

SOUTH TAHOE AMATEUR HOCKEY ASSOCIATION

Bylaws

TABLE OF CONTENTS

| | |
|---|-----------|
| Article I. TITLES AND DEFINITIONS | 4 |
| Article II. GENERAL ORGANIZATIONAL INFORMATION | 5 |
| Section 2.01 CONSTRUCTION AND DEFINITIONS | 5 |
| Section 2.02 PRINCIPAL OFFICE | 5 |
| Section 2.03 OTHER OFFICES | 5 |
| Section 2.04 ASSOCIATION OPERATING POLICY | 5 |
| Section 2.05 ASSOCIATION OBJECTIVES | 6 |
| Article III. MEMBERSHIP | 6 |
| Section 3.01 MEMBERS | 6 |
| Section 3.02 VOTING MEMBERSHIP | 6 |
| Section 3.03 MEMBERSHIP ACCESS TO ASSOCIATION INFORMATION | 7 |
| Section 3.04 EXPULSION AND SUSPENSION OF MEMBERS | 7 |
| Section 3.05 DUES AND FEES | 7 |
| Article IV. Meetings of Members | 8 |
| Section 4.01 MEETINGS | 8 |
| I. Executive Board Meetings | 8 |
| Voting | 8 |
| II. Association Board Meetings | 9 |
| Voting | 9 |
| III. Annual Meeting of the Association | 9 |
| Section 4.02 CALLING A MEETING AND GIVING NOTICE | 9 |
| Section 4.03 AGENDAS OF ASSOCIATION BOARD MEETINGS | 9 |
| Section 4.04 MINUTES OF MEETINGS | 10 |
| Section 4.05 NEW BUSINESS | 10 |
| Section 4.06 QUORUM | 10 |
| Section 4.07 VOTES OF THE ASSOCIATION MEMBERSHIP | 10 |
| Section 4.08 VOTING RIGHTS & PRIVILEGES OF MEMBERS | 10 |
| Section 4.09 PROXIES | 11 |
| Section 4.10 ACTION WITHOUT A MEETING | 11 |
| Section 4.11 MANNER OF ACTING | 11 |
| Article V. Governance | 11 |
| Section 5.01 MAKEUP OF THE EXECUTIVE BOARD | 11 |
| Section 5.02 ELECTION OF OFFICERS | 12 |
| I. Timing | 12 |
| II. Expectations | 12 |

SOUTH TAHOE AMATEUR HOCKEY ASSOCIATION

Bylaws

| | |
|---|-----------|
| III. Slate | 12 |
| IV. Voting | 12 |
| V. Installation of Officers | 12 |
| Section 5.03 EXECUTIVE BOARD VACANCIES | 12 |
| Section 5.04 APPROVED MEANS OF COMMUNICATION | 12 |
| Section 5.05 ASSOCIATION MEMBERSHIPS | 13 |
| Section 5.06 DISPUTES AMONGST THE MEMBERSHIP | 13 |
| Section 5.07 DISPUTES & PRE-EMINENCE | 13 |
| Article VI. Officers | 13 |
| Section 6.01 OFFICERS | 13 |
| Section 6.02 DUTIES OF OFFICERS | 13 |
| I. Association President aka "President" | 13 |
| II. VP Development | 14 |
| III. VP Recreation | 14 |
| IV. VP Travel | 14 |
| V. Treasurer | 14 |
| VI. Secretary | 14 |
| VI. Coaching Director | 15 |
| Section 6.03 TERMS | 15 |
| Article VII. Committees & Appointments | 15 |
| Section 7.01 COMMITTEE CHAIRS | 15 |
| Section 7.02 POWERS OF THE COMMITTEE CHAIRS OR APPOINTMENTS | 15 |
| Section 7.03 TERMS | 15 |
| Article VIII. Finance and Management | 15 |
| Section 8.01 FISCAL YEAR | 15 |
| Section 8.02 FILING TAX RETURN | 16 |
| Section 8.03 MAINTAINING BOOKS & RECORDS | 16 |
| Section 8.04 ACCOUNT SIGNERS | 16 |
| Article IX. Amendments and Fundamental Changes | 16 |
| Section 9.01 AMENDMENTS TO BYLAWS | 16 |
| Article X. Dissolution | 16 |
| Article XI. Indemnification | 16 |
| Section 11.01 INDEMNITY | 16 |
| Section 11.02 INSURANCE | 16 |

