

# PORT HURON HOCKEY ASSOCIATION

## CONSTITUTION 04

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PORT HURON HOCKEY ASSOCIATION

CONSTITUTION

Article I - Name

The name of this association shall be the Port Huron Hockey Association and may be referred to herein as the "PHHA" or the "Association".

Article II - Purpose

The purpose of the Association shall include:

- A. The promotion, education, and development of hockey oriented recreational activities for the youth of the community of Port Huron and surrounding areas.
- B. The promotion of citizenship and good fellowship through the medium of Hockey.
- C. The fostering of good sportsmanship and cultivation of physical welfare through organized competition in the game of ice hockey.

Article III - Office

The office of this Association shall be in the McMorran Arena Pavilion in Port Huron, Michigan, in the county of St. Clair.

Article IV - Association

- Section 1 This Association shall be incorporated in the State of Michigan, shall have no capital stock, and shall not be conducted for profit. It shall exist solely for educational purposes.
- Section 2 All funds or properties of the Association shall be used exclusively for carrying out the purposes set forth in Article II thereof.
- Section 3 In the event of liquidation or dissolution of this Association, all funds and/or properties of the Association shall be distributed to such nonprofit organizations of like purpose as set forth in Article II hereof as selected and designated by the Board of directors of the PHHA. In no event shall any of these said funds and/or properties be distributed to any member or members of the PHHA and for any purpose than stated herein.

Article V - Membership

- Section 1 All Board members, coaches, assistant coaches, managers, Division Convenors team sponsors, players, and their parents or guardians shall be considered voting members (provided they are eighteen {18} years of age or older) of this Association. All members under eighteen (18) years of age are nonvoting members of this association. This group shall be known in total as the membership of the Association and each individual as a member of the Association.
- Section 2 The term of membership shall be for the fiscal year of the Association.

Article V - Continued

Section 3 The Board of directors may, upon the recommendations of the Treasurer, set a fee to be paid by each player and sponsor of the Association, and a schedule for payment of same. At the discretion of the board, membership in the Association may be conditioned upon the timely payment of said fees. The Board may, in its discretion, make special assessments of the membership.

- A. FAMILY DISCOUNTS - If a family registers more than one child, in the association, they can qualify for a family discount of 10% for each additional child. The family must register all players at the same time, in order to qualify for the discount. The registration fee may be paid in the 3 monthly installments.
- B. INSTALLMENT PAYMENTS - Registration fees may be paid in 3 monthly installments. One third of the fees must be paid at the time of registration. The second payment must be paid by October 1<sup>st</sup>. and the balance must be paid by November 15<sup>th</sup>. If the balance has not been paid by November 15<sup>th</sup>. a 10% late fee will be charged, on the unpaid balance, for each following month. Parents will be billed once a month, until the unpaid balance is paid in full.

Section 4 The Board of Directors may, by a two-thirds vote of all Board members at a regular or special Board meeting, deny membership in the Association to any individual for good cause.

Article VI - General Meetings

Section 1 There shall be a minimum of one general meeting of the Association members held each year. Other general meetings of the Association may be called by the Board of Directors as deemed necessary. All meetings of the Association shall be governed by rules of parliamentary procedure (*Robert's Rules of Order*).

Section 2 A general meeting shall be held at the fiscal year end. The purpose of this meeting shall be:

- A. To review the current season's activities.
- B.** To discuss the objectives and goals of the upcoming season.
- C.** To announce and introduce for questioning the candidates for election and to elect the members of the Board for the coming fiscal year.
- D.** To deliver a written treasurer's report reflecting the financial status of the Association at end of the fiscal year.

Section 3 Two (2) weeks prior to the date of which a general meeting is to be held, the following information shall be made public: The date, time, place of the General Meeting, and to whom candidates for election may apply (See Article X, Section 4).

