

**DETROIT  
HOCKEY  
ASSOCIATION  
BYLAWS**

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# **DETROIT HOCKEY ASSOCIATION**

## **BYLAWS**

### **Article I. NAME & PURPOSE**

#### **Section 1: Name of Organization**

The name by which this non-profit organization shall be known is **the DETROIT HOCKEY ASSOCIATION**, hereinafter referred to as DHA.

The DHA's physical address is Jack Adams Memorial Arena, 10500 Lyndon, Detroit, Michigan 48238-2260. The DHA's mailing address is P.O. Box 27557, Strathmoor Station, Detroit MI 48227.

Detroit Hockey Association is a youth sports organization that serves greater metropolitan Detroit and the surrounding areas.

#### **Section 2: Objective of Organization**

The objectives of this organization are to:

- a) Provide high quality, skills-based, ice hockey instruction in an atmosphere geared toward the ethical, social, mental, emotional, and physical development of the youth of Detroit and the neighboring communities. Emphasis will be placed on teaching both team and individual sportsmanship, fair play, knowledge of the game, and the development of both leadership and ice hockey skills, The DHA will ensure adherence to said philosophy by the players, coaches, managers, staff, parents, guardians, and sponsors.
- b) Foster an appreciation of healthy physical activity for a lifetime of good health.
- c) Establish and operate amateur ice hockey teams for the youth of Detroit and the neighboring communities.
- d) Promote positive behavior by parents and spectators.
- e) Become a member of, or participate with, other organizations, associations, and leagues with purposes similar to those of the DHA and to reduce the expenses associated with youth ice hockey.
- f) To create activities such as tournaments, hockey clinics, family days/nights, and related events that foster community spirit, support systems, community outreach, and overall growth of the DHA.
- g) To improve the quality of the Jack Adams Memorial Arena facilities.

## **Article II. MEMBERS**

### **Section 1: Members**

#### **Item 1: Active Members or Members in Good Standing**

Active members, or members in good standing, of the DHA include all players, the parent(s) or legal guardian(s) of players under 18 years of age, coaches, managers, current members of the Board, and volunteers in positions appointed by the Board who have paid the applicable membership fees, shown proper care and return of DHA property; and who are in compliance with the rules of DHA.

#### **Item 2: Membership Fees**

Annual membership fees to be paid for each skater in any DHA program or on any DHA team. This fee is established by the Board. Payment of this fee constitutes active membership in the DHA for that year. The membership year is from June 1 through May 31 of the following year. Full payment of the membership fee is due by December 31.

#### **Item 3: Term of Membership**

The term of membership shall be the fiscal year of the DHA.

#### **Item 4: Honorary Member**

An honorary member may be so designated by a majority vote of the Board. An honorary member is considered an active member or a member in good standing.

#### **Item 5: Voting**

To vote in any association matter, active members must be 18 years of age or older.

Each DHA family unit shall have no more than two (2) votes to be cast by the parent(s) or legal guardian(s) of said unit, provided that the parent(s) or legal guardian(s) has at least one player under the age of 18 in the DHA. Players 18 years of age and older may vote.

#### **Item 6: Loss of membership**

The Board, by majority vote, may suspend or expel any member for cause or conduct it deems inappropriate, such as malfeasance, illegal activity, and/or activity deemed detrimental to the Association' s reputation.

- a) The expelled or suspended member has seven (7) calendar days after receipt of written expulsion or suspension by certified mail to request a hearing before the Board to appeal his or her specific case.
- b) Any member of DHA may resign by written notice to the Board of Directors accompanied by payment of all money and property owed.
- c) Termination of membership, whether by resignation, suspension, expulsion or otherwise, terminates all rights of membership.

## **Section 2: Monetary Regulations**

### **Item 1: Payment of Fees**

Payment of fees for membership registration and deposits for equipment from the Equipment Bank shall be in the form of a money order. Such money orders shall be made payable to the Detroit Hockey Association. Such money orders shall not be written out to any individual Board member, coach, or manager.

### **Item 2: Disbursement of Funds**

All disbursements pertaining to the operation of the DHA's day-to-day activities including, but not limited to, hockey fees, vendor services and products, donations, goods and materials for fund-raisers, shall be approved by a simple majority of the Board.

Such disbursements shall be paid out of the DHA account by check.

### **Item 3: Compensation**

No officer or member shall receive remuneration, compensation or monetary reward for any services rendered to the DHA.

The Board may, at its discretion, establish different fee structures and provide gratuities for Board members, coaches, managers, and other appointees, volunteers and members, through written Policies governing registration and other fees (see **Board Policies and Operating Procedures** in these Bylaws).

### **Item 4: Fund Raising**

No team or individual connected with the DHA shall be permitted to raise or solicit funds for the DHA any DHA team prior to receiving written approval from the Board. All fund raising shall be coordinated with the Strategic Development and Volunteer Committee and follow the guidelines set forth by the DHA Board.

An income report with appropriate receipts must be submitted to the Board no more than two (2) weeks following the fundraiser.

## **Section 3: Personal Information**

All information submitted to the DHA for the purpose of registration shall be considered confidential, and may not be given out to any outside individual or organization.

## **Section 4: Disciplinary Action**

### **Item 1: Coaches, Managers, Players:**

Coaches may discipline players on their teams in accordance with **Article III of Appendix I – Hockey Guidelines.**

### **Item 2: All Other Cases:**

All other cases, A Uniform Incident Report (U.I.R.) must be filed to initiate any other disciplinary action.

#### **a) Initial Action**

If any DHA member in good standing has valid, documented reasons to consider the actions of another member or officer to be in direct contradiction with the rules and objectives of the DHA, he/she may submit such information, in writing, to the Board.

#### **b) Board Action**

The Board will hold a hearing, separately interview both the parties, and reconvene to discuss and vote upon the validity of the complaint and determine the appropriate discipline, including suspension and loss of membership.

