

PORT HURON MINOR HOCKEY ASSOCIATION
CONSTITUTION

TABLE OF CONTENTS

ARTICLE I - NAME	2
ARTICLE II - PURPOSE	2
ARTICLE III - OFFICE	2
ARTICLE IV - ASSOCIATION	2
ARTICLE V - MEMBERSHIP	3
ARTICLE VI - GENERAL MEETINGS	2
ARTICLE VII - ELECTIONS	3
ARTICLE VIII - BOARD OF DIRECTORS	3
ARTICLE IX - MEMBERS OF THE BOARD	5
President's duties	5
Vice President's duties	5
Secretary's duties	6
Treasurer's duties	6
House League Convenor's duties	7
Travel League Convenor's duties	8
Referee-in-Chief's duties	9
A.C.E. Coordinator's duties	9
ARTICLE X - COMMITTEES	10
Section 1 - Executive Committee	10
Section 2 - Constitution and Bylaws Committee	10
Section 3 - Finance Committee	10
Section 4 - Election Committee	11
Section 5 - Registration Committee	11
Section 6 - Discipline and Accountability Committee	11
Section 7 - Player Safety	12
Section 8 - Tournament Committee	12
Section 9 - Fund Raising Committee	12
Section 10 - Sponsorship Committee	12
Section 11 - Referees and Rules Committee	13
Section 12 - Public Relations Committee	13
Section 13 - Hockey Boosters Committee	13
Section 14 - Coaches Committee	13
Section 15 - PHMHA Silver Stick Committee	14
Section 16 - Trophy Committee	14
Section 17 - Audio Visual Equipment Committee	14
Section 18 - Scholarship Committee	14
Section 19 - Program Development Committee	14
Section 20 - Ice Committee	15
Section 21 - Equipment Committee	15
Section 22 - Financial Assistance Committee	15
ARTICLE XI - PARTICIPATION OF OTHERS	15
ARTICLE XII - EMPLOYEES	15
ARTICLE XIII - HEARINGS	15
ARTICLE XIV - FISCAL YEAR	16
ARTICLE XV - AUDITED STATEMENT	16
ARTICLE XVI - BONDING	16
ARTICLE XVII - AMENDMENT	16
ARTICLE XVIII - CONTRACTS AND CONVEYANCES	16
ARTICLE XIX - BOOKS AND RECORDS	16

PORT HURON MINOR HOCKEY ASSOCIATION

CONSTITUTION

Article I - Name

The name of this association shall be the Port Huron Minor Hockey Association and may be referred to herein as the "PHMHA" or the "Association".

Article II - Purpose

The purpose of the Association shall include:

- A. The promotion, education, and development of hockey oriented recreational activities for the youth of the community of Port Huron and surrounding areas.
- B. The promotion of citizenship and good fellowship through the medium of hockey.
- C. The fostering of good sportsmanship and cultivation of physical welfare through organized competition in the game of ice hockey.

Article III - Office

The office of this Association shall be in Glacier Pointe Ice Complex in Port Huron Township, Michigan, in the county of St. Clair.

Article IV - Association

- Section 1 This Association shall be incorporated in the State of Michigan, shall have no capital stock, and shall not be conducted for profit. It shall exist solely for educational purposes.
- Section 2 All funds or properties of the Association shall be used exclusively for carrying out the purposes set forth in Article II thereof.
- Section 3 Any agreements to liquidation, dissolution, or merging of this Association(s) have to be approved by a two-thirds majority vote of the voting membership (Article V. Section 1) at a General Meeting (Article VI) in order to be put on the agenda for a ballot vote at the subsequent General Meeting held at the end of the fiscal year, where a two-thirds majority vote of the voting membership is required for passage of any aforementioned agreement(s).
- Section 4 In the event of liquidation, dissolution or merging of this Association, all funds and/or properties of the Association shall be distributed to such nonprofit organizations of like purpose as set forth in Article II hereof as selected and designated by the Board of directors of the PHMHA. In no event shall any of these said funds and/or properties be distributed to any member or members of the PHMHA and for any purpose than stated herein.

