

CHASKA COMMUNITY HOCKEY ASSOCIATION BYLAWS
AMENDED April 20, 2009

ARTICLE 1: NAME

The name of this association shall be the Chaska Community Hockey Association, hereinafter, "The Association" or "CCHA".

ARTICLE 2: PURPOSE

The Association shall have as its purpose the promotion and encouragement of your amateur ice hockey in the Chaska School District. The Association is organized exclusively for charitable and educational purposes, including for such purposes, the making of distributions under section 501(c)(3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law).

ARTICLE 3: OBJECTIVES

The objectives of the Chaska Community Hockey Association shall be to foster, develop, and promote competitive amateur youth ice hockey within the Chaska School District; to establish rules and regulations governing all member teams in order to create a hockey program that stresses sportsmanship, friendship, goodwill and cooperation within its membership and with all other hockey associations; to engage in any activity that will be beneficial to its members.

Mission: The Chaska Community Hockey Association (CCHA) believes in creating an environment which fosters the skill development of all CCHA players with an emphasis on fair play and the pure enjoyment of the game by its players. It will, to the best of its ability, be fair in team selections, ensure the quality of its coaching staff, and foster a balance between playing and winning. This program is created to stress sportsmanship, friendship, goodwill, strong values, and cooperation within its membership. [NOTE – Mission not part of Bylaws. Reproduced for Reference.]

ARTICLE 4: GENERAL MEMBERSHIP

Any child who resides in the Chaska School District whose age conforms to the guidelines set for the by USA HOCKEY and the Minnesota Amateur Hockey Association (MAHA) may tryout for the team in his/her age division.

ARTICLE 5: VOTING MEMBERSHIP

Each Board member and each parent of a duly registered hockey player shall be entitled to cast one vote for each duly registered hockey player in the Annual Election of Officers and at any other meeting called for or resulting in a vote of the membership. No person shall be entitled to more than one vote for each duly registered hockey player at any one such election or meeting.

ARTICLE 6: DEFINITION

- A. Division means any age grouping as defined by USA HOCKEY and the Minnesota Amateur Hockey Association (MAHA).
- B. The Association's "A" program consists of one or more teams of the best available players in each Division that will represent the Association in competition with comparable teams from communities within and outside the State of Minnesota.

- C. The Association's "B" and/or "C" program consists of the remaining players in each division that will represent the Association in competition with comparable teams from communities within and outside the State of Minnesota.

ARTICLE 7: BOARD OF DIRECTORS

- A. General Composition: The Board of Directors shall consist of twelve (12) officers whom are to be elected: President, President-Elect, Vice President, Treasurer, Mini-mite Commissioner, Mite Commissioner, Squirt Commissioner, Peewee Commissioner, Bantam Commissioner, Girls U8/U10 Commissioner, Girls U12/U14 Commissioner, and Junior Gold Commissioner. Each Board member has one vote on the Board and one vote in the annual election of officers unless otherwise entitled to vote by virtue of Association membership (Article 5). The number of Board members may be increased or decreased in accordance with Article 11A of the bylaws.
- B. Board of Directors: The Board of Directors shall be elected annually. Any office not filled by election shall be filled by appointment by the Board. Nominations will be open one month prior to the election.
- C. Term of Office: The Board of Directors shall be elected by the general membership to serve a two (2) year term, except for the Mite 1-2 and Mite 3 Commissioner positions that will serve a two-year progressive rotation. Persons elected as President will serve a two year term and may run for re-election once (not to exceed four years as President.) Persons elected Vice President will also serve as the District 6 representative and association secretary. The President and Vice President will be elected on alternating years. Persons elected as Mite 1-2 Commissioner position will be elected for a two-year commitment. Person serves as Mite 1-2 Commissioner in year 1 and Mite 3 Commissioner in year 2. Fifty percent of remaining positions that are for a two (2) year term will be elected each year.
- D. Duties of Board of Directors - The Board of Directors are the governing body of the CCHA. Directors may appoint such help, as they need to fulfill their duties. Reference Article 8 for a details outline of roles and responsibilities.
- E. Resignations: Any member of the Board wishing to resign may do so by giving written notice to the Vice President or the President of the CCHA.
- F. Vacancies: Any vacancy of the Board shall be appointed for the remainder of the term by the majority vote of the Board Members in office and voting.
- G. Removal: If a Board Member shall be absent from three (3) consecutive meetings of the Association, without good cause and previous notification to the President-Elect, the Board, by a majority vote of those present at any regular meeting, may remove the Board Member from Office.

