

# **Garden City Hockey Association**

## **Article I Organization**

**Section 1.** This organization shall be incorporated as a nonprofit corporation in the State of Michigan, and shall be known as the Garden City Hockey Association, Inc. hereinafter referred to as GCHA.

**Section 2.** The principal office of the Association shall be located at 200 Log Cabin Garden City, Mi. 48135.

**Section 3.** GCHA is organized and shall be operated exclusively as an exempt organization under the provisions of section 501(c)(3) of the Internal Revenue code of 1986, as amended and as may be amended in the future ("IRC"). GCHA shall not carry on any activities not to be permitted to be carried on (a) by an organization exempt from Federal Income Tax pursuant to IRC 501(c)(3) or (b) by an organization contributions to which are deductible pursuant to IRC 170.

## **Article II Affiliation**

**Section 1.** The Association shall be affiliated with:

- A. The City of Garden City Department of Parks and Recreation.
- B. Michigan Amateur Hockey Association.
- C. USA Hockey.
- D. The Association is subject to the constitution and bylaws of the three (3) Bodies

**Section 2.** The Association shall participate in any hockey program approved by the:

- A. The GCHA Board of Directors.

**Section 3.** Teams within the Association will only be allowed to participate in events that are sanctioned by MAHA or USA Hockey.

## **Article III Purpose**

**Section 1.** The purpose of the Association is:

- A. To promote an ice hockey program for the residents of Garden City and such other neighborhood communities and their citizens which through individual or community action, wish to join this program.
- B. To maintain a Skills Development Program as defined by USA Hockey and MAHA.
- C. To provide instruction for the improvement of all ice hockey players.
- D. To develop and encourage sportsmanship between all players for the betterment of their physical and social wellbeing.
- E. To provide a competent and trained coaching staff, whose purpose is to encourage the playing of amateur, organized hockey.
- F. To promote competitiveness, sportsmanship and fair play.
- G. To protect the health and welfare of all participants.

H. To develop house as well as travel programs.

### **Article IV Membership**

**Section 1.** The members of this association shall be composed of officers, directors, coaches, managers, and parents. Other interested parties from the general public, wishing to join GCHA, may submit an application to the board of directors for approval of a non-voting member.

### **Article V Government**

**Section 1.** The government of the Association shall be vested in an Executive Board of Directors consisting of four (4) officers. Said officers shall be the President, Vice President, Secretary, and Treasurer. An expanded board, for voting purposes only, shall include the Hockey Development Coordinator, Novice Director, and Registrar, as appointed by the Executive Board.,

House Director, Skills Director, Safe Sport Director, Fund-raiser Coordinator, and any other Director or Coordinator the Executive Board of Directors deems necessary, shall be appointed. All officers shall be members in good standing with GCHA.

**Section 2.** The officers of the Association shall be elected in the manner prescribed by the By-Laws. The Board of Directors shall determine the policies and activities of the Association, discipline members, approve the budget, and have general management of the Association.

**Section 3.** Vacancies of the Board of Directors shall be filled by appointment of the President with the approval of the Board of Directors. Each person appointed shall remain a director or an officer until their successor is elected, by the members in good standing, at the next annual election.

### **Article VI Elections and Vacancies**

**Section 1.** Not less than thirty (30) days prior to the annual election the President shall appoint with the approval of the Board of Directors, a Nomination Committee of three (3) members. No more than one (1) Board member, who is running for office, shall serve on the committee. The election committee is empowered to set the date and time of nomination closing no later than the February general membership meeting.

**Section 2.** Voting will take place during the February monthly membership meeting. Election notices must be posted in the Ice Arena and distributed to each team.