SOUTH TAHOE AMATEUR HOCKEY ASSOCIATION

Bylaws

Article I. TITLES AND DEFINITIONS

Definitions of the main terms used throughout the Bylaws

1. "Association" and "STAHA", when not otherwise specified, refer to the *South Tahoe Amateur Hockey Association* of South Lake Tahoe, California.
2. "Hockey", when not otherwise specified, refers to the sport of ice hockey as commonly played in North America.
3. "NORCAL" refers to *Northern California Junior Hockey Association*.
4. "CAHA" refers to *California Amateur Hockey Association*.
5. "Member", whether singular, plural, capitalized or not, and when otherwise not specified, refers to *any participant, benefactor or duly recognized volunteer who is in good standing with the Association*.
6. "Board", "The Board" and "the Executive Board" refers to the *Board of Directors of the Corporation (STAHA)*.
7. "Executive Board" (Exec) shall refer to those Directors entitled to vote, which includes and is limited to: the President, all Vice Presidents, Secretary, Treasurer, and the Coaching Director. These positions are chosen by a majority vote of the *Association*.
8. "Association Board" shall refer to those Board Members who are appointed by the *Executive Board*, which includes and is not limited to: the President-Elect, Registrar, Scheduler, Tournament Director, and all Team Managers. These Board Members also have a vote. In the event of the lack of a quorum of the Association Board, the Executive Board may make and pass motions if needed to ensure timely adoption of items.
9. "Good standing" refers to those *Members* who have completed the *Association's* registration process to the satisfaction of the Association and have adopted the *Association's* Bylaws, Policies, and all Rules & Regulations of the *Association*, as they may exist, *and* are current in their financial obligation to the *Association*. A member may be in good standing if they have made payment arrangements with the Treasurer.
10. "Association Board Meeting", unless otherwise described, either singular or plural, shall refer to regularly scheduled meetings of the *Association Board*.
11. "Benefactor" refers to somebody who aids the cause, the *Association* or any participant, particularly with a gift of money.
12. "Privileges" refers to *Member* rights, as well as their family members' or guardians' rights, to participate in or be present at any *Association* function, including but not limited to, practices, games, tournaments, gatherings, meetings, etc.

SOUTH TAHOE AMATEUR HOCKEY ASSOCIATION

Bylaws

13. "Official Document" shall refer to any document approved by the *Association Board* whose approval has been recorded in the *Minutes* of a *Association Board* meeting.
14. "Officer", "Official" or "Director" refers to those persons elected or appointed to an administrative position in the *Association*.
15. "The Membership" refers to all those entitled members of the *Association* who shall be comprised of only those entitled members *in "good standing"*.
16. "Overweighted" refers to an unfair advantage (e.g. situation whereby one age grouping or a legitimate faction has a greater than equal representation and thereby has greater potential for influence than others).
17. "Season", unless otherwise stipulated, refers to the time between August of one year and the end of March of the following year.
18. "Seasonal Duration" shall refer to that length of expected time as identified on registration forms for which program any participant shall register, and for which that registrant shall expect to pay, and shall not extend beyond such period of time.
19. "Deadlocked Vote" refers to a vote that results in no majority.

Article II. GENERAL ORGANIZATIONAL INFORMATION

Nonprofit Governance, Physical Offices, Objectives of the Association, and Operating Policy.

Section 2.01 CONSTRUCTION AND DEFINITIONS

Unless specified otherwise, general provisions, rules of construction, and definitions in the California Nonprofit Corporation Law shall govern these bylaws.

Section 2.02 PRINCIPAL OFFICE

The principal office of STAHA shall be 1176 Rufus Allen Drive, South Lake Tahoe, CA 96150. The Board of Directors may elect to change the official location of the principal office which they may designate and authorize by majority vote.

Section 2.03 OTHER OFFICES

The Association may have other such offices as the Board of Directors may determine or as the affairs of the Corporation may require.

Section 2.04 ASSOCIATION OPERATING POLICY

This Association shall be non profit, non sectarian and nonpartisan. The Association is one that does not contemplate the pecuniary gain or profit to the members thereof and it is organized solely for nonprofit purposes. No substantial part of the activities of this Association shall be devoted to carrying on activities that do not support its objectives as stated above or that otherwise attempts to influence legislation, or involve the Association in any political activities

SOUTH TAHOE AMATEUR HOCKEY ASSOCIATION

Bylaws

other than those that promote youth ice hockey and its growth in South Lake Tahoe, CA and the targeted surrounding areas.