ARTICLE 8: DUTY OF OFFICERS

CCHA STRUCTURE

BUSINESS PROCESSES

Program Development	Revenue Generating	Finance	Operations	Communication
<ul style="list-style-type: none"> • Tryout Process • Coach Selection & Development • Player Development 	<ul style="list-style-type: none"> • Tournaments • Concessions • Fundraising • Sponsorship • Dashers • Merchandise • Cookie Dough 	<ul style="list-style-type: none"> • Assessments • Information Technology • Registration 	<ul style="list-style-type: none"> • District 6 • Ice Allocation • Ice Scheduling • Level Coordination • Equipment 	<ul style="list-style-type: none"> • Liaison • Website • Record Minutes • Document Archive

ORGANIZATIONAL STRUCTURE

President				
Program Development	Revenue Generating	Finance	Operations	Communication
<ul style="list-style-type: none"> • Development Committee* • High School Hockey Coaches* • Tryout Committee* • Coach Selection Committee* • Tryout Administrators* 	<ul style="list-style-type: none"> • Tournament Director* • Concessions Coordinator* • Fund Raising Committee* 	<ul style="list-style-type: none"> • Treasurer • Accountant* • Registrar* • Budget Committee 	<ul style="list-style-type: none"> • President-Elect (D6) • Level Commissioners • Ice Coordinator* • Equipment Manager* 	<ul style="list-style-type: none"> • Vice President (Secretary) • Director of Recruitment* • Recruitment Committee* • Webmaster*

*Non-board key position that is appointed by the board.

JOB DESCRIPTIONS – BOARD MEMBERS VOTING MEMBERS

PRESIDENT

- Facilitates monthly Board meeting
- Official signer for CCHA checks, contracts, and tax documents
- Ensures bylaw compliance
- Ensures accountability of Board members
- Serves on the budget and coach selection committee
- Casts tie-breaking vote when needed
- Recruits new Board members
- Coordinates public relations with association and general community
- Serves as mediator on any disputes

PRESIDENT-ELECT

- Serves as next in line for President
- Serves as a member of Coach Selection committee
- Serves as a member of the Budget committee
- Serves as liaison between CCHA and District 6
- Attends monthly meetings of CCHA and District 6
- Advises CCHA of proposed Minnesota Hockey, USA, and District 6 rule changes

VICE PRESIDENT

- Records/distributes monthly meeting minutes
- Coordinates team pictures
- Participates as a member of the Budget committee
- Serves as liaison to Chaska Community Center regarding room reservations
- Serves as back up for District 6 meetings
- Serves as a member of the Budget Committee
- Maintains CCHA Permanent File
- Coordinates annual election process

TREASURER

- Coordinates finance process
- Official signer for CCHA checks, contracts, and tax documents
- Facilitates budget committee
- Maintains accurate accounting
- Reports financial condition at monthly Board meetings
- Coordinates assessment collection
- Files tax returns

LEVEL COMMISSIONERS (Junior Gold, Bantam, Girls U12/U14, Pee Wee, Squirt, Girls U8/U10, Mite, and Mini Mite)

- Serve as a communication liaison between parents and Board
- Resolve parent issues
- Serve as a voting member of coach selection committee for his/her respective level
- Assist with fall tryout process
- Coordinate resources needed for various activities
- Register teams for tournaments

JOB DESCRIPTIONS – NONBOARD KEY POSITIONS

FUNDRAISING COMMITTEE CHAIR

- Duties: Coordinate revenue generating process, appoint coordinators to oversee team sponsorship, Dasher Board advertising, Gold Cards, Gambling, Cookie Dough, Merchandising, and facilitate fund raising committee. Reference service level agreement for details.

