

CLEVELAND HEIGHTS PARKS AND RECREATION DEPARTMENT

Cleveland Heights Hockey League

Constitution

Article 1 **Name**

This organization is the Cleveland Heights Hockey League, abbreviated CHHL.

Article 2 **Mission Statement**

The CHHL will encourage and teach as many kids as possible to play and enjoy hockey.

Article 3 **Members**

All registered parents or legal guardians of children in the CHHL at the Mite, Squirt, Pee Wee or Bantam level are members.

Article 4 **Advisory Board**

- A. The Advisory Board includes no more than nine members who will work with the Coordinator in the management of the CHHL (as of 2012).
- B. The Board members will be elected for two-year terms by all CHHL members. The elections of Board members shall be staggered so that four members are elected in even-numbered years and five are elected in odd-numbered years.
- C. The election shall take place on the first Tuesday in April. The Head of Program will ensure that an electronic advance voting system is in place. Each family will have one ballot per child who is registered with the CHHL at the Mite, Squirt, Pee Wee or Bantam level.
- D. The Board will establish various committees. Board members will head the committees and report on their activities at meetings, and other members are encouraged to volunteer to work on the committees.

Article 5 **Head of Program**

- A. The Head of Program (HOP) and will be appointed and hired by the City of Cleveland Heights, in consultation with the CHHL Board.
- B. The Head of Program is expected to ask for Board input in performing his/her duties. These duties include:
 - i. Coordinating and directing ice time for practices and games, in order to insure as equitable a distribution of ice time as possible;
 - ii. Representing the CHHL at the Cleveland Suburban Hockey League (CSHL) scheduling weekends and arranging for game scheduling;
 - iii. Recruiting, developing, and assigning coaches and team managers.
 - iv. Enforcing codes of conduct directed by the CHHL, USA Hockey, and the City of Cleveland Heights;
 - v. Informing coaches, board members, and team managers of CSHL and CHHL information, schedule changes, tournament information, and other pertinent matters;
 - vi. Arranging and attending Advisory Board and managers/coaches meetings;
 - vii. Attending staff meetings with City of Cleveland Heights personnel as required;
 - viii. Acting as final arbiter in grievance process;
 - ix. Working with the CHHL and the City of Cleveland Heights and performing such other duties as necessary for the furtherance of the best interests of the youth hockey program.
- C. The Head of Program will work with the Board but in the event of any dispute or disagreement the Head of Program's decision will be final.

Article 6 **Meetings**

- A. The Board shall meet the first Tuesday of every month. Board meetings are open to members.

- B. Any CHHL member may address the Advisory Board at any monthly meeting. Any CHHL member may propose agenda items by written request to the Head of Program at least one week in advance of the meeting.

Article 7 **Rules**

- A. The Head of Program, in consultation with the Board, shall issue and enforce Rules for the operation of the CHHL
- B. The Head of Program, working with the Board, shall periodically review and update the Rules. The Head of Program shall provide the Rules and any updates to the members and shall review the Rules and any updates with the Assistant Commissioner of Parks and Recreation.
- C. The Head of Program shall publish the Rules of the CHHL and provide a copy to each new member of the CHHL at the start of the season. The Head of Program shall provide a copy of the most recent version of the Rules to any member who requests a copy.
- D. The CHHL will follow the rules of the Cleveland Suburban Hockey League and USA Hockey.

Article 8 **Amending the Constitution**

- A. Any member may propose changes to the Constitution by submitting the proposal to the Head of Program in writing. Proposals shall be discussed at the next Board meeting or at the General Association Meeting.
- B. Proposed changes must be discussed at two public Board meetings before the Board votes on the proposal. The Head of Program will alert the membership when a proposed change is up for a vote.
- C. If a majority of the Board members favors the proposed change, the Head of Program shall update the Constitution accordingly. The Board and Head of Program will decide at what point the change will take effect.