



North Branch Area Hockey Association

By-Laws

Last Updated on 1/28/10

By-Laws of the North Branch Area Hockey Association

The name of this organization shall be the North Branch Area Hockey Association.

MISSION STATEMENT

The sole purpose of the North Branch Area Hockey Association (hereafter; NBAHA), shall be to promote and support hockey in the North Branch School District area. This shall include all youth through high school, regardless of race or color.

PURPOSE

The association strives toward the development of a complete and stable amateur hockey program. The complete program should allow all individuals to participate at some level. The association's establishment of reasonable disciplinary standards depending on the degree of mental and physical self-control desired derives the stability. The display of personal respect and courtesy among all members involved must always be maintained. Personal respect and antagonisms between spectators, officials, coaches, players and opposing teams must be completely non-existent. Without this type of controlled climate, expect nothing short of chaos rather than acceptable, wholesome, sportsman-like atmosphere.

SECTION 1

A. Officers

Officers will be President, Vice President, Secretary and Treasurer.

B. Directors

Directors will be Coaching, Registrar, Ice, Fundraising, Publicity, Mite.

C. Vote

All Board Members shall have one (1) vote, except for the President. The only exception to that vote would be if there was an obvious conflict of interest. In this case, the Board Member will abstain from vote. Should any Member hold more than one position (i.e., Vice President and Ice Director) they shall have only one vote. In the case of a tie, the President will place the deciding vote. This is the only case in which he/she will vote.

D. Quorum

A quorum of the Board of Directors must be present before the Board shall be able to conduct and transact business. A quorum shall consist of 70% of the Board Members.

A quorum of the Membership must be present before the Membership shall be able to conduct and transact business. A quorum shall consist of 15 Members.

E. Association Meetings

(1) Any meeting sponsored by NBAHA will be open for any member in good standing. Exceptions to this will be any disciplinary hearing.

(2) Board meetings shall be held monthly with the date, time and location to be set by the President.

(3) Membership meetings shall be held monthly with the date, time and location to be set by the Board. These meetings shall be announced in the newsletter or by special mailing and posted on the web site prior to the meeting.

F. Special Board of Directors Meetings

Special meetings may be called at anytime the President deems necessary. If a special meeting is for an issue which has been voted down at a board meeting, there shall be a minimum of a twenty-four (24) hour waiting period. This time is established to allow Members to weigh all facts or possibly obtain more information pertaining to the particular issue.

G. Special Membership Meetings

Special meetings of the members may be held whenever called by the Secretary upon the direction of the President or upon written direction of a majority of the directors then in office or upon the written direction of the members of not less than ten (10) percent of the membership. It shall be the duty of the Secretary to give at least seven (7) days notice of such meeting to the membership in the newspaper. Such notice to state the purpose for which and time and place where said meeting would be held.

H. Annual Meetings

The Annual Meeting shall be held within 60 days of the completion of the NBAHA hockey season. Time and place to be set by the Board of Directors with a minimum 30 day notices given to the Membership.

(1) Election of Officers and Directors

(2) Order of business for the Annual Meeting

Call to Order

Minutes from last Meeting

Secretary's Report

Treasurer's Report

Year-end Financial Statement

President's Report

Committee Reports

Old Business

New Business

Adjournment

(3) Election Results

SECTION 2

A. Board of Directors

Elected Board Members shall consist of a total of ten (10); these shall be made up of (6) Directors (Coaching, Registrar, Ice, Fundraising, Publicity, Mite) and the (4) Officers.

B. Responsibility of Officers

(1) President

The President shall chair all meetings and set the agenda.

The President shall oversee and keep order at all meetings.

The President may call special meetings at any time as he/she sees fit and the Board feels necessary.

The President will represent the organization at any MAHA, AHAUS, or District meetings. He/She shall have the option to appoint someone to attend in his/her place if he/she so wishes.

President shall normally co-sign on all checks.

