

## **CACHE VALLEY AMATEUR HOCKEY ASSOCIATION BYLAWS**

### **ARTICLE 1 – ORGANIZATION**

***Under Review, Changes will be posted soon***

Cache Valley Amateur Hockey Association (CVAHA) is non-profit organization, operating youth hockey programs for the benefit of people in the Northern Utah area.

**Section 1: NAME**

The name of this Corporation shall be the Cache Valley Amateur Hockey Association and shall be referred to throughout this document as the "Corporation".

**Section 2: REGISTERED ADDRESS**

The registered address of the Corporation shall be c/o 2825 North 200 East, North Logan UT 84341

**Section 3: REGISTERED AGENT**

The registered agent of the Corporation shall be the President, elected by submission of votes following the closing year event.

**Section 4: NON-PROFIT STATUS**

This Corporation is organized as a State of Utah non-profit Corporation upon a non-stock membership basis, not involving pecuniary gain or profit for any of its members, for a term of perpetual existence.

**Section 5: EXEMPT STATUS**

This Corporation is organized and shall be operated exclusively as an exempt organization under the provisions of Section 501c3 of the Internal Revenue Service and as may be amended in the future.

**Section 6: USE OF FUNDS**

All funds and property of this Corporation shall be used and distributed exclusively for carrying out the purpose of the corporation as set forth in Article II.

**Section 7: FISCAL YEAR**

The fiscal year of this Corporation shall begin July 1 and end on June 30 of the following calendar year.

**Section 8: FINANCIAL STATEMENTS**

The Treasurer, at least once a year, or at the request of the Board of Directors shall prepare a true statement of the assets and liabilities of the Corporation for the preceding year (fiscal). The statement shall be available to any member upon their request.

**Section 9: DISSOLUTION**

In the event of liquidation or dissolution of this Corporation, or in the event that it shall cease to carry out any of its purpose, all funds and property of the Corporation shall be distributed to a non-profit Corporation with the purpose similar to this set forth in Article III, that the Directors of this Corporation may select, and in no event shall any of the funds or property be distributed to any of the members or used for any other purpose.

**Section 10: BASIC STRUCTURE**

The Corporation shall consist of an Executive Board of 3 members and a board of directors.

**Summary**

Executive Board: President, VP, Treasurer

Board of Directors: Secretary, Coaching Director, Mite Director, Squirt Director, Peewee Director, Bantam Director, Webmaster, PR/Merchandising, Fundraising Director, Equipment Manager, Registrar, Scheduler, Grant Writer, Nominating Committee, and Active Members/Players (or Guardian)

## **ARTICLE 2**

The purpose of CVAHA is those stated in 1) its articles of incorporation, 2) USA hockey rules and regulations, 3) Rules and Regulations of Utah Hockey, and 4) the following:

1. To develop character, sportsmanship and physical fitness amount the youth in the Northern Utah area.
2. To help combat juvenile delinquency
3. To develop and encourage sportsmanship in all players, coaches, and parents
4. To promote, encourage, and improve the standard of amateur hockey.
5. If possible, to associate with other amateur hockey associations
6. If possible, to host and participate in amateur hockey tournaments.
7. To encourage the development of travel teams to participate in other seasonal tournaments.
8. To expand the sport of hockey in Northern Utah through public awareness campaigns/promotions.
9. To encourage and develop girls' hockey programs
10. To do any and all acts desirable and necessary in the furtherance of the foregoing purposes.

## **ARTICLE 3 – MEMBERSHIP**

### **SECTION 1: ACTIVE MEMBERSHIP**

An active member is:

1. A parent, step-parent, or guardian who is responsible for the financial obligations associated with having a child join CVAHA
2. Current players with CVAHA, provided dues are paid or are being paid. The term of membership is the fiscal year of the Corporation
3. Any Board Members, Officers or person that does not fall under above article will be charged membership dues in the amount of \$300.
4. Funds contributed to or donated by an outside company/vendor or do not entitle the contributor in the benefits of membership
5. In households, each parent or active guardian shall be considered an active member. In the event of two households (custodial and non-custodial parents) each parent of each household is considered a member provided they share equal financial responsibilities of the child's membership fees.

