

SOUTHWEST OHIO INLINE HOCKEY ASSOCIATION (SOHA)
Governing Constitution and Bylaws

Article 1 – Name

The name of the organization shall be the Southwest Ohio Inline Hockey Association, hereinafter referred to as SOHA.

Article 2 – Purpose

SOHA has been formed for the purpose of promoting the development of Inline Hockey as a school sport in the state of Ohio and the surrounding Tri-state area.

Article 3 – Affiliation

SOHA is a not-for-profit association.

Article 4 – Membership

The following will be entitled to become members in good standing of SOHA:

- a) All schools in the state of Ohio and the surrounding Tri-State areas, which have paid all dues and accounts with SOHA.
- b) Other organizations with similar objectives may be admitted at the sole discretion of the Executive Board, for a limited time and with or without the right to vote. At the sole discretion of the Executive Board, dues payable by such other organizations may be restricted to cover only the purpose for which such other organizations are admitted.
- c) Individuals may be admitted at the discretion of the Executive Board and by reason that such individual may make a special contribution to SOHA.

Article 5- Association Composition

- a) The governing body of SOHA will be the Executive Board and the League Managers.
- b) The Team Representatives of SOHA are the head coach from each team.
- c) The General Members are the parents of the students participating in the inline program.

Article 6 – Meetings

- a) The President will preside at all General and Executive Board meetings. In the absence of the President, the Vice-President will preside at any such meetings, and in case of both of their absences, another member of the Executive Board or a League Manager will preside, as appointed by the President.

- b) Voting, on any subject or topic, will be by show of hands, email, web poll or some other method approved by the Executive Board.
- c) A quorum for all meetings will consist of at least 60% of all Executive Board and Team Representatives. The President may adjourn a meeting not meeting quorum requirements and open a new meeting with those in attendance.
- d) All members of the Executive Board, except the President (or presiding board member), but including the League Managers, are entitled to one vote each. In the case of a tie, the President (or presiding board member) will cast the deciding vote.
- e) One transitional meeting of both the old and new Executive Board and League Managers will be held following the election of each new Executive Board to ensure the smooth transition of SOHA business and organizational matters.
- f) If requested by a SOHA member, a General meeting shall be called by the President, at least two weeks in advance of the starting date of each season. General meetings are open to anyone interested in supporting the purpose of SOHA association.
- g) Any proposed changes to the league's constitution, bylaws or playing rules will be presented at the General meeting for General Member comment to the Executive Board and League Managers. Any changes must be voted on and approved by the Executive Board, League Managers, and Team Representatives (1 vote per active team) before the start of each season.
- h) Minutes of the General and Executive Board meetings will be made available to all SOHA members.
- i) All meetings, General or Executive, are open to participating parents, but to be recognized to speak, the General Member must submit, at least 2 weeks in advance of a meeting, a written request stating the item to be discussed. The item will then be placed on the agenda.

Article 7 – Auditing

The books, financial records, and accounts of SOHA, will be audited at least once, each year, by 2 members of the General Membership. The books and records of SOHA may be inspected by any member of SOHA, at any time, upon reasonable notice and arranging a time satisfactory to the Treasurer having charge of same. Each member of the Executive Board will at all times have access to its books and records.

Article 8 – Election of Officers

- a) The President of SOHA shall appoint a nominating chairperson before the end of February and at least two weeks in advance of the start of the election period.
- b) Nominations for officers will be solicited by and referred to the nominating chairperson in writing (email will be considered “in writing”) and with the consent of the nominee until 5 days before the election period.
- c) In order to avoid a conflict of interest, officers of the league cannot be commercially or financially connected in any way with the league.

