

**WENATCHEE AMATEUR HOCKEY ASSOCIATION
CONSTITUTION**

ARTICLE I - NAME

Section 1 The name of this non-profit organization is the Wenatchee Amateur Hockey Association, abbreviated WAHA.

ARTICLE II - OBJECTIVE

Section 1 The objective of the WAHA shall be the advancement of organized youth hockey in the Greater Wenatchee area.

ARTICLE III - MEMBERSHIP IN WAHA

Section 1 Player membership shall be open to all youths eligible for registration with the Amateur Hockey Association of the United States; hereafter abbreviated USA Hockey, in all age classifications from Mites to Juniors.

Section 2. Adult membership shall be open to all parents or guardians of player members and to other persons 18 years of age or older who are regular participants in the WAHA youth hockey program either as players, coaches, officials, or in any other capacity, which the governing body of WAHA considers appropriate.

Section 3. **Refunds**

- A. A full refund will be given, minus the USA Hockey, PNAHA fees, and WAHA user fees if the WAHA Board receives the request prior to trying out for a Rep Team or attending the Recreational evaluations.
- B. A fifty percent (50%) refund will be issued if WAHA receives the request between the above refund dates and December 31st and if one of the following conditions exist:
 - a. Player and family relocation; or
 - b. Doctor's certification that player is unable to participate for the remainder of the season due to injury.
- C. No refund will be issued if: Above conditions are not met.

ARTICLE IV - WAHA BOARD OF DIRECTORS

Section 1. **Board Membership**

The governing body of WAHA shall consist of a Board of Directors composed of ten directors and one appointed officer: Directors:

- 1. Director 1st Position
- 2. Director 2nd Position
- 3. Director 3rd Position
- 4. Director 4th Position
- 5. Director 5th Position
- 6. Director 6th Position
- 7. Director 7th Position
- 8. Director 8th Position
- 9. Director 9th Position

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10. Director 10th Position

- A. From the 10 Director Positions, 4 Officers will be voted on by the Board of Directors:
 - 1. President
 - 2. Vice President
 - 3. Treasure
 - 4. Secretary
- B. The Past President will stay on as an advisor to the Board for up to one year after their term. This position is a non-voting position.
- C. The Board of Directors will nominate candidates for the PNAHA Director Representative. The ballot for the position will be included with the Annual Election. Top vote getter will be PNAHA Director second vot getter will be PNAHA Director Alternate, (Both Positions are Non-Voting WAHA Board Position's)

Section 2. Powers and Duties

The responsibility of the Board shall be to consider and to act upon any and all matters concerning the WAHA program. Two signers must sign any payment from WAHA, eligible signers include: President, Treasurer, and the accountant.

Section 3. Meetings

The Board of Directors shall conduct at least six regular board meetings per year.

Section 4. Board Actions

- A. All matters requiring formal action by the Board shall be decided by majority vote of one-half of established Board members.
- B. Directors may vote on previous discussed agenda items by electronic transmission if sent within the time provided and in the manner set forth in the notice of the regular scheduled meeting. Directors shall be deemed present in person at a meeting of the Board of Directors if a conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other is used. Directors voting by electronic transmission are also present for all purposes of quorum, count of votes, and percentages of total voting power present.
- C. Each officer and director, with the exception of the President, shall have one vote at any regular or special meeting in all WAHA decisions. In the event of a tie the President shall have one vote to break the tie.
- D. To avoid Conflict of Interest, related family members are not allowed to both hold a Executive Officer Position or participate on the same committee at the same time.
- E. Any Officer or Director that fails to attend two regular or special meetings in a given membership year (without prior notice given to an officer) and or fails to complete the duties assigned to him or her as an officer, committee chair or member can be dismissed with a 2/3 majority vote of the Board Of Directors at a regular scheduled meeting. The vacancy shall be filled in accordance to Article IV Section 7 (c).