### **SECTION 2: MEMBERSHIP FEES**

Annual fees and membership dues, paid for the fiscal year of June 30 to July 1, full year membership, shall be determined by the Board of Directors and Officers. Fees are preferred to be paid in full during registration. However, the board may elect to allow payments of the playing year.

#### **Sections 2.1: REGISTRATION FEES**

Player dues will be collected at the opening social or as per payment agreement when provided by the Board. Discounts of 10% per player will be given for families with multiple registered players. (Approved 3/7/2017)

#### **Section 3: DELINQUENCY**

Delinquent members will be subject to suspension until time of payment. The Executive Board shall determine when fees are delinquent.

#### **Section 3.1: FAILURE TO PAY FEES**

Failure to pay fees on or before the first Wednesday of every month or to make arranged payments as agreed upon by the Executive Board shall result in suspension from participating in all CVAHA functions for all family members at all CVAHA divisions and will result in suspension from participating in any USA Hockey sanctioned hockey events until funds have been received.

### **SECTION 4: HARDSHIP**

In cases of hardship, payment of fees may be reduced or eliminated as determined by the Executive Board. All such cases will be handled on a case-by-case basis and under the strictest confidence without minute coverage. Alternate methods of payment shall be reviewed by the Executive Board.

### **SECTION 5: SELECT TEAM FEES**

Select team fees will be on an as accrued basis. Financial records and collection procedures will be the responsibility of the CVAHA Treasurer.

**SECTION 6: EXPULSION**

An active player may be expelled, after due notice and after an opportunity for a hearing, for conduct detrimental to the Corporation by the three-quarter (3/4) vote of the Executive Board. The secretary shall provide at least five days notice to the person to be expelled and to the members of the Executive Board prior to the regular or special meeting at which the matter is to be resolved. The person shall be offered an opportunity to be heard at that meeting, to present others to testify on his or her behalf, prior to a final disposition by the Executive Board.

**SECTION 7: VOTING RIGHTS**

Each active member at least 21 years of age and in attendance at the closing social or meeting shall be entitled to one vote by secret ballot in the election of members to the Board of Directors. No proxy vote shall be recognized.

**SECTION 8: RIGHT TO HOLD OFFICE**

Each active member at least 21 years of age is entitled to run for a position on the Board of Directors under the procedures established by these bylaws, if elected, to run for any office of the Corporation.

**SECTION 9: REFERENDA**

Upon the request, in writing, of one quarter (1/4) of the adult membership, the Board of Directors shall, or upon its own initiative, may submit any question for the active adult members for a mail referendum vote.

**SECTION 10: ACTIVITIES FUND**

Any person, partnership, association or estate may establish or participate in an activities fund administered by the Board of Directors, or its designate, or further the purposes of the Corporation. Participation in such a fund shall carry with it no voting rights or other privileges or membership.

**SECTION 11: NOTIFICATION**

Prior to the Closing Social, or any other year ending activity where election of Board members may take place, written notice of the time and place shall be provided to each active adult member entitled to vote.

**ARTICLE 4**

**SECTION 1: NUMBER OF OFFICERS**

The Executive Board of the Corporation shall be the President, VP, and Treasurer

**SECTION 2: ELECTION**

The Executive Board shall be chosen by the nominating committee annually at the first meeting following the spring voting session, meeting or social. In the event and Executive Board Member is not chosen at the first meeting, the Board may elect an Executive Board member at any regular or special meeting during the fiscal year.

**SECTION 3: TERM OF OFFICE**

Each Executive Board member shall hold office for a minimum of 2 years. Elections may be by majority vote (updated and approved 10/2014)

**SECTION 4: RESIGNATION**

Any Executive Board Member may resign his or her position by written request to the President.

**SECTION 5: VACANCY OF OFFICE**

If any vacancy should occur in any office or if a new position is established, the Executive Board may fill it at any regular or special meeting.

## **ARTICLE 5**

### **Section 1: BOARD OF DIRECTORS**

The property and affairs of CVBAHA shall be managed by the Executive Board. This Board shall be composed of elected active CVAHA member. The Executive Board positions are found in ARTICLE 1, section 10 of this document.

