

**LIVONIA HOCKEY ASSOCIATION
CONSTITUTION
2008-2009**

- ARTICLE I NAME – The name of the association shall be “The Livonia Hockey Association” and it may be referred to as the L.H.A.
- ARTICLE II PURPOSE – The purposes of the association shall be:
- A. To promote and develop recreational opportunities for the youth of the City of Livonia.
 - B. To promote citizenship and fellowship through the medium of hockey.
 - C. To foster good sportsmanship and cultivate physical welfare through organized competition in the game of ice hockey.
- ARTICLE III OFFICE – The location of the office of this association shall be in Livonia, Michigan in the county of Wayne.
- ARTICLE IV FINANCE - The association shall have no capital stock and shall not be conducted for profit.
- ARTICLE V MANAGEMENT – The association shall be managed by its Board of Directors acting on behalf of its members.
- ARTICLE VI MEMBERSHIP – The association shall be comprised of persons known as general members.
- Section 1. Definition – A general member of the association shall be one or more of the following:
- A. Parents / legal guardians (maximum of 2) of a registered child who will meet the requirements in Section 2 of this article.
 - B. Board members of the association who meet the requirements in Section 2 of this article.
 - C. Coaches and managers that appear on the current season M.A.H.A. registration form who meet the requirements of this article.
 - D. All past Presidents of the association.
 - E. Honorary members granted membership by a simple majority of the Board of Directors. Honorary members must meet the requirements of Section 2 of this article. This membership may be granted to non-residents.
- Section 2. Requirement – General members shall pay an annual fee in the amount as determined by the Board of Directors on an annual

basis, prior to involvement as an active member. The fee must be paid by each candidate for the membership prior to the deadline for the L.H.A. player registration as determined by the Board of Directors.

Section 3. Responsibility – Each member shall conduct himself in a manner as described in Article II.

Section 4. Term – Each membership shall be yearly in nature and shall terminate at the conclusion of the General Membership meeting.

ARTICLE VII BOARD OF DIRECTORS

Section 1. Composition – The Board of Directors of the association shall consist of 17 members, including the immediate past President and sixteen- (16) directors, to be duly elected by the general membership, at the General Membership Meeting, in accordance with Section 2 of this article.

A. The sixteen- (16) elected board members shall be comprised of two- (2) groups, and each group shall contain eight -(8) directors. Each group shall be elected every other year, with each director serving a two (2) year term.

Section 2. Eligibility - Candidates for election to the Board of Directors:

A. Is a member in good standing of the association as of September 1 of the previous year prior to the General Membership Meeting at which their nomination is presented.

B. Meet the conditions as outlined in the election process in Article VII.

Section 3. Duties – Duties of the Board of Directors shall include:

A. Board meetings – The Board of Directors shall conduct regularly scheduled monthly meetings at a predetermined location and time as agreed by the Board of Directors. Any board member absent four- (4) or more meetings, or any board member who is unable to fulfill his/her obligation to the board due to ill health, relocation of residence, etc., shall be replaced by a member of the reserve list of alternate board members as described in Article VIII, Section 5B.

B. Management – The Board of Directors shall manage the affairs of the association.

C. Representation – The Board of Directors shall present, and represent the views of its constituents and general membership.

D. Voting – The Board of Directors shall vote, on behalf of its membership, on all issues brought before that

board and each member shall have one (1) vote on all issues.

- E. Elect Officers – The Board of Directors shall elect its own officers in accordance with Article X.
- F. Information – The Board of Directors as a whole, shall inform its general membership of its activities, policies, issues, and votes, as it pertains to the general membership.
- G. Perform Assigned Duties – Each board member shall perform to the best of his/her ability, the directorship/task as determined and assigned to the person by the President or the Board of Directors. Any board member not performing his/her assigned duties may be asked for his/her resignation by the President, or the Board of Directors.

Section 4. Assignments – Shall include, but are not limited to the following positions:

- A. Divisional Directors (IP, Mite, Squirt, PeeWee)
- B. House/Travel Directors (Bantam, Midget, Travel)
- C. Equipment Director
- D. Standing Committee Members
- E. Executive Committee

Section 5. Compensation – Board members shall receive one (1) free membership registration to be applied to the year(s) served as a board member. Any board member who is unable to fulfill his/her obligation to the board shall be pro-rated for the membership registration fee, based on time served as a board member.

ARTICLE VIII ELECTION PROCESS – Board of Directors

Section 1. Location – The election process shall take place at the annual General Membership meeting. Voting shall be in ballot form only.

Section 2. Nomination – The following must exist for a valid nomination:

- A. The person making the nomination must be a member as described in Article VI.
- B. The nomination must be seconded at the General Membership meeting.
- C. The nomination may be made in person at the General Membership meeting or in written form. Written nominations will be accepted from the general membership until February 15 of each year and will be included on a prepared ballot at the General Membership meeting.

