

LOS ALAMOS HOCKEY ASSOCIATION - Constitution and Bylaws

10-June-2014

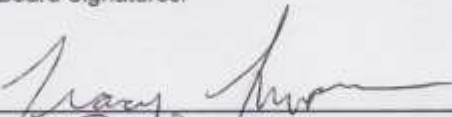
LOS ALAMOS HOCKEY ASSOCIATION

CONSTITUTION and BY-LAWS

Revision 10-June-2014

(Previous revisions: 1-OCT-1990, 1-MAR-1993, 1-APR-1997, 20-AUG-2002, 31-AUG-2006)

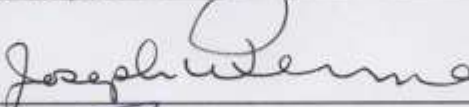
Presiding Executive Board Signatures:

President: 

Vice President: 

Treasurer: 

Secretary: 

Member-At-Large: 

Head Coach: 

Head Referee: 

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Constitution

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Article 1. NAME

The name of the association shall be the Los Alamos Hockey Association, hereafter referred to as the Association or LAHA.

Article 2. PURPOSE

The purpose of the Association shall be:

- 1) to foster and improve youth hockey in accordance with and under the rules laid down by USA Hockey, Inc.;
- 2) to teach the fundamentals of hockey;
- (3) to teach fair play and sportsmanship; and
- (4) to give players equal opportunity regardless of ability, gender or merit.

Article 3. COMPOSITION

Section 3.01 General

(1) The Association shall consist of:

(a) the Executive Committee,

i) The Executive Committee shall consist of five members elected for a two year term by the general membership, the Immediate Past President, the Head Referee, and the Head Coach. This committee shall select officers to the following positions:

- a) President
- b) Vice President
- c) Treasurer
- d) Secretary
- e) Member-at-Large

ii) Head Referee- The Los Alamos Area Referees shall select an individual to serve on the Executive Committee as Head Referee for a one-year period.

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- iii) Head Coach - A committee of the age division Coaches shall elect a LAHA Head Coach before the start of each season to represent them on the Executive Committee for a one year period.
 - iv) The election of new board members shall be staggered such that a three of the five elected members are to be elected in odd numbered years and two are elected in even numbered years.
 - v) The President may appoint a Nominating Committee to form a slate of candidates for the election at the general meeting or through an email vote by the general membership.
 - vi) Persons may seek re-election to the Executive Committee.
 - vii) Detailed position descriptions for executive positions are contained in Annex A.
- (b) Appointed Positions of the Association. These positions may be selected by the Executive Committee from the general membership to serve one-year terms.
- i) Coaches
 - ii) Managers
 - iii) Association Equipment Manager
 - iv) Ice Scheduler
 - v) Registrar
 - vi) Tournament or Festival Coordinators
 - vii) Safesport Coordinator
 - viii) ACE/Risk Manager
 - ix) Web Master
 - x) Girls' Hockey Director
 - xi) Purchasing Director
 - xii) Merchandising Director
 - xiii) Fundraising Manger
 - xiv) Scholarship Coordinator

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xv) Equipment Manager

(c) General Membership (parents or guardians of players which includes members of the Executive Board).

Article 4. MEETINGS

Section 4.01 Executive Committee

The Executive Committee shall meet at least once prior to the regular season, monthly during the season, and at the end of the season at the discretion of the President. A majority of the voting members of the Committee (four or more) shall constitute a quorum. The seven voting members are: President, Vice President, Treasurer, Secretary, Member-at-Large, Head Referee, and Head Coach.

Section 4.02 General Meetings

General meetings composed of the Executive Committee and the General Members will be held at least once yearly at the discretion of the President. Normally, this will be at the start or end of each hockey season.

Article 5. AMENDMENTS

Amendments to the Constitution shall require a two-thirds majority of the quorum of the Executive Committee, a simple majority of the attendees at a general meeting, or a simple majority of the general membership responding to an email call for a vote.

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BY-LAWS

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Article 1. PLAYER ORGANIZATION

1) Division Assignment

i) The Association shall be organized into Co-ed age divisions according to USA HOCKEY, INC. Rules and Regulations. Co-ed players will be assigned to a team in one of the following age divisions based on current USA Hockey guidelines.

