



**AFFILIATE AGREEMENT**  
**LEAGUE CONSTITUTION AND BY-LAWS**

**AUGUST 2011**

Lakeland Hockey Association | 7330 Highland Rd | Waterford MI 48327

[www.lakelandhockey.org](http://www.lakelandhockey.org) | 248-666-2090

# LAKELAND HOCKEY ASSOCIATION

## AFFILIATE AGREEMENT WITH MAHA

The Lakeland Hockey Association (LHA), in consideration of the grant of Jurisdiction, hereby agrees to adopt as official policy and/or By-Laws of its organization, the following:

### **Preeminence**

The LHA, an affiliate Association of MAHA, shall abide by and act in accord with the Articles of Incorporation, By-Laws, Rules and Regulations, Playing Rules and decisions of the Board of Directors of, and such documents and decisions shall take precedence over and supersede all similar governing documents and/or decisions of the LHA. Further, the LHA shall assist in the administration and enforcement of the provisions of the By-Laws, Rules and Regulations, Playing Rules and decisions of the Board of Directors of MAHA, within and upon its members and/or within its jurisdiction.

### **Indemnity**

The LHA, an affiliate Association of MAHA, shall indemnify and hold harmless MAHA, the Board of Directors of MAHA and each member thereof, the Executive Committee of MAHA, and each member thereof, councils and committees of MAHA and each member thereof, and all other elected, appointed, employed or volunteer representatives of MAHA from any and all claims, liability, judgments, costs, attorneys fees, charges and expenses whatsoever, arising from the acts and omissions of the LHA, except to the extent (i) that MAHA or its 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, By-Laws, Rules and Regulations, Playing Rules or decisions of the Board of Directors of MAHA. Further, the LHA understands and acknowledges that MAHA 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 provision.

# LAKELAND HOCKEY ASSOCIATION

## CONSTITUTION AND BY-LAWS

- e. The fiscal year of this Association shall be June 1 through May 31.

### Section 4: Area Represented

The area represented by the Lakeland Hockey Association shall include, but not be limited to, the cities and townships listed on MAHA District 4 current Annual Guidelines. (see MAHA.org).

### Section 5: Insurance

The LHA will at all times maintain General Liability Insurance coverage as well as, Directors and Officers Liability Insurance through USA Hockey. The LHA shall be informed of the limits of the policy, and of any changes to those limits which may be made by USA Hockey at its sole prerogative. LHA retains the right to obtain whatever additional insurance coverage's it may desire, at its own expense, but agrees to name MAHA as an additional insured thereof. By purchasing and maintaining the aforementioned general liability insurance policy, MAHA does not assume, and indeed disclaims, any liability for any actions or omissions of the LHA.

### Non-Discrimination/ Equal Opportunity Policy

It is the policy of the Lakeland Hockey Association (LHA) that no person, on the basis of race, color, religion, national origin or ancestry, socioeconomic status or other inappropriate criteria as prescribed by law, shall be discriminated against in participating in any LHA sanctioned activity.

Furthermore, the LHA will provide an equal competitive opportunity, taking into account ability, physical size, and other athletic criteria to amateur athletes, coaches, trainers, managers, administrators, and officials to participate, consistent with the requirements of the Amateur Sports Act of 1978.

## Article I - Organization

### Section 1: Name

The name of this organization shall be LAKELAND HOCKEY ASSOCIATION .

### Section 2: Address

The address to the Association shall be  
7330 Highland Road  
Waterford, MI 48327

### Section 3: Non Profit Status

This Association shall be a Non-profit Association and/or Corporation.

- a. This Association is organized and shall be operated exclusively as an exempt organization under the provisions of section 501(c)( 3) of the Internal Revenue code of 1954, as amended and as may be amended in the future
- b. This Association shall have no capital stock and shall not be conducted for pecuniary profit.
- c. Annual Sponsor's fees shall be established for House and Travel teams as determined by the Executive Board on a yearly basis.
- d. If for any reason this Association is dissolved, all monies of this Association after all outstanding bills are paid, will be equally distributed to the active "General Membership" and all equipment donated to another non-profit Hockey Association.

