

Arkansas Hockey Association

BYLAWS

Amended and Restated as of February 4, 2025

1.0 NAME

1.1 The name of this nonprofit corporation is the Arkansas Hockey Association, Inc. (hereinafter called "AHA").

2.0 PURPOSE

2.1 The purpose of AHA, in addition to any purposes set forth in the Articles of Incorporation of the organization, is as follows:

- a) To promote the sport of hockey, both on-ice and in-line, in Arkansas.
- b) To organize for this purpose a body for carrying out the aims of promoting the sport of hockey and for obtaining facilities for a program of promotion, training, and playing of hockey and any and all other activities relating or beneficial in any way to the sport of hockey.
- c) To organize participants in the sport of hockey into teams and leagues and to provide coaching, officiating, and all other activities necessary for the orderly participation in the sport of hockey.
- d) "Notwithstanding any other provision of the articles of incorporation, this corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal Income Tax under section 501(c)(3) of the Internal Revenue Code 1954 or the corresponding provision of any future United States Internal Revenue Law of (b) by a cooperation contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code of 1954 or any other corresponding provision of any future United States Internal Revenue Law."
- e) To develop, implement, and maintain a Screening and Abuse Policy, and other such policies as required by USA Hockey which assures AHA participants that its coaches and administrators comply with principles and standards of conduct established by AHA;
- f) Develop one of the best hockey programs in the United States.
- g) Integrate into the community.
- h) Maintain youth programs on recreational and competitive levels to provide opportunities for the development of amateur hockey to as high a level as a player wants to attain.
- i) Manage programs that are highly competitive but affordable.

2.2 USA Hockey Preeminence

- a) AHA shall abide by and act in accord with the Articles of Incorporation, Bylaws 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 AHA.
- b) AHA shall assist USA Hockey in the administration and enforcement 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
- c) AHA agrees to be guided by the core values of USA Hockey as set forth in the Affiliate Agreement signed by the Southern Amateur Hockey Association (SAHA), an affiliate of USA Hockey, and USA Hockey.
- d) Nothing contained herein, however, shall be construed to delegate the duties or responsibilities of AHA's directors or officers to USA Hockey, its officers, directors, agents or employees, nor shall this provision be construed to prevent AHA from implementing rules, policies and procedures which may be more stringent than those of USA Hockey providing such rules, policies or procedures do not conflict with those of USA Hockey.

3.0 NON-PROFIT STATEMENT

3.1 AHA is and shall remain nonprofit, nonsectarian and nonpartisan.

3.2 AHA does not contemplate pecuniary gain or profit to any member thereof and is organized solely for nonprofit purposes.

3.3 No substantial part of the activities of the Corporation shall consist of attempting to propose, support, oppose, advocate the adoption or rejection of, or otherwise influence legislation by propaganda or otherwise, and the Corporation shall not participate in or intervene in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these Articles, the Corporation shall not conduct or carry on any activities not permitted to be conducted or carried on by an organization exempt from Federal taxation under Section 501(c)(3) of the Code and the Regulations or the corresponding provisions of any subsequent Federal tax laws or by an organization contributions to which are deductible under Section 170(c)(2) of the Code and the Regulations or the corresponding provisions of any subsequent Federal tax laws.

3.4 No part of any net earnings of AHA shall inure to the benefit of any Registered Team Member or any individual, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered by a Director, Officer, employees, or agents and to pay principal and interest at a reasonable rate not exceeding current market rates on funds loaned or advanced, with Board approval, by a Director or Officer of the Corporation.

4.0 MEMBERSHIP

4.1(a) Member: A "Member" will be considered any player, coach, and volunteer registered with USA Hockey and AHA. Only adult Members (18+) are eligible for Board, officer, and staff

positions with AHA. The Arkansas Hockey Association is open to anyone desiring to promote amateur hockey for youth.

4.1(b) Voting Member: A "Voting Member" will be any AHA/USAH registered Adult player, AHA/USAH Youth player or his/her designated guardian, and AHA/USAH registered coach. Each member will have one (1) vote for each Youth player they represent.

4.2 Member Compliance: All registered members with AHA shall, by their registration, be deemed to have indicated their willingness to comply with the Bylaws and the policies, guidelines, rules and regulations of AHA and USA Hockey, and shall be subject to the policies, guidelines, rules and regulations thereof.

4.3 Right of Membership Refusal: The Board of Directors shall have the right and discretion to refuse membership in AHA by proper Board action.