Section 3. Acceptance – The following must exist for a valid acceptance of nominations:

- A. The nominee must be a member as described in Article VI.

- B. The acceptance must be made at the General Membership meeting in person, or in writing, by the nominee, in order to be accepted.
- C. The nominee must meet the eligibility requirements as described in Article VII, Section 2A.

Section 4.

Method of elections – The following must exist for election:

- A. Valid nominations and acceptances will be received.
- B. Nominations will be closed.
- C. Voting by the General Membership to elect the Board of Directors.
- D. Ballots cast shall be counted by the Election Committee as described in Article XII, Section 1E.

Section 5.

Results of elections – The following shall be the method of determining election to the Board of Directors:

- A. The eight- (8) nominees receiving the highest vote counts will be elected to the Board of Directors for a two- (2) year term.
- B. The five- (5) nominees receiving the most votes in total count, after the eight- (8) elected board members above shall be placed on a reserve list. The reserve list shall be compiled in order of highest vote receiver not elected to the board of directors, to the lowest vote receiver at the General Membership meeting. In the event that a vacancy arises, the vacant board position shall be offered to the first person on the reserve list. The vacant position shall be offered to each person on the five- (5) member reserve list until that position is filled. The offering shall be made to each of the members in descending order on the list. If all options on the reserve list have been exhausted, the President shall select a person to fill the vacancy. The Board of Directors shall approve the selection of the President by a simple majority. The vacated position, once filled, shall be served until the expiration of that two- (2) year term.
- C. In the event of a tie in votes exists for the eighth position on the board, the board shall accept those members involved in that tie as directors. Each of these members shall serve a two- (2) year term. If one of these vacates his/her position at any time, the position shall not be filled, and the duties and responsibilities shall be assigned to remaining board members.

ARTICLE IX

OFFICERS – The officers of the association shall be the President, Vice-President, Treasurer, Recording Secretary, and the immediate Past President.

- Section 1. Criteria –
- A. Officers elected must have a minimum of one- (1) full year experience as a board member in good standing.
 - B. Officers elected must be residents of the City of Livonia as defined by the City of Livonia Parks and Recreation Commission.

- Section 2. Duties –
- A. President – The President shall:
 - Preside at all meetings of the Board of Directors.
 - Preside at the General Membership meeting.
 - Have the privilege to call special board meetings and General Membership meetings with proper notice.
 - Enforce rules of the association, its board and its General Membership.
 - Enforce on all occasions the observance of order and decorum among members at all times.
 - Serve ex-officio as a member of all committees.
 - Designate the chairman of each committee.
 - Along with the Secretary and Vice-President, have signing authority of the general funds of the association.
 - Determine and assign board duties and directorships.
 - Appoint or terminate non-board compensated positions with simple majority approval of the Executive Committee.
 - B. Vice President – The Vice-President shall:
 - In the absence of the President, or in the event of the President’s inability or refusal to act in accordance with the By-laws and the Constitution, shall so act and perform the duties of the President as described above.
 - Along with the President and the Secretary, have signing authority of the general funds of the association.
 - When called upon as acting President, have all the privileges and restrictions as attached to the office of President of the association.
 - Perform other such duties as from time to time are directed to him by the President or the Board of Directors.
 - C. Treasurer – The Treasurer shall:
 - Keep accurate accounting of the association’s fund received and expended.

- Present an accurate financial statement at all meetings of the Board of Directors and General Membership meetings.
- D. Recording Secretary – The Recording Secretary shall:
- Keep an accurate recording of the minutes of all board meetings
 - Keep an accurate recording of the minutes of all executive meeting of the executive Board of Directors.
 - Keep an accurate recording of the General Membership meeting, including all motions, valid nominations, elections and vote counts of that meeting.
 - Along with the President and Vice President have signing authority of the general funds of the association.
 - Perform the duties as assigned by the President or Board of Directors.
- E. Immediate Past President – The Immediate Past President shall:
- Act in an advisory capacity to the President and the Board of Directors, in addition to his regular duties as assigned by the President or those requested by the board.

ARTICLE X THE ELECTION PROCESS – Officers of the Association

- Section 1. Location – The election process shall take place at the conclusion of the General Membership meeting, or at a time and place agreed upon by a simple majority of the board members present.
- Section 2. Nominations – The nomination for officer must be made by a member of the Board of Directors. The nominations must be seconded.
- Section 3. Acceptance – Acceptance can only be made in person by those board members who meet Article IX, Section 1.
- Section 4. Voting – All members of the board of directors must be present at the election of officers. The voting shall be in ballot form only and shall be counted by one member of the existing board. Simple majority vote shall determine the officers of the association. Election of officers shall take place annually. The board shall elect its own officers.