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Section 5. **Eligibility, Terms, and Election Procedures**

- A. Any adult member of WAHA is eligible for membership or the board.
- B. Board members shall be elected for (2) year terms. One-half of the Board members will be elected every other year in order to maintain Board continuity. The appointed positions of PNAHA Director & Alternate will be (2) year positions.
- C. Elections shall be held annually with terms beginning on May1, and ending on April 31.
- D. Prior to elections, the President shall provide all adult members of WAHA an opportunity to present their names as a candidate for the Board.
- E. All adult members of WAHA are eligible to nominate and to vote for Board members. See Article III Section 2 on definition of WAHA member.

Section 6. **Selection of Board Positions**

- A. Elected Board members will select the committee on the Board they desire to fill prior to May 1. In the event more than one member desires the same position, the member to fill the position will be determined by majority vote of the new Board.
- B. The position of the President must be filled prior to the selection of the other positions.
- C. In the event that a position opens up through the membership's year due to the dismissal or resignation of a director, the President with the approval of the board, shall appoint another person for that position for the remainder of that replaced Director Term.

ARTICLE V - OFFICER DUTIES

Section 1 **President**

- A. Preside at all meetings.
- B. Call all special meetings and appoint committees, delegates, and tournament directors.
- C. The power to act upon questions arising in an emergency in which solutions are not provided by the regulations or laws, however, in due time shall be acted upon at a regular or special meeting.
- D. Assign tasks and special projects to board members, this includes setting deadlines and holding the board members accountable.

Section 2 **Vice President**

- A. To preside at any meeting in the absence of the President.
- B. Chair the Disciplinary Committee
- C. Assist the president with duties as needed.

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Section 3 **Treasurer**

- A. Responsible for receiving and disbursing all funds within the Association.
- B. Keep accurate records of income and expenditures.
- C. Establish funds in a chartered bank.
- D. Render a financial report at each meeting.
 - a. Most Current Summary Income Statement
 - b. Most Current Summary Balance Sheet
 - c. List Of Checks Issued From Prior Reporting
 - d. Most Current Detail Income
 - e. Report any delinquent accounts for discussion with the board.
 - f. Review and work with the President to approve the rep team budgets.

Section 4. **Secretary - Paid Position**

- A. Record and maintain all records of the Wenatchee Amateur Hockey Association.
- B. Type up and circulate to the board members the minutes within seven days of the prior meeting.
- C. Post approved minutes on the website within seven days of being approved.
- D. Coordinate manager meetings, one for the rep team in September and one for the house team in October.
- E. Oversee website to ensure it is updated with revised calendars, tournament information, fees, etc. Seek parent volunteer to spearhead this responsibility.

If an officer's position becomes vacant at any time during the year, the Board of Directors shall fill the open officer's position by nomination from a member of the Board. This Board member's position shall then, in turn, be filled under Article IV Section 7 (c).

ARTICLE VI - COMMITTEES

- A. Each Committee chair shall be an Officer or Director
- B. It is the goal of the Board of Directors to have at least one, second year and one first year board member on each committee. Each board member will serve on at least two committees.
- C. Committee members need not be Officers or Directors.
- D. It is encouraged that outside participants such as parents help out on every committee to lessen the burden of the board.

The Committee Names, Members & Duties:

1. **House Committee:** Consists of 2 Board members and a WAHA member from each division:

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1.1 The House Committee shall meet a minimum 4 times throughout the season as decided by the committee chair.

1.2 Duties:

- 1.2.1 Recruit coaches, assistant coaches and managers to oversee each age group.
- 1.2.2 Organized and assist with the unbiased evaluation committee.
- 1.2.3 Organize the coaches to draft the teams based on the evaluations.
- 1.2.4 Ensure the kick-off to the season is smooth.
- 1.2.5 Work with managers to ensure they are getting the support and encouragement they need. Example: Helping deal with parent questions and concerns.
- 1.2.6 Make sure referees are scheduled with the referee coordinator.

