

**Bylaws
For the Copper Country Junior Hockey Auxiliary**

ARTICLE I

This organization will be known as the Auxiliary of the Copper Country Junior Hockey Association (CCJHA). The purpose of the organization is to promote and aid the Copper Country Junior Hockey Association and serve as its primary fundraiser.

ARTICLE II: FINANCING

Financing the Auxiliary will be accomplished by fundraising activities as may be necessary and proper to further the stated purpose of the organization. Primary fundraising activities shall be accomplished through concession stand operations at the Dee Stadium and Houghton County Arena, the annual Christmas wreath and garland sale, and gate tending at the Houghton County Fair. Changes to existing fundraisers and/or new fundraisers must be pre-approved by the Auxiliary Board with the best interest of the association in mind.

Fundraising efforts will be focused on supporting CCJHA activities, with an annual donation to help defray ice rental expenses paid by the CCJHA Board of Directors. Activities supported financially by the Auxiliary will be those deemed to be in the best interest of the association and its players.

ARTICLE III: MEMBERSHIP

Any person who is interested in the purposes of this organization is eligible to be a member.

ARTICLE IV: OFFICERS

Section 1. The officers of the Auxiliary shall be the President, Vice President, Secretary, Treasurer, and a Concession Director.

The President shall be the Chief Executive Officer of this organization, shall preside at all meetings of the Board and of the members of the Auxiliary and shall see that all orders, policies and resolutions are affected.

The President or a designated representative shall attend the monthly meetings of the CCJHA Board to appraise the CCJHA Board of Auxiliary activities and present financial updates. The President shall also provide the Auxiliary with CCJHA Board of Directors informational updates.

The Vice President shall act in the absence of the President. The Vice President shall obtain copies of the registration rosters at the beginning of each season for the purpose of annually tracking hours worked by CCJHA player families. The Vice President shall also be responsible for scheduling workers for the concession stands, and the fair gates and shall maintain a schedule of player hours worked for each season. The Vice President shall annually present an assessment of the number of seasonal work hours required per player family.

The Secretary shall account for all proceedings of regular statute, By-Laws, or resolutions. At the first meeting in September, the Secretary shall provide copies of the Bylaws and job descriptions to Auxiliary Officers.

The Treasurer shall have custody of all organizational funds and shall keep in books belonging to the organization, full and accurate accounts of all receipts and disbursements. The Treasurer shall disburse funds timely and render an updated report of the financial condition of the organization for each meeting. The signature of one Officer and the Treasurer is necessary on all checks issued. All checks must have adequate support attached to and retained with all expenditures.

The Concession Director shall perform the following tasks with the assistance of the concession assistant(s):

- Maintain the Houghton County Arena and Dee Stadium concession stand licenses.
- Assist in keeping the concession stands clean, organized, and in compliance with Health Department guidelines.
- Purchase inventory and communicate with suppliers.
- Control inventory and rotate stock.
- Maintain equipment
- Answer questions regarding concession stand duties.
- Assist with daily operations when necessary.
- Communicate with Auxiliary members regarding concession matters such as new items, pricing, equipment, etc.

Section 2. The officers shall perform the duties described in the parliamentary authority and these bylaws.

Section 3. The officers shall be elected by ballot at the annual meeting (April) to serve a term of one year and until their successors are elected. Their term of office shall begin upon adjournment of the annual meeting.

Section 4. No person shall hold office if he is not a member and no member shall hold more than one office at a time.

ARTICLE V: MEETINGS

Regular Auxiliary meetings will be held monthly or as otherwise deemed necessary with the Annual meeting in April. Special meetings of members may be called, however, these will not be held unless a matter of great importance is to be discussed and due and timely notice must be given to the members.

A majority of members shall constitute a quorum at any properly convened meeting of the Auxiliary Board of Directors.

A majority shall constitute a quorum at any properly convened meeting of a committee appointed by the Auxiliary Board of Directors.

ARTICLE VI: PARLIAMENTARY AUTHORITY

The rules contained in the Modern Edition of *Robert's Rules of Orders* shall govern the Auxiliary in all cases.

ARTICLE VII: ELECTIONS

A Nominating Committee shall be appointed by the President in March of each year. Election of Officers shall take place during the April meeting. Term of office shall be one (1) year. If a vote is necessary it shall be secret and shall exclude proxies.

ARTICLE VIII: BOARD OF DIRECTORS

The Auxiliary Board of Directors shall consist of: The officers of the Auxiliary.

ARTICLE IX: ASSOCIATION OF REPRESENTATIVES

All members are encouraged to attend meetings and represent their respective teams and the general Auxiliary operation at the Auxiliary meetings.

ARTICLE X: CONCESSIONS

Concession Stand Managers shall report regularly to the Concession Director regarding the general operations of the concession stands at the Houghton County Arena and the Dee Stadium.

The sale of non-food items in the concession stands shall require pre-approval by the Auxiliary Board. Sales price and cost detail must be provided with each request for approval.

The sale of new food items shall require approval only if such food items are not typical and ordinary. Additionally, a change in vendors used for purchasing concession food items shall require Auxiliary Board approval.

Original receipts (invoices) for all items purchased for the concession stands shall be forwarded timely to the Auxiliary Treasurer for payment.

ARTICLE XI: AMENDMENT

These Bylaws may be amended at any regular or special meeting of the Auxiliary by a two-thirds vote, provided that previous notice of the amendment was given to all members at least eight days in advance.

ARTICLE XII: DISPOSITION OF ASSETS ON DISSOLUTION

The assets of the Association, in the event of its dissolution and except as provided otherwise by requirement by law, shall be distributed at the order and subject to the discretion of the Michigan Circuit Court for this area, in accordance with the following priorities: first, to the Copper Country Junior Hockey Association; second, amongst any nonprofit organizations sponsoring youth recreational athletics of other types in the Portage Lake communities.