## Article II: Purpose

LHA is a non-profit organization operating youth hockey programs for the benefit of people in the local community. The purposes of the Association are:

1. Develop and supervise amateur hockey in the MAHA, Northwestern Oakland area, District 4 consistent with the rules and regulations of Michigan Amateur Hockey Association and USA Hockey.
2. Develop and encourage sportsmanship between all persons involved in the Association for the betterment of their physical and social well being.
3. Associate with other Ice Hockey Associations.
4. Do any and all desirable activities in the furtherance of the foregoing purpose.

## Article III: Membership

### Section 1 - General Member

An active member of this organization is (1) a participant in good standing, and/or (2) a parent, step parent, guardian, or other person who pays the required fees of any child participating in the youth hockey programs operated by LHA. In addition an active member shall also include all officers, division representatives, head coaches, managers, assistant coaches, the past president, appointed officials. This group shall be known in total as the "General Membership".

## Section 2 - Voting Member

A "Voting Member" shall exist of the following:

1. The Executive Board, consisting of the President, Immediate Past-President, Executive Vice-President, 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice-President, 3<sup>rd</sup> Vice-President, Secretary, Treasurer, Promotional Director and (2) Trustees.
2. The Board of Governors, which will consist of, but not limited to, the Executive Board, and the following positions: Division Representatives, Head Coaches, Referee-In-Chief, and special appointed positions made by the Executive Board.

## Section 3 - Grievance Resolution

LHA shall provide for the prompt and equitable resolution of grievances of its members, including fair notice and opportunity for a hearing to any amateur athlete, coach, trainer, manager, administrator, or official before declaring such individual ineligible to participate.

## Section 4 - Expulsion

An active member may be expelled, after due notice and an opportunity for a hearing, for conduct detrimental to the association, by the vote of two thirds of the Executive Board.

The Secretary shall provide at least ten days notice to the person to be expelled and to the members of the 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 and to present others to testify in his or her behalf, prior to any final disposition by the Executive Board.

The ruling of the Executive Board is considered final and binding. Anyone not abiding by the decision of the Board is subject to loss of membership for a period of no less than 1 year.

# Article IV - Executive Board

## Section 1: Executive Board

The responsibilities of the LHA Executive Board, as defined in Article III, Section 2.1, shall include but not be limited to the development, review and approval or denial, by majority vote, of all business initiatives, practices, conduct, policies and affairs of the LHA as well as to fill any vacancies which may occur

## Section 2: Right to Hold Office

Each active member as defined in Article III, Section 1 and whom is at least 18 years of age is entitled to run

for a position on the Executive Board under the procedures established by these By-laws, and if elected, to serve in any office of the Association. Executive Board members cannot be a member of a competing Hockey Association / Club etc. during their term.

## Section 3: Term Limits

Executive Board Members are elected annually at the March Board of Governors meeting and serve for a two (2) year term, with their term expiring May 31st following the election in their second year.

Excluding President, all Executive Board members may seek re-election for an additional two (2) year term.

The Office of President is a two (2) year term with re-election limited to two (2) one (1) year terms.

No member may serve for more than four (4) consecutive years in the same office and must vacate the position for a minimum of two (2) years before seeking an additional 3rd term in that position.

For positions of

- a. Executive VP, Third VP (House), Secretary, and Trustee #1 - terms will expire on May 31st of odd number years.
- b. First VP (Travel), Second VP (Equipment), Promotional Director, and Trustee #2 - their terms will expire May 31st of even number years.
- c. Treasurer, Registrar, and Webmaster are appointed annually and their terms expire May 31st.

## Section 4: Executive Board Vacancy

In the case of vacancy of the office of Executive Vice-President, 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice-President, 3<sup>rd</sup> Vice-President, Secretary, Promotional Director, or Trustees, the Executive Board will appoint, by a majority vote, a replacement to fill out the roster of officers for the remaining term, until their duly elected and qualified successors assume their duties.

