

# CAZENOVIA PARK HOCKEY ASSOCIATION CONSTITUTION AND BY-LAWS

## ARTICLE I NAME

This organization shall be called the Cazenovia Park Hockey Association.

## ARTICLE II FUNCTION

The primary function of the Cazenovia Park Hockey Association is the commitment to organize and conduct a complete program of recreational and competitive hockey for eligible youth as hereinafter defined in this text.

## ARTICLE III PURPOSE

To develop in each hockey participant the skills of skating, the skills of hockey, and the proper mix of recreation and competitiveness, sportsmanship, and the concept of teamwork.  
To select, appoint and/or approve coaches, Managers, Instructors and Administrators who demonstrate leadership to the participants, who teach the skills of skating and the game of hockey properly, and who insure discipline in all phases of participation, before, during and after games.  
To encourage camaraderie among the players, the Coaches and their families.

## ARTICLE IV MEMBERSHIP

Playing for Cazenovia Park Hockey Association shall be open to any player interested in playing hockey for Cazenovia Park Hockey Association with the following restrictions:

A. Age

B. Players shall be restricted in their participation with any other organized team, unless permission is given to said player by a majority vote of the Board of Governors "the Board". To obtain such permission from the Board, the player shall make the request in writing along with a schedule of games and practices for the other organized team he/she wishes to play for. Permission will not be considered by the Board if there is a conflict of time or interest with Cazenovia Park Hockey Association.

## ARTICLE V DUES

Membership dues shall be payable annually by each player member in an amount and on a date prescribed by the Board.

ARTICLE VI  
ORGANIZATION

Cazenovia Park Hockey Association will be structured in such a manner to ensure the establishment and maintenance of a complete program of recreational and competitive hockey for eligible youth. The responsibility is placed directly on the Board. The Board shall be made up of the following:

- A. Seven Governors
- B. One Treasurer
- C. One Secretary

Coaches shall be appointed by the Board on an annual basis. All Coaching candidates must apply by submitting an application to the Board by the posted date annually.

ARTICLE VII  
ELECTION AND TERM OF THE BOARD

The Board shall be elected by a majority vote of Cazenovia Park Hockey Association Members. The term of the Board shall be for a two (2) year period. The new term for elected Board members shall begin the first of the month immediately following the hockey season but no later than May 1st.

The election for the position of Secretary shall be in odd numbered years and the voting for the position of Treasurer shall be in even numbered years beginning in 2011.

The Positions of Chairman of the Board, Vice Chairman of the Board, Registrar (as well as any other positions required by USA Hockey, NYSAHA and WNYAHL) will be filled by a majority vote of the Board of Governors.

A. VOTING

Each family, with a registered in the Cazenovia Park Hockey Association for the current hockey season shall have one vote. If of minor age, (less than 18 years) such vote shall be cast by a parent or guardian of the player.

Any Head Coach who does not have a registered child in Cazenovia Park Hockey shall have one vote to be cast personally by him/her.

B. ELECTIONS

\*Elections shall be held by in the week prior to the annual Banquet. Results will be announced at the Banquet. Voting will be done using voting machines (or if not available, by paper ballot) in person in the Lobby of the rink over a posted 2 day period in the week preceding the Banquet.

\*Nominations for the Board shall be held at the January monthly meeting.

- The Chairman, Vice Chairman and Registrar (as well as any other positions deemed necessary by USA Hockey, NYHAHA and WNYAHL), shall be appointed from within the Board at the first Board meeting following the end of the hockey season for that current year. Candidates for these positions shall be nominated by a member of the Board. They shall be elected by a majority of vote and each term shall be for one year.
- The Board members, Secretary and the Treasurer shall be determined by the highest number of votes received at the General Election.

- If paper ballots are used, any ballots with votes that exceed the number of open positions will be disqualified.

\* There shall be a space available on each ballot for a write in vote.

All candidates running for elected office will be elected by majority vote of those Voting Members prior to the Annual Banquet. In the case where there are more than two candidates running for one office, and no one candidate receives a majority vote, the two (2) individuals receiving the highest number of votes (plus ties) will participate in an immediate election between (among) themselves.

#### ARTICLE ~~IX~~ VIII LIABILITY

A. No Board Member shall be personally liable for any bills or obligations of Cazenovia Park Hockey Association.

1. B. No Board Member shall disburse any funds or assets in his keeping belonging to the Cazenovia Park Hockey Association in excess of \$100.00 without authorization of the Board. Purchases under \$100.00 made without prior approval must be reported to the Board at the next meeting.

