

Old Capital Skaters Alliance Inc.

Iowa City Coralville Hockey Association

2020-2021

a 501(c)3 organization

EIN: 42-1428303

Bylaws

Affiliate

Midwest Amateur Hockey Association

and

USA Hockey

Iowa City Coralville Hockey is a non-profit association that exists to provide an opportunity for all area youth to develop a love for the sport of hockey. Our program is designed to teach hockey skills, knowledge of the game, good sportsmanship, and the essence of team play through equal participation for all players.

Iowa City Coralville Hockey does not discriminate on the basis of race, color, religion, age, sex, or national origin as it pertains to association membership approval or participation in amateur athletic competition. Iowa City Coralville Hockey provides an opportunity for youth athletes consistent with the requirements of the United States Olympic and Paralympic Committee, USA Hockey, and Midwest Amateur Hockey Association.

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Article I. Name

The name of this organization shall be the Old Capitol Skaters' Alliance, doing business and hereby referred to as Iowa City Coralville Hockey Association (ICH).

Article II. Location

The principal office of ICH shall be in the state of Iowa within Johnson County. The mailing address of ICH is P.O Box 5343, Coralville, IA 52241-5343. The home rink for ICH shall be the Coral Ridge Ice Arena, 1451 Coral Ridge Avenue, Coralville, IA 52241.

Article III. Purpose

1. The purposes of ICH shall be to organize, teach and develop the amateur sport of ice hockey; to promote and develop good sportsmanship, leadership, teamwork, and self-discipline; and to manage and conduct hockey games and tournaments for all age divisions.
2. ICH is a non-profit organization as defined by Section 501(c)(3) of the Internal Revenue code, and will be operated exclusively for the promotion of hockey. The Employer Identification Number assigned to ICH by the US IRS is 42-1428303. The net earnings of ICH shall be devoted exclusively to the educational and recreational pursuit of hockey.
3. Further, upon dissolution of ICH, the assets shall be disposed of by transferring the same to one or more organization(s) organized and operated exclusively for charitable, educational or recreational purposes within the meaning of Section 501(c)(3) of the Internal Revenue code, as such donee(s) may be designated by the membership. It is the intent of this provision that in the event of such disposition, the donee(s) shall be an organization(s) having similar purpose or purposes as ICH as possible.
4. ICH is an affiliate Association of the Midwest Amateur Hockey Association (MWAHA) and USA Hockey (USAH), a non-profit organization.

Article IV. Membership

1. Inclusion. The members of ICH must be registered with the ICH annually and shall include adult league players, the parents or legal guardian of all youth players, adult referees and coaches. Affiliation with ICH requires all players, referees, coaches, and recognized volunteers to be registered with the ICH and USA Hockey.
 - A. USA Hockey screening and background check program: In compliance with MWAHA, USAH, and the US Center for SafeSport (USCSS) all volunteers over the age of seventeen (17) shall be screened annually including but not limited to a "national" screen that covers a national criminal database, the sex offender registries for all 50 states, and every county data base in which the applicant has lived during the previous five (5) years prior to access to youth participants. See Exhibit A: USA Hockey SafeSport Handbook.
 1. Following is a list of persons to be screened but not limited to and in accordance with the USAH SafeSport Handbook:
 - a. Members of the ICH Board of Directors
 - b. Program administrators including board members, hockey directors, and other program staff who have regular access to or supervision over minor participants

- c. Coaches
- d. Team managers
- e. Officials
- f. Locker room monitors
- g. Team drivers (unless professional transportation companies are used)
- h. Travel chaperones
- i. Anyone with regular access to youth participants

B. The ICH SafeSport/Screening Coordinator shall monitor and ensure all coaches, team managers, locker room monitors, Board of Directors members, and volunteers over the age of 17 comply with USAH and USCSS screening policies.

2. Good standing. A member in good standing is any member who is current on all required fees to the ICH (i.e. ice and travel fees), and shall be entitled to one (1) vote per participating child at any duly called meeting of the members.

