



BYLAWS of the CHESAPEAKE BAY HOCKEY LEAGUE

REVISED and APPROVED: August 21, 2023

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CHESAPEAKE BAY HOCKEY LEAGUE, INC. ("CBHL")

Amended & Re-Stated Bylaws

Article I. Name.

1. NAME. The corporation is a Maryland non-stock, non-profit corporation chartered under the name "CHESAPEAKE BAY HOCKEY LEAGUE" and shall be recognized by the IRS as a non-profit organization.
2. ABBREVIATION. The corporation is authorized by these bylaws to utilize the abbreviation "CBHL" in lieu of its full corporate name with the same legal effect as its full name.
3. ADDRESS. The address of the Corporation shall be Attn: Chesapeake Bay Hockey League, 101 E. Chesapeake Ave, Suite 201, Towson MD 21286, or such other place within Maryland, DC or Virginia, as the Board of Directors may determine from time-to-time.

Article II. Purpose.

1. To encourage, foster, and promote the development of youth hockey in Maryland, Virginia and the District of Columbia, including to advance the ideals and aims of amateur hockey, to cooperate with USA Hockey and all other agencies, public and private, which are devoted to the cause of improving and advancing the sport of amateur ice hockey, and to stimulate a feeling of mutual devotion to good sportsmanship among all players, coaches, and officials of the game of ice hockey.
2. The Corporation is an Affiliate of the Potomac Valley Amateur Hockey Association ("PVAHA") and USA Hockey, Inc. ("USA Hockey"). As such, the league abides by all PVAHA and USA Hockey rules and regulations.
3. To promote the Core Values of USA Hockey.

Article III. Membership.

1. Member Associations. The Members of the CBHL shall be the constituent properly authorized hockey clubs. Membership in the CBHL will be limited to those amateur ice hockey associations registered with USA Hockey in Virginia, Maryland or the District of Columbia that register Tier II teams. Associations must be eligible for membership under the terms of this article, have applied for membership and whose status to become a Full Member Association has been approved by the Board of Directors of the CBHL.
 - a. Full member associations agree to abide by the CBHL bylaws.
 - b. Full member associations agree to abide by all CBHL, PVAHA and USA Hockey rules and regulations.
 - c. Full member associations must be in good standing with PVAHA.



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2. New Membership. In acquiring membership, each association expresses its agreement to comply with the Bylaws, Rules and Regulations of the CBHL, the PVAHA and USA Hockey.
 - a. The applicant club must be a member of, or have applied to the PVAHA.
 - b. Application for membership by an association shall be submitted to the CBHL Board of Directors for consideration by January 31st of the upcoming season. Application criteria for membership is defined in the application which may be found on the CBHL website or by contacting the CBHL Executive Staff.
 - c. The CBHL Board of Directors shall vote at a meeting in which a quorum is present. The vote shall be a simple majority.
 - d. A new association accepted for initial membership shall become a Provisional Member Association for the first two seasons of its participation in the CBHL.
 - e. A Provisional Member association shall have the same rights and privileges as regular members, except for the right to vote on its application to become a regular member. A Provisional Member association's status with the League may be terminated for cause by due process during a season.
 - f. During probationary period, all CBHL disciplinary procedures apply to all age levels participating in the CBHL.
 - i. Year 1: Allow two teams to enter CBHL with no teams eligible for playoffs. One team shall be 10U and one team shall be 12U. Teams may be designated as Youth or Girls.
 - ii. Year 2: Allow all teams to enter CBHL with all teams eligible for playoffs.
 - g. At the completion of the second provisional membership season, the CBHL Board of Directors shall vote to (1) allow the Provisional Member association as permanent member, or (2) continue its probationary status for the next season with a vote thereafter, or (3) terminate membership.
3. CBHL Girls Associate Hockey Team.
 - a. Definition: A CBHL Girls Associate Hockey Team is a girl's hockey team afforded seasonal status to participate in the CBHL. The CBHL Girls Associate Hockey Team is not a provisional or regular girl's CBHL member club.
 - b. Purpose: The objective of providing CBHL Girls Associate Hockey Team status to a club is to allow the CBHL Girls Associate Hockey Team the opportunity to participate in the girl's CBHL regular season on a year to year basis.
 - c. Application for membership by a Club shall be submitted to the CBHL Board of Directors for consideration. Application criteria for membership is defined in the application which may be found on the CBHL website or by contacting the CBHL Executive Staff.