Section 2.05 ASSOCIATION OBJECTIVES

The objectives of the *South Tahoe Amateur Hockey Association* are as follows:

- I. To develop and promote the sport of ice hockey for the benefit of South Lake Tahoe residents and those of the surrounding areas.
- II. To establish a grass roots instructional, developmental, and competitive travel hockey program whereby youth are introduced to hockey and offered all programs necessary to excel to their and their families' expectations and a player's potential.
- III. To maintain a prioritized focus for growth in youth hockey maintaining the following programs:
 - A. Developmental Programs - Programs designed to introduce and teach youth how to skate and play ice hockey.
 - B. Recreational Programs - Programs designed to further skills and offer recreational league play while offering voluntary participation in modified travel games and tournament versus other regional recreational programs where participation and sportsmanship take precedence over outcomes.
 - C. Travel Programs - Programs where skilled participants desire to participate in competitive leagues and tournaments whose outcomes become of more importance. Commitment and lessons in personal sacrifice for the betterment of the team (team play versus individual statistics) are paramount.

Article III. MEMBERSHIP

Categories of Members, Member Admission and Renewal, Dues, Termination and Suspension of Membership, How Good Standing is Maintained

Section 3.01 MEMBERS

Any participant, Director or appointed official, duly recognized coaches, volunteers and benefactors *in "good standing"* with the *Association* shall be considered a *Member*.

Section 3.02 VOTING MEMBERSHIP

- I. Voting Members include those participants *in "good standing"* with the *Association*. These Voting Members are entitled to one vote on issues open to vote by the *Association's Membership*.

SOUTH TAHOE AMATEUR HOCKEY ASSOCIATION

Bylaws

- II. Voting Members may also include appointed or elected Officers or other officials. These Voting Members are entitled to one vote on issues open to vote by the *Association's Membership*.
- III. Voting members include those coaches and assistant coaches duly recognized by the *Association*. These Voting Members are entitled to one vote on issues open to vote by the *Association's Membership*.
- IV. Voting members include those benefactors duly recognized by the *Association*. These Voting Members are entitled to one vote on issues open to vote by the *Association's Membership*.
- V. Voting members include those volunteers duly recognized by the *Association*. These Voting Members are entitled to one vote on issues open to vote by the *Association's Membership*.

Section 3.03 MEMBERSHIP ACCESS TO ASSOCIATION INFORMATION

Members shall be entitled access to information relative to the actions and finances of the *Association*. *Association* official documents including but not limited to Minutes of the meetings of the Board of Directors shall either be posted on the *Association's* web page and/or provided at a designated location at the home ice arena. *Association* financial reports including budget projections shall be made available to any member in good standing requesting such access within 30 days of such request. Financial information shall remain privileged to *Members* and confidential to non-members.

Section 3.04 EXPULSION AND SUSPENSION OF MEMBERS

- I. Any *Member not in "good standing"* may have their *Association* privileges suspended or may be expelled from the program by the Board.
- II. In accordance with STAHA documents signed at the beginning of each season, any *Member* may be suspended or expelled for behavior deemed detrimental to the STAHA Organization and its goals.
- III. Any suspension or expulsion must be by action at an official meeting of the *Executive Board*.
- IV. Any member so suspended or expelled will only have their privileges reinstated by a minimum of three-fourths (75%) vote at an official meeting of the *Executive Board*.

Section 3.05 DUES AND FEES

- I. Dues and fees shall be sums determined and established by the *Executive Board*.

SOUTH TAHOE AMATEUR HOCKEY ASSOCIATION

Bylaws

- II. Such sums shall be collected as posted or announced by the *Executive Board*, which it believes shall cover the costs of each program.
- III. Payment due dates are to be established by the Board.
- IV. Payments are considered delinquent after 15 days from the time payments are due and payable.
- V. For *Members* whose payment obligations to the *Association* have lapsed past 30 days, the *Board* may elect to revoke that member's "good standing" privileges through suspension or expulsion.