(1) Mini-Mite (ATOMS) - age six and under

(2) Mites - age eight and under

(3) Squirts - age ten and under

(4) Peewees - age twelve and under

(5) Bantams - age fourteen and under

(6) Midgets - age seventeen and under

(7) High School - in 9-12 grades at Los Alamos High School

a) Varsity

b) Junior Varsity

The Association will also promote the establishment of female-only teams for girls ages up to 19 when sufficient numbers of girls exist.

(G1) Girls U12 - age twelve and under

(G2) Girls U14 - age fourteen and under

(G3) Girls U16 - age sixteen and under

(G4) Girls U19 - age nineteen and under.

2) Maximum Team Size

i) The Executive Committee may set maximum and minimum player numbers for each age division teams. Coaches must support all-inclusive play at the recreational level and engage all players.

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Article 2. HOCKEY SEASON

1) Commencement

i) The Hockey season shall commence with the first LAHA Hockey practice or game, which may occur on or after September 1. No player, coach, or referee may participate in these activities until registered as a member of USA HOCKEY, INC., for the upcoming season.

2) Closure

i) The LAHA season is considered over on August 31.

Article 3. COACHES AND MANAGERS

1) General Responsibilities

i) Each youth team will have at least two leaders affiliated with it, one of whom shall be designated coach and the other as the manager. The manager shall be responsible to the coach for all aspects of organization, control, and administration of his team including the control and care of equipment assigned to the team. The coach is responsible for the overall supervision and teaching of the fundamentals of good hockey and sportsmanship. Both should work in close harmony to realize the aims of the Association. Both of the two leaders must be adults. A teen-ager may serve as an assistant coach with the consent of the Executive Committee, but an adult leader must be present for all practice sessions and scheduled games. Approval of coaches and managers will be the responsibility of the Executive Committee.

Specific Requirements of coaches and managers of teams are:

- i) To adhere to USA HOCKEY, INC. guidelines and requirements for coaches and managers
- ii) To maintain the aims of the Association at all times
- iii) To make certain that information is properly and quickly communicated among themselves, the players, and the players' parents
- iv) To ensure that player development is the goal of the season
- v) To take advantage as far as practicable of training sessions in order to develop their own skills
- vi) To attend coaches' clinics
- vii) To perform such other tasks that may be required by their State Affiliate or Age Division Representatives

Article 4. REFEREES

- 1) Referees are expected to adhere to USA HOCKEY, INC. rules and guidelines for referees. Certified referees (or emergency alternatives as allowed in the USAH rulebook) are required for all USAH sanctioned competition events.
- 2) Minimum Age
 - i) Referees will be of an age of at least one division above any youth game they are to work. Official's age limitations will follow USA Hockey guidelines.
- 3) Training
 - i) Referees are required to attend the USA Hockey Certification Clinics organized by the Head Referee or State Affiliate.

Article 5. EQUIPMENT

1) Protective Equipment (Follow USAH Rules at all times)

- i) All players must wear HECC-approved helmets with full-face masks during games, practices and warm-up sessions. USA HOCKEY, INC. equipment rules will be used to define the minimum equipment for each division player.
- ii) All coaches must wear HECC approved helmets during practices and controlled scrimmages while on the ice.

2) Jerseys

- i) LAHA jerseys are to be used only for association games unless the Equipment Manager has given special permission.

Article 6. PLAYING RULES

All games will be played under the current revision of the USA HOCKEY, INC. Official Playing Rules governing hockey in the United States.

Article 7. SUSPENSIONS

1) Authority

- i) The President or the President's delegated authority shall have the power to suspend or discipline any coach, manager, player, or official under the jurisdiction of the Association. The Board may act to discipline any member of LAHA for serious violations of any of the LAHA or USAH policies (i. e., Zero Tolerance Policy or Substance Abuse).

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- ii) USA HOCKEY, INC shall have the authority to initiate or mandate disciplinary actions as a result of infractions committed by LAHA players or coaches outside the state of New Mexico.