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- d. The CBHL Board of Directors shall vote each season on CBHL Girls Associate Hockey Team status to a club/team. Only CBHL Board members with teams in the CBHL Girls Associate Hockey Team applicant division shall be eligible to vote.
- e. The CBHL Girls Associate Hockey Team is not granted a PVAHA automatic bid or state playoff privileges for entrance to USA Hockey District, Regional or National Championship tournaments.
- f. Rules for CBHL Girls Associate Hockey Team status:
 - The CBHL Girls Associate Hockey Team is not a CBHL provisional or full member association and is not afforded voting privileges in the CBHL regular membership.
 - The CBHL Girls Associate Hockey Team is subject to all league fees, rules, and sanctions, including player, coach, parent, and club disciplinary and suspension provisions.
- g. The CBHL Girls Associate Hockey Team will be required to play all games at a CBHL member club facility unless a CBHL member club voluntarily elects to travel to the CBHL Girls Associate Hockey Team facility. Costs (ice, officials) for Home games played at a CBHL member club facility will be paid by the CBHL Girls Associate Hockey Team/Association.
4. Suspension. Any full member association's failure to pay any fee or other sum of money as determined to be due, shall suspend the membership of a member, including all voting rights and privileges, and shall also suspend the opportunity of such member's teams to advance to playoffs. Membership, including all voting rights and privileges shall be reinstated upon fulfillment of the member's financial obligations and any other criteria imposed as part of the suspension by the Board of Directors.
5. Inactive Status.
 - a. Any full member association may go inactive for a one-year period of time. Inactive means no (0) teams participating in the CBHL at any level. After one year of inactive status, a club may voluntarily notify the CBHL Board of its re-instatement from inactive to Active full member association with no action needed by the CBHL Board.
 - b. Should a full member association become inactive for a second season or any part of a second season, the association may only seek reinstatement to Active status by majority vote of the CBHL Board, and will be treated as a new applicant subject to the Application requirements set forth above, in SECTION II of this Article, however, they would not be subject to the provisional requirements set forth in Section III.2. NEW MEMBERSHIP. Under extenuating circumstances, the Board may vote to reinstate the full member association without restrictions.
 - c. If after two years of inactive status by an association, that club shall no longer be considered full members of the CBHL and must apply for League Membership as a new member association and follow all set forth guidelines for league membership. Under extenuating circumstances, the Board may vote to reinstate the member association without restrictions.



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6. Rights. An association's membership in the CBHL may be suspended or terminated, after due notice and an opportunity for a hearing, for conduct detrimental to the league, by the vote of two-thirds of the Board of Directors. The CBHL shall provide at least ten (10) days' notice to such member association and to the members of the Board prior to the meeting at which such matter is to be considered. Such member association shall be offered an opportunity to be heard at such meeting and to present testimony and other evidence in response to the charge or charges against them prior to any final disposition by the Board.

Article IV. Board of Directors.

1. The Board of Directors of the CBHL will consist of one (1) representative in attendance of each full member association designated in writing by the association to the Commissioner at the beginning of each season by a date to be determined by the Commissioner. Directors may attend meetings and vote by proxy provided to an authorized representative as set forth in number 4, below. The Commissioner of the CBHL will be Ex Officio a member of the Board of Directors of the CBHL, but will vote only if necessary, to break ties.
2. MEETINGS OF THE BOARD. The Board of Directors of the CBHL will meet at least four times in each year, one meeting in each quarter. Each such meeting will be a general meeting at which any and all business may be considered. In addition, the Board of Directors of the CBHL will meet at the call of the Commissioner of the CBHL or at the call of any two or more full member associations for the purpose of considering any business which the Commissioner of the CBHL or the full member associations set forth in the call of the meeting. The general meeting of the Board of Directors of the CBHL conducted in the second quarter of the calendar year will be the Annual Meeting of the Corporation.
3. Quorum. No business may be conducted at any meeting of the Board of Directors of the CBHL, general or called, at which less than 2/3 of the full member associations are present by the Associations Directors or their authorized proxies.
4. AUTHORIZED REPRESENTATIVES. Each member association, Full and Provisional, will submit a list of not more than five individuals who will serve as its authorized representatives to the CBHL by the Annual Meeting each year. One of these five individuals must be the current Commissioner or Executive Director of the member association. The list must include the name, e-mail address and title of the individuals.
 - a. To maintain communication, three of these individuals shall be the President, Hockey Director, and the CBHL designated representative.
 - b. The names of the member association's Scheduler, Treasurer, 8U representative and Girls Hockey representative, as applicable, shall also be submitted.



