**BY-LAWS**

**Of the**

**DICKINSON AMATEUR HOCKEY ASSOCIATION**

**Iron Mountain, Michigan**

**ARTICLE I – MEMBERSHIP**

Section I. Active membership in this Association shall be as provided by the Constitution.

**ARTICLE II – DUES**

Section I. Dues shall be decided by the Board of Directors.

**ARTICLE III – GOVERNMENT**

Section I. The Board of Directors shall have control and management of the property and management of the Association. Funds of the Association shall be withdrawn from the bank or banks in which they are deposited by the joint signature of the president and treasurer. If it is desired, a third person can sign a check as appointed by the president.

Section II. All members of the Board of Directors shall be elected as prescribed in Article IV except as follows:

 MAHA Director (election prescribed by MAHA Constitution and Bylaws.)

 Referee-in-Chief: Is to be appointed by the president with the approval of the elected board members and will consist of one director for all divisions in the junior hockey program.

 ACE Coordinator: Is to be appointed by the president in accordance with USA Hockey’s ACE Coordinator guidelines and with approval of the elected board members.

Section III. Board members are expected to attend regularly scheduled monthly Directors meetings. Any board member missing two (2) consecutive regularly scheduled monthly Directors meetings **may** be removed from the Board.

Section IV. Any vacancy on the Board of Directors shall be filled by appointment by the president at the next regular Directors meeting following the meeting where the vacancy is recognized, with a simple majority of the Board of Directors consenting.

**ARTICLE IV – ELECTION**

Section I. Open board positions shall be posted at least thirty (30) days prior to elections and nominees shall be accepted up until seven days before elections.

Section II. In next two (2) fiscal years, five members will be elected to the board for 3 year or 2 year terms. The five remaining board members will be serving the remainder of their term. The purpose of the aforementioned election procedure is a progression towards three year terms to prevent large turnover on the board each year.

 At the first full meeting of the new board, the board members will elect members to fill the executive offices: president, 1st vice-president, 2nd vice-president, secretary, treasurer. The other five board members will serve as directors-at-large.

Section III. Voting shall be by members of DAHA and no person shall cast more than one ballot. Proxies and absentee ballot may be used with a majority approval of the Board.

Section IV. Officers and Directors shall take office June 1st, which date shall begin the Association’s fiscal year.

Section V. The election will consist of the in-person casting of ballots at the annual meeting in May of each year.

**ARTICLE V – MEETING**

Section I. The annual meeting shall be held in May of each year and notice of the said meeting will be posted on the website.

Section II. Quorum – a quorum shall be required to conduct an official board meeting. A quorum consists of at least 51% of voting board members.

Section III. Special meetings of the membership or the Board of Directors can be called by the president or by the secretary at the request of at least four (4) directors.

Section IV. Voting on any motion may be delayed for a minimum of 48 hours by request of three (3) board members. However, a vote on the motion must be taken at the next meeting.

Section V. Meetings shall be run according to Roberts Rules of Order.

Section VI. Each monthly regular meeting shall have time designated for public comment.

**ARTICLE VI – DIRECTORS’ DUTIES**

Section I. The duties of the President shall be as follows:

* + - Supervise affairs and activities of the organization.
		- Represent the organization within the community.
		- Prepare a plan for the full year.
		- Preside and maintain order at meetings.
		- Represent the association at all District, State, and National events necessary.
		- Supervise and assist the other officers in the performance of their duties.
		- Announce all projects to the public.
		- Make an annual report to the membership.

Section II. The duties of the 1st Vice-President shall be as follows:

* + - Perform the duties of the president in his/her absence.
		- Be responsible for finance, budgeting and hockey administration.
		- Sit as DAHA representative on the Mountain View Board.
		- Serve as an ex-officio member of any committee assignment the president shall make.
		- Provide encouragement and assistance for project participation.
		- Assist the registrar with registration and player record.

Section III. The duties of the 2nd Vice-President shall be as follows:

* + - Be responsible for marketing, public relations and fund-raising.
		- To serve as ex-officio member of any committee as the president shall assign.
		- Assist in new ideas for organization expansion.
		- Provide liaison with public relations areas. Supervise publications.

Section IV. The duties of the Secretary shall be as follows:

* + - To issue notice of all regular and special meetings of the Board of Directors and of membership.
		- To prepare and maintain a permanent record minutes of all regular and special meetings of the Board of Directors and of membership.
		- To be custodian of all records of the Association.
		- To assist the president with official correspondence.
		- To prepare the Fall Newsletter.

Section V. The duties of the Treasurer shall be as follows:

* + - To report budget progress and issues at every meeting.
		- To be responsible for all financial records of the Association.
		- To maintain prudent custody of all funds of the Association.
		- To withdraw and disburse with the co-signature of the president or 1st vice president the funds of the Association as authorized by the Board of Directors.
		- To report the financial status of the Association as directed by the Board of Directors.

Section VI. The duties of the members at-large shall be as follows:

* + - To enforce the code of conduct; signed by the members.
		- To serve as chairpersons or participate on various committees as deemed necessary by the president or the Board of Directors.