3. Termination. A member of the ICH may have said membership terminated for just cause by a majority vote of those members present at any duly called meeting of the Board of Directors at which there is a quorum present, so long as such member is notified to appear personally before the Board of Directors at a designated time and place, not less than thirty (30) days after such notification and as such is given a fair hearing. Such person shall have the opportunity to be reinstated to membership by applying to the Board of Directors and receiving a majority vote of approval by those members present at any duly called meeting with a quorum present.

Article V. Fees

1. Membership. All fees, including, but not limited to registration, travel, and tournament fees, shall be established by the Board of Directors and presented to the general membership as a part of the annual budget. The annual payment schedule will be determined and published to the membership before annual registration.

2. Late Fees. All fees shall be paid on or before the date as prescribed by the Board of Directors. Members who are late with said payments may forfeit the right for each participant who is in arrears to be on the ice and participate in practices, games and tournaments until such time as these fees, plus any additional late fees, are paid in full. However, the Board of Directors has authority to waive such fees and/or fee deadlines under extenuating circumstances.

3. Removal. Any member whose partial (one half of total) annual fees remain unpaid at the end of January, or whose total annual fees remain unpaid two (2) months after the end of the season, may be automatically dropped from the membership, unless given an extension in writing by the Board of Directors for just cause.

Article VI. Finances

1. Fiscal Year. The fiscal year of ICH shall be July 1 to June 30.

2. Deposits. All funds of ICH shall be deposited by the Treasurer in a bank insured by the FDIC or Savings and Loan located within the general service area of ICH and shall be withdrawn only upon drafts bearing the signature of the Treasurer or, in emergency situations, by the President.

3. Budget. Prior to annual registration, the Board of Directors, under the direction of the Treasurer, shall prepare and submit to the general membership an annual budget. This budget may be amended by the new Board of Directors at their discretion, but if so amended it must again be brought before the general membership at a duly called meeting.

4. Checks. All notes, drafts, or other orders for the payment of money, notes, and other evidences of indebtedness issued in the name of ICH, shall be signed by such officer or officers, agent or agents, of ICH and in such manner as shall be determined by resolution by the Board of Directors.

5 . Contracts. The Board of Directors may authorize any officer(s) or director(s) to enter into any contract or execute and deliver any instrument in the name of and on behalf of ICH, and such authority may be general or confined to specific instances.

6. Loans. No loans shall be contracted on behalf of ICH and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors. Such authority may be general or confined to specific instances.

Article VII. Governance

1. Number. The governance of ICH shall be vested in a Board of Directors, which shall be a minimum of six (6) and no more than 15 (fifteen) members.

2. Positions. The Board of Directors shall consist of a President, immediate Past President, Vice President, Secretary, Treasurer, (the Executive Board Officers) and Members-at-Large. No member of the Board of Directors may hold more than one elected office in ICH at any one time.

3. Voting. Unless otherwise noted in these Bylaws all decisions reached by the Board of Directors will be done through a majority vote of those members present at any officially called Board of Directors meeting with a quorum.

4. Vacancies. Any vacancy occurring in the Board of Directors may be filled by the affirmative vote of the remaining Directors, though there could be less than a quorum. A Director elected to fill a vacancy shall be elected for the unexpired term of his or her predecessor in office.

5. Removal. The Board of Directors may, by a two-thirds (2/3) vote at any officially called meeting, remove from office any member of the Board of Directors who, in the opinion of the Board of Directors, acts to the detriment of ICH or is not fulfilling the responsibilities of the office held.

Article VIII. Officers

1. Terms. The Executive Officers of ICH shall hold a two-year, renewable term with President/Vice-President being elected in alternating years and with Secretary/Treasurer being elected in alternating years

2. President. The President shall be the principal executive officer of ICH and, subject to the control of the Board of Directors, shall in general supervise and control all of the business and affairs of ICH; preside at all meetings of the general membership and the Board of Directors; serve

as an ex-officio member of all committees, except the Nominating committee; and have all other powers of supervision and management usually vested in the office of President.

