

HOLLAND HOCKEY ASSOCIATION, INC.

BY-LAWS

(Revised August 2019)

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ARTICLE I. NAME, REGISTERED OFFICE and FISCAL YEAR/SEASON

Section 1. The name of the organization/corporation shall be legally known as the **HOLLAND HOCKEY ASSOCIATION.**

A. It shall also be known as the **HHA.**

Section 2. The teams belonging to the HHA shall be known as "HOLLAND HOCKEY " or "WEST MICHIGAN ICE DOGS".

Section 3. The registered office of the corporation shall be located in the state of Michigan, at a location that shall be designated from time to time by the board of directors. Presently, that office is located at 4444 Holland Ave., Holland, Michigan 49424.

A. HHA fiscal year shall run June 1 through May 31.

B. The "season" may commence differently for travel and house programs.
a. Travel "season" commences from tryouts/team formation through March
b. House "season" commences from rate/condition skate through March

ARTICLE II. AFFILIATIONS

Section 1. This organization shall be, and is hereby governed by the rules of USA HOCKEY and MICHIGAN AMATEUR HOCKEY ASSOCIATION (MAHA) along with ADRAY COMMUNITY HOCKEY LEAGUE and LITTLE CEASAR AMATEUR HOCKEY LEAGUE (LCAHL).

Section 2. Eligibility to participate in the "HOLLAND HOCKEY ASSOCIATION" is not determined by sex, race, creed, or color.

ARTICLE III. PURPOSE

The purpose of this organization shall be:

- A. To teach the art of skating to all participating in the program.
- B. To instruct those participating in the fundamentals of ice hockey.
- C. To instill the necessary attitudes for team spirit and sportsmanship through success and cooperative effort.
- D. To foster safety, fairness and fun.

- E. The organization is organized exclusively for charitable, religious, educational and scientific purpose under section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code.

ARTICLE IV. MEMBERSHIP

Membership shall consist of:

- A. Parents or legal guardians of those participants in the HHA program who are in good standing.

ARTICLE V. GOVERNMENT/ELECTIONS/MEETINGS

Section 1. The governing body of the program shall be known as the "Board" and shall consist of the following officers:

EXECUTIVE OFFICERS – Elected on a Biennial Basis

- A. President
- C. Vice President
- D. Secretary
- E. Treasurer

FUNCTIONAL OFFICERS (ADVISORY BOARD)– Elected on a Biennial Basis

Mite Representative
Squirt Representative
Pee Wee Representative
Bantam Representative
Adray Representative
MAHA Representative
Webmaster/Fundraising Coordinator
Apparel/Marketing Coordinator
Trustee

NON-VOTING MEMBERS-Appointed by the President

- A. Hockey Director
- B. Safe Sport Coordinator
- C. Registrar

The President reserves the right to remove/replace any Officers, at any time, from the Board, if deemed not to be acting in the best interest of the members. This notification will take place in writing from the President within 5 days prior to the request of the Board member to step down.

Section 2. Elections

Elections shall be held at least two weeks before the beginning of the fiscal year. Candidates shall express their intent in writing at least one month prior to the fiscal year to the Secretary.

Records, the Secretary will supervise the counting of the ballots with the existing Board and will preserve such records at least one year

Votes can only be cast by members in good standing.

The President can call a special election if a vacancy has become open on the Board.

Section 3. Meetings

There shall be at least one annual stated club membership meeting each year for members in good standing. Notices of this Annual meeting will be communicated through the association/corporation website and communicated through individual team managers no less than 15 days prior to commencing. This notification will come from the Secretary of HHA.

Meetings of members and the Board of Directors may be held within or out of the State of Michigan.

The Board shall have regular meetings monthly during the fiscal year. Scheduled meetings should have at least 5 days' notice served by the Secretary of HHA. Minutes of such action taken in these meetings will be available/approved by the board after completion of the following months meeting. Minutes will be retained by the Secretary for at least one year.

A special meeting of the Board may be called, by any board member, to conduct business by writing to the Secretary at least 5 days in advance of such request. Any action required or permitted to be taken at a meeting of the Board may be taken without prior notice and without a vote, if, before the action, all members of the Board consent in writing to the action. The written consents shall be filed with the minutes of the proceedings of the Board.

ARTICLE VI. AMENDMENTS

Section 1. The by-laws may be amended by the Hockey Director, President or Trustee with board approval by majority vote.