Article V - Membership

- Section 1 All Board members, coaches, assistant coaches, managers, Division Convenors, team sponsors, players, and their parents or guardians shall be considered voting members (provided they are eighteen {18} years of age or older) of this Association & shall not have an outstanding balance. All members under eighteen (18) years of age are nonvoting members of this association. Any member who is either a paid or non-paid employee, directly or indirectly, of any facility i.e. arena hosting Michigan Amateur Hockey Association (MAHA) teams shall be non-voting members of this association. This group shall be known in total as the membership of the Association and each individual as a member of the Association.
- Section 2 The term of membership shall be for the fiscal year of the Association.
- Section 3 The Board of directors may, upon the recommendations of the Treasurer, set a fee to be paid by each player and sponsor of the Association, and a schedule for payment of same. At the discretion of the board, membership in the Association may be conditioned upon the timely payment of said fees. The Board may, in its discretion, make special assessments of the membership.
- A. FAMILY DISCOUNTS - If a family registers more than one child, in the association, they can qualify for a family discount of 10% for each additional child. The family must register all players at the same time, in order to qualify for the discount. The registration fee may be paid in the 4 monthly installments.
- B. DEPOSITS – All players Mite thru Midget will pay a non-refundable deposit.
- Section 4 The Board of Directors may, by a two-thirds vote of all Board members at a regular or special Board meeting, deny membership in the Association to any individual for good cause.

Article VI - General Meetings

- Section 1 There shall be a minimum of one general meeting, herein referred to as the General Meeting, of the Association members held each year. Other General Meetings of the Association may be called by the Board of Directors as deemed necessary. All meetings General or otherwise of the Association shall be governed by rules of parliamentary procedure (*Robert's Rules of Order*).
- Section 2 A General Meeting shall be held at the fiscal year end. The purpose of this meeting shall be:
- A. To review the current season's activities.
- B. To discuss the objectives and goals of the upcoming season.
- C. To announce and introduce for questioning the candidates for election and to elect the members of the Board for the coming fiscal year.
- D. To deliver a written treasurer's report reflecting the financial status of the Association at end of the fiscal year.
- Section 3 Two (2) weeks prior to the date of which a General Meeting is to be held, the following information shall be made public: The date, time, place of the General Meeting, and to whom candidates for election may apply (See Article X, Section 4).
- Section 4 Association General Meetings shall be open to the public. Debate and discussion shall be confined to Association members only. Any nonmember wishing to address the Association meeting shall write to the President one week prior to a scheduled general meeting stating his reason for such a request.
- Section 5 A minimum of five (5) voting members shall constitute a quorum at the General Meetings. If a quorum is not present, the meetings shall be adjourned until a quorum is present.

Section 6 The order of business for Association General Meetings shall be:

- A. Call to order.
- B. Reading and acceptance of previous year's General Meeting minutes.
- C. Treasurer's report.
- D. Committee reports.
- E. Old business.
- F. New business (Board member elections).
- G. Announcements.
- H. Adjournment.

Article VII – General Meeting Elections

Section 1 Elections of board members for each fiscal year by the membership of the Association shall be held at the General Meeting at the end of the fiscal year.

Section 2 Applications for candidacy should be filed with the Election Committee a minimum of ten (10) days prior to the date of the general meeting. Nominations may be entered from the floor during the General Meeting. Applicants and nominees shall be eighteen (18) years of age or older, have complete and full membership voting privileges, completed and successfully passed a MAHA background check, members must be in good standing with the Association for a minimum of two (2) calendar years prior to applying or being nominated and be agreeable to serving. Voting shall be limited to members of the Association (Article V, Section 1). Election of each board member shall be by a plurality vote of the Association members present and voting. In no case can there be more than one (1) ballot per player nor more than one (1) ballot per parent (two {2} per family). Proxies are not allowed.

