



Constitution and By-Laws 2011-2012

For our 51st Season of serving youth hockey 1961 - 2012

THA - Constitution and By-Laws

I. Name

- a. The name by which this Association shall be known is: Trenton Hockey Association, Inc. (the “Association” hereinafter)
- b. The Trenton Hockey Association, Inc is a Michigan corporation, Incorporated in the County of Wayne, City of Trenton.

II. Purpose

- a. The Association is a perpetual non-profit corporation designed to provide a competent and trained coaching staff whose purpose is to encourage the playing of ice hockey in the City of Trenton, Michigan by boys and girls Eighteen (18) years of age and under, and still in school to improve individual player and team capabilities; to promote competitiveness, sportsmanship and fair play. As an Association will continue to keep cost down as much as possible.
- b. Follow and operate within all rules, procedures and policies set forth by USA Hockey and MAHA.

III. Qualification for Membership

- a. Any parent or guardian having a child enrolled within this Association and who has paid the required Annual Dues to the Secretary, Treasurer, or designee on or before October 31st of the playing year shall be a member of this Association.
- b. Any adult active Coach, Assistant Coach, Manager and/or Board Member who has volunteered for at least three (3) months shall be a member of this Association by virtue of their volunteerism and shall remain so throughout their continued service.
- c. To be considered as a ***Member In Good Standing***, individuals must not be past-due in any ice-bills and/or Annual Dues and must turn-in all Association equipment and/or jerseys at the appointed times.

IV. Dues. All regular-season (Fall) players must be paid members of the Association.

- a. **Annual Dues.** The dues for membership in the Association shall be determined by the Board of Directors and may be amended annually.
- b. **Dues Payable.** Payment of Annual Dues shall begin on August 1st of each year and valid shall close on October 31st of the playing year. Membership is valid throughout the playing year from August 1st through July 31st.

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- c. **Registration.** All player registrations shall be completed on or before October 31st. Any player(s) not properly registered with THA before November 1st shall be dropped from the team and removed from the team roster. However, this will not prohibit THA from accepting new players/members after November 1st.
- d. **Voting Eligibility.** To be eligible to vote within the Annual Election, an individual must be a **Member In Good Standing** and their membership shall have been paid on or before October 31st of the playing year (i.e., Aug. 1st through July 31st). There will be only one (1) vote per family.
- e. **Non-Parent Volunteers.** Adults who have volunteered their time as active; Coaches, Assistant Coaches, Managers and/or Board Members for at least three (3) months, when they do not have a child registered within THA will have full membership rights including the right to vote in THA's election.

V. Place of Meetings

- a. **All meetings of the Members of the Association** may be held at such a place within Trenton, Michigan or its immediate surrounding area as shall be specified in the notice thereof.
- b. **Board of Directors.** All meetings of the Board of Directors of this Association may be held at such a place within Wayne County, Michigan, as the Board of Directors shall from time to time determine.
- c. **Annual Meeting.** The annual meeting of the members of this Association shall be held in March of each year at such designated; places, as the board of Direction of this Association shall determine.

VI. Annual Meeting of Members and Elections

- a. **Notice of Annual Meeting of Members.** Notice of date, time and location of the Annual Meeting shall be emailed to each **Member In Good Standing** of the Association at their last known email address and shall be posted on the Association's website, at least five (5) days prior to the meeting.
- b. **Election of Officers.** All officers of the Association shall be elected at the annual meeting of the members and shall constitute the Board of Directors for the upcoming fiscal year. The term of office for four (4) Officers shall be two (2) years, with half of those Officers being elected each year. During odd years, the Association shall elect the positions of; President, Secretary. During even years the Association shall elect the positions of; Vice President, Treasurer. *(Only during the first transition year election only, all positions shall be elected except that the half including the Vice President shall be two-year terms of office and the half including the President shall be for only one-year terms.)* In addition, the term of office for the Financial Secretary,

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the ACE Director and for the four (4) Directors shall be one (1) year. Officers of the Association shall be elected at annual meetings of the members and shall constitute the Board of Directors for the upcoming fiscal year.