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5. SIMPLE MAJORITY REQUIRED. Unless otherwise specified in these bylaws or otherwise required by law, any action placed before the Board of Directors of the CBHL will be considered duly taken, adopted, or ratified if a simple majority of votes by Directors or their authorized proxies are cast in favor of the action at a meeting at which a quorum of Full Member associations were present at the onset. Abstention votes do not count in the tally (per Robert's Rules of Order).

- a. Matters that specifically pertain to GIRLS teams, shall be a majority of the quorum of associations which register GIRLS teams

6. NOTIFICATION OF MEETINGS. The CBHL will provide all members associations with at least thirty days written notice of a quarterly meeting. The CBHL will provide all member associations with at least ten days written notice of any called meeting.

7. PARTICIPATION OF MEETINGS.

Member association, full or probationary, are expected to be represented at all CBHL meetings. Failure to attend CBHL meetings shall result in the offending club being fined the following to be reflected in the Treasurer's report.

- A club that misses their first in person meeting or conference call of the season will be assessed a fine of \$150.
- The second offense will carry a \$300 fine.
- Third and subsequent absences will carry a \$500 fine.

8. PARLIAMENTARY PROCEDURE AND ORDER OF BUSINESS. The parliamentary procedure for the conduct of all meetings may be governed by Roberts' Rules of Order, or such other parliamentary procedures, as designated by the Board of Directors, in its sole discretion, insofar as said procedures are not inconsistent with these bylaws. In the event of a conflict, these bylaws shall prevail. The order of business at all meetings of the Board of Directors shall be as follows:

- 1) Call to Order
- 2) Roll Call / Confirmation of Quorum
- 3) Election, if any
- 4) Consideration of Minutes of Previous Meeting
- 5) Commissioner's Update
- 6) Treasurer's Report
- 7) Reports of Officers, Committees, and Administration
- 8) Old Business
- 9) New Business
- 10) Adjournment



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Article V. Officers of the Board.

1. EXECUTIVE OFFICERS. There will be the following executive officers of the CBHL: The Commissioner, Vice-Commissioner, the Director of Discipline, Treasurer, the Director of Girls Hockey, and the Director of Competition.
 - a. The Executive Officers will be appointed by the majority vote of the Board of Directors. The Commissioner or lawful successor will be the Chief Executive of the CBHL. Individual duties of the Executive Officers are listed in the Appendix to these bylaws.
 - b. The Vice-Commissioner will be appointed by the majority vote of the Executive Officers from those Officers of whom were voted into position.
 - c. The Vice-Commissioner shall have the duties and powers of the Commissioner when the latter is absent, disabled, or for whatever reason is unable to perform the duties of his/her office.
 - d. The Executive Officers will constitute the Executive Board of the CBHL.
2. TERM OF OFFICE. Each Executive Officer will serve at the pleasure of the Board of Directors of the CBHL for a two-year term. The Commissioner and the Director of Competition elected in odd years and the Treasurer, Director of Discipline, and the Director of Girls Hockey elected in even years at the Annual Meeting.
3. LIMITATION ON SUCCESSION. There is no limitation on the number of terms which may be served by executive officers.
4. INSURANCE. All CBHL executive officers will register with USA Hockey as volunteers each season. The CBHL Registrar must claim the officers under the CBHL association code to complete the registration process. USA Hockey member benefits including insurance information may be found on the USA Hockey website.
5. INDEMNIFICATION Directors and Officers have a right to indemnification by the Corporation only to the extent required by Maryland Corporations and Associations Code Annotated Sec. 2-418.
6. ELECTION OF OFFICERS. Executive Officers will be elected at the Annual Meeting of the Board of Directors of the CBHL. Nominations may be made but need not be made in advance of the meeting, and nominations from the floor of the meeting will be accepted. No person will be elected to any executive office unless that person has provided the Board with indication that, if elected, he or she is willing to serve.
7. VACANCIES. In the event of death, resignation, or removal of any Executive Officer, the Commissioner of the CBHL will appoint a substitute officer subject to ratification at the next meeting of the Board of Directors. In the event of death, resignation, or removal of the Commissioner of the CBHL, the Vice-Commissioner will assume the duties of the Commissioner until the next regularly scheduled meeting when the election of a new Commissioner will take place to fulfill the remaining term of that office.