## **Article III. DIRECTORS**

### **Section 1: Directors**

The DHA shall be administered by a Board of Directors, herein referred to as the Board, consisting of up to nine (9) voting members or officers. Officer positions include the President, Executive Vice-President, Director of Teams, Secretary, Treasurer, Assistant Secretary/Treasurer, two (2) Members At-Large, and President Emeritus.

Each Board member shall be elected to a two (2) year term. It shall be mandatory that members of the Board be legal residents of the City of Detroit, Michigan.

The final authority in all matters before the DHA shall rest with the Board.

### **Item 1: Qualifications**

Voting Board members must:

- a) Be DHA members in good standing, as defined in Article 2-Members.
- b) Attend at least two (2) general membership meetings per season.
- c) Be active, participating members of at least one (1) standing committee.
- d) Attend all Board meetings.

### **Item 2: Nominations**

Board candidates shall be nominated by the Nomination Committee, which shall be appointed from the general membership by the Board. Nominations may also be taken from the floor.

- a) **Restrictions:** No Board member may sit on the Nominating Committee.
- b) **Rules:** The nomination procedures shall follow Robert' s Rules of Order.
- c) **Date:** Nominations shall be presented biannually by the Nominating Committee at the January general meeting in odd years.

### **Item 3: Elections**

- a) **Eligibility:** Any member in good standing may vote.
- b) **Proxy Votes:** Proxy voting ballots shall be available two (2) weeks prior to the election and must be turned in to the Nominating Committee at least one (1) day prior to the election.
- c) **Procedure:** The Nominating Committee shall monitor and run the election in its entirety. Robert' s Rules of Order will be followed. Election results shall be announced before the end of the Banquet.
- d) **Date:** Elections will be held bi-annually during odd years at the Annual Banquet.

### **Item 4: DHA Executive Board Vacancies**

- a) **President:** The Executive Vice-President will assume the duties of the President until the next election.
- b) **Executive Vice-President:** A Special General Meeting will be held to elect a replacement until the next election.



- c) All other voting members shall be replaced by appointment of the President of the Board and a two-thirds vote of the Board until the next election.

#### **Item 5: Removal of Board Members**

##### **a) Temporary Removal**

If the Board or any Board member(s) deems it necessary to temporarily remove a Board member for any reason, a written resolution with supporting documentation (legal briefs, signed and notarized affidavits, court action, police report, etc.) requesting the temporary removal must be submitted to the Board at a Board meeting. The resolution must state the reason(s) for removal and the period of time that the removal is to be in effect. At a subsequent Board meeting, at least two weeks, but no more than eight weeks after the introduction of the resolution, the Board shall vote on the resolution for temporary removal. If at least two thirds of the voting members of the Board support the resolution calling for the temporary removal of a Board member, the Board member shall be temporarily removed from the Board. The Board shall designate a temporary replacement to fill the vacancy for the duration of the temporary vacancy.

If the temporary removal is in effect at the next general membership meeting, the membership shall consider the resolution for temporary removal of the Board member. A majority vote of the general members present in support of the resolution for removal shall result in the continuation of the temporary removal of the Board member for the duration stated in the resolution. If a majority vote of the general members present fails to support or consider the resolution for temporary removal, the Board member shall be reinstated to her/his position.

A Board member may request to be temporarily removed by submitting a written request to the Board stating the reason(s) and the duration of removal. If the request is accepted by a majority of the Board, the temporarily vacated Board position shall be filled for the stated duration of the vacancy. At the end of the requested period of temporary removal, the temporarily removed Board member shall be restored to her/his position.

##### **b) Permanent Removal**

If the Board or any Board member(s) deems it necessary to permanently remove a Board member for any reason, a written resolution requesting the removal and stating the reason(s) for removal must be submitted to the Board at a Board meeting. At a subsequent Board meeting, at least two weeks after, but no more than eight weeks after the introduction of the resolution, the Board shall vote on the resolution for removal. If at least two-thirds of the voting members of the Board support the resolution calling for the removal of a Board member, the Board member shall be suspended from the Board and the position filled in accordance with these Bylaws.

At the next general membership meeting, the membership shall consider the resolution for permanent removal of the Board member. A majority vote of the general members present in support of the resolution for removal shall result in the permanent removal of the Board member. If a majority vote of the general members present fails to support or consider the resolution for removal, the suspended Board member shall be reinstated to her/his position.

## **Item 6: Employees**

When determined by the Strategic Development and Volunteer Committee to be feasible and/or desirable, the Board shall be authorized to employ on a contractual basis paid help to assist in the operations of the DHA.

## **Item 7: Board Policies and Operating Procedures**

The Board shall set written Policies and Operating Procedures as specified in the Bylaws and/or as needed to conduct the business of the Board and the DHA. Such policies automatically expire on July 1 in the year following their adoption and may be renewed and revised for the next year.

Required Policies and Operating Procedures include:

- Equipment Bank – Individual and Team Equipment
- Membership Fees
- Relationship With The Friends of Jack Adams Arena
- Guidelines for Purchases and Vendor Relationships
- Team Checking Accounts
- Fundraising and Team Sponsorship Guidelines

# **ARTICLE IV. OFFICERS**

## Section 1: Elected Positions

- a) **President:** The President is the Chief Executive of the DHA. In her/his capacity, the President shall fulfill the following responsibilities:
- 1) Exercise general supervision over the business activities of the DHA.
  - 2) Serve as an ex officio member of the all-standing committees.
  - 3) Preside at all meetings held by the DHA.
  - 4) Communicate expectations with respect to rules, regulations and conduct to the coaches, managers, and parents.