### **SECTION 2: ELECTION OF BOARD OF DIRECTOR POSTIONS**

1. Members of Executive/Board shall be elected at a year-ending event (social or meeting). A board member may serve a minimum of 2 years.
2. The Vice President shall be elected at a year ending event (social or meeting). The VP is elected based on the premise he/she will become the President for the upcoming term. Therefore, once elected, a VP is not restricted to the original term length for which they were originally elected.
3. When a position becomes vacant due to resignation or expulsion of a Board member, the Executive Board shall appoint a member to serve the remainder of the term.

### **SECTION 3: TERMS OF OFFICE**

1. Elected Board member shall begin the term July 1 and expire the applicable year of term length of June 30
2. All terms are a minimum of two-year.
3. A nominating committee will be chosen by the Executive Board to nominate new board members. Executive Board members may not server on the nominating committee. By default members of the Board of Directors at large will fill the nominating committee.

### **SECTION 4: COMPENSATION**

Directors and or/ officials of the Corporation, shall not receive any compensation for their services. However, this board may reimburse Directors/Officials for expenses incurred in serving the Corporation.

### **SECTION 5: DUTIES OF THE EXECUTIVE BOARD**

1. Control and manage the business affairs of the Corporation
2. Creates other official position(s) to provide or serve any function deemed necessary or desirable to transact the business of the Corporation.
3. By a  $\frac{3}{4}$  majority vote, removes and Director or Officer with all voting members present.
4. Supervises finances and fund raising activities
5. Sets and assists in collection of yearly fees
6. Establishes rules and regulation of play in house and within the travel division. Ensures implementation of said rules and regulations.
7. Supervises activities of Travel/Select teams
8. Approves yearly budget by a  $\frac{3}{4}$  majority vote
9. Approves all candidates selected by Nominating Committee for the major support roles by a majority vote.
10. Approves by a majority by vote all coaches selected by the Coaching Director and / or the President for house, recreation, and select teams.
11. Helps select representative to the State Board.

### **SECTION 6: CHAIRPERSON**

The President of the Corporation shall act as Chairperson of the Board.

### **SECTION 7: REGULAR MEETINGS**

Meetings shall be scheduled monthly at a time and place determined by the President. Minutes shall be taken and distributed as appropriate. There must be 5 voting members in attendance in order to have a quorum. Proxy votes are allowed for business activities but shall not be considered as part of a quorum.

### **SECTION 8: SPECIAL MEETINGS**

Special meetings of the Board of Directors may be called by the President, or by a written request to the President, with at least 4 Board members participating. Special meeting will require advance notice of each Board member.

## **ARTICLE 5 Continued.**

### **SECTION 9: ORDER OF BUSINESS**

At the first regular or special meeting of the Board of Directors, the order of business shall be, but not limited to:

1. Roll Call
2. Approval of previous month's minutes
3. Treasurer's Report
4. Committee Reports
5. Old Business
6. New Business
7. Division Reports
8. Adjournment

### **SECTION 10: PARLIAMENTARY PROCEDURE**

All meetings shall be governed by rules of parliamentary procedures. "Roberts Rule of Order" shall govern questions or procedure.

### **SECTION 11: POWERS**

All the Corporate power, except as otherwise provided in the Articles of Incorporation, these Bylaws, and in the laws of the State of Utah, are hereby vested in and shall be exercised by the Board of Directors.

### **SECTION 12: LIMITED LIABILITY**

Board members shall not be liable in any manner for any debts or obligations of the Corporation and shall not be subject to any manner of assessment by virtue of his membership. Any financial wrong-doing by a member or members are subject to the prosecution and penalties defined under the laws of the State of Utah (this limited liability also applies to Officers and Ex-officio members).

### **SECTION 13: RESIGNATIONS**

Any member of the Board of Directors may resign and /or withdraw from the Board upon written notice of their desire to do so and deliver to the President or Secretary of the Corporation (this also applies to Officers and Ex-officio members).