5.0 MEETING OF THE MEMBERSHIP

5.1 Annual meeting of the membership of the Association shall be held in April for purposes of presenting directors and transacting such other business as may be necessary.

6.0 BOARD OF DIRECTORS

6.1 Board of Directors: Any adult AHA Member, per Section 4.1(a), is eligible to serve on the Board of Directors subject to the following rules and classifications. The Association's Board of Directors shall consist of up to thirteen (13) Board members. The directors shall be elected by the Voting Members, per Section 4.1(b), to positions allocated as follows:

Twelve (12) positions to the Youth League consisting of:

Two (2) positions representing 6U and 8U

Two (2) positions representing 10U

Two (2) positions representing 12U

And

Two (2) positions representing 14U

Two (2) positions representing 16/18U

Or

Four (4) positions representing High School in the event this classification is selected instead of 14U and 16/18U

And

One (1) position representing the House program

One (1) position representing the Travel program

The thirteenth board position shall be the President, who will only vote during meetings in the case of a tie.

In the event that no applications are received for a specific board position, the Board may vote to reassign that position for that year to be filled with a representative from another age group or to represent travel or house.

Voting Members representing players who will be playing in the above Youth League divisions in the upcoming season will elect Youth League Board Members to those same divisions.

Members may be elected to only one board position at time.

Only one Member per family may serve on the Board at one time.

Members, per Section 4.1(a), must represent, or be, a player, coach, or volunteer registered with USA Hockey and AHA in the appropriate USA Hockey age classification for the upcoming season to fill that board position.

Members must have been registered with AHA during the USA Hockey season prior to the season of the election to be eligible for a board position.

An additional board position shall be non-voting and reserved for a designee of the home rink.

The term of office of such Directors shall be one (1) year. Each year a new Board of Directors shall be elected.

6.2 Duties of the Board of Directors: Without restricting or limiting the duties imposed by law, by the AHA Articles of Incorporation, or by the Constitution and governing documents of USA Hockey, the duties of the Board of Directors shall include, but are not limited to, the following:

- a) Elect the officers of AHA; President, Vice-President, Secretary, and Treasurer; as well as Registrar, Master Scheduler, Chief Fundraiser, Head Coach, or any other needed AHA corporate positions
- b) Review, approve, remove or revise the Member status of AHA
- c) Adopt, amend, revise or repeal the Bylaws, Policies and Guidelines of AHA
- d) Affirm or remove suspensions in accordance with the policies and guidelines of AHA and USA Hockey
- e) Enforce the Bylaws, policies and guidelines of AHA and USA Hockey
- f) Remove from office any Officer by two-thirds (2/3)-majority vote
- g) Temporarily fill the vacancy of any office caused by any reason
- h) Establish and collect fees

- i) Ratify any temporary ruling by the President, Officers or Standing Committee(s) acting on the authority of the Board of Directors
- j) Have access to all AHA financial records; designate signatories on all accounts; review all AHA expenditures and collections
- k) Any other such powers granted by the Arkansas Corporation Code, and these Bylaws.

6.3 Election of Directors: The following procedure will be followed to elect Directors. No later than:

February 15, the Secretary will remind each team manager that nominations are due by March 1st. The team managers shall notify all Voting Members represented by their team. The Secretary will also post notice via email and on the online platform used for team management that nominations are due. If no applications are received from an age category, the Secretary will ask the Team Manager to solicit applications if possible.

March 1, all nominations are to be forwarded to the Secretary by email either by Voting Members or team managers. The Secretary will work with the Registrar to determine eligibility of candidates for nominated positions, and their willingness to serve. Only positions that are contested shall be voted on. Nominations for positions which are not contested shall be deemed elected without a formal vote.

March 15, the Secretary shall email to the registered Voting Members entitled to vote on contested positions, the candidates to be voted on.

April 1, the Secretary shall report the results to the Board no later than the April Board Meeting, the Secretary shall keep a record of the votes cast in case of inquiry. The results of the election shall be immediately announced at the meeting. In case of a tie for a Director's slot, the existing Board shall cast a deciding vote, and should the Board vote be tied, the President shall cast the deciding vote. The number of votes cast for each candidate shall be entered into the AHA minutes. Alternates shall be the candidates not elected to the Board and shall be eligible to fill vacancies on the Board ranked according to votes received. In the case of a tie among the next alternate the existing board will cast a secret ballot to determine the next alternate to fill a board vacancy. The new Board will immediately assume authority of AHA as of the May monthly meeting and work with the existing officers and staff in transition. The new Board will select a date for its first meeting to be no later than May Board Meeting, at which time the new Board will elect the new Officers and corporate positions the President will present to the Board for final approval the staff appointments for the upcoming season. Upon approval, the Secretary will publish to the members the Directors, Officers, corporate positions, and association staff for the upcoming season.