Article IV. Meetings of Members

Meetings of the Board, Meetings of the Officers, Annual and Special Meetings, Calling a Meeting, Notice, Minutes, Errors, New Business, Quorum, Voting and Proxies

Section 4.01 MEETINGS

I. Executive Board Meetings

Executive Board Meetings are attended by the elected *Officers* of the *Association*. This group meets in Closed Session as needed to discuss matters relating to safety, personnel, Membership, policy violations, finances, and similar issues. Neither agenda nor Minutes for these meetings is published. Any member of the *Executive Board* can call for such a meeting.

A. Voting

1. In an effort to be expedient and transparent in all actions, the *Executive Board* may vote independently of the *Association Board* in matters of safety or serious time constraint. This will require two things: 1) two-thirds approval by the *Executive Board*, and 2) a general summary of action(s) taken at these meetings for the record in the Minutes of the subsequent *Association Board* meeting.

II. Association Board Meetings

Association Board Meetings are attended by all elected *Officers of the Association*, as well as Board Appointees and Committee Chairs. In addition, any *Member* of the *Association* may attend *Association* meetings. Non-members are permitted with prior approval by a member of the *Executive Board*. Both an *Agenda* and *Minutes* for these meetings are published.

All *Association* Board Members give a verbal report (or, in the instance that they cannot be present, either elect a proxy or provide a written report) at the *Association meetings*. The *Association Board* discusses and ratifies all recommendations as put forth by the *Executive Board*, as well as other items are brought forward to this body for discussion and vote.

SOUTH TAHOE AMATEUR HOCKEY ASSOCIATION

Bylaws

A. Voting

1. This body acts on behalf of the full *Membership* when voting except in the instance of an election, change to the Bylaws, or other instance that the *Association Board* determines requires the full vote of the *Membership*. Votes by this body are considered final.
2. Only members of the *Association Board* are entitled to vote. *Association Members* and non-member in attendance do not have a vote at *Association Board* meetings.
3. Should a matter come to a vote at the *Association Board* resulting in a tie, the President shall be the tie breaker.

III. Annual Meeting of the Association

Each April there will be an *Annual Meeting of the Association* where a formal accounting of the organization's performance against objectives and financial goals is provided to the *Association Membership*, and during which meeting new officers are installed.

Section 4.02 CALLING A MEETING AND GIVING NOTICE

All items that will be brought forward for a vote at an *Association Meeting* must be agendaized and due notice must be given to the *Association Membership* so that all *Members* have the opportunity to attend and participate in the discussion.

Should an item that has not been agendaized require immediate attention or discussion, the *Association Board* may discuss and vote as needed. In this case, the item will be agendaized, and a full report of the discussion will be made at the subsequent meeting.

Section 4.03 AGENDAS OF ASSOCIATION BOARD MEETINGS

The President will call for agenda items and prepare all meeting agendas. These agendas will be posted to the Organization's website and emailed to the *Membership* in advance of the meeting.

Any Member may request the addition of a topic to the agenda. These items should be submitted in writing to either the President or the Secretary. If it is deemed by the *Executive Board* that these items are inappropriate for a discussion at the *Association Board*, then the President shall respond to the *Association Member* in writing, copying the entire *Executive Board*, as to why they feel the item is inappropriate. The *Member* can, if they disagree, bring the item up under "*New Business*" at the next meeting of the *Association Board*.

SOUTH TAHOE AMATEUR HOCKEY ASSOCIATION

Bylaws

Section 4.04 MINUTES OF MEETINGS

Minutes of all *Association Board Meetings* will be posted on the *Organization's* website within one week of said meeting. Once posted they are determined "Pending" or "For Approval" until ratified at the next meeting of the *Association Board*.

Should Committees wish to document and distribute minutes of their meetings, they can do this as desired.

Section 4.05 NEW BUSINESS

Items for discussion may come forward from any member of the *Association* under the "New Business" section of the Agenda. A short discussion will ensue determining the appropriate manner to move forward. Should the *Association Board* determine that the matter should come forward to the *Association Board* for a vote, the item will be added to a future meeting Agenda for further discussion and vote.

Section 4.06 QUORUM

Except in the instance of *Elections* or other votes of the entire *Association Membership*, a quorum at an *Association Board* meeting shall be established if there are 50% +1 votes. In the instance that quorum is not met, another means of voting can be used as stipulated by these Bylaws.

