



# **Massena Minor Hockey Association, Inc.**

## **Constitution & By-Laws**



### **ARTICLE I – NAME, PURPOSE/OBJECTIVE & LIABILITY**

#### **SECTION I - NAME**

The name of the Association shall be Massena Minor Hockey Association, Inc. The Association may also commonly be referred to as “MMHA”, “Massena Minor Hockey” or by either of the subprograms; Massena Jr. Raiders or Massena River Queens.

The mailing address of MMHA is:

Massena Minor Hockey  
% Massena Arena  
180 Harte Haven Plaza  
Massena, NY 13662

#### **SECTION II - PURPOSE**

1. Provide, teach, supervise and finance a safe and fair recreational hockey program for players 19 years old and younger.
2. Develop an understanding of hockey, embracing both individual skills and team play, provide recreation for players and develop skills at a competitive level.
3. All players, coaches, officials, team officials and administrators and parents/spectators are required to maintain a sportsmanlike and educational atmosphere before, during and after all USA Hockey sanctioned games. For more information, please visit <https://www.usahockeyrulebook.com/page/show/1015130-zero-tolerance-policy>

#### **SECTION IV - LIABILITY**

MMHA shall not be responsible or held liable for any injuries or loss sustained by player, coach, or any individual participating in its program or by spectators.

### **ARTICLE II – MEMBERSHIP**

The general membership of MMHA shall consist of the following:

1. Parents or guardians of the players, with accounts in good standing, registered with MMHA. Members in good standing shall be all families who have met all their financial obligations to MMHA and to the team their player/players are assigned/rostered. Membership may be terminated by the action of the Board of Directors if all financial obligations are not kept current.
2. Coaches and other Association Volunteers that are Board-approved. Head coaches will be elected by the Board of Directors at the Annual Meeting.

No person shall be excluded by reason of race, creed, sex, national origin or on the basis of any other protected activity or characteristic under state or federal law. Subject to this limitation, the Board of Directors reserves the right to deny membership to any person or terminate the membership of any person.

Membership runs from May 1st through April 30.

## **ARTICLE III – REGISTRATION, COMMITMENT & ICE FEES**

### **SECTION I - REGISTRATION**

The Association registration fee (an amount to be determined annually by the Board in March) must be paid at the time a player signs up. Registration must be completed online through the Crossbar application on the Massena Minor Hockey website. Paper submission will not be accepted. Families must pay the full pre-determined registration fee for all players in their family. In addition, a birth certificate must be furnished before any player is listed on a team roster.

**Any player already registered (or will register) with another Association team, will be prohibited from registering with MMHA, with the exception of any offered MMHA split-season teams, unless approved by the Board of Directors.**

### **SECTION II - COMMITMENT FORMS & FEES**

For MMHA teams that hold tryouts, the Player/Parent and Association must complete all parts of the Association's Commitment Form prior to participating with the Association, with the exception of tryouts. Commitment Forms secure a roster spot after the tryout/evaluation period when teams are announced and hold the parent/player financially responsible for all applicable upcoming season fees (registration, ice dues, uniform, etc.).

After the commitment form has been signed, no movement to another association or double rostering with another team will be allowed until the conclusion of the appropriate State or National Tournaments, unless there are extenuating circumstances **AND** all financial obligations are met. A request to be released after this form is signed by all parties and prior to the conclusion of the appropriate State or National Tournaments must be submitted to and approved by the appropriate Section President.

**Any player already committed to another Association team will be prohibited from committing to an MMHA team, unless approved by the Board of Directors.**

In addition to the Commitment form, a commitment fee may be assessed at the discretion of the Team Coaches. This fee will be offset to registration and/or ice fees throughout the upcoming season.

### **SECTION III - ICE FEES**

Season ice fees will be determined annually in March and communicated to families prior to the season. Families can pay for ice fees in one full payment or monthly installments. Ice fee discounts will only be given at the discretion and approval of the Executive and Voting Members of the Board of Directors.

## **ARTICLE IV - AGE GROUPS**

The age group of players shall be defined by USA Hockey. Players will not be permitted to play in a higher age bracket unless specifically authorized. Players who feel they are capable of playing in a higher age group must first submit an inquiry in writing to the Board of Directors. It is the policy of the Board to base these decisions on the safety of the player(s) involved and the best interest of the Association as a whole, rather than the preference of the individual player/parent.