3. Vice President. In the absence of the President or inability or refusal to act, the Vice-President shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the transactions upon the President. The Vice President shall also conduct monthly audits of the finances in accordance with the Financial Policies.

4. Secretary. The Secretary shall record the minutes of all meetings of the general membership and the Board of Directors and make copies of said minutes available to anyone requesting same.

5. Treasurer. The Treasurer shall be custodian of all funds of ICH and deposit them in a financial institution; be responsible for the collection of all accounts receivable and the prompt payment of all accounts payable; keep accurate accounts of all receipts and disbursements; disburse all funds of ICH in accordance with the budget as approved by the Board of Directors annually; give financial reports at each meeting of the Board of Directors and general membership; prepare and submit an annual financial report of all transactions. The Treasurer, and a board member appointed by the President and approved by the Board of Directors, will conduct a monthly audit or co-review of the finances, and will present such audit or co-review to the Board of Directors.

Article IX. Elections

1: Elections. The Board of Directors shall be elected annually at the Annual Meeting of the general membership in the spring and shall assume their duties at the start of the new fiscal year.

2: Nominating Committee. On or before one month prior to the Annual Meeting of the General Membership, the President, with the approval of the Board of Directors, shall appoint a nominating committee consisting of four (4) members, of which at least one (1) member but no more than three (3) members must be members of the Board of Directors. The duty of the nominating committee shall be to prepare a list of nominees for membership on the Board of Directors.

The Chairperson of the Nominating/Election Committee shall present the slate of candidates for each office at the Annual General Membership Meeting at which time the election shall be held under his/her direction. The Chairperson and ICH Secretary shall be responsible for tabulating votes.

3: Eligibility & Election. Each candidate, to be eligible, must be a member in good standing and in attendance, or have submitted a signed statement indicating their willingness to serve, if elected. Only one member per family shall serve on the Board of Directors at any given time. To be elected, a candidate must receive a majority of the votes cast at the annual election.

4: Exceptions. If there is not a complete slate of candidates, nominations shall be accepted from the floor. Such nominees must be in attendance, or have submitted a signed statement indicating their willingness to serve, if elected.

5: Voting. Each family in good standing who is in attendance at the annual election shall be eligible to cast one (1) vote per participating child for each office. No proxy or mail ballots will be accepted.

6: Terms. The term of office for Directors is two (2) years with no Director serving more than two consecutive terms (4 years). Such a Board of Directors member may, however, be eligible for election to the Board of Directors after at least one (1) fiscal year without serving on the Board of Directors. The position of Past President is limited to an additional two (2) year term after the presidential year. If any Director is absent from three (3) consecutive regular monthly meetings of the Board of Directors without an acceptable excuse as determined by the Board of Directors, that Director's term of office shall end

automatically at the close of the third consecutive missed meeting without further action of the Board of Directors.

Article X. Meetings

1: Membership. ICH shall conduct general membership meetings at the time of season registration and as needed throughout the year.

2: Special Membership Meetings. Such meetings may be called by the membership by submitting a written request to the Board of Directors signed by a member in good standing. Upon receipt of such a valid request, a meeting shall be scheduled with notification given to the membership prior to said meeting.

3: The Annual Meeting of the General Membership. This meeting shall be held annually in the spring at the end of the season.

4: Board Meetings. The Board of Directors shall conduct monthly meetings at a time and place as determined by the members of the Board of Directors. All meetings of the Board of Directors shall be open to the general membership with the date, time, and location posted in advance. A timekeeper, selected by the Board of Directors, will ensure that agenda items are given fair time and that meeting duration is kept to a reasonable length. Meetings held “virtually” via an internet video communication platform shall be allowed.

5: Special Board Meetings. In emergencies, special meetings may be scheduled at the call of the President or by any two (2) elected Board of Directors members with advance notice given to all Board of Directors members.

6: Notice. Notice of all regular meetings or special meetings of the general membership, and all regular or special meetings of the Board of Directors, shall be posted on the ICH web site: www.iowacityhockey.com.