Section 2. Amendments may be proposed in writing by any member to the Secretary. All revisions are reviewed with the Board prior to implementation. Such actions are reviewed and documented with all other actions as in Article V Section 3.

ARTICLE VII. FINANCIAL OBLIGATIONS

Section 1. The President shall determine all fees and assessments with board approval by majority vote.

Section 2. The President, with board approval by majority vote, may authorize suspensions of players for financial matters. If payments do not follow the payment schedule laid out by HHA, other arrangements must be made with the President or Treasurer of HHA. Failure to comply with the schedule set forth will force the HHA to bring forth these individuals to the MAHA forum which alerts other associations of payment delinquency by the following guideline in the MAHA By-Laws. Per the MAHA By-Laws – Section 2B. "Other assessments necessary for the operation of this Association may, from time to time, be established by the Board of Directors. All such assessments, etc., shall be payable as directed by said Board or the Executive Committee, in the Board's absence. Failure to comply with either section A or B of this by-law and any rules promulgated hereunder shall result in the immediate suspension of said non-complying league, association, team and/or individual(s) and said suspension shall remain in full force and effect until such time as there is full compliance."

ARTICLE VIII. OUTSIDE REPRESENTATION

The President or Hockey Director shall be the official representative of the HHA in all areas which come under their jurisdiction. However, they may appoint other delegates.

ARTICLE IX. DUTIES OF THE EXECUTIVE BOARD

Section 1. PRESIDENT

Shall be the Chief Executive Office of the HHA.

Shall conduct and schedule Board meetings no less than a monthly basis through the fiscal year.

Will designate a Hockey Director, Safe Sport Coordinator and USA Hockey Registrar for the Association.

Shall be responsible for the initial master ice schedule for the HHA.

- E. Shall be responsible for the negotiating and contracting of all HHA ice.
- F. Schedule season's activities relative to administrative functions.
- G. Ensure that funds are available and act as an agent for all contracts and Conveyances.
- H. Act as Representative at administrative activities concerning the HHA.

Section 2. HOCKEY DIRECTOR

- A. Shall act as representative at "ice related" activities concerning the HHA.
- B. Shall act as a liaison between Team Managers, Coaches and the HHA Board.
- C. Schedule practice and game times for HHA teams
- D. Shall assist team coaches where needed.
- E. Shall fulfill duties as the Association Coach Director and attend all required meetings.
- F. Responsible to file all team related paperwork for all HHA teams that participate in LCAHL (applications, rosters, etc.)
- G. First line of communication to the Little Caesars Amateur Hockey League for all HHA Little Caesars teams. All managers must work through the Hockey Director on issues with the League.

Section 3. VICE PRESIDENT

- A. Shall act and assist as association representative at all outside activities in absence of the President.
- B. Shall assist the President with MAHA and USA Hockey for the HHA.
- C. Act as Representative at ice related activities concerning the HHA in the absence of the President or Hockey Director.
- D. Shall act as a liaison between team managers, coaches and the HHA Board.
- E. Shall attend all ice related meetings.
- F. Shall conduct and schedule managers meetings no less than a monthly basis during the season.
- G. Shall assist all advisory board members where needed.

Section 4. TREASURER

- A. Collect all dues from HHA members.
- B. Manage funds for the HHA.
- C. Ensure that funds are available and act as agent for all contracts and conveyances
- D. Pay bills on behalf of the HHA.
- E. Submit monthly bank statements to the HHA Executive Board.

Section 5. SECRETARY

- A. Record and preserve minutes from all monthly and special board meetings
- B. Facilitate bi-annual elections for board positions.
- C. Communicate with web-master to ensure timely association related information is posted on the website.

ARTICLE X. DUTIES OF THE ADVISORY BOARD

Section 1. DIVISION REPRESENTATIVES

- A. Responsible for communication from Advisory board to team managers
- B. Representative for HHA teams at Advisory board meetings
 - 1. Mite Team(s) Representative
 - 2. Squirt Team(s) Representative
 - 3. Pee Wee Team(s) Representative
 - 4. Bantam Teams (s) Representative

Section 2. ADRAY REPRESENTATIVE

- A. Responsible for attending/representing HHA teams at all necessary meetings for Adray Community Hockey League (i.e., commitment meetings, scheduling and playoff meetings)
- B. First line of communication to the Adray league for all HHA Adray teams.
- C. Responsible to file all team related paperwork for all HHA teams that participate in the Adray League.
- D. Reports to HHA Executive Board

Section 3. APPAREL/MARKETING COORDINATOR

- A. Main contact for supplier on cost, timing and delivery
- B. Main contact between supplier, team managers and HHA Leadership
- C. Responsible for setting apparel view days (minimum of 3 per beginning of season)
- D. Responsible to coordinate with team managers for distribution of information and products
- E. Coordinate special offerings with supplier
- F. Responsible to reconcile payment vs. orders and submit to Treasurer on a monthly basis
- G. Responsible to reconcile orders vs. invoices and submit to Treasurer for payment on monthly basis
- H. Recruit volunteers on an as needed basis
- I. Reports to HHA Executive Board.

