

COLORADO AMATEUR HOCKEY ASSOCIATION

RESTATED BYLAWS

Adopted June 25, 2014



Colorado Amateur Hockey
7010 Hazelwood Lane
Colorado Springs, CO 80918

<http://www.caha.co>

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I. OFFICES

The principal office of the Colorado Amateur Hockey Association (CAHA) shall be located in Colorado Springs, County of El Paso in the State of Colorado. The register office of the CAHA shall be 7010 Hazelwood Lane, Colorado Springs, Colorado 80918.

II. MEMBERSHIP

A. Membership - The membership of the CAHA shall be composed of the following:

1. Registered Member Teams (Team(s)) - Defined as any active properly registered amateur ice hockey Team located in the State of Colorado. This includes teams affiliated with a Member Association and Independent Teams.
2. Individual Members – Defined as all players, coaches, and managers within the State of Colorado that is registered with USA Hockey and interested or involved in ice hockey competition or programs.
3. Family Members – Defined as a parent or legal guardian of a player or a spouse of a coach, manager, or Member Association or Independent Team board member.
4. Member Association - A member association is defined as an established association to promote amateur hockey in Colorado by providing support for two (2) or more teams. Each association is required to have rules and regulations, including established Bylaws with open, annual elections. Each member association should have a voting board. *The Association President or their designated representative* shall attend CAHA meetings and be available by email and phone for CAHA communications and matters that pertain to their member association. All the rights and privileges of USA Hockey are afforded to a CAHA member association in good standing. To be considered in good standing, an association must submit all Official Association Documents to the CAHA Secretary and receive approval prior to submitting any team rosters to the Affiliate Registrar or the Electronic Scoring System Administrator,
5. Member League – A Member League is defined as an established CAHA approved League to schedule amateur hockey games for USA Hockey Affiliate Associations or Teams. CAHA Member Leagues shall obtain approval from the CAHA Executive Committee, each year, prior to admitting any USA Hockey Affiliate Associations or Teams that are not under the CAHA Affiliate jurisdiction. CAHA Member League admitting a USA Hockey Affiliate Association or Team not under CAHA jurisdiction shall establish a Cross-Affiliate Agreement with the Association or Team stating they shall abide by CAHA bylaws, policies and procedures. The Cross-Affiliate Agreement shall also state that in the event of conflicting rules and policies between CAHA and the affiliate in which they are registered; CAHA rules and policies shall take precedence. All USAH rules concerning which affiliate a team will register with shall be followed. Leagues are non-voting members of the CAHA Board of Directors.
6. Honorary Member – An honorary member is a non-voting member. The USA Hockey appointed positions are members of the CAHA Executive Committee. The CAHA Executive Committee may appoint additional honorary non-voting members to recognize service to amateur hockey or other not for profit youth sports programs in Colorado.

B. Application - Applications of Independent Teams, Associations, and Leagues to CAHA shall consist of applying in writing with a formal letter of application to the CAHA Executive Committee for review and approval as defined in the CAHA Policies and Procedures. Upon acquiring membership, Leagues, Associations, and Teams agree to comply with and adhere to the CAHA Bylaws and Policies and Procedures.

C. Bylaws, Rules and Regulations, and Officers/Directors

1. Each Member League, Association, and Independent Team (refers to teams that are not affiliated with an Association) shall file with the CAHA Secretary/Treasurer, a current copy of the League, Associations or Member Team Rules and Regulations (Policies and Procedures), *SafeSport Program Handbook*, and Bylaws if incorporated. Member Leagues, Associations, and Independent Teams shall file with the

CAHA Secretary/Treasurer, a current copy of the Bylaws and Rules and Regulations no later than August 31st each year.

2. Each Member League, Association and Independent Team shall file with the CAHA Secretary/Treasurer, the names, email address, and telephone number of their current officers and directors no later than August 31st each year.
3. Member Associations and Independent Teams shall file all bylaws, rules and regulations, and officer/directors prior to being approved to register teams for the current playing season. Associations and Independent Teams documents shall be provided to the CAHA Secretary/Treasurer at least 15 days prior to submitting any teams for registration.
4. Failure to comply may result in the forfeiture of CAHA sanctioned events.