- 5) Uphold and enforce the Bylaws of the DHA.
  - 6) Enter into any and all legally binding contracts, agreements and other relationships, acting on behalf of the Association and at the direction of the Board,.
  - 7) Shall represent the DHA to the City of Detroit, Michigan Amateur Hockey Association (MAHA), USA Hockey and any other organizations.
  - 8) Oversee the annual audit and quarterly reports of the financial books of the DHA.
  - 9) Shall be authorized to act and take immediate action on decisions pertaining to the DHA in lieu of the Board in an emergency situation. Each Board member shall be notified within 48 hours of such actions.
  - 10) Shall be an authorized signer at financial institutions holding DHA funds
  - 11) Designate the chairperson or acting chairperson on all committees where the position is not filled with the approval of the Board.
  - 12) Supervise and direct the activities of all officers and Directors of the Board and see that the respective functions of those members are performed
- b) **Executive Vice-President:** The Executive Vice President shall act in the place of the President, in his/her absence. While serving in this capacity, the Vice-President shall have full authority and privileges of the office of President. The Vice President shall
- 1) Assist the President in the performance of her/his duties.
  - 2) Be an authorized signer at financial institutions holding DHA funds.
  - 3) Serve as the DHA representative to the Adams Butzel Advisory Committee and the MAHA District 2 meetings.
  - 4) Be responsible for obtaining the appropriate permit(s) for conducting DHA fundraising raffles and lotteries.
  - 5) Perform any duties assigned by the President and/or the Board.
- c) **Director of Teams:** The Director of Teams shall oversee the operation of the House and Travel Program. In this capacity, the Director of Teams shall
- 1) Provide applications for DHA coaching and manager positions to all interested parties and function as primary contact person for all coaching applicants.
  - 2) Make recommendations to the Board regarding the appointment of head coaches.

- 3) Appoint or remove coaches, assistant coaches, and managers until such time as the Board may approve or disapprove of the action.
- 4) Secure documentation to ensure that all coaches are certified.
- 5) Prepare, maintain, and update the DHA Manager' s Handbook.
- 6) Represent DHA coaches at Board and League meetings.
- 7) Be responsible, in conjunction with the coaches, in assessing the skills of players, proper placement of teams in leagues.
- 8) Not be a coach, assistant coach, or manager of a team, except as specifically authorized by the Board.
- 9) Collaborate with the CEP/ACE manager and facilitate the training and education of coaches.
- 10) Make recommendations to the Board regarding the number of teams and levels (A, AA, B, Girls, etc.) for each age group. This recommendation must be presented to the Board before or on August 15.
- 11) Plan and coordinate all player tryouts and drafting of teams in each House division.
- 12) Supervise and assign responsibilities to the Manager Coordinator.
- 13) Perform any duties assigned by the President and/or the Board.

d) **Secretary:** The Secretary shall

- 1) Post notification of all DHA meetings.
- 2) Maintain the DHA bulletin Board located outside of the “Pro Shop.”
- 3) Keep true minutes of all DHA meetings and provide copies of the minutes of previous Board meetings to each Board member.
- 4) Keep accurate records of all DHA members.
- 5) Be responsible for all mailings.
- 6) Conduct all official correspondence, as directed by the President,
- 7) Report to the President any and all correspondence and other information received, and maintain an accurate and up-to-date file of all correspondence.
- 8) Provide current copies of the DHA By-laws to all members by posting a copy of the Bylaws on the “Pro Shop” bulletin board and/or on the DHA website, or otherwise distributing copies of the Bylaws.
- 9) Be an authorized signer at financial institutions holding DHA funds.

- 10) File any necessary insurance claims on behalf of any DHA member, if there is not a Risk Manager.
- 11) Re-file the DHA's non-profit application with the State of Michigan.
- 12) Perform other duties assigned by the President and/or the Board.

**e) Treasurer:** The Treasurer shall

- 1) Have custody of all DHA funds.
- 2) Keep the books, issue quarterly reports to the Board and to the general members, and undergo an annual audit.
- 3) Be an authorized signer at financial institutions holding DHA funds.
- 4) Disburse all funds, based on proper receipts and all checks must be endorsed by two persons: him/herself or the Assistant Secretary/Treasurer and by one (1) of the following: the President, Executive Vice President, Secretary, or Assistant Secretary/Treasurer.
- 5) Treasurer shall prepare a budget for the approval of the Board and dissemination to the membership prior to Labor Day.
- 6) Be responsible for arranging an annual independent audit of the records.
- 7) Be bonded in the amount of \$100,000 Dollars and record such bond with the Secretary.
- 8) Assist the Vice-President and other committees on fund-raising projects.
- 9) Be responsible for the supervision of the collection of registration fees and moneys collected through fund-raising activities.
- 10) Receive financial statements from each Team manager as specified in these Bylaws.
- 11) Perform any other duties assigned by the President and/or the Board.

**f) Assistant Secretary/Treasurer:** The Assistant Secretary/Treasurer shall

- 1) Act in the place of or with, the Secretary or Treasurer as needed.
- 2) Assist the Secretary and/or Treasurer as necessary.
- 3) Be bonded in the amount of \$100,000 Dollars and record such bond with the Secretary.
- 4) Perform any duties assigned by the President, and/or the Board.

- g) **At-Large Members:** Two (2) At-Large members shall represent the DHA Membership and shall participate in at least one standing committee. They shall also perform any duties ' assigned by the President and/or the Board.
  
- h) **President Emeritus:** The position of President Emeritus shall be held by a past President of the DHA. He/she shall act as a link between the former and current Boards, their practices, and shall serve as the DHA's ambassador to other hockey organizations, particularly the NHL Diversity Task Force. If this position is unfilled and a past President is not available or willing to fulfill the duties of the position, then the duties of the President Emeritus shall revert to the President.