If approved, the decision will be for that current season only.

If an 8U or 10U age player is new to hockey and needs extra learn-to-skate assistance, that player will be able to attend 6U practices until they are able to skate freely and rejoin their age-appropriate team.

## **ARTICLE V - FUNDRAISING**

As a not-for-profit organization, MMHA can generally only fundraise as long as the funds benefit the organization as a whole and are not used for certain teams/families. This means the fundraising efforts should be focused on activities that support the Association's mission, and the proceeds should be used to benefit the overall program.

MMHA Tournament Bound Teams that travel to the NYSAHA State Tournaments and/or the USA Hockey National Tournaments will be able to fundraise. Teams that travel to the NYSAHA State Tournaments will be able to fundraise enough money to cover the tournament entry fee and other miscellaneous team expenses, such as team swag and team dinners while at the State Tournament. Teams that travel to the USA Hockey National Tournaments will be able to fundraise enough money to cover the tournament entry fees, lodging, transportation for one parent/guardian and the player, and other miscellaneous team expenses (team swag, team dinners, etc.). The dollar limitation for NYSAHA State and USA Hockey National Tournaments will be voted on by the Board of Directors and clearly communicated to the teams involved. Teams will be transparent about their fundraising efforts and all donations will be collected directly by the Association Treasurer.

Any other team(s) interested in fundraising should reach out directly to the Board of Directors by emailing [massenaminorhockey@gmail.com](mailto:massenaminorhockey@gmail.com).

## **ARTICLE VI – MEETINGS**

### **SECTION I - REGULAR MEETINGS**

MMHA generally holds Regular Board Meetings on the first Monday of every month. An open meeting for the general membership shall be held immediately before the regularly scheduled board meetings. At these open meetings, the general membership may present concerns or feedback on the programs. Once all concerns have been heard, the Board of Directors will go to a closed session.

### **SECTION II - ORDER OF BUSINESS**

The order of business at each regular meeting shall be as follows:

- Call to order
- Reading/Approval of the minutes from the last meeting
- Treasurer's Report
- Old Business
- New Business
- Adjournment

### **SECTION III - REQUIRED PRESENCE**

At any scheduled monthly Board Meeting, a quorum consists of at least 6 Board Members, 3 of which are Executive Board Members. The presence of at least 3 Elected Officers shall be necessary to constitute a quorum for an Executive Board Meeting.

### **SECTION IV - NOTICE**

No public notice is posted before any scheduled meeting. Any persons interested in attending a meeting should reach out to the Board of Directors for more information.

## **SECTION V - ANNUAL MEETING**

The annual meeting shall be held in May of each year. Any regular member in good standing is eligible to attend.

## **SECTION VI - SPECIAL MEETINGS**

Special meetings may be requested by any Executive Board Member or at the request of 5 Board Members. The President shall call a special meeting to consider specific topic(s). No business other than that specified shall be transacted at any special meeting.

# **ARTICLE VII – BOARD OF DIRECTORS**

## **SECTION I - GOVERNING BODY**

The governing body of MMHA shall be the elected Board of Directors.

## **SECTION II - ELECTED MEMBERS**

The Board of Directors shall consist of 11 elected members. Elections shall be conducted at the Annual Meeting of the Membership. There shall be no limit on the number of terms a member may serve. This Board of Directors shall elect the Executive Committee from the elected 11 Board members. The Board of Directors shall be free to appoint other such officers as the Board may deem necessary.

## **SECTION III - EXECUTIVE COMMITTEE**

There shall be an Executive Committee consisting of the President, Vice President, Secretary and Treasurer. Its function shall be to handle necessary Association business between regular meetings.

Refer to Article VIII for Executive Officers, Duties and Powers

## **SECTION IV - VACANCIES**

Vacancies on the Board shall be filled by a majority vote from the Board of Directors. Individuals selected to fill vacancies shall hold office for the unexpired term.

If an Executive Office or other voting member resigns or is terminated mid-term, an election outside the Annual Meeting will take place to replace the vacancy.

## **SECTION V – RE-ORGANIZATIONAL MEETING**

The President shall hold the first re-organizational meeting during the month of May at his/her discretion. This meeting will determine the Officers' and Directors' positions on the new Board of Directors held from May 1 to April 30.