D. Suspension and Forfeiture - Membership shall be subject to suspension or forfeiture in the event any violation of the Bylaws or Policies and Procedures occurs. Suspension or forfeiture of membership may take place by a two-thirds (2/3) vote of the entire Executive Committee with written notification by certified letter of immediate implementation within 30 days of notification of the violation. The decision may be appealed in accordance with USA Hockey USA Hockey Annual Guide, Section 10 Dispute Resolution, Discipline, and Arbitration.

III. JURISDICTION

The CAHA shall have jurisdiction over all amateur hockey in the State of Colorado as defined in the most recent USA Hockey Affiliate Agreement.

IV. BOARD OF DIRECTORS

A Board of Directors shall govern the affairs of the CAHA. The Board of Directors shall be constituted as follows:

1. Member Directors - Each Member Association and Independent Team shall be represented by one (1) designated voting Member Director. The Association/Independent Team shall provide written notice to the CAHA Secretary/Treasurer of the Director(s), specifying the voting Director. Any change to the designated Director(s) must be presented to the CAHA Secretary/Treasurer prior to the commencement of the next meeting.
2. Officer Directors - All of the Elected Officers of the CAHA shall be Directors by reason of their election as Officers.

V. OFFICERS

A. Officers - The Executive Committee shall consist of President, Vice President, a minimum of three (3) Directors at Large, Vice President of Recreational, Vice President of Youth Tier, Vice President of High School, Vice President of Women/Girls, and a non-voting Secretary Treasurer. Additional non-voting member of the CAHA Executive Committee include the Past President and USA Hockey appointed positions

B. Election of Officers

1. The voting officers of the CAHA Executive Committee shall be elected by the Member Directors of the membership.
2. The Member Director casting one vote per association/independent team in good standing shall elect the President, Vice President, and all Directors at Large. The Vice President of Recreational, Vice President of Youth Tier, Vice President of High School, and Vice President of Women/Girls shall be elected by the Member Directors in good standing in their applicable classifications
3. In the event there is no qualified candidate seeking a Vice President position, that position will be open for election to any Director or his/her nominee.

4. The Secretary/Treasurer position is a non-voting contract position with compensation to be determined annually by the Executive Committee. The Executive Committee is responsible for the hiring, firing and annual reviews of the Secretary/Treasurer.
5. The Executive Committee shall replace any officer who is unable to fulfill his/her full term of service. The interim replacement officer shall serve until the next Annual Meeting of the Board of Directors at which time the Member Directors shall elect a replacement officer who shall serve the un-expired term.
6. All Officers shall be elected for 2-year terms.
7. The President, Vice President of High School, Vice President of Recreational and the Directors-at-Large A and C shall be elected in even numbered years. The Vice President, Vice President of Youth Tier, Vice President of Women/Girls, and the Director-at-Large B shall be elected in odd numbered years. The voting schedule for additional Directors-at-Large will be reflected in the Policies and Procedures.

C. Powers and Duties of Executive Committee Elected and Appointed Officers

1. The President shall preside at all meetings of the CAHA Board and the CAHA Executive Committee. The President may order the calling of Special Meeting of the Board of Directors or Committees of the CAHA. The President shall be ex-officio member of all committees of the CAHA and shall not have any vote at any meetings of the committees with the exception of the Executive Committee.
2. The President shall, when necessary, exercise all duties and powers of the Board of Directors and Executive Committee when it is impractical to call a Special Meeting; subject to ratification of the Executive Committee and/or the Board of Directors. The President shall represent the CAHA on all matters and meetings of USA Hockey, Inc.
3. The Vice President shall chair the Disciplinary Committee and exercises the duties of the President in their absence.
4. The Secretary/Treasurer shall keep the records of the CAHA, direct correspondence, issue notices of all meetings and submit a financial report to the Board of Directors including all financial activities since the previous Annual Meeting. The Secretary/Treasurer shall also prepare a budget report for the forthcoming year and submit such report for approval of the Executive Committee.
5. The Vice Presidents shall act as liaisons, encouraging the registration of Teams, the sanctioning of leagues, invitational tournaments, and to ensure compliance with CAHA and USA Hockey Rules and Regulations within their respective classifications. The Vice Presidents shall investigate all alleged violation of CAHA and USA Hockey Rules and Regulations of their prospective classifications and render a recommendation to the Disciplinary Committee or Executive Committee as required. The Vice Presidents of Tier, Women/Girls, and Recreational shall oversee the CAHA State Tournaments of their prospective classifications.
6. The Directors at Large shall perform such duties as determined by the President and approved by the Executive Committee.
7. All USA Hockey appointed positions shall perform such duties as determined by USA Hockey.
8. Executive Committee shall be responsible for the day-to-day management and administration of the affairs of CAHA.
9. Any voting Executive Committee member may be removed by a majority vote of the Members whenever in their judgment the best interest of the CAHA will be served by their removal. The removal shall be without prejudice to the contract rights, if any, of the person so removed.