## Article V. CONFLICT OF INTEREST

### Section 1

It shall be the policy of the DHA to prevent and avoid conflict of interest of any members, directors, employees, representatives, agents, or other person acting on its behalf.

To that end, no member, director, employee, representative, agent, or other person acting on behalf of the Association shall permit any situation to exist that places that person(s) in conflict with the interest of the Association.

### Section 2

No director of the Association shall receive any remuneration, gift, or thing of value from any contractor, or supplier of goods or services to DHA while in office.

No director or appointee to any position shall accept any job or volunteer position with any contractor or supplier of goods or services to DHA within two (2) years of any date on which the person held the position of director or appointee of DHA, without the expressed approval from the Board.

## **Article VI. MEETINGS**

### **Section 1: Executive Board Meetings**

- a) Regular Board meetings shall be held at least once per month at a regular time to conduct DHA business and to accomplish the objectives of the DHA. This time shall be established by the Board members following their election.
- b) A majority of the voting members shall constitute a quorum of the Board.
- c) At the Board's discretion, any Board meeting or portion of a Board meeting may be closed to non-Board members. Otherwise, Board meetings are open to the general members. The time and location of the Board meeting shall be announced at least one week in advance to the public.
- d) Any committee or individual wishing to bring an issue up for consideration at an Executive Board Meeting must sign up or express their desire to be added to the meeting's agenda to the Board Secretary at least 24 hours prior to the scheduled meeting time.
- e) Special Board meetings may be called at the discretion of the President of the Board. Notification of said meeting must be given at least 48 hours prior to the convening of the meeting.
- f) The Bylaws shall not be construed to bar participation by other DHA members in functions that 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.

### **Section 2: General Membership Meetings**

- a) The Board shall conduct at least two (2) General Membership Meetings during the hockey season, one during the months of September or October and one during the months of January or February. The date and time for meetings must be posted by the Secretary at least five (5) days prior to said meetings.
- b)** Meeting notices, deadlines, and announcements about other DHA events shall be posted on the DHA bulletin Board, located outside of the "Pro Shop". For the purposes of this document, such postings meet the minimum requirements for notification, unless otherwise specified.

## **Article VII. COMMITTEES**

## **Section 1: Standing Committees**

All Committee chairpersons and members are approved by the Board of the DHA in a timely manner and must be members in good standing of the DHA. The Board may, at its discretion, appoint the Committee chairperson or approve the chairperson selected by members of the committee. The Board may also remove Committee chairperson and Committee members at its discretion. Each Committee shall have at least one Board member serving as an ex officio member who will provide the communication link to the Board, unless otherwise noted below.

## **Section 2: Committee Requirements and Restrictions**

**Item 1:** Each Committee authorized by the Board shall only have the authority granted explicitly to that committee by the Board. All Committee plans and activities must be approved by the Board prior to their implementation. No Committee or Committee member shall conduct any activity representing the DHA without receiving approval from the Board. This includes the following restrictions:

- a) Prior to submitting any document, request, proposal, application or other submission to any governmental entity, funder, contributor or other source; the committee must submit a detailed written description of the submission and/or a copy of the submission to the Board.
  
- b) No such submission as described in paragraph 1 above shall be transmitted by any Committee unless and until the Board has formally authorized transmittal.
  
- c) All funds generated by the efforts of any Committee must be delivered to the DHA treasurer for further processing and dispersal.

**Item 2:** All correspondences conducted by the Committee must be provided to the Board President and/or Vice-President in a timely manner.

**Item 3:** Any Committee wishing to engage in activities on behalf of the Detroit Hockey Association shall make a written presentation and/or oral presentation to the DHA Board detailing the following regarding the proposed Committee:

- a) Purpose of the New Committee



b) Membership

c) Term of Work to be Performed (permanent or temporary committee)

d) Amount of Funding Needed

e) Proposed Sources of Funding

**Item 4:** No Committee, or group of people shall use the name or emblem of Detroit Hockey Association, or act on behalf of the DHA unless and until the Board has received the proposal, and it has been formally authorized by the Board.

### **Section 3: Nomination/Election Committee**

The Nomination/Election Committee shall oversee the nomination and election process for the DHA. Candidate; shall be chosen from the active membership roster of the DHA who are in good standing. No Board member may sit on this committee.

### **Section 4: Bylaws Committee**

The Bylaws Committee shall review the Bylaws on an annual basis and propose modifications, if necessary. Amendments shall be voted on at the Annual Banquet. The Executive Vice-President shall be the chairperson of the Bylaws committee.

### **Section 5: Strategic Development and Volunteer Committee**

The Strategic Development and Volunteer Committee (SDVC) shall be chaired by the Director of Development. The SDVC shall be responsible for the development of a Five-Year Strategic Development Plan to be submitted to the Board for approval. The Vice-President shall be an ex officio member of this committee. The SDVC shall be responsible for

- Raising supplemental funds for DHA activities, programs, and teams
- Coordinating Association apparel sales
- Public relations
- Coordinating community service

- The Arena concession stand

### **Section 6: Registration Committee**

The Registration Committee shall oversee the registration procedure of players for both the House and Travel teams. The Registrar shall organize and chair the Registration Committee.

### **Section 7: Portfolio Committee**

The Portfolio Committee shall be responsible for the accurate ongoing record keeping for each referee, coach and player associated with the DHA on a yearly basis. Pictures, skill levels, geographical location and any other pertinent information must be included in these portfolios. The Secretary shall be an ex officio member of this committee.

### **Section 8: Monitoring Committee**

To ensure that the objectives of the DHA are being met, the Monitoring Committee shall monitor and review the performance of the game officials, coaches and arena officials. They shall also make recommendations to the Board, if necessary. The Director of Teams shall be an ex officio member of this committee.

### **Section 9: Banquet Committee**

The Banquet Committee shall be responsible for procuring a site and planning the Annual Banquet at the end of the regular hockey season. The Board Members-at-Large shall be ex officio members of this committee.