In case of a vacancy to the office of President, the right of succession is outlined in Article IV, Section 14. If the Executive Vice-President, 1<sup>st</sup> Vice-President, and 2<sup>nd</sup> Vice-President are unable or unwilling to serve as President, then a majority of the Executive Board may nominate any current member of the Association to the remaining term of the office of President, regardless of whether that person would otherwise meet the qualifications to be President as set forth in the By-Laws of the Association, subject to the approval of the majority of the Board of Governors. In the event a

majority of the Board of Governor's does not approve of the person nominated, then a majority of the Executive Board must nominate a different person until a majority of the Board of Governor's votes to approve the person nominated. The Executive Board shall solicit names of persons to fill the office of President from a meeting of the Board of Governors.

### **Section 5: Nominations to Executive Board**

Nominations for the LHA Executive Board are accepted from the floor at the February Board of Governors meeting and/or prior to election night at the March Board of Governors meeting for the positions which the term is set to expire.

- a. Nomination of the Association President
  - a. Nomination of President shall be from the existing Executive Board or the Board of Governors.
  - b. Person(s) seeking position of President must have had a minimum of one (1) previous year experience sometime within the past four (4) years on the Executive Board.
- b. Nominations of all other Executive Offices
  - a. Active members as defined in Article III, Section I and whom is at least 18 years of age may solicit nomination from any current Board of Governor or Executive Board member.
  - b. Positions of Treasurer, Registrar, and Webmaster are appointed positions and not eligible for nomination.
- c. Nominations shall be posted on the bulletin board of the arena and on the Associations website. The exception to this is the League Treasurer, Registrar, and Webmaster which are appointed positions.

### **Section 6: Election to Executive Board**

Each voting member as defined in Article III, Section 2 shall vote for nominated candidates by secret ballot.

The number of Executive Board positions open for election at any one time will be approximately one half of the total number of elected board members as defined in Article VII, Section 3.

The outgoing board member may remain on the Executive Board in an advisory non-voting capacity for a period of 60 days following an election wherein he or she was replaced by a new Board member.

Members appointed by the Executive Board to perform special functions serve in that capacity from June 1st to May 31st.

### **Section 7: Meetings**

Regular Executive Board meetings shall be held monthly at a time and place determined by the President. The

Secretary shall notify all members of the Board of the date, time, and place of each meeting by posting notice at the arena or through electronic communication.

- a. Any Executive Board member who misses two consecutive regularly scheduled meetings of the Executive Board without delivering a satisfactory explanation through another Board member may be removed by affirmative vote of a majority of the Executive Board members present at a meeting.
- b. Anyone may speak at the Executive Board meeting but must give 48-hour notice to the President that they wish to do so.
- c. The order of business for meetings of the Executive Board shall be as follows:
  - a. Roll call of the Executive Board
  - b. Open Membership Forum (After the open association form all non-board members will be dismissed and the meeting will be closed to only board members).
  - c. Minutes from previous meeting
  - d. Committee Reports
  - e. Communications
  - f. Old Business
  - g. Treasurer's Report
  - h. New Business
  - i. Adjournment
- d. All meetings shall be governed by rules of parliamentary procedure. Robert's Rules of Order shall govern questions of procedure

### **Section 8: Special Meetings**

Special meetings of the executive Board may be called by the President, or at the written request, to the President, of at least five members of the Board. The Secretary shall notify members of the Board of the date, time, and place of the meeting at least five days in advance

### **Section 9: Quorum**

A majority of current sitting Board members must be present to constitute a quorum at any regular or special meeting.

- a. a quorum is necessary for the conduct of business.

### **Section 10: Limited Liability**

No executive Board member shall be liable in any manner for any debts or obligations of the Association and shall not be subject to any manner of assessment by virtue of his membership.

### **Section 11: Resignation**

Any member of the Executive Board may resign and/or withdraw from membership in the Association at any time, upon written notice of his desire to do so, delivered to the President or Secretary of the Association.

### **Section 13: Expulsion**

Any Executive Board member shall be subject to removal upon missing three Board meetings within a fiscal year without due cause, or for failure to discharge the normal duties of a Board member, or for conduct detrimental to the Association, after due notice and opportunity for a hearing, by a vote of two-thirds of the Board at any regular or special meeting. A board member that has been brought for expulsion by a motion at an expulsion hearing shall not retain his or her vote.