### **SECTION 14: EXPULSION**

Any Board member shall be subject to removal upon missing three Board meetings within the fiscal year or failure to discharge the normal duties of the Board member, or for conduct detrimental to the Corporation, after due notice and opportunity for a hearing, by a ¾ vote of the Board of Directors at any regular or special meeting. Advance notice (at least 5 days) shall be given to the member to be expelled as well as all other Board members prior to the meeting at which the matter is to be resolved. The Board shall offer the person a opportunity to plead his/her case prior to any final disposition (this also applies to Officers and Ex-officio members)

## **ARTICLE 6 – COMMITTEES**

### **SECTION 1: STANDING COMMITTEES**

The standing committees of the Corporation shall be the Executive Board, Board of Directors, and Disciplinary Committee. Other committees, as deemed necessary for the operation of the Corporation, may be appointed subject to approval by the Executive Board.

1. Executive Board – The Executive Board shall consist of the President, BVP, and Treasurer. The Executive Board shall be empowered to act on behalf of CVAHA between meetings of the board, but cannot establish, alter, nor change power. The President shall assist in preparing policies, programs, and budgets for discussion, revision and approval of the Executive Board.
2. The Executive Board, under the direction of the President, shall assist in preparing policies, programs, and budgets for discussions, revision and approval by the Executive Board.
3. Disciplinary Committee – The Disciplinary Committee shall consist of as a minimum the President, VP and applicable Division Director. The president shall act as Chairperson.

### **SECTION 2: SPECIAL COMMITTEES**

All special committees shall come under the approval of the Board of Directors prior to their creation. Once approved supervision will revert to the appropriate Officer or Board member as Chairperson.

## **ARTICLE 7 – EQUIPMENT**

- Section 1: EQUIPMENT AVAILABILITY  
The Corporation may, when funds allow, provide jerseys and socks for divisions Mite through Midget, including separate girls' teams. Equipment, less personal items, (i.e. skates, helmets, face piece, stick and tape) may be available for rent, provided funds allow, for CVAHA skaters, emphasis will be to rent gear to Mini Mites and Mites with other divisions allowed to also rent equipment if any such equipment remains unused.
- SECTION 2: ISSUE AND TURN-IN  
Equipment will be issued on a first-come basis. All players shall be given time and date of equipment issues and returns (see attached appendix).
- SECTION 3: DEPOSITS  
A deposit, as determined by the Board of Directors, shall be paid for all issued equipment.
- SECTION 4: SELECT TEAMS  
All select team supplies and equipment shall be the responsibility of the respective team/players unless agreed to by the Board of Directors. At no time shall the use of CVAHA equipment for select teams hinder the need of the house and recreation teams.
- SECTION 5: SALE OF CORPORATION EQUIPMENT  
The Board of Directors shall authorize the sale of equipment owned by the Corporation.
- SECTION 6: MAINTENANCE OF EQUIPMENT  
The President, VP, and Equipment Manager shall determine which equipment will be furnished and maintained. It shall be the responsibility of the Equipment Manager to inventory and recommend to the Board the types and quantities of equipment to be purchased or repaired.

## **ARTICLE 8 – AMENDMENTS OF THE BYLAWS**

- SECTION 1: AMENDING THE BYLAWS  
The executive board may propose any amendment to these Bylaws by presenting the amendment to the Board of Directors at a regular or special meeting and by voting and acquiring a  $\frac{3}{4}$  majority vote of all present.
- OR
- By having the amendment subject to a vote of all adult voting members present at the closing meeting, or social, in which a simple majority vote is required of those present

## **ARTICLE 9 – STATE BOARD MEMBERSHIP**

- SECTION 1: STATE BOARD PARTICIPATION AND DETERMINATION  
The CVAHA Board will recommend a list of individuals who have shown as interest in representing CVAHA on the Utah State Hockey Board. Participation on this Board requires compliance to the Utah Hockey Bylaws, attendance to required meetings, and a fair representation of CVAHA, as well as all hockey issues at the State level. The number of positions available on the State Board for CVAHA, representation is determined by the Utah Hockey Bylaws.
- SECTION 2: VOTING FOR STATE BOARD MEMBERSHIP  
Once presented with a list of interested individuals each CVAHA Board Member is allowed one elective vote. Each CVAHA team is also given the right to cast one vote for representation to the State Board. This will be represented by the respective Division Director who will coordinate the vote with each team's representative accordingly and cast their vote as requested (this also includes respective travel teams within each division).

Adopted on the:

Chairperson: \_\_\_\_\_

Secretary: \_\_\_\_\_