Section 3 The Secretary and the Election Committee shall compile and furnish to the President a list of eligible voters prior to the date of the general meeting at which the election is held.

Section 4 The Election Committee will make a public announcement and post the final results of the election.

Section 5 In the event of a tie vote, those receiving votes will then be eligible to be re-voted on by the membership. Those candidates that did not receive votes shall be eliminated from the re-vote and any re-voting after that. The voting will continue until it is decided by a simple majority of those voting who shall serve. Should said tie continue after 2 consecutive votes, those members who have been in good standing (Section 5 sub-section a) the longest will be considered as the first tie-breaker. Second tie-breaker will be a coin flip.

- A. Good standing starts the date of the first registration, sponsorship, team roster etc... as long as there is no break in the aforementioned standing to the Association. If there are any breaks in membership to the Association, then their first registration sponsorship, team roster etc... after the break will count as their new date of good standing. A break consists of any period of time the candidate is not registered as player, coach and/or parent with the association, sponsorship, and/or being on a roster on a PHMHA team etc... during the MAHA fall season.

Article VIII - Board of Directors

- Section 1 The affairs of the PHMHA shall be managed by the Board of Directors which shall consist of the officers and directors described in Article IX. In addition, the Board may consist of additional members who shall be proposed by the Nominating Committee and the Board for election and elected by the general membership. The duties of such additional Board members shall be described by the President. If proposed and elected, more than one person may share the duties of a single Board position described in Article IX, and each person shall be considered a separate member. All Board members duly elected may attend meetings and have full voting privileges.
- Section 2 Persons applying for or accepting nomination for election to the Board must be in a position to donate sufficient time to assure proper discharge of the duties and responsibilities of their position.
- Section 3 A board member who accrues two (2) consecutive absences from regularly-scheduled or special Board meetings shall be notified by the Secretary of such absences. Upon three (3) in one fiscal year, the position may be deemed vacant upon a majority vote of the Board, and a replacement may be appointed by the Board.
- Section 4 No Board member shall be permitted to coach, manage, or assist coaches or managers of hockey teams in a division where they are serving as the Division Director (Convenor) without express permission of the Board.
- Section 5 Board members elected to a full term by the Association membership in accordance with Article VII, Section 2, shall serve for a period of three (3) years following the election. Each elected or appointed Board member must remain in good standing with the Association during their elected or appointed term. Should any Board member fail to remain in good standing (Section 5 sub-section a) with the Association, their Board seat will be considered vacant at any subsequent board Meeting. Three Board positions shall expire each year with three new Board members being elected each year to fill the vacancies.
- Section 6 The first Board of Directors meeting shall follow the general election. The Board shall elect new officers at that meeting. Outgoing members of the Board shall be encouraged to attend the meeting following the election to insure a smooth transition and to make recommendations.
- Section 7 Upon vacancy of a Board position, a notice will be posted for all members to apply. At the next regularly-scheduled Board meeting, applicants or appointees will be reviewed and will be subject to ratification of the Board. If no applicants are received within 3 months from the date of the vacancy being recorded in the board minutes, the President shall appoint a person to fill the vacancy.
- Section 8 Any Board member may be removed from that office by a simple majority vote of the full Board at a regular or special Board meeting whenever such action is deemed in the best interest of the PHMHA.
- Section 9 The Board of Directors shall have the authority to fill vacancies occurring for whatever reason. The Board shall also have the authority to appoint an interim member in the temporary absence of a Board member. Said appointment shall remain in effect until the absent member is able to attend Board meetings.
- Section 10 At all Board meetings where a Board member is called upon to cast a vote, said member must personally be present and is entitled to one (1) vote.
- Section 11 A minimum majority of existing Board members present at a properly-called Board meeting, where all Board members have been notified as required herein, shall constitute a quorum. A quorum of the Board is required to conduct the business of the PHMHA.
- Section 12 Board meetings will be scheduled by the President as required for the purpose of conducting the business of the PHMHA. Forty-eight (48) hours advance notice of such meeting is required. Special Board meetings may be called by any Board member; in which case, members must be notified at least five (5) days in advance.