The Secretary shall provide at least ten days notice to the Person to be expelled and to the members of the 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 the meeting and to present others to testify in his/her behalf, prior to any final disposition by the Board.

The ruling of the Executive Board is considered final and binding. Anyone not abiding by the decision of the Board is subject to loss of membership for no less than one (1) year.

### **Section 14: Duties**

#### **I. President**

- a. The President of the Association may be the Head Coach of a Lakeland Hockey team. He or she cannot be an active referee of affiliated in any official way that would detract from the duties of this office.
- b. It shall be the duty of the president to preside at all meetings of this organization and of the Board of Governors.
- c. To enforce and uphold the Constitution and By-Laws of this organization.
- d. Make decisions on questions not provided for in the by-laws or rules until the next regular or special meeting of the Executive Board.
- e. To act as ex-officio member of all committees.
- f. Serve as Chairperson of the Hardship Committee.
- g. Serve as Chairperson of the By-law Committee.
- h. President may only cast a vote when the Executive Board has reached a tie vote on matters before the board
- i. Review all Association bank statements.
- j. Serve as primary reviewer and signer of all Association checks written and prepared by the Association Treasurer.
- k. To perform all other duties pertaining to his or her office under Roberts Rules of Order.

- i. The President can appoint special positions as deemed necessary to the Board of Governors with majority approval of the Executive Board.

#### **2. Immediate Past-President**

- a. Act as advisor to the Association President.
- b. Represent Lakeland Hockey Association as liaison to MAHA.
- c. Coordinate the Association's Risk Management Committee and all insurance related matters.

#### **3. Executive Vice-President:**

- a. The duties of the Executive Vice-President shall be to assist the President or, in his/her absence, assume the duties of the President.
- b. Act as a Chairperson on Disciplinary and Rules Committee.
- c. To serve in any other capacity as deemed by the President subject to the approval of the Executive Board.
- b. Serve as an alternate signer on the checking account if the President is unable to sign the check beyond when the check is required.
- c. Assist in all fundraising events sponsored by the Lakeland Hockey Association.

#### **4. 1st Vice-President: (Travel Director)**

- a. It shall be the duty of the 1<sup>st</sup> Vice-President to preside at all meetings in the absence of the President and Executive Vice-President. (In the event of the disability of the President) and Executive Vice-President, the 1<sup>st</sup> Vice-President shall assume the duties of the President's office.
- b. Act as liaison to the Referee Association.
- c. Serve as Chairperson of the Travel Coaches Selection Committee.
- d. Serve as Lakeland Hockey Association delegate to Little Caesar's League.
- e. Act as Division Representative to Little Caesar's teams in divisions that do not have representatives.
- f. Supervise Little Caesar's teams Division Representatives.
- g. The 1st Vice President should have as their duties to oversee and enforce Robert's Rule of Order.
- h. Assist in all fundraising events sponsored by the Lakeland Hockey Association.
- i. Book all advertising specifically "Hockey Weekly" and "Michigan Weekly" for pre-season, travel try-out advertising.

#### **5. 2nd Vice-President: (Equipment Director)**

- a. In the event of absence or disability of the President, Executive Vice-President, and 1<sup>st</sup> Vice-President, he or she will take over the duties of the President.
- b. He or she is responsible for all records and purchase of equipment authorized by the Executive Board.
- c. He or she is responsible for the distribution and recovery of all equipment issued to individual teams.
- d. He or she shall have the authority to appoint an assistant, who will become a member of the Board of Governors.
- e. Serve as Chairperson of the Scholarship Committee.
- f. He or she will be responsible for submitting to the Treasurer an itemized projected equipment budget by July 1<sup>st</sup> of the fiscal year.
- g. Supervise the Lakeland Hockey Association Equipment room.
- h. Supply Treasurer and President with updated equipment lists.
- i. Assist in all fundraising events sponsored by the Lakeland Hockey Association.