2) Terms

- i) A player or official under suspension shall not take part in games or practices during the term of suspension.

3) Review

- i) Any player, coach, manager, or official receiving a match penalty shall be referred automatically to the discipline subcommittee for a hearing in accordance with Playing Rules (see Article 6).

Article 8. APPEALS

1) Appellate Procedure for Disciplinary Action by LAHA Executive Committee

- i) Any person, player, team, or combination thereof, having an objection to a decision of any person, subcommittee, or committee under the Constitution or By-Laws of the Association may appeal to the Appeal Subcommittee.
- ii) The appeal shall be in writing addressed to the Secretary setting forth the decision appealed and a concise statement of the complaint.
- iii) The Secretary shall inform the President who shall direct the Appeals Subcommittee to conduct a hearing.
- iv) The Secretary will notify the appellant and any other person with an obvious interest of the time and place of the hearing.
- v) The Appeals Subcommittee shall render a decision in writing as soon as possible after the hearing.

2) Appellate Procedure for Disciplinary Action initiated by USA HOCKEY, INC

- i) Appeals of decisions initiated or mandated by USA HOCKEY, INC. are to be directed to USA HOCKEY, INC.

Article 9. SMOKING & SMOKELESS TOBACCO

Team officials and players are prohibited from smoking or using smokeless tobacco products at all LAHA functions.

Article 10. ALCOHOLIC BEVERAGES AND ILLEGAL DRUGS

The use of alcoholic beverages or illegal drugs by team officials or players during an Association activity is prohibited. Players and officials shall not participate in LAHA functions if they are under the influence of alcoholic beverages or illegal drugs.

Article 11. SUBCOMMITTEES

1) Constitution Subcommittee

- i) Chairman - Vice President of the Association.
- ii) Members - as selected by the Chairman from the Executive and Non-Executive members.
- iii) This subcommittee will review the Association's Constitution and By-Laws with a view of updating where required and make recommendations to the Executive Committee for amendments

2) Fund-Raising Subcommittee

- i) The Executive Committee may appoint a Fund-Raising Subcommittee responsible for the coordinating, clearing, and approval of all fund-raising activities including sponsorships and promotions.

3) Appeal Subcommittee

- i) The President shall appoint the Appeal Subcommittee comprised of at least three persons not actively associated with the team(s) or person(s) involved and shall designate a chairman as each appeal is filed.

4) Discipline Subcommittee

- i) The Executive Committee shall constitute the Discipline Subcommittee. This subcommittee shall meet on an "as required" basis at the direction of the President.

Article 12. FINANCES

1) Budget

- i) The budget for the Association shall be prepared by the Treasurer in advance of the season and approved by the Executive Committee.

2) Soliciting

- i) Soliciting funds for team or divisional purposes will only be done with the express permission of the Executive Committee.

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- ii) Soliciting of sponsorship from local merchants will only be permitted with concurrence of the Executive Committee.

3) Promotions

- i) Any Association team or division wishing to raise funds must submit a request in writing to the Fund-Raising Subcommittee signed by the team manager and/or a responsible parent for approval. The signatories will control all funds raised or collected and shall submit to the Fund-Raising Subcommittee a financial statement subject to an audit.
- ii) All lotteries must be in the name of the Association and for the benefit of the whole Association.

4) Sponsorship

- i) All sponsors must sign the approved sponsorship form.
- ii) All equipment purchased by or for a sponsor shall become the sole property of the Association and shall be of a type and standard approved by the Association.
- iv) All color combinations, designs, qualities, and quantities must have the approval of the Executive Committee.

Article 13. MEETING AGENDA

1) Executive Committee Meetings

- i) The President will establish an agenda prior to the Executive Committee meetings which will include:
 - (1) minutes of the previous meeting
 - (2) old business arising from the previous meeting
 - (3) review of the financial statement
 - (4) correspondence
 - (5) reports from executive members of committees
 - (6) any new business

2) General Meeting

- i) A general meeting agenda shall consist of all the items in Article 13 plus business or questions from the floor. The President shall provide this agenda at least two weeks before the general meeting.

Article 14. BY-LAW AMENDMENTS

By-Laws can be amended by a simple majority of a quorum of the Executive Committee.

