regular or special meetings of the membership or Board of Directors
2. To call special meetings of the Board of Directors as needed
3. To represent the CKHA at any necessary function or event
4. To make decisions on issues not specifically outlined in these bylaws or otherwise articulated in any Kentucky Revised Statute, IRS regulation, or USA Hockey guidelines.
5. To appoint any member in good standing to any committee as necessary
6. To establish any ad hoc committees as necessary
7. Any other duties not specifically listed here as agreed upon by the Board of Directors

Vice-President, to include, but not be limited to, the following:

1. To assume duties and responsibilities of the President in his absence
2. To assume duties as outlined in these bylaws
3. To assume duties as agreed upon by the Board of Directors

Secretary, to include, but not be limited to, the following:

1. Record the attendance and minutes of regular and special meetings of the Board of Directors
2. Record the attendance and minutes of the annual meeting
3. Assume the responsibility of any necessary CKHA correspondence
4. Perform other reasonable duties as assigned by the President, or as agreed to by the Board of Directors.
5. Prepare copies of the minutes, and coordinate with the CKHA website manager for the posting of such minutes

6. Maintain any other necessary documents as requested by the President, or as agreed to by the Board of Directors.
7. Maintain a paper and electronic copy of CKHA bylaws, and distribute as required by the Board of Directors, Kentucky Revised Statutes, IRS regulations, or USA Hockey guidelines.

Treasurer, to include, but not be limited to, the following:

1. The Treasurer shall, subject to the direction of the Board of Directors, have general charge of the financial affairs of the Corporation, and if required by the Board of Directors shall give bond for the faithful performance of duty in form and amount and with such sureties as may be determined by the Board of Directors.
2. Preside over meetings of the Board of Directors, in the absence of both the President, and Vice-President.
3. Prepare an annual operating budget in cooperation with the President, to be presented at the June meeting of the Board of Directors.
4. The Treasurer shall cause to be kept accurate books of account of the affairs of the Corporation, prepared in accordance with Generally Accepted Accounting Principles (“GAAP”), and report same at each regular Board meeting. Such records and duties shall include, but not be limited to:
 - a. Presentation of financial statements, to include a Profit & Loss Statement, Balance Sheet, Cash Flow Statement, Bank Reconciliation Report and any additional reports or schedules as required by the Board of Directors, at each regular Board meeting;
 - b. Endorsing for deposit, or collection, all checks and notes, payable to the corporation;
 - c. Recording all funds received in a cash receipts journal;
 - d. Recording all disbursements in a cash disbursement journal;
 - e. Reconciling corporation bank statements monthly to assure that the cash balance and the corporate check register and records match the cash balance on the bank statement;
 - f. Depositing funds of the corporation in such bank, or banks, as the Board of Directors may designate. Generally, weekly deposits, if applicable, shall be made;

- g. Co-signing, along with the President, or his designee, all checks over the amount of \$500 drawn on the account or accounts of the corporation.
5. Prepares and presents an annual report of the operations of the association to the membership at the annual meeting.
6. Prepares and presents all association financial records to the independent financial auditor.
7. Prepares and present any and all necessary financial records, documents, and other materials to the certified public accountant for the annual filing of tax forms as may be required by state or federal law, regulation, or guideline. In the event that no certified public accountant is utilized for the filing of annual tax returns, the Treasurer shall file form 990 within the time limits prescribed by the IRS.
8. Performs all duties that a treasurer would ordinarily perform.

Article VI – Meetings

1. Regular meetings of the Board of Directors should be held monthly on the second Tuesday of each month, at a time and place to be determined by the President. The President shall notify the Secretary of the date, time and place of the monthly meeting, and the Secretary shall, no less than five (5) calendar days prior to said meeting, notify the Board of Directors. Notification may be accomplished by postal mail, electronic mail, telephone call, or in person.
2. Any member may attend and observe any regular monthly meeting. However, certain portions of the regular monthly meeting, including, but not limited to, the Treasurer's report, any disciplinary issues, or any other business that may deviate from the normal course of business, shall not be open to persons other than members of the Board of Directors. The President, or the presiding officer, shall inform any observing member in attendance at the beginning of the meeting, that certain items of business are not open to the public. Members who wish to attend and observe shall be respectful, and not interrupt or interfere with the meeting. Any member who wishes to discuss an issue shall notify the Secretary no less than ten (10) calendar days prior to the monthly meeting, of their intention to appear, and of the agenda to be discussed. The member shall notify the Secretary by electronic mail, or postal mail.
3. The conduct of all members in attendance at any meeting shall be governed primarily by KRS 525.060, and 525.150.
4. The Secretary shall notify the website coordinator of the date, time and place of the monthly meeting.
5. The website coordinator shall post the date, time and place on the CKHA website no less than forty-eight (48) hours prior to the meeting.