**Section 3.** Not less than twenty (20) days prior to the annual election, the Chairman of the Nomination Committee shall present to the Board of Directors, in writing, the list of nominees, seeking office in the Association. Twenty (20) days prior to the election, nominations will be closed and nominees must have chosen the office they are seeking election. All persons running for office must be Members in Good Standing (as defined in the Eligibility of Membership Bylaw)

**Section 4.** The Nomination Committee shall require the Secretary to publish and post the list of eligible voting members, not less than fifteen (15) days prior to the annual election.

**Section 5.** At the time of the annual election the Nomination Committee will count the ballots. It is recommended that an impartial representative be present during the counting of the ballots (I.e. Ice Rink Manager, City Manager, etc.). Any ballot not properly made shall be voided and not used in the counting for office in question. The Nomination Committee shall inspect all ballots and announce the winners by immediately posting their names on the board and calling the winners within twenty-four (24) hours. It shall be the

duty of the Nomination Committee to seal the ballots for after the election and have them for a period of 30 days.

**Section 6.** The Executive Board of Directors along with the appointed directors and Coordinators have the authority to appoint, recommend or place members in place should no one be nominated for a vacating position.

**Section 7.** Voting shall be for any registered member in good standing. No one will cast more than one (1) vote. Proxies will not be recognized. Absentee ballots will be granted by notifying the Nomination Committee. The ballot must be in the Nomination Committee's hands in a sealed envelope with the voter's name written on the outside of the envelope at least twenty-four (24) hours in advance of the day of the election. The envelope shall not be opened until all election committee members and the impartial representative are present to count the ballots.

**Section 8.** Officers and Directors shall take office June 1st and shall serve no more than two terms, effective 2017. If at the end of an officer or directors term, no one volunteers for the position, the board will appoint someone to the position which may include the existing member.

### **Article VII Amendments**

**Section 1.** Proposed changes to the GCHA constitution, Bylaws, and/or rules and regulations shall be submitted by members in writing to the bylaw committee and/or the GCHA Board of Directors. All proposed changes will be open for discussion. Proposed changes will be voted on by all members in good standing at the next open association meeting. All approved changes will be effective for the following hockey season, unless otherwise noted on proposed change.

A bylaw committee should review Bylaws from time to time to keep them updated.

**Section 2.** A two-thirds (2/3) vote of the members present and in good standing is required to amend the Constitution and Bylaws.

**Section 3.** Any amended Bylaws must be submitted to MAHA by August 1.

### **Article VIII Insurance**

**Section 1.** The Association shall have the power to purchase and maintain insurance on behalf of any person who is or was a director, officer, employee or agent of the Association, or is or was, serving at the request of the Association as a director, officer or employee, against any liability asserted against the person and incurred by the person in any such capacity or arising out of the person's status as such, whether or not the Association would have the power to indemnify the person against such liability under the provisions of the Michigan Nonprofit Association Act.

**Section 2.** The Association shall always be covered by the general liability insurance policy and the directors' and officers' liability insurance policies maintained by USA Hockey. The Association may, at the discretion of the Board of Directors, obtain additional insurance coverage and to name MAHA as an additional insured.

# Garden City Hockey Association Bylaws

## Article I- Eligibility of Membership

Any person named in Article IV is eligible for membership based on the following criteria:

**Section 1:** To be a member in good standing one must:

- A. Have attended a general membership meeting during the preceding 12-month period.
- B. Must be accepted by the Board of Directors (for general public applicants).
- C. Must have all dues and financial obligations paid in full by the due date provided by the team or the association.
- D. The GCHA Board of Directors have the right to question and deny any person or group trying to take office on the association board if they do not have a direct interest in Garden City Youth Hockey or the best interest of GCHA at hand.

## Article II Removal of members and board members/officers

All Board of Directors, coaches, team officials, parents, and players will conduct themselves in a professional manner and will at no time do anything to tarnish the reputation of the Association, the City of Garden City, or their teams.

All members must adhere to the USA Hockey Participant Code of Conduct, MAHA Parent/Legal Guardian Code of Conduct Agreement, MAHA Coaching Ethics Code of Agreement, and Safe sport Policies.

**Section 1:** Repeated failure by a Member of the Board of Directors, coach, team official, parent, or player to adhere to the Association's Rules and Regulations and these bylaws could result in the revocation of that individual's membership in the Association. Repeated infractions of the Rules and Regulations could result in the suspension and/or dismissal of the involved individual from the Association by a 2/3 vote from the Board of Directors.

**Section 2:** Causes for removal of membership

- i. Creating a disturbance in or around a GCHA event;
- ii. Disruption of a game – verbal attacks of officials during a game, throwing of articles on the ice surface, etc.;
- iii. Destruction of property at any GCHA participated functions;
- iv. Misuse of team funds;
- v. Conduct not becoming of a representative of GCHA.

**Section 3:** An appeal of the above disciplinary actions must first be made to the Board of Directors of the Association. All appeals must be made, in writing, by a registered letter addressed to the President of the Association within forty-eight (48) hours of notice of infraction.

**Section 4:** Removal of Board Members/Officers must be done in the following manner for the listed reasons:

i. Removal of a board member/officer may occur after written charges are presented to the Board of Directors. Just cause must be taken into consideration before any complaint is registered with the board.

ii. In the event the complaint is unfounded or it is proven there is no just cause for the complaint, the secretary will respond, in writing, to the individual registering the complaint, the board's decision and the reasons for the decision.

iii. Reasons for removal of Board Members/Officers are the same as those for the general membership plus the following:

a. Misuse of GCHA funds;

b. Failure to complete any and all duties.

c. Failure to attend board of director's meetings. Two (2) unjustified absences in a four (4) month period;

d. Conflict of interest: An executive officer or board member in GCHA cannot be an executive officer or board member of another hockey association in competition with GCHA;

e. The board member/officer may only be removed by 2/3rds majority vote of board members. The board member/officer may be present at the hearing/meeting to present their side of the case but will not be in attendance during the vote.

### **Article III Meetings**

**Section 1.** The annual election meeting of the Association shall be held during the February membership meeting . The newly elected board shall take office June 1st. The newly elected board shall work with the exiting board for the remainder of the season. The newly elected board will have no voting rights until June 1st

**Section 2.** Meetings of the Board of Directors shall be determined by the board. Meeting times will be

7:00 p.m. – general meeting

GCHA Board of Directors Meeting immediately following the General meeting.

Place and time of the meeting will be posted at arena and on the website.

Team financial statements are to be submitted to the president and treasurer on or before the 25th of the month.

**Section 3.** A representative from each team should make every effort to attend each monthly general membership meeting. The team representative may be a coach, manager, or a parent from the team.

## **Article IV Duties of the Executive Board**

### **Section 1: President**

The President shall be the chief executive officer of the Association. The duties of the President shall include, but not limited to, the following:

1. The president is to preside at all meetings of the Board and General Membership.
2. The president shall see that all orders, policies, and resolutions of the Board are carried out.
3. The president shall represent the Association at all M.A.H.A and U.S.A. Hockey meetings, or designate suitable representation at said meetings.
4. The president shall have general supervision over all business and activities of GCHA
5. The President shall be ex-officio of all committees.
6. The president will have the authority to call special meetings as necessary and establish committees and appoint the chairperson.
7. The president shall uphold the Bylaws and the Association's Constitution.
8. The president will vote in case of a tie.
9. The president will approve all checks exceeding a predetermined amount drawn on the Association's account. This amount will be agreed upon at the beginning of the season
10. The president shall not hold a seat on any other hockey board of directors while presiding as President of the Garden City Hockey Association.
11. The president shall be bonded.

### **Section 2: Vice President**

The duties of the Vice President shall include, but not be limited to, the following:

1. The Vice President shall assume the role of acting President if the President were to become unable to perform his/her duties.
2. The Vice President shall uphold these Bylaws and Constitution.
3. The Vice President will vote on all issues.
4. The Vice President will perform all duties as assigned to him/her by the President.
5. The Vice President shall be bonded.

### **Section 3: Secretary**

The duties of the Secretary shall include, but not be limited to, the following:

1. The Secretary will record the minutes of all regular and special meetings, general meetings and special proceedings
2. The Secretary will take roll call attendance at board meetings and record those present, excused, absent, or late.
3. The Secretary will furnish copies of minutes to the Board of Directors and members.
4. The Secretary will attend to all official correspondences, association/board correspondence; incoming and outgoing letters received and sent out must be copied and recorded with the secretary.
5. The Secretary will keep a complete file of minutes, attendance records, correspondences, participation records, and current files on committee activities.
6. The Secretary will notify the membership of the Association of the date, time, and location of meetings.
7. The Secretary will post Board meeting minutes, agendas, and notices.
8. The Secretary will perform all duties as assigned by the President.
9. The Secretary shall uphold these Bylaws and Constitution.
10. The Secretary shall be bonded.

### **Section 4: Treasurer**

The duties of the Treasurer shall include, but not be limited to, the following:

1. The Treasurer will be responsible for the Association funds and the keeping of accounts.
2. The Treasurer will keep an accurate record of all expenses and revenues.
3. The Treasurer will provide monthly financial reports to the membership at each regular meeting of the Board.
4. The Treasurer will provide an Annual Report as to the financial condition of the Association. Annual Report is due to association no later than April 1<sup>st</sup>.
5. The Treasurer will pass on all money and records that are the property of the Association to the successor.
6. The Treasurer will prepare and file any financial reports that may be required by state or federal regulations.
7. The Treasurer will produce and distribute monthly delinquent payment lists to the board and or directors.
8. The Treasurer will meet with the President, in August, to develop the budget for the season to be approved by the Board of Directors.
9. The Treasurer shall uphold these Bylaws and Constitution.

10. The Treasurer will perform all duties as assigned by the President.

11. The Treasurer shall be bonded.

### **Article V Trusteeship**

**Section 1.** In the event of liquidation or dissolution of the Association, or if it shall cease to carry out any of its purposes, all funds and property of the Association shall be distributed to Garden City Youth Athletic Association, a nonprofit exempt corporation, with purposes like those set forth in article III. In no event shall any of the funds or property be distributed to any of the Members or used for any other purpose.

### **Article VI Fiscal Year**

**Section 1.** The Association's fiscal year shall be January 1st to December 31st

### **Article VII Disclaimer**

**Section 1.** Any item or topic not covered by this document shall be left to the sole interpretation of the Board of Directors. This decision will be made through a vote and their decision will be final.

**Section 2** Roberts Rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered by these Bylaws.

**Section 3.** The Garden City Hockey Association, an affiliate of Michigan Amateur Hockey Association and USA Hockey, does hereby indemnify and hold harmless MAHA, USA Hockey and each member thereof, the Executive Committee of MAHA, USA Hockey and each member thereof, the councils and Committee of MAHA, USA Hockey and each member thereof, and all other elected, appointed, employed or volunteer representatives of MAHA and USA Hockey from any and all claims, liability, judgments, costs, attorney's fees, charges, and expenses whatsoever, arising from the acts and omissions of the GCHA, except to the extent (i) that MAHA, USA Hockey or the afore described Representatives caused such claims, liability, judgments, costs, attorney's fees charges or expenses by their own intentional neglect or default or (ii) that such acts or emissions were the direct result of compliance with the Articles of Incorporation, Bylaws, Rules, Regulations, Playing Rules or decisions of the Board of Directors of MAHA and USA Hockey. Further the GCHA understands and acknowledges that MAHA, USA Hockey, and the aforementioned 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 constitution. GCHA will operate within the governing policies, rules, and regulations of MAHA, USA Hockey, and any league rules that are applicable.