In the instance of elections or other votes of the *Association Membership* the standard for quorum is relaxed; instead, the percentage of the votes holds.

Section 4.07 VOTES OF THE ASSOCIATION MEMBERSHIP

Elections for all *Association Officers*, and voting on other matters of importance that the *Executive Board* or these *Bylaws* stipulate, require a vote of the *Association Membership*. A vote by the *Membership* shall be deemed final if due notice was announced and given and an accurate record of the voting can be provided. A simple majority shall determine the outcome of votes by the *Association Membership*.

Section 4.08 VOTING RIGHTS & PRIVILEGES OF MEMBERS

- I. All Voting Members (one vote per player) shall be entitled to cast one single vote either for or against any such issue as put forth for vote by the *Membership*.
- II. Any *Association Member* can bring forward items to be discussed at either the *Executive* or *Association Board* meetings. These items should be submitted in writing to either the President or the Secretary. If it is deemed by the *Executive Board* that these items are inappropriate for a discussion at the *Association Board*, then the President shall respond to the *Association Member* in writing, copying the entire *Executive Board*, as to why they feel the item is inappropriate. The *Member* can, if they disagree, bring the item up under "New Business" at the next meeting of the *Association Board*.

SOUTH TAHOE AMATEUR HOCKEY ASSOCIATION

Bylaws

- III. Any *Membership* vote shall only be considered valid provided it complies fully under the terms and conditions set forth in this Document.
- IV. Any vote conducted by *Membership* must be acknowledged, recorded in *Minutes* of an official meeting of the *Association Board*, and be approved by the *Association Board* before it can be determined valid.
- V. Any *Member* entitled to vote may assign his/her vote, but only to a parent/guardian, spouse or adult sibling.
- VI. *Members* entitled to vote must demonstrate a viable understanding of the issue at hand and express reasoning for their vote.
- VII. Each *Member* entitled to vote may only vote once for or against any issue that is brought forward for vote.
- VIII. Only *Members in 'good standing'* are entitled to vote.
- IX. Absentee voting is prohibited. Unless otherwise stipulated, only those present at the time and place of a vote may cast a vote.
- X. No vote by the shall be considered valid unless a minimum of 60% of the *Members in 'good standing'* have participated in the vote.

Section 4.09 PROXIES

Proxies other than a single assignment as covered in Section 4.08(V) are prohibited. There can be no cumulative voting by any one person, persons, or entity.

Section 4.10 ACTION WITHOUT A MEETING

The *Association Board* may ratify actions without a meeting only by unanimous vote of the *Association Board*.

Section 4.11 MANNER OF ACTING

Unless otherwise specified by law, the *Board* at any meeting at which a quorum is present may execute such action with a majority vote. In the event of a *deadlocked vote*, or whereby a majority of vote was not obtained, the person presiding over the meeting may either unlock the vote with an additional call for vote OR delay such vote until the next official meeting of the *Board*.

Article V. Governance

Number of Directors, Eligibility of Directors, Powers of Directors and Members, Discipline of Members, Election and Appointment of Directors, Removal of Directors, Board Vacancy, Meetings of the Board, Notice and Errors

SOUTH TAHOE AMATEUR HOCKEY ASSOCIATION

Bylaws

Section 5.01 MAKEUP OF THE EXECUTIVE BOARD

The *Executive Board* shall be comprised of no fewer than THREE required director positions (President, Secretary and Treasurer) and no more than SEVEN Directors, Officers, or Vice Presidents.

Section 5.02 ELECTION OF OFFICERS

I. Timing

An Election for the *Officers of the Association* are conducted and completed no later than March 31 of each year.

II. Expectations

All Officers are required to provide a written platform explaining why they feel they would be best suited for the role. Providing a plan of action, bringing a skill set that suits a person to the role, previous board or other related experience, and available time are valuable assets to the Organization. Candidate platforms should include this pertinent information.

Nominations to Board positions must be made by a *member in good standing*. Anyone nominated to the Board must be compliant with all required documents prior to election day, specifically USAH Membership, CAHA Background Screening, SafeSport Certification, and standard STAHA member documents. All Board members are expected to maintain these qualifications throughout their terms.

III. Slate

A slate of officers and their written statements are presented to the *Membership* in a timely manner, allowing for due process and participation of the *Membership*.

