

BY-LAWS OF THE CADILLAC AREA HOCKEY ASSOCIATION

As Amended and Approved at a regular meeting of the Board of Directors of the Cadillac Area Hockey Association on August 9, 2016

ARTICLE I: NAME OF ORGANIZATION

The name of this organization is the Cadillac Area Hockey Association (Association). This association is a part of a parent organization known as Wexford Ice Skating Enterprises (WISE).

ARTICLE II: PURPOSE

The Purposes of this Association include but are not limited to the following:

- A. To provide and coordinate a program of amateur ice hockey for all interested youth in the greater Cadillac area.
- B. To provide assistance, such as fund administration, coaching, program planning, tournaments and sponsorship, that will make the program an asset to the community.
- C. Associate with other amateur ice hockey associations.
- D. To develop and encourage sportsmanship among participants.

ARTICLE III: ADDRESS

The address of the Cadillac Area Hockey association is:

**Cadillac Area Hockey Association
PO Box 1023
Cadillac MI 49601**

ARTICLE IV: NON-PROFIT

This Association, consistent with the rules governing WISE, is not conducted for profit.

ARTICLE V: MEMBERSHIP

Membership of the Association shall consist of those listed in the records of the Association as a parent, stepparent, foster parent, guardian, or legal custodian **(maximum of 2 per family/household)** of a child participating in Association sponsored instruction or competition. Membership shall also consist of coaches and current Board members of the Association.

The term of membership shall commence on the date all current registration forms are completed and fees paid and shall continue until commencement of the next season's registration. Membership shall be automatically suspended upon nonpayment when due of any association fee, charge or assessment.

A child whose fees, charges, and assessments are not fully paid when due may continue to participate in Association sponsored instruction or competition if, and only if, the Board is satisfied that the nonpayment occurred as a consequence of circumstances meriting special consideration as a hardship case. A child's participation as a hardship case shall continue for so long and on such terms as the Board shall determine.

REMOVAL OF MEMBER

- Loss of membership: The Board of Directors, by majority vote, may suspend or expel any member for cause or conduct it deems inappropriate.
- The expelled or suspended member has seven (7) calendar days after receipt of written expulsion or suspension by certified mail to request a hearing before the Board of Directors to appeal his or her specific case.
- Any member of CAHA may resign by written notice to the Board of Directors accompanied by payment of all money and property owed.
- Termination of membership, whether by resignation, suspension, expulsion or otherwise, terminates all rights of membership.

ARTICLE VI: FUNDS

The funding requirements of the Association shall be determined annually by the Board of Directors of the Association. Funds shall be provided by the registration and participation fees and the various fund raising activities approved by the Board.

MEMBERSHIP FEES, DUES & SANCTIONS

- A. Membership Fee -Annual registration fees and/or dues may be established by the Board of Directors for team registration **and for membership in USA Hockey.**
- B. Other assessments necessary for the operation of this Association may, from time to time, be established by the Board of Directors. All such assessments, etc., shall be payable as directed by said Board or the Executive Committee, in the Board's absence.

Failure to comply with either Section A or B of this by-law and any rules promulgated hereunder shall result in the immediate suspension of said non-complying league, association, team and /or individual(s) and said suspension shall remain in full force and effect until such time as there is full compliance.

ARTICLE VII: MEETINGS OF MEMBERS

- A. Annual Meeting: An annual meeting of the members of the association shall be held each year for the purpose of electing the Board of Directors of the Association.
- B. Special Meetings: Special meetings of the members may be called by the Board of Directors.
- C. Location of Meetings: The Board of Directors may designate any place in the greater Cadillac area as the place of any annual or special meetings of the members.
- D. Notice of Meetings: Written notice of the place, date, and hour of any meeting of the members shall be delivered **via posting of CAHA website or other electronic notifications (email, text messages)**. Notice must be delivered not less than ten (10) nor more than forty-five (45) days prior to the date of the meeting. In the case of a special meeting, the purpose of the meeting shall be stated in the notice.
- E. Quorum: Ten percent (10%) of active members eligible to vote shall constitute a quorum at any annual or special meeting of the members. If a quorum is not present at any meeting of the members, a majority of the members present may adjourn the meeting at any time without further notice. At any adjourned meeting at which a quorum shall be present, any business may be transacted which might have been transacted at the original meeting. Withdrawal of members from any meeting shall not cause the failure of a duly constituted quorum at that meeting. Except as otherwise provided by these By-Laws, no business may be transacted at any meeting of the members at which a quorum is not present.
- F. Voting Powers: Each active member **(per Article V, maximum of 2 per family/household)** is entitled to one vote on any matter submitted to a vote of the membership of the association. **Member must be present to vote.**
- G. Proxies: No member shall be entitled to vote by proxy.
- H. Vote Required for Action: At any meeting of the members at which a quorum is present, an affirmative vote of a majority of the members present and entitled to vote shall be required to carry any motion or resolution, except as otherwise provided in these By-Laws.