- c. **Nomination of Officers.** Anyone who is under suspension or on probation or any other disciplinary action by the Board of Directors or anyone involved in any legal action against the Trenton Hockey Association shall be considered ineligible for nomination for office. Nominations of officers and Board of Directors shall proceed from the floor at the annual meeting. Moving and seconding shall be sufficient authority to place a name on the election ballot. A voluntary sign-up sheet also is posted at the rink no less than two (2) weeks prior to the annual meeting for persons interested in running for office.
- d. **Balloting for Board of Directors.** The President, at the time of the annual meeting of the Association shall appoint three members to be judges of the election on the day of the annual meeting. At the close of the balloting, the votes shall be counted and the results reported to the assembled at the annual meeting. In case there shall be a tie in the persons officers, a second ballot will be cast, etc, until a member is elected. The President shall be made aware of the election results for purposes of recording the First and Second Alternate Officers (i.e. those members receiving the eighth and ninth most votes). The First and Second alternates shall be announced at the conclusion of the election. The incoming Officers will set at time and place for an organizational meeting to facilitate the transition and transact any pending business.
- e. **Members Eligible to Vote.** To be eligible to vote, a *Member In Good Standing* must have paid his annual fiscal year dues by October 31 of the current fiscal year and be in good standing. A complete list of members eligible to vote at the election, arranged in alphabetical order, with the residence of each, shall be prepared by the Secretary of Election Committee designee, and shall at all times, during the whole time of said election, be open to the examination of any member. There will be only one (1) vote per family.
- f. **Order of Elections.** Officers of the Board of Directors shall be elected in the order of President first, Vice President second, Treasurer third, Secretary forth, Financial Secretary, ACE Director, followed by elections to other offices including Directors.
- g. **Eligibility of Non Residents.** A non-resident can be elected to serve on the Board of Directors if he/she has been a member in good standing for three consecutive years and has contributed to the program either through coaching or other Trenton Hockey Association activities. There shall not be at any time more than three (3) non-resident members serving on the Board of Directors.

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VII. Regular and Special Meetings

- a. **Meeting of Membership.** The time and place of regular or special meetings of the member of this Association to be held during the ensuing year will be held at any time at the request of the President or the majority of the Board of Directors after a three day notice.
- b. **Quorum of Members.** The members present shall constitute a quorum at any meeting of the members of the Association.
- c. **Quorum of Directors.** A simple majority 50% plus 1 of the Board of Directors shall constitute a quorum.
- d. **Voting Eligibility.** Each *Member In Good Standing* of the Association who is present at a meeting shall be entitled to one vote per voting issue.
- e. **Vote Required for Action.** At any meeting of the members of this Association or the Board of Directors, the affirmative vote of a majority of those present and entitled to vote shall be required to carry any motion or resolution.
- f. **Attendance for Meetings.** A board member cannot have 2 unexcused absents. They may be released from the board.

VIII. Board of Directors

- a. **Special Meeting of the Board of Directors.** The President, at his discretion may call and establish a special meeting of the Board of Directors and shall in such request notify each Director regarding time, place and purpose of said special meeting, but action taken at such meetings shall not be invalidated for want of notice and such notice shall be waived as hereinafter provided.
- b. **Waiver of Notice.** Notice of any special meeting of the membership of this Association of Board of Directors may be waived.
- c. **Quorum of Directors.** A simple majority 50% plus 1 of the Board of Directors shall constitute a quorum.
- d. **Number and Term of Directors.** The business property and affairs of the Association shall be managed by a Board of Directors comprised of; President, Vice President, Secretary, Treasurer, Financial Secretary, ACE Director, four (4) Directors (including Travel, B-Squirt & Under, B-PeeWee & Older, and Tournament-Special Events Director each serving as assigned by the President), and the Past President. The Directors shall be elected at the annual meeting of the members and shall hold office until their successors have been qualified and elected.