IV. Voting

See Section 4.06.

V. Installation of Officers

Officers are installed at the *Association's Annual Meeting* in April.

Section 5.03 EXECUTIVE BOARD VACANCIES

In the event any member of the *Executive Board* resigns or fails in any other manner their ability to fulfill their obligations as a *Board Member*, the remainder of the *Board* may appoint an interim director by majority vote to fill such position with another *member in good standing*. This interim director need not already be a director and such interim director shall serve only until the next scheduled meeting of the *Association Board*. Should there be less than six (6) months in the term, a formal vote of the Board will be held to accept the interim appointee at that meeting. A special election of the *Association Membership* shall be conducted should there be six (6) months or more left in the term.

SOUTH TAHOE AMATEUR HOCKEY ASSOCIATION

Bylaws

Section 5.04 APPROVED MEANS OF COMMUNICATION

Any action by or recording of Board related events or any information intended for distribution to the *Membership* shall be considered issued when it has been either posted on a bulletin board at the home ice arena, distributed via email to *Membership* email addresses, or posted on the Organization's web-page. It is the responsibility of the *Member* to ensure the *Association* has appropriate contact information for the member. Handwritten material delivered via conventional mailing methods, email, or facsimile transmission, shall be considered approved methods of communication, however no correspondence can be considered delivered and/or received until such correspondence has been replied to in kind or via another approved method of communication.

Section 5.05 ASSOCIATION MEMBERSHIPS

At any time whereby the *Association* has teams registered with USAH and thereby with CAHA, the *Association* shall elect by a simple majority vote of those Travel Hockey Committee team representatives a CAHA representative who shall represent STAHA at CAHA functions. In the event of a *deadlocked vote* between two or more nominees for the position of CAHA representative, the *Board of Directors of STAHA* shall, by majority vote at an official meeting, elect such a representative from those nominees whose votes were tied.

Section 5.06 DISPUTES AMONGST THE MEMBERSHIP

In the event of a controversy or dispute, such controversy or dispute shall be submitted to the *Executive Board* in writing. The *Board* will then address, by the best of their judgments, a resolve as may be interpreted by either/and general nonprofit corporate laws of California, the *Articles of Incorporation* of this *Association*, these *Bylaws* or approved policies or rules and regulations. The Executive Board may refer such a dispute to the STAHA Dispute Resolution Panel, who report back their findings. In the event such dispute cannot be sufficiently resolved through the use of the aforementioned documents, then the official documents governing (in order) USAH, CAHA or NORCAL, may be referred.

Section 5.07 DISPUTES & PRE-EMINENCE

In the event of a dispute that cannot otherwise be resolved within or by means of the Corporation's Bylaws, Policies, or any other official document of the *Association*, then the official document to be used, noted in order of use, shall be USAH, CAHA, or NORCAL.

Article VI. Officers

Number of Officers, How Officer Positions are Filled, Duties of Officers/Position Descriptions, Removal and Vacancy

Section 6.01 OFFICERS

The *STAHA Executive Board* is made up of seven members: President, Treasurer, Secretary, VP of Development, VP of Travel, VP of Recreation, and Coaching Director. These officers are

SOUTH TAHOE AMATEUR HOCKEY ASSOCIATION

Bylaws

elected by the *Association Membership*. Officers are expected to attend a minimum of 75% of all Board meetings. In the instance that they cannot attend a meeting, they should submit a report to the President for presentation in their absence. Board members should be willing to spend time becoming familiar with current NorCal, CAHA, and USA Hockey requirements, guidelines and rules. All elected officer terms are for two years. In order to maintain some continuity with changeover in Board positions, best efforts are made for elections for officers to occur as follows: In the even years, the positions of President, VP of Development, and Coaching Director are open for election. In odd years, the positions of Treasurer, Secretary, VP of Travel, and the VP of Recreation are open for election.

Section 6.02 DUTIES OF OFFICERS

I. President

Chair of all *Association Meetings* and *Executive Meetings* responsible for development of agenda for the *Association Board Meeting*. Must attend all *Executive Board* and *Association Board Meetings*. Tie-breaker vote in all matters of the *Executive and Association Boards*, unless the decision is tabled for discussion. Responsible to travel to and attend all NorCal meetings (fines and sanctions can be levied against our organization.) Serves and votes as STAHA's representative on all NorCal decisions. Signs all contracts on behalf of the Organization. Signator on STAHA bank accounts.