C. No person shall use the name, mailing list or phone numbers of the Members for other than Cazenovia Park Hockey Association purposes or without prior written approval from the Board.

#### ARTICLE ~~IX~~ POWERS OF THE BOARD

The Board may:

A. Impose and enforce penalties for any violation of the Constitution, By-Laws and rules and regulations of Cazenovia Park Hockey Association.

B. Remove or remit any suspension or penalty that has been imposed.

C. Remove or suspend any Board Member, Coach, Manager Player or Parent after charges have been made against said party; said party has been notified in writing of said charges by personal communication from a Board Member; and the party so accused has had an opportunity to appear before the Board and present a defense to the charges, if he/she so chooses. The removal or suspension of any of the aforesaid parties following a decision of the Board must be by two-thirds vote of the Board for suspension or dismissal.

After hearing all the facts on charges made against an individual the Board may, if in their judgment there are mitigating circumstances surrounding the charges, put the charged party on probation for a period of 5, 10, 15 or 20 games. If the offense occurs at the end of the season, the probationary period would carry over to the next season until the period of probation is served in full. If a second offense occurs during the probationary period, dismissal of the charged party may automatically follow.

A Board Member, Coach, Manager, Player or Parent may be suspended or dismissed by two-thirds majority of the Board after having had an opportunity to appear before the Board and defend the charges.

D. Fill the vacancy of the Board, Coach, or player caused by the resignation or expulsion of that person.

E. Establish and collect fees and funds for the operation of Cazenovia Park Hockey Association and direct the expenditure of the said money.

F. Interpret, define and explain all the provisions of the Constitution By-Laws and rules and regulations of Cazenovia Park Hockey Association.

G. Oversee the registration process of Cazenovia Park Hockey Association.

- H. Call any special meeting of Cazenovia Park Hockey Association and to fix a time and date and place of meeting not fixed by the Constitution.
- I. Have immediate access to books, vouchers, receipts, records and control the use of all league property and equipment pertaining to Cazenovia Park Hockey Association.
- J. Appoint coaches to the teams, after an application has been filled out, a background check and interview has been completed.
- K. Schedule all ice time for games and practices of Cazenovia Park Hockey
  - 1. Association.
- L. To define the method of and to administer the drafting of players, and all other decisions of Cazenovia Park Hockey Association which are not included in the powers of the Board.

ARTICLE ~~XI~~  
AMENDMENTS

Amendments or alterations to the Constitution or By-Laws shall be presented to the Secretary of Cazenovia Park Hockey Association in writing with the signatures of at least 30 adult members of the Cazenovia Park Hockey Organization affixed thereto.

The Secretary shall present the written proposed amendments or alterations to the Board who will be responsible for the posting or alterations of the same at Cazenovia Park Hockey Rink for at least two weeks prior to the scheduled meeting.

These amendments or alterations shall become part of the Constitution of By- Laws at the scheduled meeting if a quorum is present in attendance; a quorum shall consist of a majority of the Board and at least 15 members of Cazenovia Park Hockey Organization in attendance; a vote of two-thirds of the quorum in attendance shall be required to approve the said amendments or alterations.

In the event that a quorum is not present at this meeting, the Board shall have the option of tabling the item until the next monthly meeting or continuing to operate for the entire season under the existing Constitution and By-Laws.

ARTICLE ~~XII~~  
DISSOLUTION

In the event of dissolution and termination of Cazenovia Park Hockey Association, all of its assets which remain after payment of all the outstanding liabilities, will be turned over to a Charity organized and existing under the Laws of the State of New York and operating as a not-for-profit organization for the sole purpose of educational, religious or charitable purposes. The organization to be endowed shall be nominated by the Board at the Dissolution meeting and a two-thirds vote of the quorum in attendance shall be required to approve such donation.

ARTICLE ~~XIII~~

Roberts Rules of Order shall govern in all procedural matters not covered in the Constitution or By-Laws.

ARTICLE ~~XIV~~

Any Articles contained herein that conflict with the scope and/or rules and regulations of the WNYAHL, NYSAHA and/or USA Hockey shall be suspended and superseded by WNYHA, NYSAHL and USA Hockey guidelines.