# **ARTICLE VIII – OFFICERS, DUTIES AND POWERS**

## **SECTION I - ROBERT'S RULES OF ORDER**

The duties of the Officers shall be those determined by **Robert's Rules of Order** and those set forth in these By-Laws. Robert's Rules of Order is commonly used to guide meetings and decision-making in organizations. It provides a framework for ensuring fair, efficient, and orderly discussions and voting, ultimately aiming to facilitate group decision-making. The key principles are Motions, Debate, Voting, Quorum, Majority Rule, and Impartial Chair.

## **SECTION II - NOMINATING COMMITTEE**

At February's Regular Board Meeting of each year, the President shall appoint a Nominating Committee of 3 to 5 members whose responsibility will be to present a slate of candidates of Board members for the coming year. The report of this Committee shall be made at the March meeting. Elections shall be held at the Annual Meeting. Nominations will be accepted from the floor.

## **SECTION III - EXECUTIVE OFFICER TERMS**

The terms for the **Executive Officers** are as follows:

- The term of the President, Vice President, Secretary and Treasurer shall be two years, staggered to different years
- The President and Secretary will run odd years
- The Vice President and Treasurer will run even years
- All other positions on the Board are 1-year terms

## **SECTION IV - EXECUTIVE OFFICER DUTIES**

### **A) The President shall:**

1. Conduct the affairs of MMHA and execute the Operation Rules established by the Board of Directors
2. Present a report of the condition of MMHA at the Annual Meeting of the membership
3. Communicate to the Board of Directors, such matters as deemed appropriate, and make such suggestions as may tend to promote the welfare of MMHA
4. Be responsible for the conduct of MMHA in strict conformity to the policies, principles, rules and regulations of NYSAHA, The Northern Zone and USA Hockey
5. Be responsible for the conduct of MMHA with all League affiliations

### **B) The Vice-President shall:**

1. Perform the duties of the President in the absence or disability of the President, provided he/she is authorized by the President or the Board. When acting so, this individual shall have all the power of that office.
2. Have other such duties assigned by the President
3. Coordinate and oversee hockey schools
4. Be the insurance contact for MMHA

### **C) The Secretary shall:**

1. Be responsible for recording the activities of MMHA and maintain appropriate files, mailing list and necessary records
2. Perform such duties as are herein specifically set forth, in addition to such other duties as customarily incident to the Office of Secretary or as may be assigned by the President
3. Keep minutes of all meetings and cause them to be recorded in a book or file for that purpose
4. Maintain a list of all Committee and board members, give notice of all meetings of MMHA
5. Conduct all correspondence not otherwise specifically delegated in connection with said meetings
6. Notify the Board of Directors and Committee members of their election or appointment

### **D) The Treasurer shall:**

1. Perform such duties as are herein set forth and such other duties as are customary incident to the Office of Treasurer or maybe assigned by the President
2. Receive all monies and securities and deposit the same in a depository approved by the Board of Directors
3. Keep records for the receipts of and disbursements of all monies and securities of MMHA, disperse all payments from allotted funds and draw checks therefore in agreement with policies established in advance of such actions by the Board of Directors

4. Prepare an annual budget, under the direction of the President, for submission to the Board of Directors at the first meeting of the new Board of Directors
5. Prepare an Annual Financial Report, under the direction of the President, for submission to the Board and Membership at the May meeting
6. Be chairperson of the Finance Committee

## **ARTICLE IX – COORDINATORS/COMMITTEES**

### **SECTION I - COORDINATORS**

The Association's standing coordinators shall come from the Board of Directors. These positions shall be as follows:

- **Registrar** – register all players and teams. This includes submitting all paperwork to USA Hockey, NYSAHA, the Northern Zone and any league membership.
- **Association Coaching and Education (ACE) Coordinator** – serve as the administrative link to USA Hockey and its Coaching Education Program. Each year, all interested individuals shall complete a coaching application. All applications will be reviewed, and head coaches will be voted on by the majority of the Board of Directors. The ACE Coordinator is responsible for the screening of all coaches and designated individuals.
- **Ice Scheduler** – schedule and supervise Association practice ice time for all divisions. Coaches/Team Managers will be responsible for coordinating home game schedules with the Ice Scheduler.
- **Grievance Committee** – handle all personnel and disciplinary actions. This should consist of 3 Board members.
- **Discipline Committee** - shall consist of the Executive Officers of the Board of Directors (President, Vice-President, Secretary and Treasurer) and one other member appointed by the President. The Discipline Committee shall have authority to resolve all matters of discipline within the Association, except Board Member removal. The committee shall report on the outcomes of each matter to the Board of Directors at its next regularly scheduled meeting.
- **Tournament Director** – responsible for all aspects of planning, organizing, and managing a home hockey tournament, from initial planning to the final day. This role involves tasks like securing ice time, creating schedules, handling logistics, and ensuring compliance with rules and regulations. They also act as a primary point of contact for coaches, managers, and parents.
- **Equipment Director** – responsible for distribution and maintenance of Association equipment. This includes goalie and player equipment.
- **Apparel Director** - responsible for managing the team's uniforms, apparel, and related merchandise. This includes procuring, distributing, and maintaining inventory of jerseys, socks, and other gear.

### **SECTION II - COMMITTEES**

Additional committees, as deemed necessary, shall be formed from the membership. The Board of Directors will approve membership of all committees. The Association's standing committees with their functions shall be as follows:

- **Finance** – the chairperson shall be the Treasurer. Its function shall be auditing bills, drafting and presenting the budget to the Board of Directors.
- **Fundraising** – the chairperson shall be the Treasurer. Its function shall be to handle all Fundraising projects and raising money.
- **Publicity** – the chairperson shall be the Secretary. Its function shall be providing publicity for general Association activities, including registration, hockey schools and banquets.
- **Special Projects** – the chairperson shall be the Vice President. Its function shall be to handle banquets and other activities as assigned by the President.

## **ARTICLE X - LIAISONS**

Association liaisons are appointed annually to facilitate open communication between families and the Board. If families have an issue or concern throughout the season, they should contact their player's team liaison for assistance, only after resolution is not made with current coaching staff. Team liaisons will reach out to the entire Board of Directors if further assistance is needed.

Liaisons are Board Members that are not associated with the teams they are assigned to, meaning they cannot have a player on the team they liaise.

## **ARTICLE XI – RULES AND REGULATIONS**

### **SECTION I - ASSOCIATION RESPONSIBILITIES**

1. The Association will pay all team registration fees in approved leagues.
2. All uniform purchases will be approved by the Executive Board.
3. The Association will obtain practice ice time for coaches.
4. The Association shall reimburse the costs of the USA Hockey Coaching Certification to coaches, assistant coaches, and board members who successfully pass certification prior to the deadline and actively participate in MMHA activities for the entire season.
5. The Association will provide each team with a First Aid Kit, 30 pucks, a puck bag and a clipboard, which is expected to be returned at the conclusion of the season.
6. The Association season will end when scheduled league play is finished (typically September through March) except for State tournaments, and these will be entered only with the regular team rosters.
7. The Association must have their rosters filled by the established deadline, typically October 15th. In case of permanent loss of a player after that date, the Association, under approval of the executive board, may permanently bring up a player from the lower team with the permission from the Player's parents/guardian.
8. The Association Master Scheduler is responsible for distributing the ice schedules through Crossbar

### **SECTION II - COACH RESPONSIBILITIES**

1. All MMHA Coaches are required to have all USA Hockey and NYSAHA registrations and certifications prior to coaching. All questions and concerns should be directed to the Association ACE Coordinator.
2. During the course of all MMHA activities and events, coaches are expected to abide by the Association's Code of Conduct, which can be found on the Association's website.
3. Each coach runs his team according to Association, USA Hockey, and NYSAHA rules without parent interference.
4. A coach is responsible for using ice time allocated to the team.
5. A coach may obtain additional ice time on his/ her own for the team, at no cost to the Association, but it is not to be booked in the name of MMHA unless the ice coordinator is notified, and approval is given. If a team wants to substitute ice at a different location as a replacement to home ice, the team will be responsible to cover the cost above the amount that it would cost for home ice.
6. Coaches/Team Reps are to collect and return to the Association any provided equipment at the end of the season.
7. Coaches may bring up players on a per game basis to fill rosters after notifying and securing permission from the lower Head Coach. The Association Registrar should be notified prior to the game but must be notified within twenty-four (24) hours after the game (USA Guidelines).

8. Coaches have the right to recommend disciplinary action against a player and/or parent for fighting, swearing, unsportsmanlike conduct, or any other conduct not in accordance with this Association's purposes.
9. Coaches will request a completed USA Hockey Concussion Management Return to Play Form when a player has been removed from athletic activity due to a suspected concussion in order to return without restriction to training, practice or competition.