#### **6. 3rd Vice-President: (House Director)**

- a. Supervise all in-house leagues and programs including Mini-Mites through Midget BB. Mini-Mite through Midget BB Division Representative.
- b. Serve as Chairperson of the House Coaches Selection Committee.
- c. Appoint, subject to majority Board approval, a Divisional Representative for each Association Division.
- d. Oversee the annual House player evaluations, ratings and draft.
- e. Provide annually the Coaches evaluation survey and ratings.
- f. Assist in all fundraising events sponsored by the Lakeland Hockey Association.

#### **7. Secretary**

- a. The duties of the Secretary shall be to make and keep a true record of the proceedings of all meeting of the "Voting Membership" of this organization.
- b. To give notice of all meetings when directed by the President by electronic mail and telephone.
- c. To conduct all official correspondence as directed by the President.
- d. To perform all normal duties pertaining to this office.
- e. To report to the President any information received by him or her.

- f. Organize and manage the Lakeland Hockey Association office facility.
- g. Organize and maintain the Lakeland Hockey Association files.
- h. Retain original copies of the Lakeland Hockey Association Constitution and By-Laws and League Rules.
- i. Organize and maintain all correspondence with coaches and managers.
- j. Assign and collect mailboxes and keys for all LHA teams.
- k. Assist in all fundraising events sponsored by the Lakeland Hockey Association.
- l. Assign Lockers & Locks.

#### **8. Treasurer**

**The holder of the Treasurer position must have background or experience in accounting or general bookkeeping.**

- a. The duties of the Treasurer shall be to collect all the funds due this organization and disburse payment for league obligations as authorized by the Executive Board.
- b. To keep or to supervise the keeping of suitable books of account covering the organization's receipts, with corresponding record of all income and expenditures by receipt and a list of all funds and properties of the organization.
- c. The funds in his or her charge shall be carried in such depositories as may be approved by the Executive Board. The service of local business shall be utilized whenever possible.
- d. The Treasurer shall close the books of the organization and prepare a financial statement at the termination of the fiscal year, by June 30<sup>th</sup>, and shall then submit said books, statements, record, and all supporting data to the incoming Treasurer and Executive Board at the next scheduled Board meeting.
- e. The books shall be audited at least once a year to the satisfaction of the Executive Board and the Treasurer will provide a statement that he/she is auditing and not just producing statements.
- f. The Treasurer shall be bonded in the amount of \$100,000.00.
- g. Act as a participating member on the Hardship Committee.
- h. All disbursements must be made by check and signed by both the Treasurer and either the President or the Executive Vice-President except the petty cash.
- i. A monthly financial statement must be provided to the "General Membership", and must be posted in a designated area of the arena or on the Association website.

- j. The Treasurer must provide to the Executive Board by July 15<sup>th</sup> of the fiscal year, proposed income and expenditure items for the upcoming season.
- k. Supervise Assistant Treasurer as appointed by the Executive Board who may also assist Treasurer in any way as requested.
- l. Track the current budget, noting expenditures and balances so that information can be provided to the President and other Executive Board members.
- m. Assist in all fundraising events sponsored by the Lakeland Hockey Association.

#### **9. Registrar: (non-board member)**

- a. The Registrar shall be held responsible and shall have the authority to conduct all registration of players during the season.
- b. He or she shall oversee the draft, and draft rules of all teams and call upon the help of two (2) Executive Board Members during the draft procedure.
- c. He or she will keep a roster with birth certificates of all players based on division.
- d. If necessary, appoint and supervise an Assistant Registrar who will assist the current registrar with duties pertaining to but not excluding registration, rostering, additions, drafts, etc.
- e. Compile Lakeland Hockey Association mailing lists.
- f. Organize house draft committee.
- g. Organize and run Lakeland Hockey Association registration in conjunction with Lakeland Arena.