Section 5. FUNDRAISING COORDINATOR

- A. Responsible to develop a list of approved fundraisers per the HHA By-laws Article XI, Section 2 and HHA leadership
- B. Coordinate all approved HHA fundraisers with all HHA participants
- C. Responsible to reconcile fundraising invoices, accounts payable, accounts receivable
- D. Assist HHA Treasurer with outgoing payments to participants
- E. Recruit volunteers on an as needed basis
- F. Manage the HHA website
- H. Reports to the HHA Executive Board

Section 6. TRUSTEE

- A. Shall act on behalf of and in the best interest of the HHA and its members
- B. Interpret and carry out the express terms of the By-laws
- C. Account for actions taken on behalf of the HHA.
- D. Administer and advise in the best interest of the HHA and its members.

ARTICLE XI. GENERAL RULES

Section 1. COMPLAINTS, PROBLEMS, SUGGESTIONS

- A. Association members who have complaints, problems or suggestions should bring those to the attention of their respective division representative, Hockey Director or President.
- B. Association members who have question or concerns regarding coaching or player matters should contact their respective division representative, Hockey Director or President if attempts to resolve the issues with the coach have failed.
- C. Association members who have questions regarding scheduling, coach selection or player placement should direct those questions to the Hockey Director.

Section 2. Fundraisers, Donations and Sponsorships

All fundraisers will be presented to the HHA Fundraising Coordinator. The HHA Board, prior to commencing any fundraising opportunity, must agree upon approval of such fundraisers and sponsorships in accordance to Article V, Section 3. HHA will not discriminate on the participation of approved fundraising opportunities to its members.

All Donations and Sponsorships must be documented on the appropriate HHA form to ensure appropriate record keeping. Such form is available on the HHA website, or through the Fundraising Coordinator or Secretary/Treasurer of HHA.

Donations/Sponsorships that are accepted by a member of HHA are required to do so by completing HHA form 4. Procedure for acceptance of such is located on page 2 of HHA form.

Completed forms must be submitted to the Secretary/Treasurer for record retention within at least 48 hours of receipt of donation.

Before Fundraising/Sponsorships/Donations can commence, each team will provide a budget to the Secretary/Treasurer of HHA for expected expenses for the upcoming season. This will allow events to be planned to meet the goals needed and set levels of contributions from sponsors.

No member of HHA can engage in fundraising/donations/sponsorships for personal gain. All funds raised must go to team expenses or ice expenses.

Section 3. Execution of Instruments

Accounts will be established under the main HHA banking structure. It is recommended that 2 signatures be required on each account for accountability, one being the HHA Treasurer. A second signature of the HHA Treasurer is suggested on all checks over \$200.00. A financial statement is due to the Treasurer of HHA on the 1st of each month during the "season". Each individual responsible for the finances of the team will sign a contract ensuring the funds are allocated appropriately (HHA form 1). All remaining funds at the end of the season will be voted on by the team to determine disbursement.

Requests for checks shall be submitted to the treasurer via email. The treasurer will issue the payment/check within 48hrs of the request.

Contracts and/or Conveyances for HHA, with the execution of any contract or conveyance, all such authority remains with the Executive Board of Directors. No contract or conveyance shall be deemed valid for HHA without signatory approval by either of the HHA Executive Board of Directors.

Section 4. All team names and logos, House and Travel (Ice Dogs, West Michigan Ice Dogs) logos are the property of the HHA Association. Members of the Association are strictly forbidden from reproducing these logos or any items bearing these logos or names unless given written approval by the HHA Executive Board of Directors. All purchase of items (i.e., clothing, window clings, water bottles, etc.) displaying these logos will be made by the HHA Apparel Coordinator and these items will be made available to all members of the Association. All supplier changes must be approved by the Board prior to change. All logos required for team banners, coach's gifts, team gifts etc. can be obtained only through the Fundraising Coordinator.