II. Treasurer

Maintains the accounts of the *Association*. Ensures that members are billed, monies are collected and deposited, and statements are reconciled. Communicates issues (i.e. members *not in "good standing"*) and status regularly to the *Executive Board*. Works in conjunction with the President on all financial agreements (banking, accountancy and other contracts.) Oversees the Scholarship Committee. Provides a report at all *Association Board Meetings*. Provides a final Season Accounting at the *Annual Meeting*. Signator on the STAHA bank account.

III. Secretary

Works with the *Executive Board* to develop the agenda for each *Association Board Meeting* and distributes that in a timely manner. Provides, in a timely manner, a written account (*Minutes*) of all *Association Board Meetings* to the general *Membership*. Is responsible for recording the voting, documentation, establishing quorum, etc. for all matters of the *Board*. Communicates with the *Membership* as directed by the *Executive* or *Association Board*. Is signator on the Association's bank account. Provides a report at all *Association Board Meetings*.

IV. VP Travel

Leads all programs where skilled participants desire to participate in competitive travel leagues and tournaments (NorCal) whose outcomes become of more importance. Lessons in commitment and personal sacrifice, for the betterment of the team (team play versus individual statistics), are paramount. Oversees managers. Coordinates team

SOUTH TAHOE AMATEUR HOCKEY ASSOCIATION

Bylaws

uniforms. Is the point of contact on the Board for concerns related foregoing. Provides a report at all *Association Board Meetings*.

V. VP Development

Responsible for the development of coaches and players and ensuring that the Organization is abiding by American Development Model (ADM) as set out by USA Hockey. Responsible for seeking outside training opportunities for STAHA teams. Provides a report at all *Association Board Meetings*. Acts on behalf of the President in his/her absence. Any vote conducted in proxy of the President shall hold just as if that officer were present.

VI. Coaching Staff Director

Responsible for the recruitment and leadership of all coaching staff, ensuring that the Association is abiding by all USA Hockey, NORCAL, and CAHA guidelines. Coordinates ongoing coaching trainings. Is the point of contact on the Board for player/parent/coaching concerns. Provides a report at all Association Board Meetings.

VI. VP Recreation

Leads recruiting efforts for the organization. In an effort to meet STAHA objectives, leads all programs designed to further skills (clinics, drop-ins). Coordinates recreational league (in-house) play that offers voluntary participation in modified travel games and tournaments. In these programs, participation and sportsmanship take precedence over outcomes. In addition, works with the rink (TSE) to support feeder programs. Provides a report at all *Association Board Meetings*.

Article VII. Committees & Appointments

Appointment of Committees, Size and Requirements, Committee Restrictions

Section 7.01 APPOINTED POSITIONS

Committee Chairs and Appointed Positions can be elected by a group of *Members* (i.e. a team to elect its Manager) or appointed by the *Executive Board*, given said appointee agrees to accept the role. Both types of appointment must be ratified by the *Association Board*. Unless otherwise specified, all Committee Chairs and Appointments shall serve for one year. Those who accept either Committee Chair and Appointed Positions are expected to attend a minimum of 75% of all Board meetings. In the instance that they cannot attend a meeting, they should submit a report to the President for presentation in their absence.

Appointed Director Positions and *Standing Committees* typically include: Scheduler, Registrar, SafeSport Coordinator, Tournament Director, Dispute Resolution Panel, IT Coordinator/PR, and Team Managers. *Appointees* are expected to attend a minimum of 75% of all *Association Board* meetings. In the instance that they cannot attend a meeting, they should submit a report to the President for presentation in their absence. *Appointees* should be

SOUTH TAHOE AMATEUR HOCKEY ASSOCIATION

Bylaws

willing to spend time becoming familiar with current NorCal, CAHA, and USA Hockey requirements, guidelines and rules.

Section 7.02 DUTIES OF APPOINTED POSITIONS ON THE ASSOCIATION BOARD

I. Registrar

Builds team rosters in USA Hockey and *Time to Score* for regular season, tournaments, and Spring season. Responsible to assure that all teams, players and coaches are in compliance with governing organizational requirements (NorCal, CAHA, USAH), and serves as the go-between for the NorCal Registrar and STAHA. Communicates deadlines and changes in protocol to the STAHA Executive Board, particularly the VP of Travel Hockey, as well as to all team managers.