#### **10. Promotional Director**

- a. Plan, implement and advertise all promotional events throughout the season.
- b. Responsible for marketing items to enhance the image of the association and inventory of such items.
- c. Media coverage of all events held through Lakeland Hockey Association.
- d. Serve as Chairperson of the Fund Raising Committee.
- e. Create programs to enhance the image of LHA and create a positive image of the association.
- f. Responsible for yearly budget as approved by Executive Board.
- g. Supervise all publications – NewsHawk, yearbook, etc.
- h. Authority to appoint committees to assist in any promotional programs or events, subject to Executive Board approval.
- i. All association graphics and related items submitted to Executive Board for approval.

- j. Help plan and book facility for annual Coaches Dinner.
- k. Order coaches gifts (for new coaches only).
- l. Responsible for vendor relationships/commitment to logo license agreement.
- m. Supervise and choose the facility for the end of season team banquets. Follow through with communication to all LHA teams by distributing banquet forms and collecting money.
- n. Order all trophies for LHA players, scholarship award recipients, and other special awards.
- o. Assist in all fundraisers sponsored by the Lakeland Hockey Association.

#### **11. Trustee**

- a. The duties of a Trustee are to assist in all Fundraisers sponsored by LHA.
- b. To attend all Board of Governor Meetings.
- c. To attend all Executive Board Meetings.
- d. To serve in any other capacity as deemed necessary by the Executive board.

## **Article V - Board of Governors**

### **Section 1: Membership**

Membership into the Board of Governors is defined under Article III, Section 2.2.

- 1. Each member of the Board of Governors shall be allowed one vote.

### **Section 2: Duties**

The Board of Governors is organized to assist the Executive Board in carrying out its functions and establish the league rules and regulations.

- 1. The President of the Association is the chairperson of the Board of Governors.

### **Section 3: Meetings**

Regular Board of Governor meetings shall be held a minimum of 4 times per year at a time and place determined by the President. The Secretary shall notify all members of the date, time, and place of each meeting by posting notice at the arena and/or through electronic communication.

- 1. The Executive Board will establish dates and times of meetings at the start of each season and post these on the Association website.
- 2. Notification of meetings will be made at least seven (7) days prior to the meetings.
- 3. Any team not represented by either the Head Coach or an Asst Coach at the monthly and mandatory Board of Governors meeting will be assessed a \$50.00 penalty. The penalty will be

- waived if their team is playing an out of town game. All proceeds will go to the LHA Scholarship Funds.
4. A quorum must be present on the voting of any issue, and then the majority rules.
  5. Any voting member unable to attend the meeting may designate his or her alternate to vote in their place.
  6. All absences will be reviewed by the Executive Board for possible disciplinary action
  7. All Board of Governors meetings will be open to the "General Membership".

## Section 4: Members

1. **Division Representatives**
  - a. The 3rd Vice President shall appoint Division Representatives with Executive Board approval.
  - b. The term of office for the Division Representative shall be from June 1<sup>st</sup> – May 31<sup>st</sup>.
2. **Head Coaches**
  - a. The Executive Board shall appoint all head coaches and fill any vacancy that may arise as recommended by the Coaches Selection Committee.
  - b. The head coach of each team is the liaison between the Board of Governors and his players and their parents.
3. **Referee-in-Chief**
  - a. The Referee-in-Chief shall be the President, or his alternate, of the referee association used by the Association as approved by the Executive Board.
4. **Executive Board Designee**
  - a. Any Person designated by the Executive Board to the Board of Governors.
5. **ACE / CEP Coordinator**
  - a. Will be the focal point for coach and player development.
  - b. Will schedule and help run clinics for coaches periodically throughout the season.
  - c. Will schedule and help run clinics for all levels of players throughout the season.
  - d. Will help promote age specific skill development.
  - e. Will help to implement the USA hockey initiation and cross-ice program.
  - f. Will communicate certification requirements to coaches and ensure compliance.
  - g. Will communicate player development opportunities, i.e.- Regional camps, NTDP (National Team Dev. Program) in Ann Arbor.
  - h. Will communicate with district ACE director and USA on all issues related to coaching.
  - i. Will evaluate practice sessions and provide feedback and ideas for improvement.

- j. Will establish and maintain a resource center with USA hockey materials.