BY-LAWS

ARTICLE I  
DUTIES OF THE BOARD

1. The Board of Governor's "the Board" shall manage the Association, set the registration fees, determine ice schedules within hockey allotment, approve all fund-raising endeavors, approve appointments of Coaches, determine league status for the Association's teams, and establish rules for the conduct of the hockey program.
2. The Board shall meet at least monthly during the hockey season and at such intervals as necessary in the off-season to properly prepare for the conduct of the program in the forthcoming hockey season.
3. The Chairman of the Board has the overall responsibility for ensuring that the Board is completely familiar with the Constitution and By-Laws of the Association and that the Constitution and By-Laws are carried out to their full extent. The Chairman of the Board is responsible for the proper conduct of meetings and any election to the offices of the Association. The President will officiate at membership and the Board's meetings and represent the Association in all endeavors at the pleasure of the Board. The Chairman of the Board will ensure that the Travel Teams and House League Teams are dealt with fairly and equally.
4. The Vice Chairman of the Board shall fulfill the duties of the Chairman of the Board in his/hers absence and shall replace the Chairman of the Board in cases of pre-term vacancy. If the Vice Chair should replace the Chairman of the Board due to pre-term vacancy, a new Vice Chair must be elected from within the Board of Governors at the next scheduled meeting.
5. The Secretary will keep accurate and detailed records of the proceedings (minutes) of all regular, elective, and special meetings of the Board. The Secretary will provide copies of the minutes of meetings to each Governor and an agenda for the next meeting within seven (7) days of the next meeting of the Board. The Secretary will provide the approved General Meeting minutes to be posted at the Timothy J. Burvid Ice Rink. The Secretary will provide all approved General Meeting minutes available for review upon request. The Secretary will direct correspondence as required by the Board. The Secretary will prepare a "Calendar of Events. The Secretary will send out any and all notices required by these By-Laws
6. The Treasurer shall supervise all financial matters including the collection, deposit, and disbursement of dues and funds, the recording and maintenance of complete financial records, the preparation of annual budgets for special events. The Treasurer shall keep all books and accounts, and pay all bills. The Treasurer shall maintain accurate financial records and supervise the expenditures of Cazenovia Park Hockey Association. The Treasurer is responsible for the collection of the registration fees from all participants in the hockey program and to provide direct notification to each Coach and either the respective Travel Team Representative or House League Convener of the eligibility of players who have not paid the required fee by the specified date.
7. The Registrar is responsible for registration procedures of the Association which include, but are not necessarily limited to, all participants, certification of birth registration and proof of residences, if applicable. The Secretary is responsible for filing the proper documents, registration forms, rosters and fees, as appropriate, for any association or organization of which this Association is a member.  
The Registrar will provide to the Administrators of the Association (the Board, Coaches, Managers and Committee Chairpersons) rosters of the participants in the program that are necessary to carry out the particular function.
8. It is the responsibility of the incumbent Board, by its Secretary, to publicize on the official Cazenovia Park Hockey Association WEB site the offices to be elected at least thirty (30) days

prior to the election. This announcement will include the offices to be elected and the instructions indicating what information is required in order for someone to be placed on the ballot.

9. A Member can be removed from the Board for failure to perform their duties (see Powers of the Board).
10. A full calendar of events, to indicate dates, will be published on the Cazenovia Park Hockey Association's WEB site after the September meeting of each year.
11. Any Board Member may be removed for just cause by a majority vote by the Board. Board Members are expected to be active participants. Failure to participate in Board Meetings (attendance), Association functions, and any other obligations incurred as a Governor may constitute just cause.

## ARTICLE II VACANCIES

The Board, by majority vote of the remaining elected members of the Board, shall fill any vacancies on the Board. Those elected to fill vacancies shall serve out the remainder of the original full term for the position which they were appointed, so as to insure continuity of the Association

## ARTICLE III DUTIES OF MANAGERS

1. Act as a team manager, assist in non-coaching duties such as supervision at games and practices
2. The manager may collect funds and record them for Cazenovia Park Hockey Association fund raisers
3. Attend regular General meetings and special meetings called by the Board or send a proxy. These meetings are mandatory and a manager must be present, whether in person or by proxy.
4. A manager can be removed from office for non-performance of duties.
5. Register with NYAHL and have a current screening on file.

## ARTICLE IV DUTIES OF COACHES

1. Every head coach and assistant coach must be a certified AHAUS coach and registered at USA Hockey and have a current NYAHL screening on file.
2. The head coach is responsible to be present and on time at all games and practices. If a coach is absent he must have his assistant coach present for him.
3. To appoint an assistant coach to the team and give his name, address and phone number to the secretary and all required certifications.
4. To attend regular General meetings and special meetings called by the Board or send a proxy. These meetings are mandatory and a coach must be present, whether in person or by proxy. Failure to attend these meetings may result in fines and or disciplinary action as determined by the Board.
5. To develop in each hockey participant the skills of skating, the skills of hockey, and the proper mix of recreation and competitiveness, sportsmanship, and the concept of teamwork without a strong emphasis on winning.