Article VIII - Continued

Section 13 The President shall call a minimum of eight (8) Board meetings each fiscal term.

Article IX -Members of the Board

Section 1 The Board of Directors of the Association shall consist of those elected at large at the General Meeting. They shall number 9 in total from which will be elected the President, Vice-president, Secretary, and Treasurer. In addition, the Board shall consist of the following position to be nominated by the President and approved by the Board: A.C.E. Director. Each will have one vote on the Board. The Past-President is an ex-officio member of the Board without a vote unless serving balance of a three-year term. The President is empowered with the ability to appoint additional Board members for specific responsibilities at his discretion with approval of the majority of the Board.

Section 2 The President's duties include:

- A. Responsibility for all Association operations subject to the approval of the Board.
- B. Responsibility for the day-to-day operations of the PHMHA.
- C. Presiding at all meetings of the Board, the Executive Committee, and the Association general membership meetings.
- D. Maintaining a direct liaison with the City of Port Huron.
- E. Establishing the date, time, and place of all Board, general, and Executive Committee meetings.
- F. Serving as ex-officio on all committees.
- G. Designating the chairperson or acting chairperson on all committees where the position is not filled with the approval of the Board.
- H. Supervising and directing the activities of all officers and Directors of the Board and seeing that the respective functions of those members are performed.

In addition, the President is granted executive privileges and authority to act in emergency matters of either a policy, operating, or financial nature; such actions must be presented to the Board of Directors at or before the next regularly-scheduled meeting, and the Board shall affirm, modify, or repeal said acts.

The President shall have full voting privileges in all matters to come before the Executive Committee, the Board, or the general membership.

Section 3 The Vice-President's duties include:

- A. Serving as President Pro-Tem in the absence of the President. While serving in this capacity, the Vice-President shall have full authority and privileges of the office of President.
- B. Shall be a member of the Executive.
- C. Chairman of the Fund Raising Committee and will be assisted by the Treasurer and others related to said project.

Article IX - Continued

- E. Responsibility for association dealings with MAHA and USA Hockey and should attend all MAHA, USA hockey, and other meetings pertaining to PHMHA, where possible.
- F. Shall chair the Constitution and Bylaws Committee and shall schedule a meeting of said committee and report any suggested revisions or amendments of said committee to the Board prior to the general meeting.
- G. Shall oversee procurement and maintenance of all Association equipment and property.
- H. Shall coordinate the activities of the Sponsorship Chairman, Equipment Chairman and Booster Club
- I. Shall recommend to the Board a photographer to take Association team pictures.

Section 4

The Secretary's duties include:

- A. Responsibility for maintaining all PHMHA documents such as: Constitution, Bylaws, registration documents, and list of voting members.
- B. Shall serve as Secretary for and have responsibility for the minutes of all meetings of the Association membership, the Board of Directors, and the Executive Committee, and may with the approval of the Board, appoint someone to take minutes. Approved minutes of all meetings shall be made available to any member upon request.
- C. Shall see that notices of the Association membership, Board, and Executive Committee meetings are duly given in accordance with the provisions of this Constitution and as required by the Bylaws.
- D. Shall be a member of the Executive Committee.

Section 5

The Treasurer's duties include:

- A. Responsibility for implementing and administering proper accounting procedures and records governing the finances of the Association, fund raising and/or special projects involving cash transactions, and collecting all moneys due PHMHA.
- B. Serving as chairperson of the Finance Committee and calling all necessary meetings of the Finance Committee including one meeting prior to the general meeting (See Article VI, Section 3.B.). Shall be a member of the Executive Committee.
- C. Responsible for initial preparation and presentation of all financial reports to Finance Committee, the Board, and general membership as required by this Constitution and Bylaws.
- D. Responsible for arranging an independent audit in accordance with Article XV of Bylaws.
- E. Shall assist the Vice-President and/or other committees on fund-raising projects.
- F. Shall insure that disbursements from Association funds are by check or Credit Card and signed by 2 members of the Executive Committee or designated employee of PHMHA.