6. Special Meetings of the Board of Directors may be called by the President, or at the written request, to the President, of at least five (5) members of the Board of Directors. This request shall include the date, time and place of the special meeting. In either event, the President shall notify the Secretary, who shall notify the Board of Directors no less than five (5) days prior to the special meeting. Special Meetings may be posted on the website.
7. CKHA at large members, over the age of 18, may request a special meeting of the Board of Directors. This request shall be in written form, addressed to the President, with no less than 25 % of the registered members of CKHA having signed the request. The signatures shall be legible and in blue or black ink. The request shall include specific language about the issues to be addressed. Upon receipt of this request, the President shall, within five (5) business days, determine a date, time, and place to hold the meeting. The President shall immediately notify the Secretary, who shall cause written correspondence to be mailed to all CKHA members over the age of 18 with a notification of the meeting. After notification from the President, the Secretary shall have the correspondence mailed within ten (10) business days, utilizing the address of official record for each member entitled to attend. The meeting shall be held no more than thirty (30) business days from the receipt of the written request. This meeting shall be open to all members of CKHA, over the age of 18, whether or not the member signed the meeting request.
8. A majority of board members shall constitute a quorum at any regular, special, or annual meeting, unless otherwise provided for in these bylaws. When a quorum is established, a majority vote shall be obtained in order to pass motions of business presented to the board, unless otherwise and specifically stipulated elsewhere in these bylaws.

Article VII – Finance

1. The general fund of CKHA shall consist of the income from the receipt of fees from all categories of members, and interest, if any, of bank deposits, all proceeds derived from fund raising activities approved by the Board of Directors, funds received by grant, gift, bequest, or any other device or transfer to the CKHA for use, furtherance, and/or implementation of CKHA hockey programs, activities, and other functions as approved by the Board of Directors, in keeping with the stated mission, goals, and philosophy of the CKHA.
2. The banking institution to be utilized by the CKHA shall be determined by the founding executive members. After the member elections in 2012, the Board of Directors shall review the effectiveness and efficiency of the original, chosen banking institution. The Board of Directors may elect to continue business with the original institution, or elect to move the holdings of CKHA, upon normal voting results of the Board of Directors.

3. All checks, drafts, or orders for payment of money, notes, or other indebtedness, issued in the name of CKHA, shall be signed by as authorized in Article V, Treasurer Duties Section 4 (g).
4. The Board of Directors may authorize any member in good standing with CKHA, to include, but not limited to, coaches, team managers, or other persons as determined by the Board, to execute transactions in the interest of player members not in the home area of CKHA, in situations considered exigent and unforeseeable. The method of transaction may be through an instrument of CKHA, or reimbursed after submission of proper documentation to the Treasurer. The Treasurer shall prepare a report of executed transactions, or reimbursements, made under the provisions of the section, and present that report to the Board of Directors at each monthly meeting. This report shall also contain a thorough explanation of the situation remedied, the person or persons in need of such remedy.
5. Any organization, business, or individual person may support CKHA through donations of money or equipment, and shall be considered sponsors of CKHA. Nothing in this section shall be interpreted to convey membership rights to any sponsor entity.

Article VIII – Adoption of Bylaws, Amendments, Open Records

1. The founding executive members of the CKHA shall review and adopt these bylaws, and indicate by signature at the end of this document, their approval. These signatures shall be legible and in blue or black ink.
2. Once all appropriate filings of these bylaws are made, the President shall provide copies to each founding executive member.
3. Proposals for amendments to these bylaws may be made at any meeting. The proposal shall be presented in written form, copies made, and disseminated to all Board of Director members. The proposal shall be voted on no later than the next regularly scheduled meeting of the Board of Directors. Nothing in this section shall be interpreted so as to prohibit a vote on a bylaw amendment proposal, the same day the proposal is presented.
4. Once established and filed, and as soon as possible, the bylaws of CKHA shall be posted on the website.
5. The Board of Directors may present an amendment proposal for consideration and vote by the entire membership, at any time. The President, or his designee, shall determine the method for completion of the vote. If the vote is conducted at any time, other than the annual meeting, any member normally eligible to vote may vote. Voter eligibility as outlined in Article III, Section 2, will not apply. In order for an amendment to pass under the provisions of this section, a 2/3 vote of the membership roster shall be required.