6.4 Director Terms: Each Director shall serve until his successor is duly elected and qualified to serve in his place, or until his death, whichever occurs first.

6.5 Vacancies: In the case of any vacancies caused by death, dismissal, disability, resignation, or other inability to serve the remaining directors may choose to fill the vacancy with the next alternate by vote of two thirds of the directors present at a meeting. If an alternate does not receive two thirds the remaining directors can present the next alternate

for vote or choose not to fill the vacancy. The alternate must be willing to accept the position if voted in by the remaining directors.

6.6 Voting by Directors: Each Director shall be entitled to one (1) vote. In the event of a tie vote, the AHA President shall cast the tie-breaking vote.

6.7 Powers: The Board of Directors shall have the entire management of the business of the Association and is vested with all the power assessed by the Association itself. The Board of Directors shall have the power to determine and resolve disputes, and the determination of the Board shall be final and conclusive.

6.8 Removal: A Director may be removed for cause at any time by a vote of the majority of the membership of the Board at any special meeting of the membership of the Board called for that purpose.

7.0 MEETINGS

a) The Board of Directors shall hold an annual meeting following the annual election of Directors.

b) The Directors' regular meetings shall be held each month, either in person or electronically via Zoom or other approved method. Meetings may be cancelled at the discretion of the Board.

c) Special meetings of the Board of Directors may be held at any time when called by the President.

d) All meetings of the Board of Directors shall be open to the general membership. If a member of the Association desires to have a subject discussed or action taken on a subject at a Directors' meeting, they must submit the subject for inclusion as an agenda item to the Board President 7 days prior to the meeting date.

e) A quorum shall consist of one more than half the number of Directors then serving.

f) All members of the Board are required to attend at least three-quarters (3/4) of the regular meetings. Board members should notify the President and Secretary of any absence at least 48 hours prior to a scheduled meeting, other than for emergencies. Upon the third regular meeting absence, the Director will be notified and at the next absence, the name will be brought before the Board for action.

7.1 Special Circumstances: In the event that a regular monthly meeting of the Board of Directors must be cancelled or a lack of a Quorum, and there is sufficient cause for the President to believe that urgent business must be conducted, the President may use electronic (email) methods to conduct such business. The Secretary will be provided copies of all such electronic communications and record all pertinent information, including motions, seconds, and votes for recording and publishing in the organizations records. Amendments affecting the bylaws and voting rights of members are excluded and must come before the Board at a called meeting. When corresponding, you must hit "Reply to All" to meet Arkansas law.

8.0 OFFICERS

8.1 Election: Officers of the Association shall be elected no later than the May Board meeting by the Board of Directors and shall consist of a President, Vice-President, Secretary, and Treasurer. The Vice- President, Treasurer and Secretary may be elected from the Board of Directors or from the general membership. If the President is elected from within the board of directors the next Alternate will be voted in to fill his/her vacancy on the board since the President does not vote except in the case of ties. The Board of Directors may, from time to time, elect any such other officers from the general membership, as required, but there shall never be more than 14 voting board members plus the president.

8.2 Officers Term: All officers must be members of the Association and shall serve from the time of his election until his successor has been elected and qualified to serve in his place or he has been removed from the Board.

8.3 Duties of Officers:

8.31 PRESIDENT

The President shall be the principal Standing officer of AHA and shall, in general, supervise and control all of the business and affairs of AHA. The President shall have, but is not limited to, the following powers and duties:

- a) Presiding at all meetings of the Registered Members and of the Board of Directors at which he/she is present.
- b) The power to call special meetings of AHA, at his/her discretion.
- c) The power to determine questions arising from emergencies not provided for in the Bylaws or Rules and Regulations of AHA until such time as they may be acted upon by the appropriate AHA Standing Committee or the AHA Board of Directors; attending and representing AHA in other hockey meetings, including the USA Hockey Annual Meeting, SAHA meeting and Southeastern District meetings.
- d) Shall be an ex-officio member of all Standing Committees unless he/she otherwise qualifies to be a member of any such committee.
- e) Shall sign, with the Secretary or other proper officer of AHA as authorized by the Board of Directors, any contracts or other instruments which the Board of Directors have authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these Bylaws or by statute to some other officer or agent of AHA.
- f) Shall perform all duties incident to the office of President and other such duties as may be prescribed by the Board of Directors from time to time.
- g) The President shall be allowed all of his/her out-of-pocket expenses for all AHA business. These expenses shall include, but are not limited to, economy class air travel when necessary, automobile rental, lodging and meals when traveling on AHA business. He/she shall also be reimbursed for phone calls, postage and copying costs incurred in the performance of his/her duties.

8.32 VICE PRESIDENT

The Vice President shall have the following powers and duties:

- a) In the absence of the President or in the event of the President's inability or written abstention, the Vice President shall perform all duties of the President, and when so acting shall have all the powers of and be subject to all of the restrictions upon the President.
- b) Ensure that AHA's Directors and Officers Insurance is maintained and in effect at all times.
- c) Perform such other duties as may be prescribed by the Board of Directors or the President from time to time.
- d) The Vice President shall be allowed his or her reasonable and necessary expenses.

8.33 SECRETARY

The Secretary shall have, but is not limited to, the following powers and duties:

- a) Shall be custodian of the corporate records of AHA.
- b) Shall keep a register of the post office address, email address and telephone numbers for each member of the Board of Directors, each Officer and each member of the Standing Committees.
- c) Shall make all meeting arrangements (food, rooms, etc.) for AHA Meetings.
- d) Shall oversee and work with the Registrar
- e) Shall perform such other duties as may be prescribed by the Board of Directors or the President from time to time.
- f) The Secretary shall be allowed his or her reasonable and necessary expenses.

8.34 TREASURER

The Treasurer shall have, but is not limited to, the following powers and duties:

- a) If required by the Board of Directors, he/she shall give a bond for the faithful discharge of Treasurer's duties in the sum and with such surety or sureties as the Board of Directors may determine.
- b) Shall have charge and custody of and be responsible for all funds and securities of AHA.
- c) Shall be responsible for receivables and receipts from monies due and payable to AHA from any source whatsoever, and deposit all such monies in the name of AHA in

such banks, trust companies or other depositories as shall be selected by the board of directors.

d) Shall update the signature cards annually with co-signors as authorized by the Board, and shall sign checks with a co-signor.

e) Shall be responsible for filing all required financial statements, returns or other documents as may be required by government agencies to which AHA has responsibility.

f) Shall prepare, maintain and distribute quarterly AHA financial reports to the Board of Directors and Officers.

g) Prepare and submit an annual operating budget to the Board of Directors at the Annual Meeting.

h) Ensure that an audit of AHA's financial records are completed as required by law or as requested by action of the Board of Directors and ensure that AHA's nonprofit status with Federal and State authorities is maintained.

i) Shall perform such other duties as may be prescribed by the Board of Directors or the President from time to time.

j) The Treasurer shall be allowed his or her reasonable and necessary expenses.

8.4 Compensation: Officers shall receive no compensation for their services.

8.5 The President shall preside at all meetings of the Board of Directors but shall have no vote except in the event of a tie vote by the Directors, in which case he/she shall cast the tie-breaking vote. All other Officers shall serve a term of one (1) year. Nothing contained herein shall prohibit an Officer from being re-elected for consecutive terms. Of the offices established above, the same person may hold no two (2) or more offices at the same time within AHA.

8.6 The following order of succession shall apply in the event the President is unable or unwilling to perform his/her duties during a meeting.

Vice President

Treasurer

Secretary

If the successor is on the Board of Directors, the next Alternate will be voted in to fill his/her vacancy on the Board.

9.0 CONTRACTS, CHECKS, DEPOSITS, FUNDS AND FISCAL YEAR

9.1 Contracts: All contracts, conveyances, and other instruments to be executed in the name of the Association shall be signed by the President, attested by the Secretary, and approved by the Board. Ice contracts should be approved by the Board prior to the beginning of the season. Board members and any member of the AHA are not to enter into any obligation, contract, or

other agreement (verbal, written, or otherwise) on behalf of the Association without prior approval from the Board.

9.2 Checks, Drafts, etc.: All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of AHA shall be signed by two Board authorized co- signors.