ARTICLE VIII: BOARD OF DIRECTORS

The affairs of the Association shall be managed by its Board of Directors.

A. Members: The Board of Directors shall consist of the following:

1. President
2. Vice President/**Team Sponsorship**
3. Secretary/Parent Representative/Registrar
4. Treasurer
5. Coaches Representative
6. Scheduler
7. Chair of Fund-Raising
8. Member-at-Large/**Equipment Manager**
9. Chair of Public Relations

Members of the Board must be active or alumni members of the association at least 18 years of age. Membership on the Board shall be limited to one family member per household unless approved by the remaining members of the Board.

B. Regular Meetings: Regular meetings of the Board shall be held at 6:00 p.m. on the first non-holiday Tuesday of each month without further notice other than by these By-Laws; provided, however, that ten days' written notice to directors by **e-mail or other electronic means** shall be given by the secretary in the event of a change in the place of a regularly scheduled meeting.

C. Special Meetings: Special meetings of the Board of Directors may be called by the President or any five directors. The person or persons authorized to call special meetings of the Board may fix any place in the greater Cadillac area as the place for holding any special meeting of the Board called by them.

D. Notice: Written notice of the place, date, hour and purpose of any special meeting of the Board shall be furnished to each director either by personal service or **electronic notifications** as provided in this section. Personal service shall be made not less than seventy-two (72) hours prior to the time scheduled for the special meeting.

E. Quorum: A majority of the directors in office shall constitute a quorum for the transacting of business at any meeting of the Board. Provided that if less than quorum of the directors is present at said meeting, a majority of the directors present may adjourn the meeting to another time without further notice. Withdrawal of directors from any meeting of the Board shall not cause the failure of a duly constituted quorum at that meeting. Except as otherwise provided, no business may be transacted at any meeting of the Board at which a quorum is not present.

F. Voting Powers: Each director is entitled to one vote on any matter submitted to a vote of the Board of the association. No director is entitled to vote by proxy.

- G. Vote Required for Action: The act of the majority of the directors present at a meeting at which a quorum is present shall be the act of the Board, unless the act of a greater number is required by the By-Laws.
- H. Participation by Members and Coaches: After the conclusion of new business and before adjournment of each meeting of the Board, time shall be set aside for comments by members and coaches regarding the affairs of the association. Each person offering comment shall be limited in time as determined by the President.
- I. Compensation: Directors shall not receive any stated salaries for their services, nor shall they receive any sums or expenses for attending Board meetings.
- J. Terms: Directors shall be elected by the membership for two year terms. Directors are expected to serve the association diligently and faithfully attend meetings of the Board. Three unexcused absences from Board meetings may, upon prior written notice and an affirmative vote of the majority of the remaining directors, result in the removal of a director. The remaining Board members shall fill the unexpired terms of any vacancies as quickly as possible.

Even year term positions: President, Scheduler, Member-At-Large / Equipment Manager, and Chair of Public Relations

Odd year term positions: Vice President / Team Sponsorship, Secretary / Parent Representative / Registrar, Treasurer, Coaches Representative, Chair of Fund Raising

ARTICLE IX: RESPONSIBILITIES OF MEMBERS OF THE BOARD

- A. President: The President shall be responsible for presiding at all meetings and appointing any sub-committee. The President, in consultation with other directors, shall prepare an agenda for the meeting of the Board.
- B. Vice-President/Team Sponsorship: The Vice-President shall serve as President in the absence of the President and act in accordance with the President's duties and responsibilities. The Vice-President shall also be responsible for securing and coordinating all activity to ensure that the Association maintains adequate annual team sponsorship.
- C. Secretary/Parent Rep/Registrar: The Secretary/Parent representative shall keep records of all meetings, recording the business of the Association and prepare correspondence as needed to complete and file any legally required forms and reports. The Secretary shall also be responsible for the dissemination of information to all members through coordination of the activities of all team parent representatives, including providing monthly minutes to Board Members. The Secretary/Registrar shall also serve as registrar for the Association keeping a current register of names and addresses of all members eligible to vote, as well as fulfilling the registrar's responsibilities for USA Hockey annual registration.