### **Section 10: Other**

Other Committees may be convened at the direction of the Board on an as needed basis.

## **Article VIII. RECORDS & BOOKKEEPING**

### **Section 1: Tax Exempt Status**

It is the intention of the Association to qualify and operate as a nonprofit organization under the section 501(c)(3) of the Internal Revenue Code. The Board shall be responsible for seeing that the DHA does not conduct any activities inconsistent with this exemption.

## **Section 2: Non-Profit Association**

The Detroit Hockey Association is an incorporated community organization within the laws of the state of Michigan. The DHA's incorporated status requires the following:

- a) It shall have no capital stock.
- b) It shall not be conducted for pecuniary profit.
- c) All assets are pledged to charitable purposes.
- d) Real and personal property shall revert to the benefit of a urban youth sports organization dedicated to hockey by a simple majority vote of the Board at the time of dissolution of the Association.

## **Section 3: Bank Accounts**

All bank accounts may be created and accessed exclusively through a co-signer arrangement. The Board Treasurer shall be one co-signer. The other co-signer shall be the President, the Executive Vice-President, the Secretary of the Board, or the Assistant Secretary/Treasurer.

## **Section 4: Financial Records**

All official financial records shall be mailed directly to DHA's official mailing address as specified in Article I of these Bylaws.

Original copies of all financial documents will be kept on file in the DHA office and should not be removed from the DHA office without permission of the Board. This includes receipts received as documentation for reimbursement of funds by members. Copies of these documents will be distributed in a timely manner to interested Board members, such as the Treasurer and President.

# **Article IX. AMENDMENT OR REPEAL OF BYLAWS**

The Bylaws Committee shall review the Bylaws on an annual basis and propose any necessary or desired modifications to the Board. The Bylaws Committee may propose the repeal and replacement of the Bylaws. Any Board member may submit proposals for changes to the Bylaws to the Bylaws Committee. Amendments shall be voted on at the Annual Banquet.

The Bylaws Committee shall adhere to the following schedule, subject to modification by the Board:

- Jan. 1 – Deadline for the formation of Bylaws Committee
- Jan. 31 – Deadline for the submission to the Bylaws Committee of proposals for the amendment or replacement of the Bylaws, by those persons not on the Bylaws Committee
- March 1 – Submission of proposed Bylaws amendments or repeal from the Bylaws Committee to the Board
- Annual Awards Banquet – Submission for approval by secret ballot to the general membership of Bylaw changes that were approved by the Board

In the event of a conflict in the language of the Bylaws, the Board will resolve the conflict by adopting a written clarification until the next opportunity to amend or repeal the Bylaws. The Bylaws Committee shall consider this written clarification as a proposal for Bylaws amendment.

## **Article X. ABBREVIATIONS & DEFINITIONS**

**Annual Banquet** – Annual awards banquet is the general body meeting held at the end of the hockey season, usually on the Sunday before Easter.

**Association** – The Detroit Hockey Association

**Board** – The Board of Directors of the Detroit Hockey Association

**DHA** – Detroit Hockey Association

**Equipment Bank** – Individual and team hockey equipment owned by the DHA and loaned to individuals and teams on a seasonal basis

**Fiscal Year or Year** – June 1 through May 31

**I-Program** – Initiation Program (program that introduces young skaters to ice hockey)

**LCAHL** – Little Caesars Amateur Hockey League (the league that the DHA House and Travel Teams participates in during the regular season)

**MAHA** - Michigan Amateur Hockey Association (the governing body of amateur hockey in the State of Michigan)

**Membership Year** – June 1 through May 31

**USA Hockey** – The governing body for amateur hockey in the United States

# DETROIT HOCKEY ASSOCIATION

## BYLAWS APPENDIX

### APPENDIX 1: Hockey Guidelines

#### ARTICLE A-I: LEAGUE OPERATION

##### Section 1: Jurisdiction

The Board is the legal governing body of the DHA.

##### Section 2: Head Coaches

###### Item 1: Selection

Coaches in the House and Travel Leagues shall be approved by the DHA Board based on the specific requirements listed herein.

###### Item 2: Requirements

Head Coaches shall be required to:

- a) Agree to uphold the stated objectives of the DHA.
- b) Hold an USA Hockey Associate, Intermediate or Advanced Level Coaching Certificate, depending upon the coaching level at the time of Player Registration.
- c) Provide the Portfolio Committee with proper documentation of coaching experience.
- d) Complete CPR and Child Abuse Classes.

###### Item 3: Duties

The duties shall include:

- a) Attend an orientation prior to the start of the season and prior to the Draft, if one is held.
- b) Represent their respective teams at the time of the Draft and choose players on an equitable and fair basis according to the objectives of the DHA.
- c) Be responsible for maintaining the discipline of their players and parents on and off the ice during the game and for a reasonable period before and after each game.
- d) Assure that no player is on the ice at the same time as the Zamboni machine. No player, coach, etc., may enter the front entrance of the ice rink (entrance by the offices, meeting

room and dressing rooms. at the beginning or during the practice sessions. All entrance to the rink must be made through any of the player side entrances to the rink. They may however leave the front entrance of the rink when practice is officially (determined by the coach or rink) over.

- e) Assure that a Uniform Incident Report (U.I.R.) is filed in order to document any necessary disciplinary action.
- d) Nominate candidates for Assistant Coach (es) and Team Manager, subject to approval by the Board
- e) Assure full team participation in mandatory DHA fundraisers.

### **Section 3: Assistant Coaches:**

#### **Item 1: Selection**

Assistant Coaches in the House and Travel leagues shall be approved by the DHA Board based upon the requirements listed below.