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8. BOARD OF APPEALS. The Board of Appeals shall consist of three members, including a Chairman who will preside over the Board of Appeals. The Board of Appeals is appointed by the Commissioner. The Board of Appeals has the authority and responsibilities to:
 - a. Hear all complaints concerning the Commissioner of the CBHL
 - If the Board of Appeals concludes the complaint has no merit, the matter is closed. If the Board of Appeals decides the complaint has merit, it will refer the matter to the Board of Directors as appropriate, for necessary action.
 - Refer complaints warranting removal for cause of the Commissioner directly to the Board of Directors. Direct the Chairman of the Board of Appeals to convene and chair special meetings of the Board of Directors. Such special meetings of the Board of Directors shall be limited to removal for cause proceedings against the Commissioner or to extraordinary circumstances.
 - b. Be a liaison between CBHL and Officials Associations
 - Review complaints from associations concerning officials
 - Review and work with officials organizations regarding game analysis submitted by designated official
 - Discuss findings with CBHL Director of Discipline and Commissioner for further action

Article VI. Finance and Assessments.

1. Non-Profit - Tax Exempt Status.
 - a. The Corporation shall be organized exclusively for recreational and social purposes under section 501(c)(7) of the Internal Revenue Code, or the corresponding section of any future federal tax code.
 - b. 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 the previous paragraph. 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.
 - c. Notwithstanding any other provision of these articles, 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)(7) of the Internal Revenue Code, 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, or the corresponding section of any future federal tax code.



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- d. Notwithstanding any other provision of these articles, this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this corporation.
 - e. Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(7) 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, which are organized and operated exclusively for such purposes.
2. CBHL ACCOUNTS. All funds of the CBHL will be deposited and maintained in insured depository accounts, checking or savings. All such accounts will be maintained in the name of the corporation. The Commissioner and the Treasurer will be the sole authorized signatures for withdrawal of CBHL funds. The CBHL monthly statement will be addressed to the Treasurer and will be available at the regular meetings.
 3. WITHDRAWALS. The Treasurer will present an anticipated budget at the beginning of each fiscal year. No CBHL funds, outside of this budget will be paid without approval by the membership. Approval may be via electronic simple majority or scheduled meeting. Funds paid in excess of \$5,000 must carry two signatures on the check or have board approval.
 4. ASSESSMENTS AGAINST MEMBER ASSOCIATIONS, FULL AND PROBATIONARY. The CBHL will have the power to levy assessments against member associations, full and probationary, for the following purposes:
 - a. To raise funds sufficient to operate the CBHL in the manner contemplated by these bylaws.
 - b. To raise funds for the purposes expressly authorized by the Board of Directors of the CBHL.
 - c. To levy fines and penalties authorized by the Board of Directors in enforcement of policies and rules governing operation of the CBHL and all competitive play among teams of member associations.
 5. FISCAL YEAR. The fiscal year of the CBHL shall begin July 1 and end June 30 of the following year, and may be changed, as the Board of Directors shall at any time determine.
 6. COMPENSATION. The CBHL Board of Directors may approve and pay stipends to persons in volunteer positions for the CBHL based on their functionality. The Board of Directors may vote to raise, lower or remove the stipends at the Annual Meeting. The Board of Directors may approve and pay appropriate compensation to any hired and/or contracted administrators as per these bylaws. NOTE: Stipends paid out will follow the guidelines of the IRS including the issuance of Form 1099's.



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7. The Treasurer will be responsible for providing regular statements of activity to the Board at their regular meetings and at the Annual meeting. The Treasurer will be responsible to ensure that taxes are filed annually and will work with the accountants to ensure the Form 990 is completed. The members of the Board will review tax returns, form 990 and annual statement of accounts prior to filing.

Article VII. General Provisions.

1. NON-DISCRIMINATION.

The Corporation does not and shall not discriminate on the basis of race, color, religious belief, sex or national origin.

2. EFFECTIVE DATE.

These Bylaws shall become effective upon the adoption by a two-thirds vote of the Board of Directors of the Corporation.

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APPENDIX 1

FULL MEMBER ASSOCIATIONS

Ashburn Xtreme Hockey Club (Xtreme)
Baltimore Youth Hockey Club (Stars)
Bowie Hockey Club
Chevy Chase Club Hockey
Eastern Shore Hockey Association (Ice Hawks)
Frederick Youth Hockey Association (Freeze)
Hagerstown Youth Hockey Association (Bulldogs)
Hampton Roads Whalers
Howard County Youth Hockey Club (Huskies)
ION International Training Center (Loudoun Knights)
MEDSTAR CAPITALS ICEPLEX (Capitals Hockey Academy)
Montgomery Youth Hockey Association (Blue Devils)
Navy Youth Hockey Association
Nelson Hockey Association (Junior Black Bears)
Northern Virginia Hockey Club (Ice Dogs)
Piedmont Predators Hockey
Potomac Patriots Hockey
Reston Raiders Hockey Club
Richmond Hockey, Inc. (Richmond Generals)
The St. James Hockey Academy
Southern Maryland Sabres Hockey Club
Tomorrow's Ice
Tri-City Eagles Hockey Association



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APPENDIX 2

PROBATIONARY MEMBER ASSOCIATIONS

None

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APPENDIX 3

EXECUTIVE OFFICERS DUTIES

There will be the following executive officers of the CBHL: The Commissioner, the Director of Discipline, the Treasurer, the Director of Girls Hockey, and the Director of Competition.