- d) The election period will cover at least two consecutive days during the month of March with results no later than mid-April.
- e) The nominating chairperson shall present the names for each position to the Team Representatives on an election ballot and present the results of the election to the Executive Board immediately following the election period. If there is only one nominee for an office, election by acclamation shall be permitted.
- f) If officer positions become vacant during their term, they are to be replaced within 45 days through the same election process.
- g) One vote per active team (a school with multiple teams will be allowed multiple votes) is permitted, and cast by the Team Representative. If the Head Coach is not present at a meeting, any necessary vote will then be cast by the Assistant Coach, Team Manager or anyone designated by the Head Coach in writing prior to the meeting in writing to the Executive Board. Partnered schools are allowed only 1 vote. The election results will be effective May 1st.

Article 9– Amendments

The Constitution and Bylaws may be altered or amended by a resolution passed by a three-fourths majority vote of the Team Representatives and a majority approval of the Executive Board and League Managers.

Bylaws

The following Bylaws are established with respect to the ongoing affairs of SOHA. The Bylaws may be amended by a majority vote at any regular meeting of the Executive Board and League Managers, subject to a majority approval by the membership at its General Meeting.

Bylaw 101 Duties and Powers of the Executive Board

- a) The management of the affairs of SOHA will be conducted by the Executive Board and League Managers or any committee appointed by such.
- b) The Executive Board and League Managers will have the power to impose and enforce penalties for violation of the Constitution, Bylaws, or Rules of SOHA.
- c) The Executive Board and League Managers may, by a two-thirds vote, _may remove from office any Executive Board officer or League Manager for neglect of duty, or for conduct tending to impair such members usefulness.
- d) The Executive Board and League Managers will supervise the collection and authorize the expenditure of funds of SOHA, provided always that funds coming into SOHA will be allocated in accordance with the purpose so intended.
- e) The Executive Board and League Managers will interpret, define, and explain all provisions of the Constitution, Bylaws, and Rules of SOHA.
- f) The Executive Board and League Managers will adjudicate all disputes between members, which may arise.
- g) The Executive Board and League Managers will appoint all committee delegates to attend all meetings on behalf of SOHA.

Bylaw 102 Power and Duties of Officers

- a) President
 1. Call and preside over all General and Executive Board meetings.
 2. One of the signing officers of all financial transactions.
 3. Establish and distribute in advance to all officers, an agenda for all Executive Board meetings.
 4. Responsible for communications between SOHA and other Inline Hockey organizations.
 5. Appoint standing committee chairpersons as deemed necessary.
- b) Vice President
 1. Perform the duties of the President in the absence of the officer.
 2. Act as aide and advisor to the President
 3. Maintenance of association playing rules.
 4. Executive Board leader for appeals and disciplinary action.

c) Secretary

1. Record and distribute the President approved minutes of each General and Executive Board meeting to SOHA members within two weeks of the meeting.
2. Maintain a database of the current league participants as provided by each School Representative.
3. Retain copies of officer and committee reports.
4. Conduct correspondence as may be delegated.
5. Forward league information to School Representatives.
6. Maintain a file of all official score sheets and forward information to statistician.

d) Treasurer

1. Collect and be accountable for all funds of the league.
2. Create a yearly budget and disperse funds as voted by the officers.
3. One of the signing officers of all financial transactions.
4. Accurately record and account for all financial transactions.
5. Arrange for an annual audit of financial transactions per Article 7 of the constitution.
6. Keep the accounts in books belonging to the league, which shall be at times open for inspection by the members of the league.
7. Oversee all activities of a fund raising committee, but may not be a member of such committee.

e) League Manager (s)

1. Organize team rankings, the scheduling of regular season games, the playoffs and specialty games.
2. Organize team registrations and ensure rosters comply with league rules.
3. Work closely with the rink facility management (s) to ensure smooth league operations and attend games on an intermittent basis to assess quality of games and facility conditions.
4. Attend all SOHA referee meetings and be the referee link to the Executive Board.
5. Forward association rules to each rink facility and all SOHA referees.
6. Oversee the accuracy and timeliness of the league statistician.

Bylaw 103 Rules

SOHA abides by AAU Inline Rules of Play with SOHA additions and exceptions.