VI. COMMITTEES AND MEETINGS

The standing committees of the CAHA shall be the Disciplinary Committee, Tier Committee, Financial Committee, and the Charitable Fundraising Committee. The Executive Committee may appoint any other committees that they deem necessary.

Committees shall be empowered to conduct business before the members as a representative of the CAHA. Such business will be limited to the committee identified and/or the special instructions of the CAHA Executive

Committee. Appointment to a committee is continuous until the duties of the committee are completed, the appointment is rescinded by the CAHA Executive Committee, the term lengths established expires, or the appointee tenders a resignation.

- A. Disciplinary Committee - The CAHA Vice President shall chair the Disciplinary Committee. The Disciplinary Committee shall consist of four (4) members appointed by the Vice President and approved by the Executive Committee. The Disciplinary Committee shall be responsible for conducting hearings on matters that have been appealed to the CAHA as described in CAHA Policy and Procedures.
- B. Tier Committee – The CAHA Vice President of Tier and Vice President of Women/Girls shall co-chair the Tier Committee. The Tier Committee shall consist of the VP of Tier, VP of Women/Girls and a minimum of two (2) Tier I and a minimum of two (2) Tier II associations. The responsibilities of the Tier Committee will be directed by the CAHA Executive Committee.
- C. Financial Committee – The President shall chair the Financial Committee. The Financial Committee shall consist of the President, Secretary/Treasurer, and two (2) Executive Committee members. The Financial Committee shall ensure that regular independent financial audits/reviews are accomplished to verify/validate receivables, payables, reconciliations, and financial reports. Members will also participate in proposed budget development and assessment
- D. Charitable Fund Raising Committee – The CAHA President shall chair the Charitable Fund Raising Committee. The Committee shall consist of the CAHA President, a minimum of three (3) additional CAHA Individual and/or CAHA Executive Committee Members and one (1) representative from any 501(c)(3) youth sport Honorary Member. The Committee shall be responsible for the operation of CAHA 50/50 Raffles. The Committee shall ensure compliance with all Colorado Gaming Law and develop/implement CAHA Fundraising Policies and Procedures. The Committee shall be responsible for sanctioning of all 50/50 Raffle Events, scheduling the Game Manager and scheduling voluntary CAHA Members to staff the event. The Committee shall report all activities and provide financial reports to the CAHA Executive Committee on a monthly basis.
- E. Open Meetings and committee responsibility - All Committee meetings of CAHA, except for the Disciplinary Committee, shall be at all times open to Member Directors and representatives of Member Associations, except for Executive Sessions which may be called for legal matters or when sensitive matters relating to the discipline of an Individual Member, League Member, Affiliate Member, or Team Member are to be discussed. The Board of Directors charges all CAHA committees with the management and administration of CAHA programs and for special projects as set. Any policy recommendations shall be presented to the Executive Committee for approval prior to implementation. Each CAHA Committee shall inform the CAHA Secretary/Treasurer of the date, place and time of its committee meetings. Each Committee Chairman or his or her designee shall prepare a report and forward the report to the CAHA Secretary/Treasurer within five (5) business days of the committee meeting.