9.3 Deposits: All funds of AHA shall be deposited from time to time to the credit of AHA in such banks, trust companies or other depositories as the Board of Directors may select. There will be one account for the AHA unless the Board specifically authorizes additional accounts. All accounts are to operate under the name and Federal Employer Identification Number of the AHA, and subject to monthly oversight by the Treasurer.

9.4 Gifts: The Board of Directors may accept on behalf of AHA any contribution, gift, bequest or devise for the general purposes or for any special purpose of AHA.

9.5 Reporting: The AHA Treasurer shall provide the Board of Directors upon request with an itemized listing of all checks issued and deposits made on a quarterly basis.

9.6 Fiscal Year: The fiscal year of AHA shall begin on September 1 and end on August 31 of the following year.

10.0 PROGRAMS

10.1 The program shall consist, basically, of two parts: the House League Program and Travel League Program.

10.2 House League Program

a) Objectives:

- 1) Provide the opportunity for all youth to play hockey, in accordance with USA Hockey age classifications.
- 2) Provide training for the players of all skill levels to enhance the players' abilities, understanding, and enjoyment of the game.
- 3) Provide an opportunity for youth from all neighborhoods of the community to participate in a central program and to form new and lasting friendships.
- 4) Provide mature adult leadership to assure the development of good sportsmanship and individual self-confidence.
- 5) To assure that each youth, regardless of ability, receives an equal amount of playing time.

b) House League Structure:

1) The Leagues will be organized into divisions, following USA Hockey's age group classifications as specified in current USA Hockey rulebooks and policy handbooks.

c) House League Director: the President with the approval of the Board of Directors shall appoint The House League Director. The House League Director will provide a safe, in-house youth hockey program that combines fun and sportsmanship with basic skill development and is responsible for:

- 1) Reporting to the board of directors
- 2) Recruiting league directors, players, Team Coaches and assisting the coaches, when requested, in the selection of assistant coaches.
- 3) Recommending program policy and objectives to the association;
- 4) Resolve conflicts; serve as disciplinary chair on the disciplinary committee for house league related issues.
- 5) Coordinate officiating requirements to officials coordinator
- 6) Coordination with appropriate Board member(s) for selection and purchase of uniforms.
- 7) Adhere to AHA policy and guidelines, bylaws and USA Hockey rules
- 8) Coordinate team pictures
- 9) Coordinate fundraising projects for house league
- 10) Coordinating rink requirements and game scheduling with appropriate Board Member serving as rink liaison
- 11) Support coach/player development director in developing training programs.
- 12) Supervising the House League Program operation.
- 13) Registration of players for the House League.
- 14) The formation of the teams with the primary objective being to equalize the team to the greatest extent possible.
- 15) Promoting good sportsmanship and player development.
- 16) Developing and maintaining a budget for the house league program for the fiscal year and recommending fee structure to the board of directors for approval.
- 17) Reviewing the coaching applications.

d) Division Directors: Subject to need, Division Directors shall be appointed by the House League Director, with approval of the Board, and shall be named as follows:

- 6U Division Director
- 8U Division Director,
- 10U Division Director
- 12U Division Director,
- 14U Division Director
- 16/18U Division Director
- High School Division Director

The Division Directors are responsible for:

- 1) Reporting to the House League Director.
- 2) Supervising the individual league programs.
- 3) Registration of players for the individual leagues
- 4) The formation of teams with the primary objective being to equalize the teams to the greatest extent possible.
- 5) Providing assistance, as requested, to the Team Coaches and managers throughout the season.
- 6) Promoting good sportsmanship and player development.
- 7) Maintaining player rosters, team and player stats and distributing game schedules.
- 8) Comply with disciplinary actions
- 9) Coordinate team pictures (with AHA designated photographer)
- 10) Adhere to AHA policy and guidelines, bylaws and USA Hockey rules
- 11) Support coach, and player recruitment

e) Team Coaches: The House League Director, with approval of the Board shall appoint Team Coaches. The Team Coaches are responsible for:

- 1) Training the players in individual skills and team level play and producing competitive teams;
- 2) Ensuring that playing the game of hockey is a beneficial experience for the players by encouraging players to play up to their potential and enjoy the game without undue pressure to win;
- 3) Encouraging team play as opposed to individual effort and recognition;
- 4) Teaching good sportsmanship