Section 4 Association Annual meetings shall be open to the public. Debate and discussion shall be confined to Association members only. Any nonmember wishing to address the Association meeting shall write to the President one week prior to a scheduled general meeting stating his reason for such a request.

Section 5 A minimum of ten (10) voting members shall constitute a quorum at Annual meetings. If a quorum is not present, the meeting shall be adjourned until a quorum is present.

Article VI - Continued

Section 6

The order of business for Association general meetings shall be:

- A. Call to order.
- B. Reading and acceptance of previous year's annual meeting minutes.
- C. Treasurer's report.
- D. Committee reports.
- E. Old business.
- F. New business (Board member elections).
- G. Announcements.
- H. Adjournment.

Article VII - Elections

Section 1

Elections of board members for each fiscal year by the membership of the Association shall be held at the general meeting at the end of the fiscal year.

Section 2

Applications for candidacy should be filed with the Election Committee a minimum of ten (10) days prior to the date of the general meeting. Nominations may be entered from the floor during the general meeting. Applicants and nominees shall be eighteen (18) years of age or older, members in good standing of the Association for a minimum of one (1) calendar year prior to applying or being nominated and be agreeable to serving. Voting shall be limited to members of the Association (Article V, Section 1). Election of each board member shall be by a plurality vote of the Association members present and voting. In no case can there be more than one (1) ballot per player nor more than one (1) ballot per parent (two {2} per family). Proxies are not allowed.

Section 3

The Secretary and the Election Committee shall compile and furnish to the President a list of eligible voters prior to the date of the general meeting at which the election is held.

Section 4

The Election Committee will make a public announcement and post the final results of the election.

Section 5

In the event of a tie vote, the membership shall decide by a simple majority of those voting who shall serve.

Article VIII - Board of Directors

Section 1

The affairs of the PHHA shall be managed by the Board of Directors which shall consist of the officers and directors described in Article IX. In addition, the Board may consist of additional members who shall be proposed by the Nominating Committee and the Board for election and elected by the general membership. The duties of such additional Board members shall be described by the President. If proposed and elected, more than one person may share the duties of a single Board position described in Article IX, and each person shall be considered a separate member. All Board members duly elected may attend meetings and have full voting privileges.

Article VIII - Continued

- Section 2 Persons applying for or accepting nomination for election to the Board must be in a position to donate sufficient time to assure proper discharge of the duties and responsibilities of their position.
- Section 3 A board member who accrues two (2) consecutive absences from regularly-scheduled or special Board meetings shall be notified by the Secretary of such absences. Upon three (3) in one fiscal year, the position may be deemed vacant upon a majority vote of the Board, and a replacement may be appointed by the Board.
- Section 4 No Board member shall be permitted to coach, manage, or assist coaches or managers of hockey teams in a division where they are serving as the Division Director (Convenor) without express permission of the Board.
- Section 5 Board members elected to a full term by the Association membership in accordance with Article VII, Section 2, shall serve for a period of three (3) years following the election. Four Board positions shall expire each year with four new Board members being elected each year to fill the vacancies.
- Section 6 The first Board of Directors meeting shall follow the general election. The Board shall elect new officers at that meeting. Outgoing members of the Board shall be encouraged to attend the meeting following the election to insure a smooth transition and to make recommendations.
- Section 7 Upon vacancy of a Board position, a notice will be posted for all members to apply. If no applicants are received, the President shall appoint a person to fill the vacancy. At the next regularly-scheduled Board meeting, applicants or appointees will be reviewed and will be subject to ratification of the Board.
- Section 8 Any Board member may be removed from that office by a simple majority vote of the full Board at a regular or special Board meeting whenever such action is deemed in the best interest of the PHHA.
- Section 9 The Board of Directors shall have the authority to fill vacancies occurring for whatever reason. The Board shall also have the authority to appoint an interim member in the temporary absence of a Board member. Said appointment shall remain in effect until the absent member is able to attend Board meetings.
- Section 10 At all Board meetings where a Board member is called upon to cast a vote, said member must personally be present and is entitled to one (1) vote.
- Section 11 A minimum majority of existing Board members present at a properly-called Board meeting, where all Board members have been notified as required herein, shall constitute a quorum. A quorum of the Board is required to conduct the business of the PHHA.
- Section 12 Board meetings will be scheduled by the President as required for the purpose of conducting the business of the PHHA. Forty-eight (48) hours advance notice of such meeting is required. Special Board meetings may be called by any Board member; in which case, members must be notified at least five (5) days in advance.
- Section 13 The President shall call a minimum of eight (8) Board meetings each fiscal term.