6. CKHA shall follow the open records laws of the Commonwealth of Kentucky. Any member, or other person, who requests a copy of these bylaws, or other materials, may be referred to the CKHA website, in lieu of a physical copy. If the material requested is not posted on the website, or if the requestor prefers a physical copy, then the member or person requesting the materials, shall make the request in written form, addressed to the President. The request shall be in accordance with all applicable state laws. The President may consult with the Board of Directors, or legal counsel, prior to the release of any documents. The President shall notify the Board of Directors of any open records request, and the resulting action. If the request is to be satisfied, the President, or his designee, shall provide a copy of the requested material, within thirty (30) business days, from the date of the request. A fee, of one (1) dollar per page, shall be charged. No physical copy shall be provided to the requester, until the copy fee has been paid in full. Upon receipt of the request, the President, or his designee, shall inform the requestor of the fees associated with satisfying the request. The fees received shall be notated in the cash receipts journal maintained by the Treasurer of CKHA. If the request is not to be honored, the President, or his designee, shall notify the requesting party by postal mail, of the decision.

Article IX – Sexual Harassment, Member Conduct, Drug Policy

1. Sexual harassment, of any kind, shall not be tolerated, regardless of age, gender, or member classification.
2. Any person subjected to sexual harassment should advise the individual responsible for the conduct, that the advances and/or conduct is not welcome, and request that the conduct cease immediately. If the conduct persists, the subject of unwelcome advances or conduct should report the event to any member of the Board of Directors. That member shall immediately notify the President, utilizing the fastest means possible, of the complaint. The President shall consult with the Vice-President and a proper course of action determined. If the subject of the complaint is the President, then the member shall notify the Vice-President utilizing the fastest means possible. In this event, the Vice-President, shall immediately cause every member of the Board of Directors to be notified. The Vice-President shall cause a proper investigation to be conducted, utilizing any resources deemed necessary. The findings of the investigation shall be documented and distributed to the Board of Directors, for consideration and possible action as outlined in Article V, Section 7. If the subject of the complaint is the Vice-President, the President shall follow the protocol as outlined elsewhere in this section for allegations of presidential misconduct. All documents arising from events under this section shall be considered confidential, and not distributed outside the Board of Directors.
3. If the complainant refuses to cooperate with any CKHA investigation, this refusal shall not relieve the President, or Vice-President, of their obligation to identify and properly address sexual harassment. The investigation shall continue and be completed to its utmost capability, and the findings disclosed to the Board of Directors. In all cases, the investigation of sexual harassment shall be completed in no less than sixty (60)

calendar days, from the date of complaint, and the complainant shall be notified that the investigation has been concluded, and whether or not any law enforcement agency has been notified. Notification to the complainant shall be made by the President, Vice-President, or his designee, no less than five (5) business days following the conclusion of the investigation.


4. Any member alleged to have violated the sexual harassment policy of CKHA, and who fails to cooperate fully with the investigation, shall be subject to membership revocation as outlined in Article III, Section 4. Nothing in this Article shall be interpreted so as to indicate automatic revocation proceedings or actions, based solely on the allegation of misconduct.
5. If, during the course of any CKHA sexual harassment investigation, any evidence of any crime is discovered, the President, or Vice-President, shall cause the incident to be reported to the Lexington Metro Police Department. If the event occurred outside of Fayette County, KY, then the appropriate law enforcement agency having jurisdiction, shall be notified.
6. No member of CKHA shall be present at any CKHA function under the influence of drugs or alcohol. Any person who violates this policy shall be subject to membership revocation proceedings as outlined in Article III, Section 4. The standard of application shall be consistent with Kentucky Revised Statutes. Non-members of CKHA, who may be at CKHA functions, shall be recognized and treated as other citizens of the Commonwealth, with respect to applicable laws.
7. If not previously addressed in these bylaws, all other areas of conduct shall be governed by Kentucky Revised Statutes, USA Hockey Participant Code of Conduct, and any other guidelines promulgated by USA Hockey.

Article X – Miscellaneous Provisions

1. No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article IV hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of this Certificate, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, as amended, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, as amended, or the corresponding section of any future federal tax code.
2. The Board of Directors may authorize any officer or officers to sign checks, and to enter into and execute and deliver contracts or any other instruments in the name of and on behalf of the Corporation.
3. The Corporation shall indemnify any director or officer against expenses actually or reasonably incurred by him in connection with the defense of any action, suit or proceeding, civil or criminal, for which he is made a party by reason or being or having been a director or officer except in relation to matters as to which he shall be adjudged to be liable for negligence or misconduct.

Article XI – Certificate


It is hereby certified that I am the President of the Central Kentucky Hockey Association, Inc. and that on this 22nd day of March, 2011, the foregoing Bylaws were adopted by action of the Board of Directors.



Michael R. Poth, President

ATTEST:



Bart Taylor, Vice President

Casey Tinker, Treasurer

Sheryl Hachenski, Secretary