- 5) Maintaining team discipline on the players' bench and on the playing surface;
- 6) Training assistant coaches;
- 7) Supporting the House League Program objectives;
- 8) Adhering to the House League and association rules.
- 9) Achieving and maintaining USA Hockey coaching certification at the recommended level for division actively coaching or higher.

f) Team Manager: Each team shall have a manager selected by the coach and approved by the Board of Directors. The Team Manager may only serve on one team at a time. The Team Manager is responsible for providing administrative support for the total integration of the team to include coaches, players and parents, including, but not limited to, the following:

- 1) Communicate information to parents as requested by coaches or League Director
- 2) Coordinate minor officials (scorekeeper, clock operator, penalty box)
- 3) Coordinate refreshments
- 4) Coordinate end of season party
- 5) Ensure score sheets are turned in to League Director
- 6) Ensure locker rooms are cleaned after games and practices
- 7) Support coaches and league directors as requested
- 8) Assist Registrar in registration of players
- 9) Assist Secretary in the election of the Board of Directors

10.3 Travel League Program

a) Objectives:

- 1) Provide the opportunity for the most skilled players in each age group to compete against players of equivalent capability from other parts of the country;
- 2) Represent city and state in exemplary fashion via good sportsmanship, competitive teams and gentlemanly conduct;

- 3) Assure that participation in the Travel League Program is a beneficial and rewarding experience;
- 4) Establish good "hockey relationships" with other hockey programs;
- 5) Improve the House League Program through coaching program

b) Travel League Divisions: The Travel League Program shall consist of five (5) divisions. These divisions follow USA Hockey age group classifications as specified in current USA Hockey rulebook and policy handbooks.

c) Travel League Director: The President with the approval of the Board of Directors shall appoint The Travel League Director and the assistant. The Travel League Director shall be responsible for:

- 1) Selecting, with Board approval, team coaches and approving the Team Coaches' selection of assistants;
- 2) Recommending program policy and objectives to the Association;
- 3) Presenting a yearly program to the Board, including a schedule of games, trips, and off- season activities;
- 4) Supervising the Travel League Program operation;
- 5) Establishing a competitive Travel League Program;
- 6) Representing the Travel League Program to the Board of Directors;
- 7) Coordination with appropriate Board member(s) for selection and purchase of uniforms.
- 8) Adhering to established program objectives.
- 9) Developing and maintaining a budget for the travel league program for the fiscal year and recommending fee structure to the board of directors for approval.
- 10) Reviewing coaching applications.

d) Team Coach: The Team Coach is appointed by the Travel League Director and approved by the Board of Directors. The Team Coach is responsible for:

- 1) Producing a well-conditioned competitive team;
- 2) Maintaining discipline and high behavior standards on and off the playing surface, consistent with the Travel League Program objectives at home and away;

- 3) Following established guidelines;
- 4) Assuring team continuity by planning for the following season;
- 5) Securing and training assistant coaches;
- 6) Supporting the House League Program;
- 7) Assuring that participation in the Travel League Program is a beneficial experience for all participants;
- 8) Assisting and supporting other Travel League coaches;
- 9) Gaining approval of the majority of the Board when moving a player from his age division.
- 10) Achieving and maintaining USA Hockey coaching certification at the recommended level for division actively coaching or higher.
- 11) Informing players of schedule

e) Assistant Coach: The assistant coach is selected by the Team Coach and approved by the Board of Directors. The assistant coach is responsible for:

- 1) Assisting the Team Coach;
- 2) Preparing to take over as Team Coach, if necessary;
- 3) Assisting the Team Manager;
- 4) Being responsible for the team and practices when the Team Coach is not available.
- 5) Achieving and maintaining USA Hockey coaching certification at the recommended level for division actively coaching or higher.

f) Team Manager: Each team shall have a manager selected by the coach and approved by the Board of Directors. The Team Manager may only serve on one team at a time. The Team Manager is responsible for the administration of the team, including, but not limited to, the following:

- 1) Coordinating trip arrangements and hotel reservations with the Travel League Director;
- 2) Working with appropriate Board member(s) to bill families for trips, practice times, ref fees, etc. that are not paid by registration fees.
- 3) Recording team statistics and providing this information to that person on the Board of Directors in charge of team statistics;

- 4) Publicity, including providing required information to the Communications Director;
- 5) Assisting Registrar in registration of players
- 6) Assist Secretary in the election of the Board of Directors

11.0 FEES

11.1 The AHA Board of Directors shall establish fees to be paid by each Registered Member. Such fees shall be based upon an approved annual budget, which will be established by League Directors and presented and accepted at an AHA Board of Directors meeting scheduled by the board.