Article IX - Continued

Section 6

The House League Convenor's duties include:

- A. The House League Convenor will report directly to the A.C.E. Director. Under the guidance of the A.C.E. Director, he/she is responsible for the structuring and operation of all House League teams and activities.
- B. Select, supervise, and work closely with all Division Convenors.
- C. Shall plan and coordinate all player tryouts and drafting of teams in each division.
- D. Shall supervise the practice and game schedules for all House League teams.
- E. Shall report any disputes or disciplinary activities and recommend any disciplinary action or termination where necessary to the Coaches Committee, Discipline and Accountability Committee or directly to the Board where appropriate.
- F. Shall not be a coach, assistant coach, or manager of a team in a division in which he is a Convenor, except as specifically authorized by the Board.
- G. Shall be responsible for the supervision of moneys collected through fund-raising activities, statistics, registration forms and requirements, equipment, and being accountable for these items to the PHMHA.
- H. Shall convey the rules and regulations of the Association set forth in the Constitution and Bylaws to all players, coaches, managers, and Convenors.
- I. Shall insure that first-aid medical equipment is available.
- J. Shall nominate or recommend qualified individuals and/or coaches for membership on the Coaches Committee.
- K. Shall help collect and maintain appropriate rosters of teams/players Coaches Certification Documentation and report any changes to the Associate registrar of USA Hockey as well as PHMHA.
- L. Shall be responsible for the organized development of teaching and instruction through various clinics for players and coaches to include, but not limited to, maximum utilization of ice time and development of skating and hockey skills
- M. To inform the Fund Raising Committee of any and all activities by House teams to raise money to help defray costs. This will include requesting approval for such activities from the Board through the Fund Raising Committee while insuring that a complete financial report detailing the cost and profit following said events is turned in.
- N. To insure that at the end of each season that each House team turns in financial statement, equipment inventory, and appropriate game logs and statistics.
- O. Shall be a member of the Coaches Committee.

Section 7

The Travel League Convenor's duties include:

- A. The Travel League Convenor will report directly to the A.C.E. Director. Under the guidance of the A.C.E. Director, he/she is responsible for the structuring and operation of all Travel League teams and activities.
- B. Select, supervise, and work closely with all Travel League teams.

Article IX - Continued

- C. Shall plan and coordinate all player tryouts and drafting of teams in each division.
- D. Shall supervise ice scheduling for all Travel League teams.
- E. Shall report any disputes or disciplinary activities and shall recommend any disciplinary action or termination where necessary to the Board where appropriate.
- F. Shall not be a coach, assistant coach, or manager of a team in a division in which he is a Convenor, except as specifically authorized by the Board.
- G. Shall be responsible for the supervision of moneys collected through fund-raising activities, statistics, registration forms and requirements, equipment, and being accountable for these items to the PHMHA.
- H. Shall convey the rules and regulations of the association as set forth in the Constitution and Bylaws to all players, coaches, managers, and Convenors.
- I. Shall insure that first-aid medical equipment is available.
- J. Shall nominate or recommend qualified individuals and/or coaches for membership on the Coaches Committee.
- K. Shall help collect and maintain appropriate rosters of teams/players Coaches Certification Documentation and report any changes to the Associate registrar of USA Hockey as well as PHMHA.
- L. Shall be responsible for the organized development of teaching and instruction through various clinics for players and coaches to include, but not limited to, maximum utilization of ice time and development of skating and hockey skills.
- M. Shall have the responsibility of maintaining rapport and communication with the various sponsors of the Travel teams.
- N. To inform the Fund Raising Committee of any and all activities by Travel teams to raise money to help defray costs. This will include requesting approval for such activities from the Board through the Fund Raising Committee while insuring that a complete financial report detailing the cost and profit following said events is turned in.
- O. To insure that at the end of each season that each Travel team turns in financial statement, equipment inventory, and appropriate game logs and statistics.
- P. Shall be a member of the Coaches Committee