Section 5. The "HHA 3 Step Disciplinary Rules" apply to all players, parents and fans that support the Holland Hockey Association. This procedure is in place as a first step process to the MAHA S.T.A.R. program. If any issues or concerns are encountered, a Team Manager, HHA Board Member, Coach, Assistant Coach, Hockey Director or arena personnel should be contacted immediately. Upon receiving notice of an issue or concern, the individual receiving the notice shall forward the matter to a Disciplinary Committee established by the Board. The Disciplinary Committee shall review the issue or concern and make a recommendation to the Board for disposition thereof.

- A. 1st warning warrants a verbal warning and shall be issued as part of step one of the disciplinary process. This warning can be issued by any Team Manager, HHA Board Member, Coach, Assistant Coach, President, Hockey Director or arena personnel for verbal or physical abuse to players, fans, referees, or coaches. Once a verbal warning has been issued, a completed copy of "Report of Incident – HHA Conduct Subject to Discipline" form (HHA form 3) should be submitted to the Division Representative within 24 hours.
- B. A 2nd warning warrants a written warning and shall be issued as part of step two of the disciplinary process. This warning can be issued by any Team Manager, HHA Board Member, Coach, Assistant Coach, President, Hockey Director or arena personnel for verbal or physical abuse to players, fans, referees or coaches. Once the written warning has been issued, a completed copy of "Report of Incident – HHA Conduct Subject to Discipline" form shall be submitted to the Division Representative within 24 hours of the incident. The Division Representative shall notify the President and a meeting with the Executive Board for resolution shall be scheduled within 48 hours.
- C. 3rd warning warrants a written report to the MAHA District Council who presides over the S.T.A.R. Program. This warning can be issued by any Team Manager, HHA Board Member, Coach, Assistant Coach, President, Hockey Director or arena personnel. Once the written warning has been issued, proceed to issue a completed copy of "Report of Incident / Conduct Subject to Discipline" form to the Division Representative. This must be done within 48 hours of the incident. The Division Representative will then submit the form to the President who will forward it on to the MAHA District Council. This report must be filed with MAHA District Council within 48 hours of the incident.
- All copies of the HHA 3 Step Disciplinary Rules forms will remain in effect for one calendar year in the possession of the Executive Board.

Section 6. Association fees will be collected on a yearly basis.

Section 7. Locker Room and Other SafeSport Policies

A. The officers, directors, and other membership of the HHA shall adhere to USA Hockey's SafeSport program to protect its participants from physical abuse, sexual abuse, and other types of misconduct, including emotional abuse, bullying, threats, harassment, and hazing.

B. The HHA will establish a locker room policy in accordance with this section to maintain personal privacy and to reduce the risk of misconduct in locker rooms. The locker room policy is applicable to use of locker rooms by the participants of HHA at any rink.

C. Parents in Locker Rooms. Except for participants at the Mite and Squirt levels, parents will be discouraged from entering locker rooms unless it is truly necessary. If a player needs assistance with his or her uniform or other gear, if a player is injured, or a player has a disability that warrants assistance, parents shall inform the coach beforehand that parental assistance is necessary. Parents will be

encouraged to teach players as young as possible how to get dressed independently. In circumstances in which parents are permitted in the locker room, coaches are permitted to ask that the parents leave for a short time before the game, and for a short time after the game, so that coaches may address the players. With older players at other age levels, the coach may, in his or her discretion, prohibit parents from a locker room.

D. Mixed Gender Teams. It is important that the privacy rights of all participants are given consideration, with appropriate arrangements made. When teams consist of male and female players, the HHA will, where possible, have the male and female players dress and undress in separate locker rooms, and then convene in a single locker room before the game, practice, or other team event. Once the event is finished, the players may come to the single locker room for a team meeting, after which the male and female players will proceed to their separate locker rooms to undress and shower, if available. If separate locker rooms are unavailable, then the players will take turns using the locker room to change.

E. Cell Phones and Other Mobile Recording Devices. Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are not permitted in the locker rooms. If a phone or other mobile device must be used, the device will be used outside of the locker room.

F. Prohibited Conduct and Reporting. The HHA prohibits all types physical abuse, sexual abuse, emotional abuse, bullying, harassment, and hazing, and other misconduct described in the USA Hockey SafeSport Handbook. Participants, employees, or volunteers in the HHA may be subject to disciplinary action for violation of the locker room policy, or for engaging in any abuse or other misconduct that violates the USA Hockey SafeSport policies. The membership of the HHA will be directed to report any actual or suspected violations to USA Hockey at safesport@usahockey.org or 1-800-888-4656.