11.2 Failure to pay fees as prescribed shall cause the loss of good standing of the Registered Member and may result in suspension or expulsion from AHA and USA Hockey.

11.3 The AHA Board of Directors will select an electronic team management system. Registration will be submitted and fees paid via the selected system. Team rosters will be managed and distributed in the system. Teams should utilize the communication resources available in the system to provide information to families as often as possible.

11.4 The Board shall annually create payment plan options whenever possible to provide opportunities for families to make monthly payments on registration fees. Payment plans are to be established upon registration and should not extend further than the end of the season. Failure to make timely payments will be addressed per AHA policies.

12.0 COMMITTEES

12.1 Grievance/Protest Committee: The President shall appoint from the members of the Board of Directors and with the approval of the Board of Directors, before the season begins, a Grievance/Protest Committee consisting of a Chairman, the Director representing the home rink and 3 other members. The Grievance/Protest Committee shall determine the method to handle any protest in the association and shall present this method to the Board of Directors for approval and adoption. The Grievance/Protest Committee will review all decisions made by League Disciplinary Committees. A quorum of the Grievance/Protest Committee shall consist of three (3) members of the Committee, and a decision of a majority of those shall be final.

12.2 Policy and Guidelines Committee: The President shall appoint subject to the approval of the Board of Directors a policy and guidelines Committee consisting of not less than three (3) nor more than (5) members of the Association. The policy and guidelines Committee shall present the policy and guidelines for the AHA to the Board of Directors for approval and adoption. Any changes to the rules after adoption of the initial rules shall, likewise, be presented to the Board for approval and adoption.

12.3 The President, with the acknowledgment of the Board, shall appoint such other committees as may be necessary for the efficient operation of the Association.

13.0 EXONERATION FROM PERSONAL LIABILITY

13.1 AHA hereby consents and declares that each Officer, members of the Standing Committees, chairman and members of all other committees, and all elected or appointed officers, agents, administrators, and officials in any capacity, shall be deemed to have assumed office or assignment on the express understanding, agreement and condition that each one of them and his/her heirs, executors and administrators, estate and effects respectively, shall from time-to-time and at all times be indemnified and saved harmless out of the funds of the AHA from and against all liabilities, judgments, costs, charges and expenses whatsoever which such member sustains or incurs in or about any action, or suit or proceeding which is brought, commenced or prosecuted against him or her for and in respect of any act, deed, matter or thing whatsoever made, done or permitted by him or her in or about the execution of the duties of his/her office and also from and against all other costs, charges and expenses which he or she sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his/her own willful neglect, intentional wrongful act or fraudulent act.

13.2 AHA shall maintain Directors and Officers insurance in effect at all times

13.3 AHA shall maintain a blanket coverage of substitute coaches and assistant coaches upon completion of background checks as presented by the AHA Registrar.

14.0 AMENDMENTS

14.1 Bylaw Amendments: Unless the action would materially or adversely affect the rights of Registered Members to voting, Bylaws may be adopted, amended, or repealed by the Board of Directors by a vote of two-thirds (2/3) of the Directors present at a AHA Board of Directors meeting.

14.2 Bylaw Amendments Affecting Registered Member Voting Rights: Amendments or alterations to these Bylaws affecting the voting rights of Registered Members shall be made only at the Annual Meeting of AHA after specific notice to the President and Secretary of AHA has been given, in writing, not later than March 1 prior to the annual meeting. The Secretary shall communicate such proposed amendments or alterations to each member of the Board of Directors and the Registered Members when the ballots are mailed out, prior to March 15, to elect the new Board of Directors.

14.3 Approval of the Registered Members: A majority vote of the Registered Members entitled to vote and present at a meeting duly called and held is required for the adoption of any amendment or alteration to these Bylaws that affect the voting rights of a Registered Member.

14.4 Distribution of Bylaws and Rules: Prior to September 1st of each playing season, AHA shall make available a copy of its current Bylaws and Policies and Guidelines to each Registered Member registered with AHA.

14.5 These By-laws may at any time be amended or repealed by a simple majority vote of the members of the Board of Directors.

15.0 END OF YEAR SURVEY

The Board of Directors shall conduct a year end survey members of the AHA. The Board of Directors shall review the survey to identify opportunities for improvement and to estimate interest in playing for the next season.