6. Responsible for the team goalie equipment and jerseys and any and all other equipment/gear that has been provided by Cazenovia Park Hockey Association.
7. Failure to perform his duties may result in his/her removal.
8. To appoint a manager no later than the November meeting.
9. Submit correctly filled out score sheets and statistics as directed by WNY Hockey.

#### ARTICLE V VOTING

1. Each member of the Board shall have one (1) vote.
2. A quorum of the Board shall be a simple majority of the current members, or as hereinafter defined, and a majority vote of those present (present shall be defined as in attendance either in person, or via electronic means/conference call/video meeting) as adopted by a majority vote of the Board at the beginning of each season and such definition will be entered into meeting minutes and shall rule, except as otherwise provided herein for the amending of the corporate by-laws.
3. Any issues that require a membership vote will be voted upon only by individuals indicated above present at the meetings at which the vote takes place. Proxy votes and write-in votes are not authorized.
4. A quorum of the Voting Membership is required to hold a vote. A quorum is defined as a simple majority of the Voting Membership at the time of a particular voting issue. In the event that there is a failure to obtain a quorum, as heretofore defined, in two successive voting meetings (Annual Meetings and/or Special Meetings), then and in that event, at the next voting meeting (either Annual Meeting or Special Meeting) a quorum will be defined as the number of the Voting Membership present at the time of a particular voting issue at such meeting. Proxy votes and write-in votes are not authorized at such meeting.
5. A Board member must recuse himself/herself from voting on any issue/agenda item that he/she or a family member may benefit from either at Board Meetings or at General Meetings.

#### ARTICLE VI VOTING ISSUES

All major issues that have Association-wide application will require a vote by the Voting Membership in order to obtain proper implementation of the issue. A membership vote is required for the following issues, but it is not necessarily limited to these issues:

- A. The regular election of all members of the Board
  - B. The corporate By-Laws of the Association may be amended or replaced by a three-fourths (3/4) vote of all voting members present at any regular, annual or special meeting of the Voting Membership.
  - C. An extraordinary material financial commitment of acquisition of or by the Association.
- The Board will make the final determination on any major issues that require a vote of the Voting Membership and which are not specifically enumerated above.

#### ARTICLE VII BOARD MEETING RULES

1. All members of the Board shall be notified by the Secretary of the times, date and place of the monthly meetings which are to be held throughout the year.
2. All minutes shall be recorded by the Secretary. General Meeting minutes will be posted at the rink. Minutes will also be available upon request.
3. At all meetings of the Board a simple majority constitutes a quorum.
4. Each Board member shall have one vote.
5. At all meetings voting shall be done by a show of hands unless the meeting decides on a ballot.
6. Decisions shall be by a majority of votes cast, unless the favorable vote of the larger proportion of the votes is required by the Constitution or the By-Laws.
7. Board members with a vested interest in the matter at hand will not be allowed to cast a ballot.

#### ARTICLE VIII BOARD MEETINGS

Board shall meet at least monthly during the hockey season and at such intervals as necessary in the off-season to properly prepare for the conduct of the program in the forthcoming hockey season.

#### ARTICLE IX SPECIAL MEETINGS:

Special Meetings of the Voting Membership can be held at any time during the year, as determined by the Board. The date(s) of such Special Meetings will be provided to the Voting Membership at least fourteen (14) days prior to the date of the Special Meeting.

#### ARTICLE X FISCAL YEAR

The Fiscal Year of Cazenovia Park Hockey Association for administrative purposes (that is for all positions held) shall run from the first of the month immediately following the Hockey season but no later than May 1st to the conclusion of the following hockey season but no later than May 1st.

#### ARTICLE XI COMMITTEES

1. All committees shall be appointed by the Board.
  2. The Chairman of each committee shall make reports to the Board upon request at each monthly meeting.
  3. Committee appointments expire with the term of the Board.
  4. At the beginning of each Season the Board shall name whatever standing committees they deem necessary for the operation of Cazenovia Park Hockey Association for the year.
- The Board shall appoint the Chairman of said Committees and oversee their function and operation.
6. The Board may appoint other committees as the need arises.