Section VII. The duties of the members of the Board of Directors shall be:

* + - To encourage and recommend members for project chairpersons.
		- To assist project chairpersons in development of committee and proper records.
		- To represent the interest of the Board of Directors in committee activities.
		- Must fill out a background check form that will be submitted to Michigan Amateur Hockey Association to ascertain suitability for working with children. The guidelines as to suitability are set by MAHA.
		- To attend all meetings.
		- To be present at registration to assist new players and families with the process of registration, equipment, policies and operations of DAHA.

Section VIII. The ACE Coordinator shall be responsible to the President of the association for the administration of all coaching and educational programs within the association. These responsibilities include:

* + - Oversee the recruitment, selection, training and evaluation of all coaches and instructors.
		- Organize and develop periodic workshop for all instructors and coaches.
		- Plan, develop and organize skating clinics, goaltending clinics, checking clinics and any other clinics, which will meet the needs of the association’s players.
		- Evaluate and supervise practice sessions and offer constructive criticism to improve the program.
		- Establish and maintain an association resource center for coaches, instructors, parents, players and officers.

 It is recommended that the person filling the position of the ACE Coordinator should possess the following qualifications, whenever possible:

 1. Effective communication skills (proficient with email).

2. Has reached the Advanced Level of USA Hockey’s Coaching Education.

3. Possess a strong understanding and knowledge of the skills involved in teaching.

4. Possess a strong commitment to the skill development of youth players.

5. Has a strong background in the sport of hockey both as a player as well as a coach.

**ARTICLE VII – COMMITTEES**

Section I. The Board of Directors shall determine the committees deemed proper and necessary to fulfill the object and purpose of the organization.

Section II. The President, subject to approval of the Board of Directors, shall appoint all committee chairpersons.

Section III. The president and/or 1st/ 2nd vice-president shall be ex-officio members of all committees.

Section IV. Board members will take the lead in the following committees. Association members are encouraged to participate in the committees at the discretion of the Board. The following list of committees is not exclusive.

 Equipment Manager

 Registration

 Year-End Banquet

 Concession

 Scheduling

 Referee Scheduling

 Tournaments

 Fund-raising

 Mini-mite Marketing

**ARTICLE VIII – AUTHORITY TO BIND**

Section I. No officer, director or agent of the Association shall have any authority to make any agreement or contract with any person or firm in any manner, except by authority of the Board of Directors, and in no event shall any person have authority to sign any agreement or contract binding the Association for a period of longer than three (3) years. All agreements or contracts executed on behalf of the Association shall be signed and countersigned by the president and secretary respectively after first being approved by the Board of Directors.

**ARTICLE IX – RULES OF ORDER**

Section I. Roberts Rules of Order shall govern the proceedings of all meetings of the organization and its constituent parts except as provided by these Bylaws.

**ARTICLE X – DELEGATIONS**

Section I. Delegations or special committees shall be appointed by the president subject to the approval of the Board of Directors; to represent the organization at any convention, meeting, assembly as may be necessary. Such delegation or committee shall exercise only those powers specifically vested in them by the Board of Directors.

**ARTICLE XI – REMOVAL FROM OFFICE**

Section I. Any officer or director may be removed from office as a result of failure to fulfill the duties of said office or for conduct detrimental to the best interest of the organization. Said removal must follow the following procedures:

A petition stating the charge shall be filed with the secretary and signed by two-thirds of the Board of Directors or by two-thirds of the active membership.

The secretary shall notify each member at least twenty (20) days before the question will be placed on the meeting agenda.

Said office or director shall be permitted written notice of charge five (5) days before the question is to be placed on the meeting agenda.

The petitioner shall present their case first, said officer or director shall be heard second and the vote shall be taken third. Two-thirds of the Board of Directors voting shall be necessary to remove said officer or director from office. Should said officer be the secretary, the treasurer will receive and distribute the petition. Should said officer be the president, the 1st vice-president shall preside during the removal proceedings. No removal proceedings shall be based more than once on the same evidence.

**ARTICLE XII – POLICY**

Section I. General guidelines shall be established which shall state the rules pertaining to the adoption of the program duties of officers and directors and other matters of concern to the organization.

**ARTICLE XIII – AMENDMENTS**

Section I. The Bylaws may be amended by a two-thirds vote of the Board of Directors provided written notice of the proposed action has been posted at least ten (10) days prior to the next regularly scheduled board meeting.

**ARTICLE XIV – DISSOLUTION**

Section I. The assets of the Association, in the event of its dissolution and except as provided otherwise by requirement of law, shall be distributed at the order and at subject to the discretion of the Michigan Circuit Court for this area, in accordance with the following priorities: first, to any successor non-profit organization sponsoring youth hockey in the Dickinson County area; second, if there be no existing organization as described in the first priority, among non-profit organizations sponsoring youth recreational athletics of other types in the Dickinson County Community; third, if there be no existing organization as described in the second priority, to any deserving non-profit organizations sponsoring youth activities in the Dickinson County Community.

**ARTICLE XV – PLAYER MOVE-UPS**

Section I. Player candidates may be permitted to compete in an age division higher than that in which their actual age would classify them only upon formal request to and approval by the Board of Directors.

**ARTICLE XVI – AA/A Teams**

Section I. Whenever the organization has a sufficient number of players registered and interested in AA/A hockey, the Board will consider proposals for including AA/A teams within the organization, based solely on player numbers based on the previous season’s registration.

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