## Article VI - Committees

### Section 1: Chairperson

Where not provided by these Bylaws, the Chairpersons for the following standing committees shall be appointed annually by the President from members of the Board except where noted otherwise. The President shall appoint the chairperson of any special committee. The President shall act as ex-officio member of all committees.

### Section 2: Committee Members

The Executive Board must appoint at least 1 Board member to serve on each committee as the chair of that committee. Board members may serve on more than one committee. All members on committees are appointed annually (June 1st - May 31) unless renewed by the Executive Board.

### Section 3: Meetings

Each standing committee is required to meet formally at a minimum two times annually (June 1st - May 31st). A committee member should be delegated to take attendance and minutes at any meetings of the committee.

### Section 4: Annual Report

Prior to the February Executive Board meeting, each committee chairperson shall file a written report with the Secretary of the Association on the committee's membership, activities, and recommendations. The Secretary shall make such reports available to any Association member at his/her request.

### Section 5: Standing Committees

#### 1. The Fund Raising Committee

The Fund raising committee is a standing committee, Chaired by the Promotional Director, and shall select, subject to Board approval, the fund raising activities of the Association and supervise the participation of the membership in these activities.

#### 2. The Coaches Selection Committees

The House Coaches Selection Committee shall be a standing committee, and consist of the House Director as chair and an additional 7 individuals whom represent a cross section of the General Membership. This committee will interview and make recommendations for house league head coaching positions to the full Board for approval.

The Travel Coaches Selection Committee shall be a standing committee and shall consist of the Travel Director as chair and an additional 5 members whom represent a cross section of the General Membership. This committee will interview and make recommendations for travel league head coaching positions to the full Board for approval.

**3. Section 8: Scholarship Committee**

The scholarship committee shall be a standing committee and consist of members appointed by the Executive Board. The Association 2nd Vice President (Equipment Director) will serve as Chair on this committee. This committee shall coordinate and manage the process of awarding the associations scholarship awards on an annual basis.

**4. Hardship Committee**

The hardship committee shall be a standing committee and consist of the Association President as chair, the Association Treasurer, and other members appointed by the Executive Board. This committee shall coordinate and manage the process of awarding financial hardship funds to those that apply on an annual basis.

**5. Disciplinary and Rules Committee**

The Disciplinary and Rules Committees shall be standing committees to review and act upon all disputes regarding infractions of MAHA and LHA Constitution, bylaws, rules and regulations. This committee will consist of the Executive Vice President as chair, the Travel or House director, and a a member appointed by the President.

Decisions of the committee shall be final, subject only to review by the full Board at the next regular or special meeting.

**6. By-Laws Committee**

The By-Laws committee shall be a standing committee and consist of the President as chair, and members appointed by the President. This


committee shall be responsible for assuring that the association By-Laws are current and up to date, as well as recommending changes to the board on an annual basis.

**Section 6: Special Committees**

The Executive Board may establish other committees for specific purposes as necessary. The chairperson must be any active member of the Association and approved by the Executive Board. The committee may meet as required for its purposes. The committee shall terminate at the completion of its assignment or May 31st unless renewed by the Board.

**Article VII - Amendments**

1. Amendments to the By-laws shall be presented to the Board of Governor's at one meeting and discussed and voted on at the next subsequent meeting of the Board of Governors.
2. A two-thirds majority by the "Voting Membership" present will pass the amendment.
3. The amended By-Laws, when approved by the "Voting Membership" shall supersede any or all previous By-Laws of the Lakeland Hockey Association.
4. Copies of the current By-Laws shall be posted on the Association website and made available to the General Membership.
5. Certification of the By-Laws:
  - A. The original copy of the By-Laws shall be certified by the signature and date of the current President and Executive Vice-President and be attested to by the Secretary who will retain said copy.
  - B. Any By-Laws not certified as specified in Article VII, Section 5A, shall be considered null and void.
  - C. The By-Laws shall be reviewed, approved and certified annually by each incoming Executive Board.

  
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 Mike Calcaterra, President

  
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 Brad Martin, Executive President

  
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 Heather Tarpene, League Secretary

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 August 8, 2011  
 Date

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 August 8, 2011  
 Date

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 August 8, 2011  
 Date