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- e. **Vacancies.** Vacancies on the Board of Directors shall be filled accordingly. Vacancies related to the Vice-President and the first Alternate shall fill the four Directors. In the event the First Alternate is unavailable, the Second Alternate shall fill the vacancy. In the event the Second alternate is unavailable, the vacancy shall be filled by appointment made by a majority of the remaining Directors. Each person so appointed shall remain a Director until he or his successor is elected by the members at the next meeting or at any special meeting duly called for that purpose. Vacancies related to the President, Secretary, Treasurer, Financial Secretary and ACE Director shall be filled by appointment made by a majority of the remaining Directors. Each person so appointed shall remain a Director until he or his successor is elected by the members at the next meeting or at any special duly called for that purpose.
- f. **Power to Appoint other Officers and Agents.** The Board of Directors shall have the power to appoint such other officers and agents as the Board may deem necessary to transact the business of the Association.
- g. **Removal of Board Members.** Any Board Member may be removed by a majority of the Board members present, whenever in the judgment of the Board, after a hearing before the Board, the best interests of the Association will be served thereby. Removal of Board Members may be effected in the following manner.
 - 1. On recommendation of the Board of Directors, a Committee comprised of three (3) Board members and three (3) General Members will conduct a hearing to determine if removal is necessary.
 - 2. Any Board member may be removed by a majority vote of the members present, after a hearing, at the next General Membership meeting.
- h. **Compensation.** No officer or member of this Association shall receive remuneration, compensation or monetary reward for services rendered to this Association.
- i. **Authority.** The Board of Directors shall have the authority to establish rules and regulations, review and dispense discipline and all others actions which the membership shall grant in accordance with the rules of the Michigan Amateur Hockey Association.
- j. **Fundraiser.** The Board of Directors of the Trenton Hockey Association prior to beginning the fundraiser must sanction all Fundraisers. All funds must be spent on hockey related activities. All excess funds rose for a specific event or purpose must be turned over to the Trenton Hockey Association.
- k. **Philanthropy.** From fund raising, activities carried out by the Association for an expressed charitable cause shall be limited to the net proceeds of that fundraiser.

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- l. **Requests to play up a division.** Requests for house players to play up an age classification must be submitted in writing to the President by August 1st for discussion and approval/denial at the August board meeting.
- m. **Association Jerseys.** All teams, house and travel, must wear the Association provided jersey. Teams wishing to have a third jersey must bring a prototype jersey to the Board for approval each season. Having a third jersey, does not exempt any team from any Association fees.

IX. Description of Directors

- a. **President.** The President shall be the Chief Executive Officer of this Association. He/she shall preside at all meetings of the Board of Directors and the members. He/she shall have general supervision over the business activities of the Association and shall see that all orders, policies and resolutions of the Board of Directors are affected. He/she shall act as a liaison with the Recreation Department of Trenton, MI. He/she, or his/her delegate, shall represent the Association at all District meetings.
- b. **Vice President.** In the absence of the President, the Vice-Presidents shall assume active supervision and management of all the business of the Association. He/she shall further perform any assignments given him/her by the President and/or the Board of Directors.
- c. **Treasurer.** The Treasurer shall be have custody of all the Association funds and shall keep in books belonging to the Association full and accurate accounts of all receipts and disbursements. He/she shall disburse the funds of the Association as may be authorized by the membership, taking proper vouchers for such disbursements, and shall render to the President and the Board of Directors at the regular meetings of the Board, and whenever requested by them, an account of all his/her transactions as Treasurer and the financial condition of the Association. He/she shall give a bond in such sum as the Board of the Trenton Hockey Association determined.
- d. **Secretary.** The Secretary shall attend all meetings of the members and the Board of Directors and shall preserve in the books of the Association true minutes of the proceeding of all member meetings. He/she shall give all notices as required by statute, by-laws or resolution. He/she shall perform such other duties as may be delegated to him/her by the Board of Directors. He/she shall keep a complete list of all members of the Association, their address and telephones numbers. In the absence of the Treasurer, he/she shall perform the duties of the Treasurer.
- e. **Financial Secretary.** The Financial Secretary shall work in conjunction with the Treasurer, as well as serve in a check and balance role. He/she shall assist in keeping financial records. He/she shall supervise and/or coordinate the ice-schedule. In addition, he/she shall serve as the Chairperson of the Audit Committee consisting

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of him/herself and two (2) members of the Association appointed by the Board of Directors, which shall conduct the yearly audit. This Audit shall begin no sooner than April 1st and be completed by May 15th.