#### **Item 2: Requirements**

Assistant coaches will be required to:

- a) Agree to uphold the stated objectives of the DHA.
- b) Hold an USA Hockey Associate, Intermediate or Advanced Level Coaching Certificate, depending upon the coaching level at the time of Player Registration.
- c) Provide the Portfolio Committee with proper documentation of coaching experience.
- d) Complete CPR and Child Abuse Classes.

#### **Item 3: Duties**

The duties shall include:

- a) Assist the Head coach and team as necessary.
- b) Act in the Coach' s place in case of his/her absence.
- c) Assure that no player is on the ice at the same time as the Zamboni machine.

### **Section 4: Managers**

#### **Item 1: Selection**

Managers in the House and Travel Leagues shall be approved by the DHA Board.

#### **Item 2: Requirements**

Managers shall be required to:

- a) Agree to uphold the stated objectives of the DHA
- b) Familiarize themselves with and comply with the DHA Manager' s Manual.
- b) Attend an orientation prior to the Draft.
- c) Hold an USA Hockey Associate, Intermediate or Advanced Level Coaching Certificate, depending upon the coaching level at the time of Player Registration.
- d) Assist the coaches and team as necessary.
- d) Provide a written copy of the team game schedule to the Scheduler in timely fashion.
- e) Report to the Scheduler any scheduled ice time that will not be used in a timely manner so that the ice may be made available to other teams.
- f) Complete CPR and Child Abuse classes.
- g) Collect and disburse team funds.
- h) Obtain and prepare receipts.
- i) Keep team financial records in accordance with Board policy.
- j) Open a team checking account consistent with DHA Policy.
- k) Deposit receipts from team fundraisers into the DHA account for subsequent dispersal to the team checking account, in accordance with Board policy.
- l) Provide a team financial statement to the Treasurer on December 31 and at the end of each season.
- m) Accept and return DHA-issued equipment to the Equipment Manager, in accordance with the Bylaws, the DHA Manager' s Manual, and applicable Board Policies and Operating Procedures
- n) Communicate necessary business and policy with parents and legal guardians.
- o) Performing other duties as described in the DHA Manager' s Handbook.

## **Section 5: Referees**

### **Requirements**

Referees shall be required to show proof of a valid and current Referee Certification from USA Hockey at the time of registration.

## **Section 6: Other Appointed Positions**



The Board shall have the authority to appoint and remove individuals, including members of the Board, to certain positions and areas of responsibility. Such appointees shall have full general membership voting rights. Unless otherwise specified, all appointees shall report to the President. These positions include:

- b) **Director of Development.** Responsibilities include:
  - 1) Serve as the Chairperson of the Strategic Development and Volunteer Committee
  - 2) Recommend fundraising projects to the Board
  - 3) Plan, organize and chair fundraising projects, unless otherwise directed by the Board
  - 4) Submit a Long Term and Short Term Strategic Development Plan to the Board for approval.
  - 5) Implement the approved Long Term and Short Term Strategic Development Plan.
  
- c) **Scheduler.** Responsibilities include:
  - 1) Schedule ice time for team practices and home games, the I-Program, and all DHA activities requiring ice time, jointly with the President and Director of Teams.
  - 2) Schedule referees and/or appoint referee schedulers. The Scheduler shall assure that all game officials arrive on time.
  - 3) Maintain all home and away game schedules and provide schedules to the Webmaster and the Arena manager.
  
- d) **Equipment Manager.** Responsibilities include:
  - 1) Maintaining an inventory of all DHA equipment and determining such equipment is accounted for and properly stored in a secure storage area.
  - 2) Ensuring that equipment is properly maintained and stored.
  - 3) Issuing team equipment to the Team Manager, in accordance with Board policy. Such equipment will include team jerseys and socks, and goalie equipment.
  - 4) Issuing individual equipment to the parents or legal guardians of youth members of the DHA, in accordance with Board policy, and collecting any required security deposit. Any security deposit collected shall be forwarded to the DHA Treasurer or Assistant Secretary/Treasurer in a timely manner
  - 5) Accepting the return of issued equipment, in accordance with Board policy. For individual equipment, he/she shall determine the amount of the security deposit to be returned and shall forward such determination to the Board. The Board will then instruct the Treasurer or Assistant Secretary/Treasurer to return the applicable portion

of the security deposit, less any other outstanding DHA fees, to the individual who initially made the deposit.

6) Collecting donated equipment and conducting campaigns for donated equipment.

7) Scheduling delivery, issuing and collecting all equipment.

e) **I-Program Director.** Responsibilities include:

1) Obtaining applications to coach the I-Program.

2) Recommending individuals to the Board for I-Program coaching positions.

3) Acting as USA Hockey Initiation Program manager.

4) Appointing or removing Instructional Program coaches until such time as the Board may approve or disapprove the action.

5) Preparing and submitting written changes to I-Program policies to the Board for approval.

6) Communicating expectations with respect to rules, regulations and conduct to parents and youth participants.

7) Performing duties incidental to the position of I-Program Director.

8) Nominate a candidate for the position of I-Program Manager.

f) **I-Program Manager**

The I-Program Manager assists the I-Program Director as needed.

f) **Registrar.** Registrar's responsibilities include:

1) Serve as the chairperson of the Registration Committee.

2) Post the date and time of registration at least two (2) weeks prior to the start of registration.

3) Send written notification of the date and time of registration to the prior season's players.

4) Maintain up-to-date information on all players, coaches, managers, I-Program participants, and teams.

5) Oversee the completion of necessary registration and insurance documentation for players, coaches, managers, I-Program participants, and teams.

6) Forward all registration fees to the Treasurer in a timely manner.

g) **ACE Coordinator**

The ACE Coordinator is responsible for the administration of all coaching programs within the DHA. He/she shall notify all coaches of required USA Hockey coaching certifications and identify appropriate certification clinics for the coaches. The ACE Coordinator reports to the President.