Article IX -Members of the Board

Section 1

The Board of Directors of the Association shall consist of those elected at large at the General Meeting. They shall number 12 in total from which will be elected the President, Vice-president, Secretary, and Treasurer. In addition, the Board shall consist of the following positions to be nominated by the President and approved by the Board: House Convenor, Travel Convenor, Referee-in-Chief, A.C.E. Coordinator and Ice Coordinator. Each will have one vote on the Board. The Past-President is an ex-officio member of the Board without a vote unless serving balance of a three-year term. The President is empowered with the ability to appoint additional Board members for specific responsibilities at his discretion with approval of the majority of the Board.

Section 2

The President's duties include:

- A. Responsibility for all Association operations subject to the approval of the Board.
- B. Responsibility for the day-to-day operations of the PHHA.
- C. Presiding at all meetings of the Board, the Executive Committee, and the Association general membership meetings.
- D. Maintaining a direct liaison with the City of Port Huron.
- E. Establishing the date, time, and place of all Board, general, and Executive Committee meetings.
- F. Serving as ex-officio on all committees.
- G. Designating the chairperson or acting chairperson on all committees where the position is not filled with the approval of the Board.
- H. Supervising and directing the activities of all officers and Directors of the Board and seeing that the respective functions of those members are performed.

In addition, the President is granted executive privileges and authority to act in emergency matters of either a policy, operating, or financial nature; such actions must be presented to the Board of Directors at or before the next regularly-scheduled meeting, and the Board shall affirm, modify, or repeal said acts.

The President shall have full voting privileges in all matters to come before the Executive Committee, the Board, or the general membership. However, the President shall not exercise his or her vote unless it is to break a tie or the vote is by a ballot.

Section 3

The Vice-President's duties include:

- A. Serving as President Pro-Tem in the absence of the President. While serving in this capacity, the Vice-President shall have full authority and privileges of the office of President.
- B. Serving as chairperson of the Election Committee and as a Member of the Executive and Finance Committees.
- C. Selecting and maintaining an insurance program to cover each registered player in the Association and all Association property.
- D. Chairman of the Fund Raising Committee and will be assisted by the Treasurer and others related to said project.

Article IX - Continued

E. Responsibility for association dealings with MAHA and USA Hockey and should attend all MAHA, USA hockey, and other meetings pertaining to PHHA, where possible.

F. Shall chair the Constitution and Bylaws Committee and shall schedule a meeting of said committee and report any suggested revisions or amendments of said committee to the Board prior to the general meeting.

G. Shall oversee procurement and maintenance of all Association equipment and property.

H. Shall coordinate the activities of the Sponsorship Chairman, Equipment Chairman and Booster Club

I. Shall recommend to the Board a photographer to take Association team pictures.

Section 4

The Secretary's duties include:

- A. Responsibility for maintaining all PHHA documents such as: Constitution, Bylaws, registration documents, and list of voting members.
- B. Shall serve as Secretary for and have responsibility for the minutes of all meetings of the Association membership, the Board of Directors, and the Executive Committee, and may with the approval of the Board, appoint someone to take minutes. Approved minutes of all meetings shall be made available to any member upon request.
- C. Shall see that notices of the Association membership, Board, and Executive Committee meetings are duly given in accordance with the provisions of this Constitution and as required by the Bylaws.
- D. Shall file any necessary insurance claims on behalf of any Association member.
- E. Shall be responsible for all PHHA communications.
- F. Shall be a member of the Executive Committee.