VII. MEETINGS

- A. Meeting of the CAHA Board of Directors - The CAHA Board of Directors shall have bi-yearly meetings in January and June at a time and place set by the Executive Committee. The June meeting is designated as the Annual Meeting. The dates will be set and published 30 days prior to the meeting.
 - 1. The election of officers, which shall be conducted at the Annual Meeting, and the transaction of other business as may properly come before the Board of Directors shall take place.
 - 2. The Executive Committee shall establish an agenda for the Annual Meeting. The agenda shall be distributed to each Director at least fifteen (15) days before the date of each meeting.
 - 3. A Director may, by written request at-least thirty (30) days prior to each meeting, send to the Secretary/Treasurer of the CAHA any request(s) for specific matters to be included on the agenda.
 - 4. At all meetings of the Board of Directors, a simple majority shall constitute a quorum.
 - 5. Roberts Rules of Orders shall govern and control the conduct of all meetings of the Board of Directors, unless modified by these Bylaws.
- B. Special Meetings -The President shall call Special Meetings of the Board of Directors as required.

- C. Record of Meetings - Approved minutes and pending notes will be distributed and/or posted in a timely fashion.

VIII. VOTING

- A. Member Associations and Independent Teams in good standing shall have one (1) vote.
- B. Each voting member of the Executive Committee shall have one vote.
- C. The Member Director casting one vote per association/independent team in good standing shall elect the President, Vice President, and all Directors at Large. The Vice President of Recreational, Vice President of Youth Tier, Vice President of High School, and Vice President of Women/Girls shall be elected by the Member Directors in good standing in their applicable classifications
- D. The majority of the votes cast shall make all decisions of the Board of Directors or Committees, unless the favorable vote of a larger proportion of the votes is required by these Bylaws.
- E. In case of a tie a re-vote will take place, if a tie still exists the Executive Committee shall vote to break the tie.
- F. Voting shall be by a show of hands or roll call unless the Executive Committee decides upon a ballot.
- G. Voting by proxy shall not be allowed.

IX. COURT ACTIONS

- A. Any recourse to the courts by an Individual Member, Team Member or Association before all the rights of same under the Rules and Regulations and Bylaws of the CAHA shall have been exhausted, may be a violation thereof and subject to immediate suspension and disqualification,
- B. All players, Teams leagues, or Associations suspended by USA Hockey, Inc. shall be automatically suspended by the CAHA and shall remain suspended until USA Hockey lifts such suspension.
- C. Indemnity - Each member thereof, councils and committees of USA Hockey and each member thereof, and all other elected, appointed or employed representatives of USA Hockey from any and all claims, liability, judgments, costs, attorney's fees, charges and expenses whatsoever, arising from the acts and omissions of Colorado Amateur Hockey Association, except to the extent (I) such claims, liability, judgments, costs, attorneys' fees, charges or expenses by their own intentional neglect or default or (II) that such acts or omissions were the direct result of compliance with the Articles of Incorporation, Bylaws, rules and Regulations, Playing Rules or decisions of the Board of Directors of USA Hockey. Further, the CAHA understands and acknowledges that USA Hockey and its aforescribed representatives have assumed such assignment, function, office or capacity upon the express understanding, agreement and condition that they be so indemnified and held harmless to the extent described in the by-law. USA Hockey shall reasonably cooperate with the Affiliate in any litigation and provide reasonable support in connection therewith, including but not limited to, advice and testimony upon reasonable request; provided, however, that such cooperation shall not require USA Hockey to incur any out of pocket expense not reimbursed by Affiliate.
- D. Copies of all correspondence between individuals, Teams, leagues or Associations and Officials of USA Hockey concerning CAHA matters shall be sent to the Secretary/Treasurer of CAHA.