2. **Rep Committee:** Consists of 2 Board Members, (One of the Board Members will be the Treasure) and a WAHA representative from each Rep team

2.1 The Rep Committee shall meet a minimum 4 times throughout the season as decided by the committee chair.

2.2 Duties

- 2.2.1 Recruit coaches, assistant coaches and managers to oversee each age group.
- 2.2.2 Organized and assist with the unbiased evaluation committee.
- 2.2.3 Organize the coaches to draft the teams based on the evaluations.
- 2.2.4 Ensure the kick-off to the season is smooth.
- 2.2.5 Work with managers to ensure they are getting the support and encouragement they need. Example: Helping deal with parent questions and concerns.
- 2.2.6 Make sure referees are scheduled with the referee coordinator.
- 2.2.7 Work with coaches to ensure they are registered with a league such as PNAHA or MHL or Inland League.
- 2.2.8 Make sure budgets for each team are submitted to the treasurer and approved.

3. **General Fundraising & Sponsorship Committee:** Consist of two board members and 4 members chosen by the Committee Chair. WAHA Fundraising is the purpose for the following: Raising funds to help provide coaching equipment, reducing players fees, pay for jerseys, scholarship funds, etc. Sponsorship Committee is to work with the House Committee on getting Sponsorships for the House Teams.

3.1 The General Fundraising Committee meets 6 times throughout the season as decided by the committee chair.

3.2 Duties

- 3.2.1 Ensure all fund raising activities are approved by the board.
- 3.2.2 Ensure there is not individual person or team fundraising using the WAHA name without permission.

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- 3.2.3 Review the businesses that are being approached so WAHA does not duplicate a call to the same business by multiple teams/people within WAHA.
 - 3.2.4 Ensure all managers/coaches are clear on their responsibilities in collecting funds.
 - 3.2.5 Coordinate the corporate sponsorships so their corporate names are put onto the house team jerseys.
 - 3.2.6 Meet with Apple Cup house team coaches and managers to outline what is approved for Apple Cup tournament weekend fund raisers by the host team, such as gift basket raffles.
4. **Player & Team Register & Rules Committee:** Consist of four members, three board directors and PNAHA Director. The committee oversee the following:
- 4.1 Player registration & requirements
 - 4.2 Coaching registration & requirements
 - 4.3 Team registration & requirements
 - 4.4 Report to Board and WAHA members of USA & PNAHA rule changes
 - 4.5 Duties
 - 4.5.1 Work with treasurer to ensure all delinquent accounts are caught up before player is registered.
5. **House Tournament Committee:** Consist of three board members and a WAHA member from each division. (Note any Rep Tournaments will be run directly by the Rep Team).
- 5.1 Representatives
 - 5.1.1 Mite House Tournaments
 - 5.1.2 Squirt House Tournaments
 - 5.1.3 Pee Wee House Tournaments
 - 5.1.4 Bantam House Tournaments
 - 5.1.5 Midget House Tournaments
 - 5.2 Duties
 - 5.2.1 Review the tournament procedures, not listed in this document. TO BE DOCUMENT BY JOSH VINES AND INCLUDED IN THIS DOCUMENT.
6. **Scheduling Committee, (Ice, Referee, Awards, & Board Meeting):** Consist of three members, (The chair and the chair of the House Committee and Rep Committee)
- 6.1 Duties
 - 6.1.1 Use prior year schedule as a template to draft up new years schedule.
 - 6.1.2 Compare schedule to other school schedules and yearly special event schedules such as Thanksgiving and Christmas. Also avoid any weekday Wild games when possible.
 - 6.1.3 Coordinate referees for each game based on the schedule.

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- 6.1.4 Send the rep coaches the block times for their potential weekend games. Assign specific times by age group for each Saturday and Sunday.
- 6.2 The Committee will meet 5 times a year, (April, June, August, October, & January)
- April Meeting - (Prepare next season ice schedule and Board Member schedule)
 - June Meeting - Finalize Ice schedule
 - August Meeting - (Review and adjust schedule)
 - October Meeting - (Review and adjust schedule)
 - January Meeting - (Review and adjust schedule)
7. **Equipment Committee:** Consist of 2 Board Members & 2 Members. The Equipment Committee meets 4 times throughout the season as decided by the committee chair.
- 7.1 Duties
- 7.1.1 In September, work with volunteers to go through the old equipment. Discard any outdated equipment or damaged equipment. Sort the good equipment by size and type.
 - 7.1.2 Inspect the equipment storage area monthly to ensure the area remains organized.
 - 7.1.3 Coordinate the October equipment swap.
 - 7.1.4 Coordinate the yearly February/March try hockey for free day. This includes finding out the notational day from USA Hockey and applying for free items such as sticks and jerseys.
8. **Disciplinary Committee:** Consist of 4 Board Members: The Disciplinary Committee is chaired by the Vice President, the other members will be chosen by the chair at the time the committee is needed.