DIRECTOR OF RECRUITMENT

- Duties: Coordinate recruitment process to include school flyers and promotional events, facilitate recruitment committee. Reference service level agreement for details.

CONCESSIONS COORDINATOR

- Duties: Coordinate concession fund raising activity for Association, order product, schedule personnel, determine product selections, and submit recommendation for any changes/improvements to the board for approval. Financial results are included in the monthly financial statements. This person will serve as day-to-day operations manager of the stand and point of contact regarding those items to the Board and CCC management. All negotiations with the City of Chaska will be handled at the Board level. Reference service level agreement for details

EQUIPMENT MANAGER

- Duties: Manage equipment inventory, distribute/collect team equipment, determine equipment needs, solicit bids, and submit budget and inventory report to Board for approval before any money is spent. Reference service level agreement for details.

ICE COORDINATOR

- Duties: Secure contracts for ice time from City of Chaska, and other sources, as needed, coordinate fall D6 ice draw process, maintain Max Schedule database, allocate/distribute team ice, and complete a post season review of ice allocation/scheduling process. Reference service level agreement for details

TOURNAMENT DIRECTOR

- Duties: Coordinate on-site tournament activity for Association including advertising, team registration, and volunteers, reporting financial results and completing a post-tournament review. Reference service level agreement for specific details.

ACCOUNTANT

- Duties: Collect the mail, record/deposit receipts, invoice balances due, enter budget numbers into QuickBooks, reconcile bank statements, enter payables, run monthly financial reports, provide ad hoc financial information as needed. Reference service level agreement for details

REGISTRAR

- Duties: Coordinate District 6 registration process and serve as a liaison between the CCHA & District 6 Registrar. Reference service level agreement for details.

VOLUNTEER COORDINATOR

- Duties: Oversee Volunteer Policy, answer membership questions regarding volunteer accounts, validate volunteer hours, and return volunteer checks.

WEBMASTER

- Duties: Oversee CCHA website process, maintain security access, and ensure timely display of information. Reference service level agreement for details.

TRYOUT ADMINISTRATOR(s)

- Specific duties include entering tryout data, tabulating the results, and maintaining it between tryout events. All data is validated by second member of the Tryout Committee.
- Duties combined with the Tryout Committee will include: Administering fall tryout process including confirming the schedule, training volunteers, and completing a post tryout review. Reference service level agreement for details.

JOB DESCRIPTIONS - COMMITTEES

DEVELOPMENT COMMITTEE

Members: Six hockey-knowledgeable members at large selected by the Board with representation from various levels for a one year commitment with the opportunity to stay on a second year. The Boys High School hockey coach and the Girls High School hockey coach are also members of this committee. Committee members are voting members when in attendance. Non-voting Board members may attend these meetings to facilitate communication to the board.

Accountabilities:

- Elect a chair member to facilitate monthly committee meetings and ensure accountability of committee members.
- Create program structure by level, player development plans by level including skills needed and how these skills should be developed; organize player and goalie clinics; and submit resolution to the Board for final approval in April before tournament registration and budget creation.
- Create a monthly report of activity to be posted on the CCHA website. Reports may include when meetings were held, attendance, topics discussed, and voting results of committee decisions.
- Facilitate monthly mandatory coaches meetings, create coach development plans by level, provide one-on-one coaching assistance to coaches as needed, and coaching clinics as needed.
- Facilitate communication of development concerns and issues to the Board.
- Complete post-season program review including evaluations by players and parents of the following: player skill development and enjoyment, coaching, and program structure (ie. number of practices, dryland training, games, tournaments, and season length). Evaluation forms should be handed out in February.
- Complete post-season coach evaluations and communicate evaluation feedback to coaches. Create coach ranking in April for next season.
- For each level, select a member of the Development Committee to be the tryout committee representative.
- For each level, select two members of the Development Committee to be the coach selection committee representatives.