**Registrar was moved to Secretary position via board vote in Feb 2015.

- D. Treasurer: The Treasurer shall keep a current record of accounts and prepare a financial report for each meeting of the Board. All disbursements made by the treasurer shall be approved by the Board. All members of the Association for proper purposes may have reasonable access to the financial records of the Association.
- E. Coaches' Representative: The Coaches' Representative shall be responsible for the recruitment and retention of qualified and certified coaches. The Coaches' Representative shall communicate the wishes of the coaches with respect to Association policy. The Coaches' Representative shall also be responsible for the establishment of a sound curriculum of skill development and training for all youth age groups.
- F. Scheduler: The scheduler shall coordinate equitable and uniform game and practice schedules for all youth age groups. The Scheduler shall also coordinate referees for all home games. The scheduler shall also be responsible for verifying ice rental billing prior to payment by the treasurer. The Scheduler shall be the NMHL Representative. The Scheduler is CAHA's representative for all league scheduling matters and attends or delegates adequate representation at all league meetings.
- G. Chair of Fund-Raising: The chair of fund-raising shall coordinate and submit for Board approval all fund-raising activities beyond annual team sponsorship. The chair of fund-raising will assemble a committee to delegate fund-raising activities throughout all age groups of the association. Fund-raising committees will also insure that only checks from members of the association are to be collected in fund-raising activities. Teams must notify Chair of Fund-Raising of any additional fundraising activity.
- H. Member-at-Large/Equipment Manager: The member-at-large shall assist and advise any other director in their respective duties as needed and as directed by the President. Additionally, Member-at-Large/Equipment Manager will be responsible for maintenance, distribution, collection, and improvement of all jerseys and equipment in the equipment room. This includes the annual equipment exchange as well as equipment procurement and exchange of equipment throughout the season.
- I. Chair of Public Relations: The chair of public relations shall coordinate the communication of the Association's activities to the public through the various media.

ARTICLE X: FISCAL YEAR

The fiscal year of the Association shall be from May 1 through April 30.

ARTICLE XI: RULES OF ORDER

To the extent not inconsistent with these By-Laws, meetings of the members, the Board and any committees shall be conducted in accordance with Robert's Rules of Order (Revised).

ARTICLE XII: AMENDMENTS

Any amendments of these By-Laws shall require affirmative vote of either two-thirds (2/3) of the members of the Association or five (5) members of the Board.

Hold Harmless

The Cadillac Area Hockey Association, an affiliate of Michigan Amateur Hockey Association, and Association of USA Hockey, Inc., does hereby indemnify and hold harmless USA Hockey and each member thereof, the Executive Committee of USA Hockey and each member thereof, the councils and committees of USA Hockey and each member thereof, and all other elected, appointed, employed or volunteer representatives of USA Hockey from any and all claims, liability, judgments, costs, attorneys' fees, charges and expenses whatsoever, arising from the acts and omissions of the Michigan Amateur Hockey Association, except to the extent (i) that USA Hockey or the afore described representatives caused such claims, liability, judgments, costs, attorneys' fees, charges or expenses by their own intentional neglect or default or (ii) that such acts or omissions were the direct result of compliance with the Articles of Incorporation, Bylaws, Rules and Regulations, Playing Rules or decisions of the Board of Directors of USA Hockey. Further, the Michigan Amateur Hockey Association understands and acknowledges that USA Hockey and its afore described representatives have assumed such assignment, function, office or capacity upon the express understanding, agreement and condition that they be so indemnified and held harmless to the extent described in this constitution.

Exoneration from Personal Liability

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

Dissolution of Assets

Upon dissolution of the corporation, all assets of Cadillac Area Hockey Association are to be distributed to such non-profit corporations of like purpose or purposes as set forth in Article II of these By-Laws and who qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code, as a majority of the Board of Directors of this organization may select and designate. In the event of dissolution, none of the assets of Cadillac Area Hockey Association shall insure to the benefit of, or be distributable to, any of its members, officers, or directors.