Section 8

The Referee-in-Chief's duties include:

- A. Shall schedule all referees for Association games.
- B. Shall be responsible for disciplinary action for all referees.
- C. Shall be responsible for conducting Level 1 referee's exam to coaches and referees.
- D. Shall be responsible for the recruitment and training of all referees.
- E. Shall submit budget proposal for the following year's season by fiscal year end.
- F. Shall be responsible for development and evaluation of all Referees.

Article IX – Continued

- G. Shall be a member of the Discipline Committee.

Section 9

The A.C.E. Director is responsible to the President of the association, for the administration of all coaching and educational programs within the association.

- A. Oversee the recruitment, selection, training and evaluation of all coaches and instructors.
- B. Organize and develop periodic workshops for all instructors and coaches.
- C. Evaluate and supervise practice sessions and offer constructive criticism to improve the program with the ADM Coordinator.
- D. Establish and maintain an association resource center for coaches, instructors, parents, players and officers.
- E. Shall chair the Coaches Committee.

Section 10

The ADM Director is responsible to the President of the association, for the administration of the ADM Program.

- A. Plan, develop and organize skating clinics, goaltending clinics, checking clinics and any other clinics which will meet the needs of the association's players.
- B. Develop a teaching and practice curriculum for the association.
- C. Evaluate and supervise practice sessions and offer constructive criticism to improve the program with the ACE Director.

ARTICLE X - COMMITTEES

The following committees shall exist permanently.

Section 1

Executive Committee:

The Executive Committee shall consist of the officers of the board and be chaired by the President. The duties of the Executive Committee shall be as follows:

- A. Shall possess and exercise the authority of the Board of Directors in all affairs of the association between meetings of said Board.
- B. Shall be responsible for the enforcement of all rules and regulations as set forth in the Constitution and Bylaws of the Association.
- C. Shall have the authority to suspend any member, coach, manager, or player for conduct detrimental to ice hockey, either on or off the ice with the approval of the Board.
- D. Shall be responsible for all rule interpretations of the Association's Constitution and Bylaws.
- E. Shall meet at the call of the President. Three officers (including the President) shall constitute a quorum. Minutes shall be kept and reported at next regularly scheduled Board meeting.

ARTICLE X - Continued

Section 2

Constitution and Bylaws Committee:

This committee shall consist of the Vice-President as chairperson, the President as ex officio, the Secretary, and other appointed members, and shall have the following duties.

- A. Shall review and improve the Constitution and Bylaws annually or as necessary.
- B. Shall submit recommendations and revisions of the Constitution and Bylaws to the board of directors prior to the general meeting.

Section 3

Finance Committee:

The Finance Committee shall be chaired by the Treasurer and shall consist of the Vice-President, the President as ex officio, the Secretary, and other appointed members, and shall have the following duties.

- A. Establish a budget at the beginning of each fiscal year.
- B. Establish programs designed to meet the financial needs of the association.
- C. Shall suggest financial policy to the Board, as required, to insure the financial stability of the Association.
- D. All financial programs must be approved by the Board prior to implementation.
- E. Shall meet at the call of the Treasurer.

Section 4

Discipline and Accountability Committee

- A. Shall be chaired by an elected Board member and include the Referee-in-Chief, the applicable Convenor and President as ex-officio.
- B. Shall hear all cases involving deviant behavior, misconduct, any penalties during a game where injury is inflicted, and/or match penalties. Shall convene regarding gross penalties within 72 hours of the MAHA ruling.
- C. Shall hear any cases involving referee misconduct.
- D. Shall hear any cases involving Players, Coaches, Association Members, or Individuals associated with above, regarding compliance of Association Rules and Code of Conduct and Ethics.
- E. Shall issue any punishment, penalties, suspensions, or fines to be levied upon players, coaches, referees, parents, or any other association member resulting from such deviant conduct and misbehavior not already governed by MAHA and/or USA Hockey.
- F. Any decision by this committee may be appealed to the board of Directors.