(2) Vice President

The Vice President shall conduct meetings and business in the absence of the President.

If the President is incapacitated for more than thirty (30) days the Vice President automatically assumes all responsibilities until the President returns.

The Vice President is an authorized co-signer on all checks. The Vice President will normally only sign on checks in the absence of either the President or the Treasurer.

(3) Secretary

The Secretary shall be responsible to take notes and maintain all records of business transacted. This shall include maintaining a file of all correspondence received from the different leagues in which we skate.

The Secretary is an authorized co-signer on all checks in the absence of the President or Vice President.

(4) Treasurer

The Treasurer shall be responsible for maintaining full financial records, in detail and updated monthly. The Treasurer shall give a full financial report monthly.

The Treasurer shall handle all monies, income and expenses.

The Treasurer is the authorized signer on all checks in addition to an authorized co-signer. Treasurer will prepare and make available the year end report.

C. Responsibility of Directors

It is the responsibility of the Directors to coordinate all facets of their program. They have the power to appoint committees within their program.

Directors must submit an itemized annual budget. An estimated general maintenance budget is due in August to be voted on by the membership.

The Directors must have approval of the Board of Directors before they can take final action on the items listed above.

D. Terms of the Board of Directors

Officers and Directors shall be elected by the membership at the annual meeting of the members and shall hold office, Directors for one (1) year and Officers for two (2) year terms until their respective successors are chosen. This section shall not prohibit any past or current Officer or Director from serving more than one term in any office. An individual may not be elected to more than one office in any given year.

E. Coaches

Minimum requirement for all coaches is to attend AHAUS coaching clinics prior to the season. All coaches must be certified by the standards set forth by MAHA/USA Hockey for the levels at which they will be coaching.

All coaches must be voted on by the Board of Directors and pass the background check.

SECTION 3

A. Nominations and Elections

The Board of Directors shall appoint a committee of no less than three (3) people for a Nominating Committee. These can be members of the Board as well as members from the general membership. This Committee shall be chosen at the January meeting. Nominations shall be made at the Board meeting prior to the Annual Meeting with elections at the Annual Meeting. The floor shall also be open for further nominations at the annual meeting.

New Officers and Directors take office at the April board meeting. Outgoing officers and Directors shall be available till August 1st to help with transition.

B. Requirements

The requirements to serve on the Board of Directors are: Member in good standing, Minimum of two (2) years as a NBAHA member to serve as an Officer, and Minimum of one (1) year as a NBAHA member to serve as a Director.

C. Resignation

An Officer or Director may resign at any time by filing his/her written resignation with the Secretary.

D. Vacancies

The Board of Directors may fill any vacancy on their board happening after any regular annual election or any vacancy created by an increase in the authorized number of Directors until the next succeeding election. This is done by appointment by the Board.

SECTION 4

A. Standing Committees

There shall be six (6) Standing Committees; Coaching, Ice, Registrar, Publicity, Fundraising, Mite.

Each Director will be the chairperson of their committee. The Board shall select committee Members after elections. Chairperson is defined as the person responsible to form the respective Committee, report to the Board on actions taken by the Committee, and keep the Committee progressing. Each Standing Committee shall have no less than three (3) members, not to include the Chairperson.

B. Responsibilities of Standing Committees:

The following Committees are responsible for, but not limited to:

(1) Coaching

This Committee shall be responsible for recommending the coaches to the board for consideration. They will also have, prior to the start of the season, all equipment ready for distribution to the teams (i.e., pucks, jerseys, first aid kits, etc.).

(2) Ice

This Committee shall be responsible for the purchasing and distribution of all ice time purchased or maintained by NBAHA.

(3) Registrar

This Committee shall be responsible for proper registration procedures for all players and coaches.

(4) Publicity

This Committee shall make and post all notices, put notices in local papers, get write-ups and scores of all games to the local papers. They should also work for any additional publicity for the organization.