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ANNEX A

POSITION DESCRIPTIONS FOR

OFFICERS OF THE EXECUTIVE COMMITTEE AND SUBCOMMITTEES

1) THE PRESIDENT

The President shall:

- 1.1. Maintain the Constitution and By-Laws
- 1.2. Call all the meetings of the Association
- 1.3. Preside over all meetings of the Executive Committee and LAHA
- 1.4. Make decisions of rulings on behalf of the Committee which are of a nature such that smooth running of the Association is effected, e-g., admitting to the Association a player who arrives during the regular season so as not to necessitate an Executive meeting
- 1.5. Appoint subcommittees and shall be empowered to call meetings of these committees at his/her own discretion
- 1.6. Coordinate the activities of the Executive Committee members
- 1.7. Ensure coordinated activities with Los Alamos County and the Ice Rink Staff including obtaining the Permit for Rink Usage
- 1.8. Serve as chairman of the Disciplinary Subcommittee

2. VICE-PRESIDENT

The Vice-President shall:

- 2.1. Act for and perform the duties of the President in his absence
- 2.2. Be responsible for all aspects of public relations for the Association
- 2.3. Serve as chairman of the Constitution Subcommittee
- 2.4. Perform such other duties as the President may direct.

3. SECRETARY

The Secretary shall:

- 3.1. Forward the agenda set up by the President to the members of the Executive Committee in advance of the meeting

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- 3.2. Record minutes of all meetings of the Executive Committee, and post approved minutes on the website
- 3.3. Receive, act upon, and forward correspondence addressed to the Committee
- 3.4. Perform such other duties as the President shall assign

4. TREASURER

The Treasurer shall:

- 4.1. Maintain financial statements on the expenditures and funds of the Association, and handle all hockey finances
- 4.2. Prepare a budget for anticipated expenditures for the next playing year, and submit this budget to the Executive Committee for approval
- 4.3. Recommend to the Executive Committee special measures that may be required to correct unsatisfactory financial situations which may arise in the operation of the Association
- 4.4. Be responsible for depositing accounts received
- 4.5. Be responsible for issuing LAHA checks in payment for goods and services and,
- 4.6. Perform such other duties as the President may direct

5. HEAD COACH

5.1. The Head Coach shall:

- 5.2. Represent the coaches to the Executive Committee
- 5.3. Arrange a yearly LAHA Coaching Clinic to prepare coaches
- 5.4. Preside over the election of the Head Coach for the season
- 5.5. Formulate a player development system and instruct the coaches in its implementation
- 5.6. Perform such other duties as the President may direct

6. HEAD REFEREE

The Head Referee shall:

- 6.1. Coordinate all referees for the Los Alamos area
- 6.2. Be present to hear all protests and player hearings

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- 6.3. Ensure that the playing regulations in force are strictly adhered to at all times
- 6.4. Be responsible for preparation and distribution of the referee duty roster
- 6.5. Ensure all listed referees are available as directed and that they are adequately trained to perform their task
- 6.6. Refer any desirable changes in the referee slate to the President for decision
- 6.7. Arrange to have at least one referee clinic prior to the season; and promote attendance at USA Hockey sponsored clinics
- 6.8. Perform such other duties as the President may direct

7. REGISTRAR

The Registrar shall:

- 7.1. Perform the duties of Association Registrar in accordance with USA Hockey policy
- 7.2. Ensure all registrants are eligible for admittance into the Association
- 7.3. Perform such other duties as the President may direct;
- 7.4. Shall coordinate all registration activities with the affiliate registrar

8. EQUIPMENT MANAGER

The Equipment Manager shall:

- 8.1. Be responsible for the maintenance of all equipment belonging to the LAHA
- 8.2. Be responsible for purchasing new equipment with authority from the Executive Committee,
- 8.3. Submit yearly a proposal for expenditures for approval by the Executive Committee

9. COACHES

Every youth team must have a Coach. The Coach of a team shall be responsible for the overall supervision and teaching of basic fundamentals of good hockey and sportsmanship for the team. See the By-Laws for details and responsibilities. Coaches shall direct ANY and ALL requests for supplementary ice sessions or events to the LAHA Ice Scheduler.