**h) Manager Coordinator**

The Manager Coordinator is selected by the Director of Teams, with the approval of the Board. The Manager Coordinator reports to the Director of Teams. The duties of the Manager of Teams include

- 1) Providing a means of communication between the DHA managers and the Board
- 2) Communicating USA Hockey, MAHA, and LCAHL or relevant accredited Amateur Hockey League requirements, deadlines, required meetings, and other information relevant to managing a team
- 3) Other tasks assigned by the Director of Teams.

**i) DHA Newsletter Manager**

The Newsletter manager shall be responsible for writing, publishing and distribution of a regular newsletter.

**j) Webmaster**

The webmaster shall maintain and update the DHA website.

**k) Risk Manager.** Responsibilities include:

- 1) Perform all duties related to risk management as defined by USA Hockey and M.A.H.A.
- 2) Advise players, coaches, managers, the Board and the facility management of any risks or improper practices.
- 3) Insure that first-aid medical equipment is available.

**l) Event Coordinators** for annual or continuing events such as:

Ford Field Concessions Stand

Silverdome/Meadowbrook Concessions Stand

Metro Youth Day

Thanksgiving Parade

DHA Picture Day

m) **Other positions** as deemed necessary or useful by the Board.

## **Section 6: House and Travel Player Registration**

### **Item 1: Eligibility**

Preference will be given to players who reside within the City of Detroit.

### **Item 2: Date, Time & Deadline**

The DHA Board shall set the date, time and deadline of Registration.

### **Item 3: Fees & Insurance**

- a) The DHA Board will establish the annual registration fees due upon the filing of an application.
- b) Any players who do not reside within the City of Detroit shall be assessed a non-resident fee.
- c) All fees must be paid by December 31 of the playing year.
- d) An explanation of the Insurance Policy shall be given to each parent or guardian.

### **Item 4: Responsibility**

The DHA Registrar shall be responsible for transacting all business associated with registration.

### **Item 5: Age Requirements**

Proof of age in the form of a birth certificate must be submitted at the time of registration.

### **Item 6: Waiting List**

A waiting list shall be established if the number of registered players outnumbers the slots available on the teams. Priority will be given to City of Detroit residents. The waiting list will be ordered on a first-come-first-serve basis.

## **Section 7: Player Draft - House League**

### **Item 1: Time & Date**

The Board shall set the time and date of the Draft.

### **Item 2: Teams**

The number of teams in each division shall be decided by the Board and shall be based upon the number of players registered

### **Item 3: Responsibility**

Those officially conducting the Draft shall be:

- a) Coaches (one [1] per team).
- b) Assistant coaches (one [1] per team).
- c) Director of Teams

### **Item 4: Procedure**

The Coaches shall conduct the Draft. The Director of Teams will ensure that the Draft is conducted in an equitable and fair manner and that the Objectives of the DHA are followed. The following criteria shall be used:

- a) Only children of coaches shall be considered priority picks.
- b) All other skaters shall be chosen in a round-robin manner according to skill levels based on observation ratings during the Fall Clinic and on individual portfolios.

## **Section 8: Division & Player Selection - Travel League**

### **Item 1: Division**

The playing division of each travel team shall be determined by the coaches and the Director of Teams according to the observed playing level of the skaters.

### **Item 2: Selection Procedure**

- a) The Coaches will conduct the selection process based upon observation at the preseason tryouts.
- b) The Director of Teams shall ensure that the selection process follows the rules of L.C.A.H.L and that the objectives of the DHA are followed.
- c) Players must be able to:
  - Meet the minimum skill level requirements of L.C.A.H.L. and/or any other relevant accredited Amateur Hockey League governing organization.
  - Have all the required hockey equipment.
  - Have the collective ability to play as a team.
  - Adhere to all rules set by the DHA Board, coaches and managers.
  - Be respectful of all adults, teammates and opponents.

## **Section 9: Player Vacancies - House**

### **Item 1: Eligibility**

Players shall be chosen from the top of the Waiting List.

### **Item 2: Responsibility**

The Director of Teams shall fill any vacancies,

## **Section 10: Player Vacancies - Travel**

The Rules of M.A.H.A. shall be followed.

## **Section 11: Parents/Guardians**

### **Item 1: Responsibilities**

Parental supervision is mandatory.

### **Item 2: Involvement**

Parental involvement is encouraged by the DHA. Parents assuming support roles are required to maintain good sportsmanship and an environment tailored to encourage each child enrolled in the program.

## **ARTICLE A-II: ICE TIME REGULATIONS**

### **Section 1: Arena Responsibility**

#### **Item 1: Scheduling**

The President shall obtain the schedule of ice available to the DHA from the Arena manager. The President, the Director of Teams, and the Scheduler shall jointly prepare the season's ice schedule by assigning ice time for all divisions, teams, and DHA programs requiring the use of the rink.

### **Section 2: Game Officials & Responsibilities**

Referees and Linesmen must:

- a) Be certified by USA Hockey.
- c) Follow the rules of M.A.H.A. and USA Hockey.
- d) Arrive on time.
- e) Sign off accurately on all documentation required by M.A.H.A, the L.C.A.H.L. or relevant accredited Amateur Hockey League, and USA Hockey.

### **Section 3: Games**

#### **Item 1: House League**

All games played by DHA House teams shall follow the rules and regulations of USA Hockey, M.A.H.A. and the relevant accredited Amateur Hockey League. Rules may be modified for special needs without violation.

#### **Equal Playing Time (House Teams Only)**

All players in similar positions on House Division teams, barring injury, shall skate approximately an equal amount of time in all regular season league games. Discrimination because of a player's ability shall not be allowed. However, coaches may, at their discretion, reduce playing time for those players who miss practice, show up late for practice or the game, or otherwise break team rules.