7: Quorum. A quorum must be present to conduct business at all regular or special meetings of the general membership and Board of Directors. For general membership meetings, a quorum will consist of a majority, provided at least ten (10) persons are in attendance. For meetings of the Board of Directors, a quorum will consist of a majority of Directors. If less than a majority of the Directors is present at said meeting, a majority of the Directors present may adjourn the meeting to another time without further notice. No proxy votes will be accepted.

8. Voting. Any matter submitted to a vote of the membership shall be deemed adopted if it receives an affirmative vote of a majority of the members present, except as may be specifically provided herein to the contrary. Voting by proxy shall not be permitted.

Article XI. Special Committees and Administration

1: The Board of Directors, at their discretion, may create Standing and/or Special Committees to carry out the functions of ICH, the duration and functions of these committees to be determined by the Board of Directors. The President, with approval of the Board of Directors, shall appoint all Chairpersons, unless otherwise prescribed in these Bylaws.

A. Fundraising Committee. The fundraising committee shall raise funds to support the activities of ICH. Proceeds from all fundraising activities are allocated to ICH programs at the discretion of the Board of Directors. Any fundraising ideas by a fundraising committee member must be approved by the Board of Directors prior to implementation.

B. Discipline Committee. The discipline committee is responsible for administering discipline for all judgments required as a result of infractions covered by the USAH official rules, ICH rules, or disciplinary requests made by an Official or member of the ICH. The discipline committee consists of and is limited to the Referee in Chief, the Board of Directors appointed committee chairperson, one (1) Board of Directors member, and in the case of a specific infraction, one representative from the league involved in the infraction in question.

C. Tournament Committee. The tournament committee is responsible for coordinating all tournaments hosted by ICH. The committee consists of at least two (2) Board of Directors members and at least one (1) member of the general membership.

D. Volunteer Committee. The volunteer committee is responsible for planning, coordinating, conducting, and record keeping of all volunteer activities of the members of the general membership of ICH.

E. SafeSport Committee: The SafeSport committee is responsible for monitoring and reporting compliance with USAH and USCSS programs. The SafeSport committee shall consist of the Vice President, the ICH SafeSport/Screening Coordinator, and one (1) additional Board of Directors member.

2. To meet the mission and goals of the association and comply with MWAHA and USAH policies, the President, with the approval of the Board of Directors, shall appoint a member in good standing to the following positions:

- A. Blizzard Director
- B. Coaching Director
- C. Communications Editor
- D. Fundraising Director
- E. Maidens Director
- F. Marketing Director
- G. Merchandising Director
- H. Midwest Amateur Hockey Association (MWAHA) Director
- I. Player Safety Coordinator
- J. Referee in Chief
- K. Registrar
- L. SafeSport Coordinator
- M. Webmaster

Article XII. Affiliates

With Board of Directors approval, ICH may create or sanction such affiliate organizations engaged in the development and promotion of new recreational services and programs in an ice skating facility for the enjoyment and education of the regional community, including but not limited to those related to youth hockey, figure skating, adult hockey, intramural, interscholastic and intercollegiate hockey. The Board of Directors must approve all terms and conditions related to the affiliation of such affiliate organization prior to holding out to the public by such organization of affiliate status. Once affiliate status has been approved, such affiliate will have a representative on the Board of Directors pursuant to Article IV, 1, hereof. All fundraising activities, year-end financial statements and budgets of such affiliates shall be submitted to the Board of Directors for approval. As a condition of approval of fundraising activities, the Board of Directors shall determine that such fundraising activities do not violate the terms and conditions of any tax exemption then held or applied for by ICH.

Article XIII. Rules of Order

The latest edition of Robert's Rules of Order shall govern the proceedings of all meetings of ICH and its constituent parts, except as may be provided in these Bylaws.

Article XIV. Amendments

These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by the Directors of ICH at any regular or special meeting by a two-thirds (2/3) vote of the members present, provided a quorum is present, and provided the proposed amendment(s) has/have been submitted in writing to each member prior to said meeting.