Section 5

The Treasurer's duties include:

- A. Responsibility for implementing and administering proper accounting procedures and records governing the finances of the Association, fund raising and/or special projects involving cash transactions, and collecting all moneys due PHHA.
- B. Serving as chairperson of the Finance Committee and calling all necessary meetings of the Finance Committee including one meeting prior to the general meeting (See Article VI, Section 3.B.). Shall be a member of the Executive Committee.
- C. Responsible for initial preparation and presentation of all financial reports to Finance Committee, the Board, and general membership as required by this Constitution and Bylaws.

Article IX - Continued

D. Responsible for arranging an independent audit in accordance with Article XV of Bylaws.

E. Shall assist the Vice-President and/or other committees on fund-raising projects.

F. Shall insure that disbursements from Association funds are by check or Credit Card and signed by 2 members of the Executive Committee or designated employee of PHHA.

G. A Petty Cash Fund will be established for minor expenses.

Section 6

The House League Convenor's duties include:

- A. The House League Convenor will report directly to the A.C.E. Coordinator. Under the guidance of the A.C.E. Coordinator, he/she is responsible for the structuring and operation of all House League teams and activities.
- B. Select, supervise, and work closely with all Division Convenors.
- C. Shall plan and coordinate all player tryouts and drafting of teams in each division.
- D. Shall supervise the practice and game schedules for all House League teams.
- E. Shall report any disputes or disciplinary activities and recommend any disciplinary action or termination where necessary to the Coaches Committee, Discipline and Accountability Committee or directly to the Board where appropriate.
- F. Shall not be a coach, assistant coach, or manager of a team in a division in which he is a Convenor, except as specifically authorized by the Board.
- G. Shall be responsible for the supervision of collection of registration fees, moneys collected through fund-raising activities, statistics, registration forms, insurance claims, equipment, and being accountable for these items to the PHHA.
- H. Shall convey the rules and regulations of the Association set forth in the Constitution and Bylaws to all players, coaches, managers, and Convenors.
- I. Shall insure that first-aid medical equipment is available.
- J. Shall nominate or recommend qualified individuals and/or coaches for membership on the Coaches Committee.
- K. Shall help collect and maintain appropriate rosters of teams/players Coaches Certification Documentation and report any changes to the Associate registrar of USA Hockey as well as PHHA.
- L. Shall be responsible for the organized development of teaching and instruction through various clinics for players and coaches to include, but not limited to, maximum utilization of ice time and development of skating and hockey skills.

M. To inform the Fund Raising Committee of any and all activities by House teams to raise money to help defray costs. This will include requesting approval for such activities from the Board through the Fund Raising Committee while insuring that a complete financial report detailing the cost and profit following said events is turned in.

N. To insure that at the end of each season that each House team turns in financial statement, equipment inventory, and appropriate game logs and statistics.

O. Shall appoint an Assistant Convenor to help with the above activities.

P. Shall be a member of the Coaches Committee.

Section 7

The Travel League Convenor's duties include:

- A. The Travel League Convenor will report directly to the A.C.E. Coordinator. Under the guidance of the A.C.E. Coordinator, he/she is responsible for the structuring and operation of all Travel League teams and activities.
- B. Select, supervise, and work closely with all Travel League teams.
- C. Shall plan and coordinate all player tryouts and drafting of teams in each division.
- D. Shall supervise ice scheduling for all Travel League teams.
- E. Shall report any disputes or disciplinary activities and shall recommend any disciplinary action or termination where necessary to the Board where appropriate.
- F. Shall not be a coach, assistant coach, or manager of a team in a division in which he is a Convenor, except as specifically authorized by the Board.
- G. Shall be responsible for the supervision of collection of registration fees, moneys collected through fund-raising activities, statistics, registration forms, insurance claims, equipment, and being accountable for these items to the PHHA.
- H. Shall convey the rules and regulations of the association as set forth in the Constitution and Bylaws to all players, coaches, managers, and Convenors.
- I. Shall insure that first-aid medical equipment is available.
- J. Shall nominate or recommend qualified individuals and/or coaches for membership on the Coaches Committee.
- K. Shall help collect and maintain appropriate rosters of teams/players Coaches Certification Documentation and report any changes to the Associate registrar of USA Hockey as well as PHHA.
- L. Shall be responsible for the organized development of teaching and instruction through various clinics for players and coaches to include, but not limited to, maximum utilization of ice time and development of skating and hockey skills.

Article IX - Continued

M. Shall have the responsibility of maintaining rapport and communication with the various sponsors of the Travel teams.

N. To inform the Fund Raising Committee of any and all activities by Travel teams to raise money to help defray costs. This will include requesting approval for such activities from the Board through the Fund Raising Committee while insuring that a complete financial report detailing the cost and profit following said events is turned in.

O. To insure that at the end of each season that each Travel team turns in financial statement, equipment inventory, and appropriate game logs and statistics.

P. Shall appoint an assistant Convenor to help with the above activities.

Q. Shall be a member of the Coaches Committee

Section 8

The Referee-in-Chief's duties include:

- A. Shall schedule all referees for Association games.
- B. Shall be responsible for disciplinary action for all referees.
- C. Shall be responsible for conducting Level 1 referee's exam to coaches and referees.
- D. Shall be responsible for the recruitment and training of all referees.
- E. Shall submit budget proposal for the following year's season by fiscal year end.
- F. Shall be a member of the Coaches Committee.
- G. Shall be responsible for development and evaluation of all Referees.

Section 9

The A.C.E. Coordinator is responsible to the President of the association, for the administration of all coaching and educational programs within the association.

- A. Oversee the recruitment, selection, training and evaluation of all coaches and instructors.
- B. Organize and develop periodic workshops for all instructors and coaches.
- C. Plan, develop and organize skating clinics, goaltending clinics, checking clinics and any other clinics which will meet the needs of the association's players.
- D. Develop a teaching and practice curriculum for the association.
- E. Evaluate and supervise practice sessions and offer constructive criticism to improve the program.
- F. Establish and maintain an association resource center for coaches, instructors, parents, players and officers.
- G. Shall chair the Coaches Committee.

ARTICLE X - COMMITTEES

The following committees shall exist permanently.

Section 1

Executive Committee:

The Executive Committee shall consist of the officers of the board and be chaired by the President. The duties of the Executive Committee shall be as follows:

- A. Shall possess and exercise the authority of the Board of Directors in all affairs of the association between meetings of said Board.
- B. Shall be responsible for the enforcement of all rules and regulations as set forth in the Constitution and Bylaws of the Association.
- C. Shall have the authority to suspend any member, coach, manager, or player for conduct detrimental to ice hockey, either on or off the ice with the approval of the Board.
- D. Shall be responsible for all rule interpretations of the Association's Constitution and Bylaws.
- E. Shall meet at the call of the President. Three officers (including the President) shall constitute a quorum. Minutes shall be kept and reported at next regularly scheduled Board meeting.

Section 2

Constitution and Bylaws Committee:

This committee shall consist of the Vice-President as chairperson, the President as ex officio, the Secretary, and other appointed members, and shall have the following duties.

- A. Shall review and improve the Constitution and Bylaws annually or as necessary.
- B. Shall submit recommendations and revisions of the Constitution and Bylaws to the board of directors prior to the general meeting.

Section 3

Finance Committee:

The Finance Committee shall be chaired by the Treasurer and shall consist of the Vice-President, the President as ex officio, the Secretary, and other appointed members, and shall have the following duties.