X. USA HOCKEY, INC. AFFILIATION

- A. USA Hockey, Inc. Preeminence - The Colorado Amateur Hockey Association, an Affiliate of USA Hockey, shall abide by and act in accord with the Articles of the Incorporation, Bylaws, Rules and Regulations, Playing Rules and decisions of the Board or Directors of USA Hockey. Further, the Colorado Amateur Hockey Association shall: (I) assist USA Hockey in the administration and enforcement of the provisions of the Bylaws, Rules and Regulations, Playing Rules and decisions of the Board of Directors of USA Hockey, within and upon its members and/or within its jurisdiction, (II) agrees to be guided by the following core values of USA Hockey:
- **SPORTSMANSHIP:** Foremost of all values is to learn a sense of fair play. Become humble in victory, gracious in defeat. We will foster friendship with teammates and opponents alike.
 - **RESPECT FOR THE INDIVIDUAL:** Treat all others as you expect to be treated.

- INTEGRITY: We seek to foster honesty and fair play beyond mere strict interpretation of the rules and regulations of the game.
 - PURSUANT OF EXCELLENCE AT THE INDIVIDUAL, TEAM AND ORGAIZATION ALL LEVELS: Each member of the organization, whether player, volunteer of staff, should seek to perform each aspect of the game to the highest level of his or her ability.
 - ENJOYMENT: It is important for the hockey experience to be fun, satisfying and rewarding for the participant.
 - LOYALTY: We aspire to teach loyalty to the ideals and fellow members of the sport of hockey.
 - TEAMWORK: We value the strength of learning to work together. The use of teamwork is reinforced and rewarded by success in the hockey experience.
- B. Insurance – CAHA shall be covered by the general liability insurance policy maintained by USA Hockey. By purchasing and maintaining the aforementioned general liability insurance policy, USA Hockey dose not assume, and indeed disclaims, any liability for any actions or omissions of CAHA.
- C. 501(c)(3) Status – CAHA shall maintain its tax exempt status under Section 501(c)(3) of the Internal Revenue Code, and shall cooperate with USA Hockey in the even that USA Hockey and CAHA deem it advisable for CAHA to be included in a group exemption letter.
- D. Financial Reports and Due Assessments - The CAHA shall provide the Director of USA Hockey an annual financial report of operation. All dues and assessments by CAHA shall be reasonable in relation to the programs it offers to its members.

XI. RECORDS RETENTION

CAHA will retain records in an orderly fashion for time periods that comply with legal and government requirements. The following holding periods will be utilized for the maintenance of the documents listed below:

Accounting Records

Accounts Payable	7 years
Accounts Receivable	7 years
Audit Reports	Permanent
Chart of Accounts	Permanent
Depreciation Schedules	Permanent
Expense Reports	7 years
Financial Statements (annual)	Permanent
General Ledger and General Journals	Permanent
Purchase Orders and Correspondence	7 years
Purchase Requisitions	2 years
Tax Returns and Working Reports	Permanent
Trial Balances (annual)	Permanent

Bank Records

Bank Reconciliations	3 years
Bank Statements	7 years
Canceled Checks	7 years

Corporate Records

Board Minutes	Permanent
Bylaws, Articles of Incorporation	Permanent
Business Licenses	Permanent
Legal and Tax Correspondence	Permanent
Contracts – Minor	Life + 4 years
Insurance Policies, Accident, Claims	Life + 4 years

CAHA League, Association, and Independent Team Members shall establish a record retention policy that addresses accounting, bank, corporate, and employee records as appropriate. Additional records that may be applicable to the CAHA membership include:

Accounting Records

Loan Payment Schedules	7 years
Fixed Asset Purchases	Permanent

Bank Records

Checks for Capital Purchase	Permanent
Electronic Payment Records	7 years
Petty Cash Vouchers	3 years

Corporate Records

Contracts – Major	Permanent
Contracts – Minor	Life + 4 years
Insurance Policies, Accident, Claims	Life + 4 years
Leasehold Improvements	Permanent
Lease Payment Records	Lift + 4 years

Employee Records

Benefit Plans	Permanent
Employee Files (Terminated)	10 years
Employee Applications	1 year
Payroll Records and Employee Taxes	7 years