### **SECTION III - PLAYER & PARENT/GUARDIAN RESPONSIBILITIES**

1. All participants in the Massena Minor Hockey Association program must abide by the Association Constitution and By-Laws.
2. During the course of all MMHA activities and events, players and parents/guardians are expected to abide by the Association's Code of Conduct, which can be found on the Association's website.
3. Parents/Guardians are responsible to keep ice payments current. If a player does not show up for a scheduled game or practice, they are still obligated to pay their share of the assessed ice time. If payments are not received by the due date determined by the Executive Board, that player will not be permitted to skate until payment is received in full.
4. Each player or their parent is responsible for the uniform and equipment loaned to them (if applicable) at the beginning of the season and will be assessed a replacement value if it is not returned in good and clean condition to the coach at the end of the season.
5. All players must wear proper equipment, according to USA Hockey guidelines.
6. If a player or their parent/guardian feels they have been treated unfairly in some incident, they may present their case to the coaching staff. If the problem is not resolved, it shall be taken up by the Executive Board.
7. The Association does not allow and prohibits any liquor, alcoholic beverages, drugs and weapons to be brought into or consumed in any locker room or dressing room or anywhere else on rink premises. People under the influence will be asked to leave the premises. This prohibition extends to anyone associated with Massena Minor Hockey. Any penalties or formal reprimand will be decided by the Executive Board after a formal hearing in executive session.
8. If a home tournament is held for a player's team, each family is required to volunteer for one hour per player participating. Tournament volunteer options usually consist of Scorekeeper, Clock Operator or Raffle Table Attendant. If a family does not fulfill their one-hour requirement per participating player, that family will be required to pay the Association \$100 per player participating. The \$100 will go towards the tournament profit that gets distributed to participating home teams after all tournament expenses have been paid.
9. The USA Hockey Concussion Management Protocol and most state statutes require that an athlete be removed from any training, practice or game if they exhibit any signs, symptoms or behaviors consistent with a concussion or are suspected of sustaining a concussion. The player should not return to physical activity until he or she has been evaluated by a qualified medical provider who has provided written clearance to return to sports. The USA Hockey Concussion Management Return to Play Form is to be used after an athlete has been removed from athletic activity due to a suspected concussion and must be signed by their medical provider in order to return without restriction to training, practice or competition.

### **ARTICLE XII - PLAYER RELEASES**

To obtain a player release from NYSAHA, a player/parent must complete the NYSAHA Player Financial Release Form (NYSAHA-02) and submit it to their current Association President, who must approve it. If approved, the player must then present the form to the new association before participating in tryouts,



practices, or games. If disapproved, the player cannot participate in the new association until financial obligations are met, or the appeal process is completed.

### **ARTICLE XIII - NOT-FOR-PROFIT STATUS**

This Association is organized exclusively for charitable, religious, educational and scientific purposes, including for such purposes, the making of distributions to organizations under Section 501 [c] (3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law); and provided that no part of the earnings of the Association shall inure to the benefit of, or be distributed to, its members that the Association shall be authorized and empowered to pay reasonable compensation for services rendered, and to make payments and distributions in furtherance of the purposes herein set forth; and provide further that the Association shall not carry on any other activities not permitted to be carried on by an association exempt from Federal Income Tax under Section [c] (3) of the Internal Revenue code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law) or by an Association Contribution to which are deductible under Section 170 [c] 2) of the Internal Revenue Code (or corresponding provisions of the future United States Internal Revenue Law).

### **ARTICLE XIV – DISSOLUTION**

The Association may be dissolved by the action of the Board of Directors at a Special Meeting of said Board called for the specific purpose of deciding the question of dissolution. All Officers and Directors will have a 10-day notice of said meeting.

Should the Association be dissolved, all assets shall be turned over to the Joint Recreation Committee of the Town and Village of Massena, County of St. Lawrence, State of New York.

### **ARTICLE XV – AMENDMENTS**

This Constitution and By-Laws shall be amended, repealed or altered in whole or in part, by a majority vote at any duly organized meeting of the Board of Directors, provided a notice of the proposed change(s) are included in the notice of said meeting. All Board members are to be given a 15-day notice of said meeting.