- A. Establish a budget at the beginning of each fiscal year.
- B. Establish programs designed to meet the financial needs of the association.
- C. Shall suggest financial policy to the Board, as required, to insure the financial stability of the Association.
- D. All financial programs must be approved by the Board prior to implementation.
- E. Shall meet at the call of the Treasurer.

Article X - Continued

Section 4      The Election Committee:

The Election Committee shall be chaired by the Vice-President and consist of the President as ex officio and other appointed members. The duties of the Election Committee shall be:

- A. Shall meet at least ten days prior to the general meeting to qualify candidates for each vacancy on the Board of Directors and determine eligible voters.
- B. Shall be responsible for organizing and publicizing the Board of Director's elections in a timely manner.
- C. Shall solicit names for vacancies by public notice prior to the general meeting and consider all such names for nomination.
- D. At the general meeting shall recommend to the membership of the Association the nominations for election to the Board of Directors; shall submit such nominations to the Board of Directors prior to the general meeting.

Section 5      Registration Committee:

The Registration Committee shall be chaired by the Treasurer. This committee shall:

- A. Shall make public the date, time, and place where individuals may register to participate in the program of the PHHA.
- B. Shall establish and administer registration procedures.
- C. Shall obtain necessary participant information.
- D. Shall prepare and submit necessary USA Hockey and MAHA registration materials for the Association, players, coaches, and managers.

Section 6      Discipline and Accountability Committee

- A. Shall be chaired by an elected Board member and include the Referee-in-Chief and President as ex-officio.
- B. Shall hear all cases involving deviant behavior, misconduct, any penalties during a game where injury is inflicted, and/or match penalties. Shall convene regarding gross penalties within 72 hours of the MAHA ruling.
- C. Shall hear any cases involving referee misconduct.
- D. Shall hear any cases involving Players, Coaches, Association Members, or Individuals associated with above, regarding compliance of Association Rules and Code of Conduct and Ethics.
- E. Shall issue any punishment, penalties, suspensions, or fines to be levied upon players, coaches, referees, parents, or any other association member resulting from such deviant conduct and misbehavior not already governed by MAHA and/or USA Hockey.
- F. Any decision by this committee may be appealed to the board of Directors.

Article X - Continued

Section 7      Player Safety Committee

- A. Shall be chaired by an elected Board member and include the Referee-in-Chief, and President as ex-officio.
- B. Shall have the responsibility for hearing and acting on any conduct, facilities, equipment, etc. that are deemed to have been or could be injurious to players, referees, and coaches.

Section 8      Tournament Committee

- A. Chairman shall be appointed by the Board and shall include Travel Convenor, House Convenor, Treasurer, and ice Committee Chairman, as well as any other members appointed by the Board.
- B. Shall have as it's responsibility the planning, organization, and implementation of all in-Association tournaments as well as invitational district, state, and other special tournaments involving outside teams.
- C. Shall work closely with the Silver Stick Tournament Committee.
- D. Shall have responsibility for implementing fund raising activities such as programs, souvenirs, etc. as well as accounting for moneys spent balanced against moneys earned and taking a complete proposed plan to the Board as well as a final accounting of tournament expenses and profit after each event.

Section 9      Fund Raising Committee

- A. This committee shall be chaired by the Vice-President. The Treasurer will also serve on this committee as well as at least two (2) representatives each from the House and Travel League divisions.
- B. Shall design and implement strategies aimed at improving existing fund-raising activities as well as new ideas.
- C. Shall oversee and assist in fund-raising activities carried on throughout the Association both at the House and Travel League levels. This would include recommending to the Board approval to these fund raisers, offering assistance in their implementation, and ensuring their overall success.
- D. Shall insure that standard accounting procedures at the end of each fund raiser in the form of a final report or financial statement documenting all costs involved, gross profit, and net profit.