TRYOUT COMMITTEE

Members: Development Committee Member representative, Commissioner representative(s), Coach representative(s), Parent representative(s), Tryout Administrator(s)

Accountabilities:

- Define tryout process for each level including coordinating its schedule
- Submit resolution to the Board for final approval
- Communicate process to the Association
- Recruit evaluators
- Train volunteers
- Post Results
- Complete tryout review and communicate results at the November board meeting.

COACH SELECTION COMMITTEE

Members: Two representatives from the Development Committee, Commissioner Representative(s), President, and President-Elect. Commissioner is a voting member for his/her respective level coaches. The Boys High School hockey coach and the Girls High School hockey coach are also members of this committee. Committee members are voting members when in attendance.

Accountabilities:

- Define the coach selection process, including qualifications required
- Recruit coaches
- Interview/appoint coaches for all levels
- Complete post-process review and communicate results
- Review season-end coach evaluation forms
- Submit resolution to the Board for final approval

FUNDRAISING COMMITTEE

Members: Fundraising Chair and three to four members-at-large selected by the Fundraising Chair with final approval of the Board. The Vice-President may attend committee meetings to facilitate communication to the board.

Accountabilities:

- Define opportunities (Gold Cards, Sponsorship, Dasher Board Advertising, Merchandise, Cookie Dough, Gambling, etc)
- Create action plan
- Submit resolution to the Board for final approval
- Implement plan
- Complete a post review and communicate results

BUDGET COMMITTEE

Members: *President, President-Elect, Vice President, and Treasurer*

Accountabilities:

- Establish operating budget
- Establish assessments, including payment options
- Submit resolution to the Board for final approval
- Review all financial assistance applications and determine acceptance based on eligibility, the total number of applicants, and other factors considered relevant by the committee.

RECRUITMENT COMMITTEE

Members: *Director of Recruitment, three to four members-at-large selected by Director of Recruitment with final approval by the Board*

Accountabilities:

- Define opportunities (school flyers, promotional events)
- Create action plan
- Submit resolution to the Board for final approval
- Implement plan
- Complete a post review and communicate results

ARTICLE 9: MEETING AND QUORUM

- A. The annual election of the Chaska Community Hockey Association shall be held at the call of the President not sooner than January 1st, but not later than June 1st of each year.
- B. Special meetings may be called by the President or at the discretion of a majority of the Board of Directors.
- C. There shall be a regular meeting of the Board on the third Monday of each and every month. Meetings may be changed at the discretion of the President or by a majority vote of the Board.

ARTICLE 10: FISCAL YEAR

The fiscal year end of the Chaska Community Hockey Association shall be April 30 of each year.

ARTICLE 11: PARLIAMENTARY AUTHORITY

- A. Amendments: These bylaws may be amended at any regular meeting of the Board of Directors of the Chaska Community Hockey Association by a two-thirds (2/3) vote for the general membership present and voting, provided the proposed amendment and time, place and date for the meeting to vote thereon have been submitted in writing to the entire membership no less than ten (10) day in advance of the day of voting.
- B. Parliamentary Authority: Roberts VII Rules of Order Newly Revised shall be the parliamentary authority for all matters of procedure adopted by the CCHA.

ARTICLE 12: DISSOLUTION

Upon the dissolution of the Chaska Community Hockey association or the winding up of its affairs, the assets of the Association shall be distributed exclusively, if possible, to an organization having as its purpose the furthering of youth ice hockey in the future.