XII. WHISTLER BLOWER

- A. A whistleblower as defined by this policy is a CAHA member, volunteer, executive committee member, or board member of CAHA who reports an activity that he or she considers to be illegal or dishonest to one or more other parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.
- B. Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.
- C. If a member or volunteer has knowledge of or a concern of illegal or dishonest fraudulent activity, the member or volunteer is to contact the CAHA Treasurer and President who are responsible for investigation and coordinating corrective action. The member or volunteer must exercise sound judgment to avoid baseline allegation. A member or volunteer who intentionally files a false report of wrongdoing will be subject to discipline up to and including suspension.
- D. Whistleblower protections are to cover two important areas: confidentiality and retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals of their legal rights of defense. There shall be no retaliation against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse action such as suspension, fines or threats of physical harm. Any whistleblower who believes he or she is being retaliated against must contact the CAHA Treasurer and President immediately. The right of the whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.
- E. Members or volunteer with any questions regarding this policy should contact the CAHA President.

XIII. CONFLICT OF INTEREST

- A. A “Conflict of Interest” exists when a Responsible Person is called upon by the President to act on a transaction to which CAHA would be a party, where the Responsible Person’s actions or relationships

present the potential for improper personal gain or advantage, or an adverse effect on the interests of CAHA.

- B. USA Hockey, Inc. Although it is impossible to list every circumstance giving rise to a Conflict of Interest, the following will serve as a guide to the types of transactions and relationships that create Conflicts of Interest. “Class A” Conflicts of Interest relate to transactions in which a Responsible Person has a direct conflict of interest. “Class B” Conflicts of Interest involve relationships or transactions that create indirect conflicts of interest.

C. Class A Conflict of Interest

- 1. A transaction between USA Hockey, Inc. and a Responsible Person or Family Member.
- 2. A transaction between USA Hockey, Inc. and an entity (other than a Related Organization) or individual in or of which a Responsible Person or Family Member has a material financial interest or is a director, officer, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator or other legal representative.

D. Class B Conflict of Interest

- 1. A Responsible Person’s actions or involvement competing with USA Hockey, Inc., or a Related Organization in the rendering of services or in any other transaction with a third party.
- 2. A Responsible Person having a material financial interest in an entity or individual that competes with USA Hockey, Inc. or a Related Organization in the provision of services or in any other transaction with a third party.
- 3. A Responsible Person accepting gifts, excessive entertainment or other favors from any individual or entity that does, or is seeking to do, business with USA Hockey, Inc., or a Related Organization, under circumstances where it might be inferred that such action was intended to influence or possibly would influence the Responsible Person in his or her duties to this corporation. This does not preclude the acceptance of items of nominal or insignificant value that are clearly tokens of respect or friendship and not related to any actual or potential transaction or activity of this corporation or a Related Organization.

XIV. PUBLICATION OF CONSTITUTION AND BYLAWS

- A. The CAHA shall annually distribute to its members, copies of its bylaws, policy and procedures, and all amendments thereto. Copies shall also be available through the CAHA Secretary/Treasurer upon request.
- B. Each Team or Association and League shall annually distribute to its members, copies of its constitution, bylaws and other governing documents, and all amendments thereto.
- C. Distribution requirements to members may be satisfied by posting the documents on the CAHA, Team, Association or League website.
- D. Each Team or Association and League shall provide the CAHA Secretary/Treasurer an electronic copy of its constitution, bylaws and other governing documents, and all amendments no later than August 31st of each year. Teams, Associations, and Leagues documents shall be provided to the CAHA Secretary/Treasurer at least 15 days prior to submitting any teams for registration.
- E. Teams or Associations and Leagues shall only enforce the rules, regulations, policies and procedures defined in the published constitution, bylaws, policies and procedures, and other governing documents. Rules, regulations, policies and/or procedures adopted during the season must be incorporated into the appropriate constitution, bylaws or other governing documents and republished the following season.

XV. AMENDMENTS

- A. Amendments to these bylaws shall be made at the Annual Meeting of the Board of Directors. The Executive Committee may include amendment proposals on the Mid-Year Meeting agenda. By-law change proposals shall be submitted to the Secretary/Treasurer by April 1st. All amendments to these Bylaws shall require two-thirds majority vote by the Member Directors.

- B. The Secretary shall notify all Member Directors of any changes in the Bylaws of the CAHA within thirty (30) days of the date of the change.