ARTICLE XII. SELECTION OF COACHES, ASSISTANT COACHES AND MANAGERS

Section 1. A. All selections will be made by the Hockey Director or at the direction of the Hockey Director.

HHA shall not discriminate against applicants for coaching positions. All those requesting to coach need to fill out the required coaching application for HHA stating their intentions. If there is more than one applicant for a particular team, the applicants not selected may be given the option to coach at a different level if there is another coaching slot open. The head coach must submit a list of assistant coaches for approval by the Hockey Director at the beginning of each season. The Hockey Director reserves the right to decline or direct appoint assistant coaches to any team. If any coach is submitted to MAHA for disciplinary reasons, there will be a minimum 1-year suspension from coaching in HHA from the date the suspension is handed down. After completion of the suspension, the coach may petition the board for reinstatement.

Section 2. All those interested in managing a team will be required to fill out the HHA application for managing. The appointment of team manager will be at the discretion of the coach for the respective teams. All those interested in managing are required to fulfill regular manager duties including mandatory presence at monthly manager meetings during the season

Section 3. No coach may receive compensation without notification to the Board. Such notification must be in writing and documented on the monthly financial statement submitted to the Secretary/Treasurer.

ARTICLE XIII. COACH'S RULES

Section 1.

All house players shall receive equitable ice time in all practices, games and Scrimmages

Travel hockey is not equal ice time in games and scrimmages.

No coach will use physical force, abusive language, or publicly chastise any player as a means of discipline. The coach will follow all coaching code of conduct that applies to USA Hockey and MAHA standards. No coach or manager has the authority to remove any member/player from HHA. Any issues or concerns with members shall follow Article XI section 1 and 4.

Section 2. Coaches may publish team rules within a reasonable time of the team formation, which are non-conflicting with USA HOCKEY or HHA rules with regard to:

Discipline
Practice time
Parents meeting

ARTICLE XIV. TRY-OUTS AND TEAM PLACEMENTS

Section 1. Travel tryouts will be posted in the rink and on the website a minimum of one week prior to commencing.

Section 2. All house rate/draft skates formats must involve the following:

- A numerically based rating system for the evaluation of all players.
- B. The standings of all players and their scores must be made available to a HHA member who requests to see them. The final ratings and scores of all players must be kept on file until at least the end of the program year.
- C. All players must be placed to their final rating in the draft process. There may be three (3) arbitrary assignments, subject to the unanimous approval of the President, Hockey Director and Head Coach, (commonly referred to as "coaches pick"). All players will have an equal opportunity to determine their placement by their "on-ice" performance. In the case of a tie in points between players, where the players are to be divided for team assignments, the choice will be made by the Team Coach of the higher level team.
- D. House teams will adhere to the following limits: Mite (30 players), Squirt and Pee Wee (11-16 players), Bantam and Midget (12-17 players). Registration lists in date order will be held by the HHA. All players signed up after the maximum roster size has been reached will be placed on a waiting list. The Hockey Director can ask the board for an exemption from these limits prior to the rate skate if he deems it necessary.
- F. All rate skates must be announced at least two weeks prior to the start of the season on the association website.

ARTICLE XV. DISSOLUTION

In the event the Holland Hockey Association finds it necessary or desirable to dissolve or cease to function as a non-profit corporation, all remaining assets shall be distributed to an organization or organizations, to be selected by the Board of Directors, which shall qualify as exempt organizations within the meaning of section 501 (c)(3) of the Internal Revenue Code of 1954 or any succeeding provision of Federal Tax Law. The procedure for dissolution shall be as provided by and in Michigan Non-Profit Corporation Law.

ARTICLE XVI. GENERAL ARTICLE

We the undersigned, representing at least a quorum of the Executive Officers of the Board of Directors of the Holland Hockey Association, do hereby attest that the by-laws contained within this document, are the latest revision of the Holland Hockey Association by-law's, as voiced by the general membership of the Association on September 2nd, 2017.

These by-laws shall supersede all other by-laws established before this date, and shall be the governing by-laws of the Holland Hockey Association until such time as the general membership of this organization shall elect to alter or amend them. Failure by any member (coach, manager, player or parent) to abide by the rules put forth by HHA shall be subject to disciplinary measures by the Executive Board of HHA.

Signed: _____ HHA Board President

Signed: _____ HHA Hockey Director

Signed: _____ HHA Board Trustee