Section 10      Sponsorship Committee

- A. Shall be chaired by Board appointment and supervised by Vice President.
- B. Shall have the responsibility for obtaining sponsors for Travel and House League teams.
- C. Shall have responsibility for assuring that sponsorship moneys are collected from the sponsors.

Article X - Continued

D. Shall have the responsibility for being certain that the sponsors' equipment is ordered, used properly, and kept in good repair.

E. Shall serve as a liaison in the Association and responsible to inform them of schedules, team standings, etc.

F. Shall have the responsibility of sending appropriate trophies and thank-yous to the sponsors at the end of each season.

Section 11 Referees and Rules Committee

A. Shall be chaired by the Referee-in-Chief and shall also consist of the Travel Convenor, House League Convenor, their assistants, and the president as ex-officio.

B. Shall have the responsibility for enforcing all PHHA, MAHA, and USA Hockey rules and regulations.

Section 12 Public Relations Committee

A. Shall be chaired by Board appointment.

B. Shall have the responsibility of maintaining rapport with the community, local radio stations, TV stations, newspapers, etc.

Section 13 Hockey Boosters Committee

A. Shall be chaired by a member to be appointed by the Board.

B. Shall have the responsibility of assisting whatever Association activities where assistance may be needed such as in fund raising, tournament activities, social events, etc.

Section 14 Coaches Committee

A. Shall be chaired by ACE Coordinator or approved designate to be appointed by the Board and should also have, within its membership, the President as ex-officio, Travel Convenor, House Convenor, Referee-in-Chief or a representative from the Referee's Committee and 2 or more experienced Convenors or Coaches appointed at large.

B. Shall design, arrange for, and/or implement coaches training and development at all levels throughout the Association.

C. Shall implement Association-wide instructional program ensuring that all players will be instructed in and develop as many skills as possible at each level.

D. Shall interview candidates for coaches, assistant coaches, managers, and trainers and make the appropriate recommendation(s) to the Board of Directors regarding their approval or disapproval.

E. Shall hear and make recommendations to the Board regarding any disciplinary actions involving coaches of PHHA.

F. Shall provide for a means of ensuring that coaches will be held accountable for the development of the highest obtainable level of achievement in the players under

Article X - Continued

their direction while also helping to develop each player's sportsmanship, self-discipline, and orderly conduct.

- G. Shall be responsible for the implementation and enforcement of the Association Code of Conduct and Ethics Policy for all Players, Coaches, Association Members, or Individuals associated with a Team.

Section 15      PHHA Silver Stick Committee

- A. Shall have as its chairman an approved Board member or designate to serve as the Tournament Director
- B. Shall work closely with the Silver Stick International to insure the closer involvement of the Association with Silver Stick.
- C. Shall have as its chief responsibility to promote and foster increased interest and participation in Silver Stick by the Association and community.

Section 16      Trophy Committee

- A. Shall be chaired by a member appointed by the Board.
- B. Shall have the responsibility for maintaining the trophy cases, trophies, plaques, etc.

Section 17      Audio Visual Equipment Committee

- A. Shall be chaired by a member appointed by the Board.
- B. Shall have the responsibility for procurement, maintenance, and operation of any audio-visual equipment that belongs to the Association such as audio tape cassettes, television monitors, VHS monitors, instructional VHS tapes, instructional manuals, etc.

Section 18      Scholarship Committee

- A. Shall be chaired by a member appointed by the Board.
- B. Shall have the responsibility for applying for appropriate scholarships, where available, on behalf of Association members, obtaining and determining who should receive any academic achievement awards and presenting them to the particular players.

Section 19      Program Development Committee

- A. Shall be chaired by the A.C.E. Coordinator.
- B. Shall have the responsibility of giving consideration to determining the long-range goals and objectives of the Association including such things, but not limited to:
  - 1. Long-range financial planning including the development of savings fund, endowments, etc. to insure that in the future adequate funds will be available to operate the program.
  - 2. Long-range coaching and instructional goals.
  - 3. Insuring that adequate space and time will be available to the Association in the future.