#### ARTICLE XII ORDER OF BUSINESS



1. Roll call of Board Members.
2. Reading of minutes.
3. Report from Chairman of the Board
4. Report from Treasurer.
5. Report from Committees.
6. Unfinished and old Business.
7. New Business.
8. Adjournment

#### ARTICLE XIII PLAYING RULES

At the first monthly meeting the first item of new business shall be a discussion of new or altered playing rules which would be of benefit to the players. These items can be presented by any member, in writing to the Secretary at least two weeks before the first meeting.

The Board shall decide by a majority vote:

1. The new or altered playing rules presented which they feel would be beneficial to the interests of players, coaches and parents.
2. The new or altered playing rules which are exclusive to one, or a group of age divisions.
3. At the second monthly meeting, the first items on the agenda shall be a vote of two-thirds of the Board either for or against those new or altered playing rules (reviewed by the Board at the previously monthly meeting) to enact or change same.

No other changes in playing rules will be presented after the first game of the season unless there is a written petition presented to the Board which includes the signatures of at least thirty (30) adult members of Cazenovia Park Hockey Association. Cazenovia Park Hockey Association is subject to WNYAHL, NYSAHA and USA Hockey rules and Regulations.

#### ARTICLE XIV DISCIPLINE

a. Any Board Member, Coach, Manager, Player, Parent or other participant in the Association who fails to comply with, or who has allegedly violated any of these By-Laws, or who has otherwise engaged in conduct unsuitable for the sport of hockey, or which brings disrepute to the Association, may be suspended or banned from participation, as hereinafter provided.

b. For any such individual as outlined in Article XIV(a) above, he or she shall be entitled to a hearing as hereinafter defined, prior to any suspension or banishment from participation.

c. Hearing Procedure: Any hearing convened under this Article XIV shall be conducted under the following rules:

(1) Hearing Committee: The Board shall serve as the Hearing Committee in any such disciplinary proceeding.

(2) Hearing Time Frame: Any such hearing shall be held within fifteen (15) days of notification to any individual subject to said hearing.

(3) Hearing Notice: The Hearing Committee shall provide at least seven (7) days notice, by registered and/or certified mail, of the convening of the hearing to the individual who is the subject of such hearing, and other interested party or parties who may be included at the discretion of the Hearing Committee.

(4) Hearing Procedure: The Party shall be afforded a fair hearing: which shall include but not necessarily be limited to:

(i) Reasonable notice of the grounds for the proposed suspension or banishment, but any grounds supported by the evidence presented may be considered in reaching a decision;

(ii) The possible consequences of an adverse finding; and

(iii) The reasonable opportunity to present their case and argument in accordance with the Hearing Committee's rules.

(5) Conduct of Hearing: The Hearing Committee may, in its discretion, hold a formal or informal hearing, hear any evidence it believes is relevant to the issue(s) before it, place limits on time, evidence and documentation, have witnesses or written statements, establish other hearing rules so long as each party is treated in a substantially equal manner. The Rules of Evidence in Judicial Proceedings shall not apply to this hearing.

(6) Decision: The Hearing Committee will use reasonable efforts to render its decision to the parties to the hearing within five (5) days of the close of the hearing. This may be by email, registered/certified mail. The decision will be based on a preponderance of the evidence (i.e. more likely true than not true).

(7) Appeal: Any individual subject to any discipline pursuant to this Article shall have all appeal rights, if any as provided by the New York State Amateur Hockey Association, Inc, and/or USA Hockey.

(8) Any and all discipline for a violation of Playing Rules shall be governed by the WNYAHL (New York State Amateur Hockey Association), and/or USA Hockey.

#### ARTICLE XV CONFLICT OF INTEREST

Any member of the Board of Governors who has a direct or indirect financial interest with any business, service provider or other entity with whom the Association, by its Board, does business with and/or utilizes for a fee, shall recuse himself or herself from any discussion vote and/or final decision to conduct business with, or utilize such business, service provider or other entity.

#### ARTICLE XVI RULE OF ORDER

General rules of order for the Executive Committee and/or the Board of Governors will follow guidelines as established by Roberts Rules of Order.

#### ARTICLE XVII RATIFICATION

The adoption of this Constitution and By-Laws of the Cazenovia Park Hockey Association was done by a two-thirds vote of the members and the Board in attendance at a meeting called for this purpose on April 14, 2015, 8:05 pm eastern standard time.

Stacy Kalinowski Stacy Kalinowski, Secretary

Magdalena Gifford Magdalena Gifford, Chairman of the Board