Article XV. Policies and Procedures

ICH policies are intended to highlight or clarify and in no way meant to replace or contradict MWAHA and USAH policies. ICH follows the most current policies, procedures, and guidelines as set forth in the USAH Annual Guide (Exhibit C), USA Hockey SafeSport Handbook (Exhibit A), and the MWAHA Policies & Procedures (Exhibit B).

1. USA Hockey Preeminence

The Iowa City Coralville Hockey Association (ICH) , an Affiliate Association of USA Hockey, Inc., shall abide by and act in accord with the Articles of Incorporation, Bylaws, Rules and Regulations, Playing Rules and decisions of the Board of Directors of USA Hockey, and such documents and decisions shall take precedence over and supersede all similar governing documents and/or decisions of the ICH. Further, the ICH (i) shall 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 and (ii) agrees to be guided by the following core values of USA Hockey:

(1) 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.

(2) Respect for the Individual

Treat all others as you expect to be treated.

(3) Integrity

We seek to foster honesty and fair play beyond mere strict interpretation of the rules and

regulations of the game.

(4) Pursuit of Excellence at the Individual, Team & Organizational Levels

Each member of the organization, whether player, volunteer or staff, should seek to perform each aspect of the game to the highest level of his or her ability.

(5) Enjoyment

It is important for the hockey experience to be fun, satisfying and rewarding for the participant.

(6) Loyalty

We aspire to teach loyalty to the ideals and fellow members of the sport of hockey.

(7) Teamwork

We value the strength of learning to work together. The use of teamwork is reinforced and rewarded by success in the hockey experience.

2. Coaching Requirements: Coaches are required to meet all the requirements as listed in the USA Hockey Annual Guide.
3. Complaints, Rules, & Ethics Policy: The MWAHA Policies and Procedures , USAH Annual Guide, the USAH Rule Book, and the USAH SafeSport Program Handbook defined the various policies, procedures, and processes for dispute resolution.
4. Concussion Policy: ICH shall adopt the MWAHA and USAH Concussion policies including but not limited to:
 - a. A youth ice hockey player may not participate in any game or practice session unless such player and the player's parent or guardian have signed, and returned to ICH, a concussion and head injury information form. Such information form shall be signed and returned each hockey season that the player participates in hockey games or practice sessions.
 - b. If a youth ice hockey player suffers, or is suspected of having suffered a concussion or head injury during a game or practice session, the player: (1) must be immediately removed from the game or practice session and (2) may not again participate in practices or games until a health care provider has evaluated the player and provided a written clearance for the player to return to practices and games. The player should not be cleared to practice or play games the same day the concussion consistent sign, symptom or behavior was observed.
5. Locker Room Supervision: the Head Coach shall ensure locker rooms and changing areas are appropriately monitored per MWAHA, USAH, and USCSS policies. Including but not limited to:
 - a. Practices for supervising and monitoring locker rooms and changing areas
 - b. Permission or lack of permission for parents to be in locker rooms
 - c. Prohibited conduct including at least all forms of abuse and misconduct prohibited by USAH

- d. Specific policy regarding the use of mobile electronic devices and phones and prohibiting the use of a device's recording capabilities
- 6. SafeSport: ICH policies and procedures regarding SafeSport Situations are outlined in the USA Hockey Annual Guide and SafeSport Handbook.
- 7. USA Hockey Indemnity

The ICH, an Affiliate Association of USA Hockey, Inc., shall indemnify and hold harmless USA Hockey, the Board of Directors of USA Hockey and each member thereof, the Executive Committee of USA Hockey and each member thereof, the councils and committees of USA Hockey and each member thereof, and all other elected, appointed, employed or volunteer representatives of USA Hockey from any and all claims, liability, judgments, costs, attorneys' fees charges and expenses whatsoever, arising from the acts and omissions of ICH, except to the extent (i) that USA Hockey or its aforescribed representatives caused 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 ICH 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 this bylaw.

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