Each Executive Officer will serve at the pleasure of the Board of Directors of the CBHL for a two-year term with elections being held at the Annual Meeting.

Odd year election cycle: Commissioner, Director of Competition.

Even year election cycle: Treasurer, Director of Discipline, Director of Girls Hockey.

The duties of the Executive Officers include at a minimum the following, but are not limited to:

Commissioner

1. The Commissioner shall be responsible for overall operation of the CBHL. In carrying out that responsibility he/she shall have broad executive power to make any and all decisions not specifically reserved to the Board of Directors to ensure the continued operation of the CBHL.
2. The Commissioner's authorities and responsibilities include but are not limited to:
 - a. Convening and chairing meetings of the Board of Directors
 - b. Imposing discipline on any CBHL association and their players
 - c. Overseeing the interrelationship of all member associations (inclusive of probationary associations and CBHL Girls Associate Hockey Team)
 - d. Assigning, managing, and insuring functional responsibilities of:
 - Liaison activities with area professional teams
 - The scheduling of league games
 - The registration of players and coaches
 - Other duties as assigned or deemed necessary
3. The Commissioner has authority to dismiss members of the CBHL staff for non-performance and obtain replacements. The Commissioner is expected to recruit and assign additional staff from any source in the hockey community as necessary to fulfill the responsibilities of the Commissioner's office.
4. Upon election of a new Commissioner, and before the end of the current Commissioner's term, no funds may be spent by the outgoing Commissioner nor may the outgoing Commissioner appoint any board positions, committee positions, appoint acting agents or negotiate any contracts without the approval of the incoming Commissioner.



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VICE-COMMISSIONER

The Vice-Commissioner will be appointed by the majority vote of the Executive Officers from those Officers of whom were voted into position. The Vice-Commissioner shall have the duties and powers of the Commissioner when the latter is absent, disabled, or for whatever reason is unable to perform the duties of his/her office.

DIRECTOR OF DISCIPLINE

1. The Director of Discipline shall Chair and oversee the Disciplinary Committee including appointing at least two other members to serve on the Disciplinary Board.
2. The Director of Discipline will also be responsible for:
 - a. Following disciplinary rules as set forth in the CBHL Rules and Regulations
 - b. Coordination of Disciplinary hearings per USA Hockey bylaw 10 and provide outcome and/or recommendation(s) to the Commissioner
 - c. Be the official's liaison for the CBHL
 - d. Review weekly game reports provided by USA Hockey
 - e. Other duties as assigned or deemed necessary

TREASURER

1. The Treasurer shall be responsible for all items included in these bylaws under **Article VI. Finance and Assessments.**
2. The Treasurer shall maintain a checking account in the name of the Chesapeake Bay Hockey League and be responsible for collection of membership fees from all associations and/or teams entered in the CBHL each season.
3. The Treasurer will also be responsible for the following:
 - a. Shall submit a proposed annual budget
 - b. Shall submit a financial report at the Annual Meeting of the Board of Directors
 - c. Shall submit interim financial reports to the Board of Directors as requested
 - d. Shall pay all proper financial obligations of the CBHL
 - e. Shall maintain tax and non-profit status



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DIRECTOR OF GIRLS HOCKEY

1. The Director of Girls Hockey shall be responsible for overall operation of girls teams within the CBHL associations.
2. The Director of Girls Hockey will also be responsible for:
 - a. Communication with CBHL girls teams through email and meetings
 - b. Coordinate events such as the Girls CBHL Playoffs
 - c. Other duties as assigned or deemed necessary

DIRECTOR OF COMPETITION

1. The Director of Competition shall Chair and oversee the Competition Committee including appointing at least two other members to serve on the committee.
2. Competition rules are set forth in the CBHL Rules and Regulations. The review to be conducted by the Competition Committee is to be completed by the end of January.
3. The audit is to be sent by the Director of Competition to the Commissioner by January 31 of the current season.

END OF DOCUMENT.