- f. **ACE Director.** The ACE Director shall act as a liaison between the USA Hockey - Coaching Education Program, the MAHA Coaching Program and our Association. He/she shall advise the Association and/or Coaches of CEP Certification requirements. He/she shall conduct Coaching and/or Parent Education sessions and/or Student-Coaching clinics as appropriate. He/she shall make coaching education materials (such as Books, DVD's, Emails, etc.) available to THA coaches. USA Hockey strongly recommends that an ACE Director be and experience coach with at least a Level 4 CEP Certification.

- g. **Four (4) Directors.** In the absence of the Presidents and/or the Vice-President, the First Director, in his/her absence, the Second Director, etc... shall assume the active supervision and management of all the business of the Association. They should further perform and assignments given them by the President and/or the Board of Directors. The President shall specify designation or rank at the first organizational meeting of the Board of Directors. The specific duties of these 4 Directors include, but are not limited to, the following.
 - 1. Serve as THA Division Directors for both the house and Travel divisions.
 - 2. Provide a list of THA registered players to each Head Coach for each division prior to the first house league tryout. Update this list throughout tryouts, if necessary.
 - 3. Distribute House Division rules, prior to tryouts and conduct the draft meeting with all the head coaches according to these rules.
 - 4. Supervise and monitor each Division during the season and communicate all league and THA Board decision to each Head Coach. Refer all coaches to the THA Coaching Handbook for guidance in organizing and managing their teams.
 - 5. Select and inform each Head Coach of key dates for District Playoffs, registration, and scheduling for those the teams that will be competing as the THA representative for each eligible division.

- h. **Past Presidents.** The Past President will serve in an advisory capacity and lend assistance to ensure continuity of the Association objectives and will be lifetime members of the THA. If unavailable or if still serving in another position then the next prior available Past President will serve.

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X. Disbursements.

- a. **Check Authorization.** The Treasurer, President, and one other member of the Board of Directors shall be authorized to sign checks for disbursements. Each check issued shall be signed by two of the persons so authorized.
- b. The THA shall fund league entry fees for all teams each fall.
- c. The THA shall fund District entry fees for all teams and provide an amount equal to the per team district fee to each Mini-Mite and Mite team in the form of a credit on their January ice bill.
- d. The THA shall fund the State Playoff MAHA entry fee (smaller of two fees) for any team playing in the state playoffs.

XI. Fiscal Year.

The fiscal year of the Association shall be from April 1 to March 31

XII. Purchases.

Cost quotations must be obtained for any purchases exceeding \$500.00.

XIII. Complaint Procedure.

Any problem or complaint must be pursued through the following sequence for resolution.

1. Team Head Coach
2. Division Director
3. Board of Directors
4. League Directors (League issues only)
5. District 2 Council
6. MAHA Board

XIV. Execution of Instruments (Contracts, Conveyances, etc).

When the execution of any contract, conveyance or other instrument has been authorized with specification of the executing officers, the President or Vice President and the Secretary or Treasurer may execute the same in the name of the Association. The Board of Directors shall have the authority to designate the officers and the agents who shall have the authority to execute any instrument on behalf of the Association.

XV. Dissolution, Disposition of Assets.

In event of the dissolution of the Trenton Hockey Association, the assets of the Association shall be given to the City of Trenton Parks and Recreation Department to be used for youth recreation purposes in the City of Trenton, Michigan.

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XVI. Amendments of By-Laws.

- a. **Amendments of By-Laws, How Effected.** The By-Laws may be amended, altered changed, added to or repealed by the affirmative vote of two thirds majority of the members present at the January membership meeting of each year, provided that proper notice of such proposed changes be contained in the notice of the meeting.
- b. **Evaluation of Proposed Amendments.** For all proposed changed in the By-Laws the Board of Directors shall appoint a committee comprised of five members of the general membership, including Board members, to evaluate each proposal and recommend the proposal's acceptance or rejection.

XVII. Disclaimer: Does not hold USA Hockey or MAHA responsible (Pg15 Act 7 Sect C)

Membership Approval and Effective Date:

By-Laws Committee:
