

Presque Isle Amateur Hockey Association By-Laws

Revised March 2005

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Officers

President

Vice President

Secretary

Treasurer

Registrar

Presque Isle Amateur Hockey Association By-Laws

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I. NAME

The name of this organization shall be the Presque Isle Amateur Hockey Association, hereinafter referred to as **PIAHA**.

II. NON-PROFIT STATUS

The organization (**PIAHA**) shall have no capital stock and shall not be conducted for profit.

III. PURPOSE

The purpose of this organization has been to :

1. Develop physical, social, and emotional well-being among all players and encourage sportsmanship among all participants.
2. Encourage and improve the standards of ice hockey in the greater Presque Isle area.
3. Unite amateur hockey teams in the greater Presque Isle area into one Association which will be a component of the Aroostook Amateur Hockey Association (**ARAHA**) and the Maine Amateur Hockey Association (**MEAHA**)

IV. MEMBERSHIP

1. The membership of the organization shall be comprised of participants, their parents/guardians, coaches, assistant coaches, and other individuals fully involved in the operation of the organization. All voting members must be at least 18 years of age and shall have equal rights in any and all general membership meetings, provided they have paid all registration fees due to the organization.
2. Membership expires at the beginning of the next season's registration.

V. OFFICERS

1. The officers of the Association shall be **President, Vice President, Secretary, Treasurer, and Registrar**.
2. The officers of **PIAHA** shall be elected to a two-year term as follows: even years **President, Secretary, and Registrar**. Odd years **Treasurer and Vice-President**.

VI. DUTIES OF OFFICERS

1. The **President** shall preside over all meetings of **PIAHA**, appoint such committees and chairperson as may be necessary, and perform all executive and administrative functions required to perform the duties of the office.

The President shall:

- *Preside at all meetings of the Board of Directors*
- *Supervise all business activities of the organization*
- *Implement all policies and resolutions set forth by the Board of Directors*
- *Represent PIAHA at all MEAHA functions and meetings with input on issues, plans, etc.*
- *Develop and foster positive relationships in the community and with other organizations and groups that serve the interest of PIAHA and the promotion of youth hockey*
- *Expand Membership base*
- *Appoint such committees and chairmen as may be necessary*

2. The **Vice-President** shall exercise the powers of the **President** when the latter is incapacitated, unavailable, or unable to preside at the meetings. The **Vice-President** may also perform such additional functions as are delegated by the **President**.

The Vice-President shall:

- *Preside at all meetings of the Board of Directors in the absence of the President*
- *Perform such additional duties as delegated by the President*
- *Supervise all business activities of the organization*
- *Foster positive relationships in the community and with other organizations and groups that serve the interest of PIAHA and the promotion of youth hockey*
- *Work closely with the President to expand the membership base*
- *Handle conflict resolution and disciplinary action*

3. The **Secretary** shall keep records and minutes of all regular or special meetings, mail notice of all meetings to officers and provide copies of minutes and/or correspondences as required.

The Secretary shall:

- *Attend all meetings of the Board of Directors and record minutes of all events*
- *Distribute notices of all meetings to officers and provide copies of minutes and/or correspondences as required.*
- *Update the Policies and Procedures Manual with any approved changes*
- *Record and update changes to the PIAHA Bylaws*
- *Take attendance and record minutes of the Annual Meeting*

4. The **Treasurer** shall be the custodian of all **PIAHA** funds and shall maintain all financial records of the Association. The **Treasurer** shall receive and disburse monies on behalf of the Association, as directed by its members or its officers. A statement of the financial condition of the Association shall be made at the Annual Meeting and such other times as its officers may direct, and copies of such statements provided when requested. A proposed budget for the coming year shall be presented at the annual meeting.

The Treasurer shall:

- *Be the custodian of all PIAHA funds*
- *Budget/forecast each season*
- *Reconcile all bank accounts on a regular basis*
- *Prepare monthly reports for Board Meetings*
- *Issue checks as part of normal business operations and at the direction of the Board of Directors*
- *Work with the scheduler for ice costs, invoices, and payments*
- *Work with the President and Events Coordinator on expected income and expenses*
- *Oversee and collect ice bills, collections, membership fees, etc.*

5. The Registrar shall:

- i) Distribute information about the United States Amateur Hockey Association (**USAHA**) and its New England District (**NED**), **MEAHA**, **ARAHA**, and **PIAHA**.
- ii) Promote and encourage teams to register with **USAHA**.
- iii) Distribute team and player registration forms.
- iv) Receive, record, maintain, and file **USAHA** team membership forms.
- v) Verify that registration is complete and in compliance with **USAHA**, **NED**, **MEAHA**, and **ARAHA** regulations.
- vi) Verify qualifications of all teams and players for the State, Regional, and National Championships.
- vii) Distribute necessary materials, including patch awards property earned.
- viii) Assist new teams in startups.
- ix) Attend **PIAHA** and **ARAHA** meetings.
- x) Disseminate to **PIAHA** information and actions of **USAHA**, **NED**, **MEAHA**, and **ARAHA**.
- xi) Approve and keep records of **PIAHA** games and Canadian Amateur Hockey Association (**CAHA**) teams.
- xii) Obtain and furnish answers regarding, **USAHA**, **NED**, **MEAHA**, and **ARAHA** rules and regulations.
- xiii) Serve as liaison between **ARAHA** and **PIAHA** teams.
- xiv) Prepare annual reports of **PIAHA** and **ARAHA** regarding registrations.

- xv) Report to the **PIAHA President** or membership of any potential violation of **USAHA, NED, MEAHA, or ARAHA** rules or regulations.
- xvi) The Registrar may not suspend players, coaches, fans, teams, officials, or referees, but may furnish his/her opinion on such a matter to the Disciplinary Committee.

The Registrar shall:

- *Organize and maintain player records from year to year*
- *Receive, record, maintain, and file USAHA team membership forms*
- *Verify that registration is complete and in compliance with USAHA, NED, MEAHA, and ARAHA regulations*
- *Maintain compliance with required background checks and SafeSport certification organization-wide*
- *Organize coach's records from year to year*
- *Attend USA Hockey and MEAHA meetings as required*
- *Complete all registrations and rosters for all teams on time*
- *Responsible for team bookkeeping*
- *Distribute information about the United States Amateur Hockey Association (USAHA) and its New England District (NED), MEAHA, ARAHA, and PIAHA*
- *Distribute team and player registration forms*
- *Verify qualifications of all teams and players for the State, Regional, and National Championships*
- *Approve and keep records of PIAHA games and Canadian Amateur Hockey Association (CAHA) teams*
- *Prepare annual reports of PIAHA and ARAHA regarding registrations*
- *Report to the PIAHA President or membership of any potential violations of USAHA, NED MEAHA, or ARAHA rules or regulations*
- *The Registrar may not suspend players, coaches, fans, teams, officials, or referees, but may furnish his/her opinion on such a matter to the Disciplinary Committee*

VII. DIRECTORS

- 1) **EXECUTIVE** - the executive shall consist of the **President, Vice-President, Secretary, Treasurer, and Registrar**. Within the by-laws of the Association, the executive shall have full and ultimate operational control of **PIAHA**.
- 2) **APPOINTED DIRECTORS** - Six members of **PIAHA** will be appointed annually by the elected officers to assist in the operation of **PIAHA**.

- 3) **BOARD OF DIRECTORS** - The Board of Directors shall consist of the elected officers and the appointed directors who shall have full voting rights. The board of Directors shall attempt to meet once a month to discuss, coordinate, and vote on business and operation matters that affect **PIAHA** and make recommendations to the Executive for final resolution.

VIII. ORGANIZATIONS OF TEAMS

- 1) The following designations shall be in effect unless otherwise changed in the official designations in either the **USAHA** or by the equivalent Canadian Associations where the **PIAHA** is part of the league.
- 2) **6U** - no age designation in USAHA.
- 3) **8U** - approximately 7 and 8 years of age. Will be determined by birth year as designated by USA Hockey and Hockey Canada.
- 4) **10U** - approximately 9 and 10 years of age. Will be determined by birth year as designated by USA Hockey and Hockey Canada.
- 5) **12U** - approximately 11 and 12 years of age. Will be determined by birth year as designated by USA Hockey and Hockey Canada.
- 6) **14U** - approximately 13 and 14 years of age. Will be determined by birth year as designated by USA Hockey and Hockey Canada.
- 7) **16U** - approximately 15 to 16 years of age. Will be determined by birth year as designated by USA Hockey and Hockey Canada.

IX. COMMITTEES - DUTIES

- 1) The **President** shall appoint committees and a chairperson of those committees.
- 2) The appointment of the Rules Committee and Disciplinary Committee and their respective chairperson shall occur prior to, or at the time of, the March meeting. Members shall serve until the following March, or unless other members are appointed to replace them.
- 3) The **President** and **Vice President** shall be members of both the Rules Committee and Disciplinary Committee, but may not serve as chairperson.
- 4) The **President** may appoint at any time such additional committees, or chairperson thereof, as to assist and/or accomplish the administrative duties of this organization.
- 5) The appointed chairperson of the committees shall schedule and hold meetings to take such actions necessary, or make such recommendations advisable, to accomplish their duties as designated by the officers of this organization.

X. RESIGNATIONS AND VACANCIES

1. Any officer, board member, committee member, or chairperson resigning their term or time of appointment, shall submit their resignation in writing to the **Secretary**, who shall immediately notify the **President** and **Vice-President**. The organization shall act at the next regular/special meeting on the resignation of any officer or board member to accept or reject. The **President** shall act immediately upon the vacancy of any committee member to fill that vacancy.
2. In the event of a vacancy in the position of an officer or board member, the **President** shall appoint a successor to fill the vacancy until the next annual meeting.
3. In the event of a vacancy in the office of **President**, the **Vice-President** shall assume the position and shall appoint a new **Vice-President** pursuant to the preceding paragraph.
4. Any officer failing to attend three consecutive regular/or special meetings of this organization shall show cause at the next regularly scheduled meeting why they should not be removed from office and the directors voting shall automatically remove such individual from that position unless there are present compelling and just reasons why such action shall not be taken. If the individual fails to appear at that meeting they are automatically removed from the office until again voted into office at, or subsequent to, the next annual meeting of this organization.

XI. MEETINGS

1. The annual meeting of PIAHA shall be held each year during the month of May, at a time and place designated by the Board of Directors.
2. The Secretary shall give at least twenty (20) days' written notice to the association's members of such meetings.
3. The President or any three officers may call for a special meeting, if so, the Secretary must notify all officers and interested parties of the date, time, and purpose of the meeting, providing one (1) week notice.
4. The conduct of all meetings shall follow Robert's Rules of Order.
5. The voting members who appear in person at the annual meeting shall constitute a quorum for the transaction of business at said meeting. Each member shall have one (1) vote, and proxies shall not be allowed. An affirmative vote may be a majority of those present shall be required to take action.

XII. MEETINGS - ORDER OF BUSINESS/AGENDA

1. Roll Call.
2. Adoption of minutes of prior meetings.

3. Receipts of communications.
4. Reports of officers and registrar.
5. Reports of committees.
6. Director's business.
7. Old business.
8. New business.
9. Adjournment.

The **Secretary** shall provide notice of any additional items for regular meetings as advised by the officers. Notice of meetings and additional agenda items shall be mailed to all members in good standing seven (7) calendar days prior to such meeting.

XII. AMENDMENTS

This constitution and by-laws may be amended by an affirmative vote of the majority of the membership provided written notice of proposed changes has been mailed to all members in good standing at least seven (7) calendar days prior to such annual meeting.

XIV. SUSPENSION AND EXPULSIONS

Any violation of the constitution and by-laws, Rules, and Regulations of this organization, or decisions of the Officers, Board Directors, or established committees by any members shall render such members liable for suspension by an affirmative vote of a majority of the membership until the next annual meeting. At that time, such members may be liable to expulsion by affirmative two-thirds (2/3) vote.

All players, coaches, referees, teams, or leagues suspended by **USAHA, NED, MEAHA, OR ARAHA** shall be suspended by **PIAHA**.

Copies of correspondence between individual teams, programs, or members thereof with officials of **USAHA, NED, MEAHA, OR ARAHA** shall be sent to the Secretary of **PIAHA**. Failure to comply shall be considered a violation of item one (1) above.

XV. COURT ACTIONS

In order to preserve the voluntary nature and the purity of Amateur Hockey all individuals of this organization agree, by virtue of their participation in this organization, to pursue all rights and privileges afforded under the Constitution and By-Laws and Rules and Regulations of this organization before the full Board of Directors and to exhaust all such remedies before seeking redress in the Courts. All members and individuals agree they have waived any jurisdiction of

the courts to deal with any issue or conflict until all such rights and privileges have been exhausted with this organization. Any member or individual violating the provisions of this Article shall be deemed guilty of unseemly and ungentlemanly conduct warranting immediate expulsion upon filing in Court any document.