Section 7

Player Safety Committee

- A. Shall be chaired by an elected Board member and include the Referee-in-Chief, and President as ex-officio.
- B. Shall have the responsibility for hearing and acting on any conduct, facilities, equipment, etc. that are deemed to have been or could be injurious to players, referees, and coaches.

ARTICLE X - Continued

Section 8

Fund Raising Committee

- A. This committee shall be chaired by the Vice-President. The Treasurer will also serve on this committee as well as at least two (2) representatives each from the House and Travel League divisions.
- B. Shall design and implement strategies aimed at improving existing fund-raising activities as well as new ideas.
- C. Shall oversee and assist in fund-raising activities carried on throughout the Association both at the House and Travel League levels. This would include recommending to the Board approval to these fund raisers, offering assistance in their implementation, and ensuring their overall success.
- D. Shall insure that standard accounting procedures at the end of each fund raiser in the form of a final report or financial statement documenting all costs involved, gross profit, and net profit.

Section 9

Sponsorship Committee

- A. Shall be chaired by Board appointment and supervised by Vice President.
- B. Shall have the responsibility for obtaining sponsors for House League teams.
- C. Shall have responsibility for assuring that sponsorship moneys are collected from the sponsors.
- D. Shall serve as a liaison in the Association and responsible to inform them of schedules, team standings, etc.
- E. Shall have the responsibility of sending appropriate trophies and thank-yous to the sponsors at the end of each season.

Section 10

Referees and Rules Committee

- A. Shall be chaired by the Referee-in-Chief and shall also consist of the Travel Convenor, House League Convenor, their assistants, and the president as ex-officio.
- B. Shall have the responsibility for enforcing all PHMHA, MAHA, and USA Hockey rules and regulations.

Section 11

Public Relations Committee

- A. Shall be chaired by Board appointment.
- B. Shall have the responsibility of maintaining rapport with the community, local radio stations, TV stations, newspapers, etc.

Section 12

Coaches Committee

- A. Shall be chaired by ACE Director or approved designate to be appointed by the Board and should also have, within its membership, the President as ex-officio, Travel Convenor, House Convenor and 2 or more experienced Convenors or Coaches appointed at large.

ARTICLE X - Continued

- B. Shall design, arrange for, and/or implement coaches training and development at all levels throughout the Association.
- C. Shall implement Association-wide instructional program ensuring that all players will be instructed in and develop as many skills as possible at each level.
- D. Shall interview candidates for coaches, assistant coaches, managers, and trainers and make the appropriate recommendation(s) to the Board of Directors regarding their approval or disapproval.
- E. Shall hear and make recommendations to the Board regarding any disciplinary actions involving coaches of PHMHA.
- F. Shall provide for a means of ensuring that coaches will be held accountable for the development of the highest obtainable level of achievement in the players under their direction while also helping to develop each player's sportsmanship, self-discipline and orderly conduct.
- G. Shall be responsible for the implementation and enforcement of the Association Code of Conduct and Ethics Policy for all Players, Coaches, Association Members, or Individuals associated with a Team.

Section 13

PHMHA Silver Stick Committee

- A. Shall have as its chairman an approved Board member or designate to serve as the Tournament Director
- B. Shall work closely with the Silver Stick International to insure the closer involvement of the Association with SilverStick.
- C. Shall have as its chief responsibility to promote and foster increased interest and participation in Silver Stick by the Association and community.