#### **Item 2: Travel League**

All games played by the DHA Travel teams shall follow the rules and regulations of USA Hockey, M.A.H.A. and the relevant accredited Amateur Hockey League

### **Section 4: Hockey Equipment Responsibility**

#### **Item 1: Issued Equipment**

The Equipment Manager shall be responsible for issuing DHA hockey equipment, collection of required security deposits, and the determination of any damage to be charged to the security deposit.

The Board shall issue guidelines governing issued Team and Individual equipment, including any required security deposit and its return.

Managers shall be responsible for the reasonable care, maintenance and safe return of issued team equipment.

Individual players and their parents or legal guardians shall be responsible for the reasonable care, maintenance and safe return of individual equipment issued from the DHA Equipment Bank.

All equipment issued by the DHA shall be returned to its offices at the conclusion of the season.

**Item 2: Required Equipment**

Parents/Guardians shall assure that their children have the proper and required hockey equipment.

**Section 5: Transportation**

**Item 1: Responsibility**

It is the responsibility of each parent/guardian to arrange for the transport of his/her child to and from DHA tryouts, required clinics, practices, games, and other DHA activities.

**Section 6: Medical Emergencies**

There must be a medical Consent to Treat form filed and available at all DHA events.

**ARTICLE A-III: DISCIPLINE**

The Board shall enforce each decision by a two third, majority vote.

**Section 1: Players**

**Item 1: Minor Infractions**

Coaches may suspend a player for up to (3) games whom:

- a) Exhibits insubordination, poor attitude, improper language and/or lack of interest.
- b) Arrives late.
- f) Engages him/herself in destructive behavior.

Coaches must notify the President or Vice President within 72 hours of any disciplinary action taken. Coaches must submit a Uniform Incident Report to the Board within one week of issuing the discipline. The Board may review, modify, or uphold the disciplinary action undertaken by the coach (es).

**Item 2: Major Infractions**

Coaches may request, in writing, to the Board, the release of a player whom:

- a) Exhibits habitual and deliberate insubordination, poor attitude, improper language and/or lack of interest or excessively violent behavior (constant fighting in scrimmages or games).



- b) Habitually arrives late.
- c) Exhibits deviant, antisocial behavior.
- d) Plays under the influence of, or found in possession of drugs or alcohol.
- e) Possesses a weapon.
- f) Deliberately and knowledgeably attempts to injure another player.

## **Section 2: Coaches/Managers**

### **Item 1: Minor Infractions**

The Board may discipline any Coach or Manager who:

- a) Exhibits unsportsmanlike or discriminative conduct.
- b) Verbally abuses players, officials and/or spectators.
- c) Assigns ice time unequally.

### **Item 2: Major Infractions**

The Board may remove any coach or manager permanently who:

- a) Exhibits habitual and deliberate insubordination, poor attitude, improper language and/or lack of interest.
- b) Habitually arrives late and/or is absent for an extended period without notice.
- c) Exhibits deviant, antisocial behavior.
- d) Coaches/manages under the influence or in possession of drugs or alcohol.
- e) Possesses a weapon, with the exception of law enforcement officers.
- f) Habitually verbally abuses players, officials and/or spectators.
- g) Violates DHA Policy

## **Section 3: Audience**

### **Item 1: Minor Infractions**

The Referee or President shall remove for the remainder of a game and suspend for one (1) game, any spectator who:

- a) Exhibits unsportsmanlike or discriminative conduct.
- b) Verbally abuses referees, coaches, players, arena officials, and/or spectators.

- c) Is under the influence of drugs and/or alcohol.
- d) Interferes with the play of the games.

#### **Item 2: Major Infractions**

The DHA Board may exclude for the season any spectator whom:

- a) Habitually exhibits unsportsmanlike or discriminative conduct.
- b) Habitually verbally abuses referees, coaches, players, arena officials, and/or other spectators.
- c) Habitually attends games under the influence, or in possession of drugs and/or alcohol.
- d) Exhibits deviant, antisocial behavior.
- e) Possesses a weapon, with the exception of a law enforcement officer.
- f) Assaults a player, official or another spectator.
- h) Violates DHA policy

#### **Section 4: Referees and Game Officials**

Discipline of referees and game officials shall follow the Rules of M.A.H.A. and USA Hockey.

#### **Section 6: Complaints**

Any complaint shall be submitted, in writing, to the DHA Board. Any rules or regulations not mentioned herein shall be covered by the rules and/or regulations of M.A.H.A or an accredited Amateur Hockey League.

#### **ARTICLE A-IV - ASSOCIATION COLORS AND APPAREL**

The intent of the Association shall be to create a widely recognized identity. Toward that end the following standards are established:

- a) The official colors of the DHA shall be purple, green, black, and white.
- b) Teams will wear jerseys, socks, and other items of uniform apparel as provided by the DHA for all games in which they participate. Permission for a team to wear apparel other than that provided by the Association must be requested of and granted by the Board.
- c) The official jacket of the Association shall have a black body, purple or black sleeves, and a black collar.

## **ARTICLE A-V: PLAYER REQUEST FOR AGE GROUP TRANSFER**

1. Any player who desires to play in a division above the appropriate age division shall file a written request, approved by a parent or guardian, with the League Director stating the reason for the requested transfer.
2. This request must be filed by September 15th of each season. For all Travel Division players. House Division players may initiate a transfer any time prior to the 30th of December.
3. The League Director shall poll the player's previous coach, group coordinator or division Director, and optionally other designated persons, to determine whether or not the player possesses skills commensurate with the level of the requested age division.
4. The Director of Teams shall poll the player's previous coach, and optionally other designated persons, to determine whether or not the player possesses skills commensurate with the level of the requested age division.
5. The written request, along with the Director of Teams' report, will be reviewed by the Board. The petitioner shall be notified in writing of the Board' s decision.