II. Scheduler

Serves as liaison between STAHA and NorCal, *and* STAHA and the rink, regarding all scheduling matters. Schedules all regular-season home games with NorCal (Squirts through High School). Schedules all STAHA practices with the Tahoe Ice Arena/TSE (Mites through High School). Monitors and communicates to STAHA any NorCal scheduling changes/updates. Communicates all team tournament games to NorCal. Cultivates a close working relationship with NorCal Scheduler to ensure reasonableness and efficiency of travel games, and with TSE to secure deliverable practice schedules. May also assist with the scheduling of STAHA-sponsored clinics and events for the purpose of the development of STAHA's players and programs.

III. SafeSport Coordinator

Gets SafeSport certified. Communicates the SafeSport process and program to STAHA members. Ensures confidentiality of all reports. Open and available to members. Works with Norcal SafeSport Coordinator to review SafeSport reports as needed to ensure STAHA is following protocol in an effort to maintain the utmost adherence to the program and avoid litigation and/or harm to members. Reviews SafeSport listing to ensure that parents/coaches are in compliance.

IV. Tournament Director

Responsible all aspects of STAHA's major fundraiser, the MLK Tahoe Invitational home tournament. This includes advertising, club outreach, and obtaining USAH Sanction. Sets up registration, conducts team research to ensure competitive play brackets, confirms or denies registration. Secures lodging blocks; orders player gifts, medals, banners and trophies; coordinates t-shirt vendor and photographer. Prepares locker room and game schedules. Oversees volunteer

SOUTH TAHOE AMATEUR HOCKEY ASSOCIATION

Bylaws

committees and scheduling, including all Raffle/Silent Auction and social activities. Resolves any game time issues during the weekend event.

V. Team Managers

Section 7.03 POWERS OF THE COMMITTEE CHAIRS OR APPOINTMENTS

Should an issue arise that is beyond the scope of this role or requires a vote of the *Membership*, the *Executive Board* should be contacted immediately to either resolve or add to a future agenda of the *Association Board*.

Article VIII. Finance and Management

Fiscal Year, Appointment and Role of the Auditor, Maintaining Books and Records, Which Individuals Have Signing Authority, Borrowing and Borrowing Restrictions, Conflict of Interest, Director Remuneration

Section 8.01 FISCAL YEAR

The fiscal year of the *Organization (STAHA Corporation)* shall be from May 1 to April 30th.

Section 8.02 FILING TAX RETURN

The Treasurer is responsible for filing the tax return for the *Organization*. A Certified Public Accountant (CPA) shall be hired by the *Organization* and the Treasurer will provide all documents needed to said individual in an effort to ensure timely filing of a Tax Return.

Section 8.03 MAINTAINING BOOKS & RECORDS

The Association's accounts need to be reconciled monthly with a report to the Association Board on status of members, accounts receivable and accounts payable provided.

Section 8.04 ACCOUNT SIGNERS

The Treasurer, President, and Secretary are all designated signers for the *Organization*. Only one signer is needed for checks.

Article IX. Amendments and Fundamental Changes

How Bylaws are Amended, Types of Amendments that are considered 'Fundamental Changes' (if any) under Incorporation Legislation

Section 9.01 AMENDMENTS TO BYLAWS

Amendments or changes to these bylaws may only be effectuated by a three-fourths majority vote (75% or better) of the *Association Board*.

SOUTH TAHOE AMATEUR HOCKEY ASSOCIATION

Bylaws

Article X. Dissolution

The disposition of any assets possessed by STAHA, should there be any at the time of dissolution, will be determined at such time.

Article XI. Indemnification

Absolving Directors, Insurance

Section 11.01 INDEMNITY

All *Members* of this *Corporation/Association/Organization* shall indemnify and hold harmless all volunteers of this *Corporation/Association/Organization*, including but not limited to the *Board* and any other non-compensated officer or volunteer thereof, as well as NORCAL and its governing body and individuals therein, as well as CAHA, its governing body and those individuals, as well as USAH, its governing body and those individuals.

Section 11.02 INSURANCE

The *Organization* shall carry at all times all levels of insurance as required by NorCal, CAHA, and USA Hockey.