ARTICLE VII- PLAYING RULES

Section 1. This association will follow the rules set forth by USA Hockey.

Section 2. **Discipline** This section describes the disciplinary actions and processes for WAHA.

A. **Disciplinary Committee**

- i. The WAHA board shall have a Disciplinary Committee composed of four members:
 - 1. WAHA Vice President shall chair the Disciplinary Committee
 - 2. Three (3), Each member of the committee needs to be impartial to the Match penalty being reviewed.

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3. The secretary or appointed director will participate during the meeting to document the meeting and prepare written notice to PNAHA of the Committee findings.

ii. If for some reason one of the WAHA Board of Directors is not available, the Vice President of WAHA can appoint any member that is currently a member of WAHA to fill in the absence.

B. Disciplinary Actions

- a. The Disciplinary Committee shall hold a hearing on all actions by members of WAHA, which result in Match penalties, or a game misconduct clearly identified as “attempt to injure”. A copy of the Official’s Report will be forwarded to the PNAHA Vice-President and, if applicable, PNAHA League Commissioner. A copy of the score sheet listing the game in which an “attempt to injure” Game Misconduct or Match penalty has been assessed, shall be forwarded to the WAHA Vice President by the Head Coach. All Match score sheets shall be forwarded immediately, or within 24 hours of returning home from out-of-town games, to the WAHA Vice President by the Head Coach. The Vice President will in turn fax a copy immediately to the PNAHA Vice-President and, if applicable, PNAHA League Commissioner.
- b. Actions that occur during a practice or evaluation, which the coach feels, in a game situation, would have resulted in either a major penalty or a game misconduct, shall be reported to the Disciplinary Committee.
- c. The Disciplinary Committee shall meet within 30 days of any infraction reported to it, at a time which is convenient to the four members, the player or person involved the parents of the player, and coaches of the involved team.
- d. All actions, which are more serious than a reprimand and warning, shall be reviewed and approved by the WAHA Board of Directors.
- e. Any action taken by the Disciplinary Committee may be appealed to a hearing of the WAHA Board of Directors. The appeal must be made, in writing, within five (5) days of disciplinary action notification. Such appeal must be accomplished within two (2) weeks of the Disciplinary committee hearing.
- f. All other actions which occur off the ice (including but not limited to: Zero Tolerance infractions, rink damage, hotel/motel damage, criminal acts, unethical behavior, etc.) shall be handled by the Disciplinary Committee.

C. Disciplinary Procedures

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- a. The Chair of the Disciplinary committee shall contact all persons involved and arrange a hearing within 30 days of notification of the infraction.
- b. At the hearing, all parties will review the infraction and all recorded and non-recorded pertinent information.
- c. Immediately following the meeting, the Disciplinary Committee will review the information and make a formal recommendation of action, if any, to be taken.
- d. If immediate action is taken, the WAHA Vice President will approve/disapprove action until the WAHA Board of Directors can review the recommendation.
- e. This recommendation will be presented to the Board of Directors at their next scheduled meeting
- f. The WAHA Board of Directors will review any recommendation by the Disciplinary Committee at their first meeting following the hearing for the purpose of approval/disapproval.
- g. The WAHA Vice President will notify all involved players, coaches, and PNAHA officials (and other parties if appropriate) of disciplinary action taken.
- h. The Disciplinary Committee Chair shall be responsible for recording and retaining records of all Discipline Committee hearing information/decisions.

ARTICLE VII - AMENDMENTS

Section 1. These Articles may be changed by amendments or additions at any meeting of the WAHA Board provided a 30-day period has elapsed and the changes have been discussed during a regular Board meeting. Notification of proposed changes will be posted to the WAHA web site. The proposed changes will require a majority of two-thirds of all Board Members.