10. MANAGERS

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Every team must have a Manager. The Manager of a team shall be responsible for organization, control, and administration of the team, including the control and care of equipment assigned to the team. See the By-Laws for details.

11. ICE SCHEDULER

The Ice Scheduler shall be responsible to the Executive Committee for:

- 11.1. Issuing all and equal ice time, as far as possible, to all divisions based upon participation, i.e., number of teams and total ice time available
- 11.2. Processing additional or special requests for ice time, including scheduling ice at outside facilities
- 11.3. Forwarding a written breakdown of the ice allocation schedule to the Executive Committee and Coaches prior to the start of the season.

12. TOURNAMENT/FESTIVAL COORDINATOR

- 12.1. Select tournament/festival committee members for LAHA sanctioned activities
- 12.2. Chair tournament/festival committee meetings
- 12.3. Coordinate tournament/festival activities
- 12.4. Develop and communicate the tournament/festival rules and schedule
- 12.5. Complete USA Hockey tournament/festival application and submit to State Registrar
- 12.6. Act on the behalf of the LAHA Executive Committee in negotiations with the County Rink Manager regarding tournament/festival matters
- 12.7. Coordinate ice scheduling through the LAHA Ice Scheduler to prevent issues.

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Annex B

List of Revisions to Los Alamos Hockey Associations Constitution and By-Laws

Revision Date: June 10, 2014

I. Constitution:

1. Article 3 section 3.01– General

- 1.a.i – “[T]he Immediate Past President, the Head Referee, and the Head Coach” added to accurately reflect the Executive Committee
- 1.a.ii – Title “Head Referee” added for clarity and “one year period of appointment” revised to “one year period” for document consistency
- 1.a.iii – Title “Head Coach” added for clarity
- 1.a.v – Added “or through an email vote by the general membership” to better reflect the actual voting process
- 1.b.vii-xv – Added the following appointed positions to reflect current LAHA non-voting Board positions: Safesport Coordinator, ACE/Risk Manager, Web Master, Girls’ Hockey Director, Purchasing Director, Merchandising Director, Fundraising Manger, Scholarship Coordinator, Equipment Manager
- 1.c – General Membership definition was clarified to include Executive Board members. It now reads: “General Membership (parents or guardians of players which includes members of the Executive Board).”

2. Article 4

- 4.01 Executive Committee: Added language to specify voting members of the Committee and to define a quorum. Specifically, “A majority of the members of the Committee shall constitute a quorum” was changed to “A majority of the voting members of the Committee (four or more) shall constitute a quorum. The seven voting members are: President, Vice President, Treasurer, Secretary, Member-at-Large, Head Referee, and Head Coach.”
- 4.02 General Meetings: added “or end” to the following sentence: “Normally, this will be at the start **or end** of each hockey season”

2. Multiple formatting revisions to eliminate typographical, punctuation, and capitalization errors. Words and phrases which were crossed out were deleted.

II. By-Laws:

1. Article 1 Player Organization

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- 1.1.i.1-6 - Removed “Co-ed” before age divisions numbered 1-6 for consistency and to avoid repetition. Co-ed is stated in clearly in Article 1.1.i
- 1.1.i.11 Changed numbering to 1.1.i.7 for accuracy and consistency

2. Article 3 Coaches and Managers

- 1.i.iv – Added “To ensure” to the start of the listed item for consistency

3. Article 7 Suspensions

- 7.1.i Changed ‘The President or his delegated authority’ to “The President or the President’s dlegated authority”

4. Article 8 Appeals

- 2 – Revised: “Appellate Procedure for Disciplinary Action **by** initiated by USA HOCKEY, INC.” Deleted the first “by” in this sentence

5. Multiple formatting revisions to eliminate typographical, punctuation, and capitalization errors. Words and phrases which were crossed out were deleted.

III. Annex A

1. 11. Ice Scheduler

11.2 - Added: “including scheduling ice at outside facilities.”

2. Multiple formatting revisions to eliminate typographical, punctuation, and capitalization errors. Words and phrases which were crossed out were deleted.