(5) Fundraising

This Committee shall initiate all fund-raisers, securing sponsors and making presentations to local councils for support of the programs.

(7) Mite

The committee will be responsible for leading, directing and organizing the Mite program.

SECTION 5

A. Who Has the Power to Conduct Business

The Board of Directors of the NBAHA is empowered to consider and conduct all business of the association. At any regular monthly board meeting or special board meeting, action may be taken on such by a majority vote when a quorum is present in accordance with the By-Laws.

The general membership shall have the right to bring any issue before a membership meeting of the NBAHA. The issue may then be referred to the Board of Directors for recommendation, if deemed necessary by the President. The following month the board must bring a recommendation back to the membership meeting. If the President finds the issue not necessary of a Board recommendation, action may be taken on such by a majority vote when a quorum is present in accordance with the By-Laws.

B. Order of Business

- Call to Order
- Secretary's Report
- Treasurer's Report
- President's Report
- Committee Reports
- Old Business
- New Business
- Adjournment

C. Procedures Not Covered

Roberts Rules of Order will resolve any issues not covered by our Articles of Incorporation or By-Laws

Section 6

A. BOUNDARIES

Boundaries for the NBAHA include Ind. School District 138 as per the attached map.

Section 7

A. Memberships

Memberships will be designated as the one of the following:

(1) Family Membership - Any individual or family contributing an amount set by the Board of Directors, or more in any fiscal year shall be a regular member of the Corporation. It is mandatory that the families of any participant in the program have a family membership.

(2) Booster Membership - Anyone contributing a set dollar amount to be determined by

the Board or more to the Corporation in any fiscal year shall be a Booster Member of the Corporation.

(3) Service Membership - Anyone contributing services to the Corporation in any fiscal year may be awarded Service Membership of the Corporation upon affirmative vote of the Board of Directors.

B. Length of Membership

A NBAHA membership shall run from November 1st to October 31st of the following year.

C. Voting Privileges

Each Booster, Service, and Family NBAHA Member shall be allowed a single vote when exercised. For the Member to be able to utilize that vote, his/her membership must be in good standing.

D. Membership in Good Standing

(1) A Member is said to be in good standing if they have paid their Booster Membership fees.

(2) If the Family has skaters in the program, has met the ice fee payment schedule as set forth by the NBAHA and its Treasurer.

Section 8

A. Gambling Fund Dispersal

There are a number of basic operating expenses incurred by the Pull-Tab Operation in its daily transaction of business.

These expenses include, but are not limited to some of the following items: Taxes, Costs of Games, Rents, Supplies, Bank Charges, Wages, etc.

These normal operating expenses of the Pull-Tab, as well as contracted ice-rental and budgeted equipment are to be authorized by a vote of those NBAHA Members present at the monthly meeting before they are paid for out of gambling funds.

From time-to-time a request for dispersal of funds from the Pull-Tab Account to pay for lawful expenditures outside of normal budget will occur. The NBAHA Membership should follow the procedure as described below to allow for the distribution of these funds.

(1) Any Member of the NBAHA will be allowed to present a motion for dispersal of Pull-Tab funds during the new business portion of the monthly meeting. The motion should be clear in stating the exact purpose of the funds, and a reliable estimate of the funds asked for.

(2) The motion must be given a second from another member of the NBAHA

- (3) Any member present at the meeting may vote on the motion.
- (4) If approved, the motion must be:
 - a) Placed on the agenda for the following month's meeting to be formally voted upon by all NBAHA Members in attendance.
 - b) Published in the NBAHA newsletter so that any interested parties are able to vote at the meeting, which will address the request for funds.

Section 9

A. Amendments

The By-Laws may be amended, repealed or altered at any regular or special meeting of the membership. Providing a minimum of thirty day written notice of the proposed change is stated in the NBAHA Newsletter. By-Law changes must pass by two thirds of those members attending.