Section 14

Scholarship Committee

- A. Shall be chaired by a member appointed by the Board.
- B. Shall have the responsibility for applying for appropriate scholarships, where available, on behalf of Association members, obtaining and determining who should receive any academic achievement awards and presenting them to the particular players.

Section 15

Program Development Committee

- A. Shall be chaired by the A.C.E. Director.
- B. Shall have the responsibility of giving consideration to determining the long-range goals and objectives of the Association including such things, but not limited to:
 - 1. Long-range financial planning including the development of savings fund, endowments, etc. to insure that in the future adequate funds will be available to operate the program.
 - 2. Long-range coaching and instructional goals.
 - 3. Insuring that adequate space and time will be available to the Association in the future.

ARTICLE X - Continued

Section 16 Equipment Committee

- A. Shall be chaired by a member appointed by the Board.
- B. Shall have the responsibility for procurement, maintenance, and operation of any and all equipment that belongs to the Association.

ARTICLE XI - PARTICIPATION OF OTHERS

Nothing in this constitution shall be construed to bar participation by other Association members in functions which are the responsibility of the elected Board members. Volunteer assistance shall always be welcomed and encouraged. However, appointments of volunteers to positions of responsibility are subject to Board approval, and volunteers will serve at the discretion of the Board.

ARTICLE XII - EMPLOYEES

When determined by the Finance Committee to be feasible, the Board shall be authorized to employ paid help to assist in the day-to-day operations of the PHMHA.

ARTICLE XIII - HEARINGS

Problems, disputes, grievances, etc., arising regarding the policies, procedures, Bylaws, rules, regulations, and Code of Conduct and Ethics Policy, which serve to govern the PHMHA, will be referred first to the appropriate committee and, when necessary, will be dealt with by the Executive Committee and/or the full Board. (All requests for hearings shall be in writing.)

ARTICLE XIV - FISCAL YEAR

The fiscal year of the Association shall end on the 30th day of April in each year unless otherwise ordered by the Board.

ARTICLE XV - AUDITED STATEMENT

Upon direction of the Board, there shall be an audited statement of the income and expenditures of the PHMHA as of the fiscal year end presented to the Board of Directors from an accountant. It is recommended that this audit be completed every three years, whenever there is a change of Treasurer, or as requested by a majority vote of the Board.

ARTICLE XVI - BONDING

Persons having check-signing authority on the general funds of the PHMHA, if requested by a majority vote of the Board of Directors, shall be bonded in an amount as determined by the Board of Directors.

ARTICLE XVII - AMENDMENT

This constitution may be altered or amended by a majority vote of the registered voting members present and voting at any general or special meeting of Association members, provided that proper notice of such proposed changes be contained in the notice for such meetings and a quorum is present. Notice of changes in the constitution must be posted at the ice arena at least two weeks in advance of any meeting at which such changes are to be considered.

ARTICLE XVIII - CONTRACTS AND CONVEYANCES

- Section 1 When the execution of any contract or other instrument has been authorized in advance by the Board, the President or Vice-President may execute the same in the name of the Association.
- Section 2 The Board of directors shall have the power to specifically designate other agents who shall have the authority to execute any instrument on behalf of the Association.
- Section 3 The President shall have the power to bind the Association by written contract or conveyance without the specific authorization in advance by the Board, provided his action is submitted for ratification at the next regular or special Board meeting. The Board may ratify or rescind the action of the President and shall keep a record listing the names and addresses of all members.

ARTICLE XIX - BOOKS AND RECORDS

- Section 1 The Association Secretary shall keep accurate and complete Association records or accounts and shall also keep minutes of all Board of Directors and general membership meetings and any Executive Committee meetings, and shall keep a record listing the names and addresses of all members.
- Section 2 All books and records of the Association shall be kept in a designated area and may be inspected by any member for any proper purpose at any reasonable time upon written request to the Association.

The above Constitution of the PHMHA was duly amended at a regular meeting of the membership of the Association on the 14th day of May, 2018.

Eric Beauchamp

Vice President - PHMHA