- a) The Rules of Play for SOHA will be presented at the General Meeting.
- b) A rules committee will be established by the Vice-President to review proposed changes or amendments to the SOHA Rules of Play. Their recommendations will be presented to the Executive Board and League Managers for approval.
- c) Changes or amendments to the playing rules may only be proposed by the Executive Board, Rules Committee, League Managers or School Representatives. Proposed changes must be submitted to the Executive Board at least 30 days prior to the date of the General Meeting.
- d) The Executive Board may, on an emergency basis, insert, delete, or amend playing rules in the best interest of the game. Such changes must be forwarded to Team Representatives in writing and will be put in force as needed.

Bylaw 104 Remunerations

No executive officer or representative member of SOHA will receive any remuneration for his/her service except for referees.

Bylaw 105 Delegates Expense

Reasonable transportation, subsistence, and hotel expenses of the Executive Board or their assigned representative incurred in attending approved events on behalf of SOHA will be paid by SOHA when funds are available and proved by the Treasurer and/or President and subject to Audit (Article 7).

Bylaw 106 Dues and Fees

- a) The annual team registration fee levied by SOHA will be such fee as is set from time to time by the Executive Board. The philosophy is that to play, you must pay.
- b) As deemed necessary by the Executive Board, each team must pay a non-refundable season commitment fee of an amount to be determined by the Executive Board by a cutoff date set by the Executive Board in order to reserve a position in the league.
- c) Each team must submit a single non-refundable deposit of half league fees 14 days prior to the season start. The balance is due 2 days prior to the first scheduled game. Delinquent league fees will result in cancellation and forfeiture of the game(s) until all funds due are received.

Bylaw 107 Legal and Insurance

The board may obtain appropriate legal and insurance representation as needed.

Bylaw 108 Club Tryouts & Preseason Practices

Club team tryouts and preseason/off season practices are not a SOHA league function. Each school club must arrange for their tryout dates, frequency, costs, and notify the SOHA President in writing of all events at least two days prior to the event and / or practice time. Notification should include: place of event, time of event and name of coach in charge of event. All participants should have current USA Hockey Registration / insurance. Special arrangements for tryouts are possible by contacting the President of SOHA.

Bylaw 109 Games & Conferences

- a) Teams will play games dependent on the number of teams, quality of teams and rink time availability.
- b) The league will be divided into divisions if there is a sufficient number of teams, which will be determined by the SOHA Executive Board and League Managers. The number of divisions may be adjusted from year to year. The criteria for selecting divisions may be geographic location, size of school, maturity of the program, previous record or some other criteria as approved by the Executive Board and League Managers.

Bylaw 110 Registration Process

- a) All required team and player paperwork must be submitted on the day of team evaluations. If a player's information is missing, that player will not be considered a part of the team and CAN NOT be added at a later date.
- b) Managers of teams must carry a copy of all required paperwork in a notebook or folder to all games and practices which, if requested, will be made available for review by a member of the Executive Board, a League Manager or the Chief Referee.
- c) Any player or coach who participates in any SOHA game or practice without AAU membership / insurance or complete required paperwork will be subject to the following disciplinary actions:
 1. First Offense – Forfeiture of game
 2. Second Offense – Forfeit of game plus 1 game suspension for player & head coach
 3. Third Offense – Termination of playing privileges for player in question and termination of coaching privileges for head coach

Bylaw 111 Club Practices

Club team practices are a SOHA league function. Each school club must arrange for their practice dates, frequency, costs, and notify the SOHA President in writing of all events at least two days prior to the event and / or practice time. Notification should include: place of event, time of event and name of coach in charge of event.

Bylaw 112 Injuries

- a) All injuries during a practice or game must be reported to the President via email within 24 hours of the incident. The report should include the date, time, description of the injury and events leading up to the injury.
- b) The Executive Board has the right to require a physician release prior to allowing a previously injured player to return to practice or games.