Article X - Continued

Section 20      Ice Committee

- A. Shall be chaired by the member approved by the Board and must include on the committee an equal representation of House and Travel.
- B. Shall obtain sufficient ice time for the Association.
- C. Shall coordinate the scheduling or re-scheduling of all ice time for the Association.
- D. Shall provide the Board, Convenors, and Referee-in-Chief with a schedule encompassing all ice.

Section 21      Equipment Committee

- A. Shall be chaired by a member appointed by the Board.
- B. Shall have the responsibility for procurement, maintenance, and operation of any and all equipment that belongs to the Association.

Section 22      Financial Assistance Committee:

- A. Shall be chaired by the Treasurer of the Association and include the President as ex officio. They shall be responsible for the procurement and disbursement of funds.

ARTICLE XI - PARTICIPATION OF OTHERS

Nothing in this constitution shall be construed to bar participation by other Association members in functions which are the responsibility of the elected Board members. Volunteer assistance shall always be welcomed and encouraged. However, appointments of volunteers to positions of responsibility are subject to Board approval, and volunteers will serve at the discretion of the Board.

ARTICLE XII - EMPLOYEES

When determined by the Finance Committee to be feasible, the Board shall be authorized to employ paid help to assist in the day-to-day operations of the PHHA.

ARTICLE XIII - HEARINGS

Problems, disputes, grievances, etc., arising regarding the policies, procedures, Bylaws, rules, regulations, and Code of Conduct and Ethics Policy, which serve to govern the PHHA, will be referred first to the appropriate committee and, when necessary, will be dealt with by the Executive Committee and/or the full Board. (All requests for hearings shall be in writing.)

ARTICLE XIV - FISCAL YEAR

The fiscal year of the Association shall end on the 30<sup>th</sup> day of April in each year unless otherwise ordered by the Board.

ARTICLE XV - AUDITED STATEMENT

There shall be an audited statement of the income and expenditures of the PHHA as of the fiscal year end presented to the Board of Directors from an accountant. It is recommended that this audit be completed every three years, whenever there is a change of Treasurer, or as requested by a majority vote of the Board.

ARTICLE XVI - BONDING

Persons having check-signing authority on the general funds of the PHHA, if requested by a majority vote of the Board of Directors, shall be bonded in an amount as determined by the Board of Directors.

ARTICLE XVII - AMENDMENT

This constitution may be altered or amended by a majority vote of the registered voting members present and voting at any general or special meeting of Association members, provided that proper notice of such proposed changes be contained in the notice for such meetings and a quorum is present. Notice of changes in the constitution must be posted at the ice arena at least two weeks in advance of any meeting at which such changes are to be considered.

ARTICLE XVIII - CONTRACTS AND CONVEYANCES

- Section 1            When the execution of any contract or other instrument has been authorized in advance by the Board, the President or Vice-President may execute the same in the name of the Association.
  
- Section 2            The Board of directors shall have the power to specifically designate other agents who shall have the authority to execute any instrument on behalf of the Association.
  
- Section 3            The President shall have the power to bind the Association by written contract or conveyance without the specific authorization in advance by the Board, provided his action is submitted for ratification at the next regular or special Board meeting. The Board may ratify or rescind the action of the President and shall keep a record listing the names and addresses of all members.

ARTICLE XIX - BOOKS AND RECORDS

- Section 1            The Association Secretary shall keep accurate and complete Association records or accounts and shall also keep minutes of all Board of Directors and general membership meetings and any Executive Committee meetings, and shall keep a record listing the names and addresses of all members.
  
- Section 2            All books and records of the Association shall be kept in a designated area and may be inspected by any member for any proper purpose at any reasonable time upon written request to the Association.

The above Constitution of the PHHA was duly amended at a regular meeting of the membership of the Association on the 10th day of May, 2004.

***Dennis Sox***  
Secretary P.H.H.A.