ARTICLE XI MEETINGS

- Section 1. Board of Directors Meetings – The board shall designate yearly, an assigned location and time for all regularly scheduled meetings. It shall post notice to its membership on the L.H.A. bulletin board, at least two weeks prior to all scheduled meetings. The notice shall include the location, time and date of the meeting, as well as the proposed agenda items for that meeting. Board meetings may, at the discretion of the board or President, be closed sessions, (board members only). Special board meetings may be held, on not less than twenty four- (24) hour notice to the Board of Directors. Notice of request for a special board meeting may be given to the President or any three- (3) board members. The notice shall be given in writing to the Recording Secretary. The President shall decide at such time and place the board shall meet. Special board meetings of each newly elected Board of Directors may be held without notice to the general membership, immediately following the annual General Membership meeting at which the board has been elected.
- Section 2. General Membership Meeting – The General Membership meeting shall be annual in nature and shall be held prior to April 1 of each year. The meeting shall be open to the general membership. A minimum five- (5) week’s notice shall be given to the membership and notice shall be posted on the L.H.A. bulletin board.
- Section 3. Committee – Executive officers and general committees can meet without notice to the General Membership.

ARTICLE XII COMMITTEES

- Section 1. Standing Committees – The Board of Directors shall maintain the following committees yearly:
 - A. Grievance Committee
 - Definition – A committee consisting of three- (3) board members. The committee shall include the President and two- (2) board members selected by the President and approved by the Board of Directors.
 - Duties – This committee will act as a result of a breach of acceptable conduct as defined in the association By-laws by any member or player of the association. The grievance shall be submitted to the committee in writing, along with a \$50.00 check within forty eight- (48) hours of said alleged breach. The \$50.00 fee will be refunded if the grievance is upheld. This

committee shall act on the grievance with-in five- (5) days of the submission date, and shall report at the next scheduled board meeting, the nature of the grievance, and report the results of its decision. This committee shall be empowered to take such disciplinary actions as it deems fair and just. Any decisions made by this committee may be appealed to the Board of Directors by the party affected by its decision. The decision of the committee may be altered to reverse by a 2/3-majority vote of the board members present at the time of the appeal.

B. Constitution Committee –

Definition – A committee consisting of three- (3) board members appointed by the President and approved by the Board of Directors. They shall review and make recommendations collectively to the General Membership for changes, deletions or modifications of the current constitution.

Duties – This committee shall be required to post notice on the L.H.A. bulletin board for a call of proposed amendments to the constitution. They shall post a notice for a call of proposed constitutional amendments within the first calendar week of each December, and shall leave it posted until January 1 of the next year. Proposed amendments shall only be made by members of the association in good standing, and must be made in writing and presented to the chairman of the committee or the President. All proposed amendments must be received by February 1 of the same year. The committee shall prepare a resume of all proposed amendments and shall post the proposed amendments on the association bulletin board for review and consideration by the General Membership on or prior to February 15 of that same year, and shall leave posted until the General Membership meeting. Proposed amendments shall be distributed to the General Membership by February 15 of that same year.

C. By-laws Committee –

Definition – A committee consisting of directors, in an amount to be determined yearly, selected by the President and approved by the Board of Directors. This committee shall review and make recommendations to the Board of Directors of any changes, modifications or additions in the association By-laws.

Duties – This committee shall be required to meet in whole prior to the June board meeting. It shall review the association's By-laws and make recommendations to the board for changes in that document at the June meeting. The changes shall become effective at the July board meeting upon approval of the Board of Directors.

D. Election Committee

Definition – A committee comprised of two- (2) board members and two- (2) non-board member volunteers selected at random by the President and approved by the General Membership at the General Membership meeting.

Duties – This committee shall be responsible for the counting, recording, and announcing the results of the elections for Board of Directors at the annual General Membership meeting.

E. Executive Committee

Definition – A committee chaired by the President and comprised of the officers of the Association plus up to three (3) members appointed by the President and approved by a simple majority of the Board of Directors.

Duties – To oversee the management of the ice arenas. To formulate and present an annual operating budget for the arena for approval by a simple majority of the Board of Directors. To formulate and maintain operations and policy manual for the arenas and its employees. To select and hire a general manager, responsible for the day-to-day implementation of the operations and policy manual. To meet regularly with the general manager to assure orderly and efficient operations. To authorize non-budget capital expenditures not to exceed

\$5,000.00 without prior approval of the Board of Directors.

Section 2. Special Committee – The President at times may appoint members of the Board of Directors and/or General Membership for special projects. Members of special committees shall be approved by the Board of Directors.

ARTICLE XIII QUORUM

Section 1. Board Meetings – A simple majority of members of the board shall form a quorum at any meeting called.

Section 2. General Membership Meetings – Ten- (10) non-board members present at a General Membership meeting, properly called, form a quorum.

ARTICLE XIV FINANCIAL ACCOUNTABILITY

There shall be present at the General Membership meeting a statement of income and expenditures.

ARTICLE XV CONSTITUTIONAL AMENDMENTS

Proposed amendments to the Constitution shall be made in accordance with Article XII, Section 1 B. Proposed amendments shall be voted on at the General Membership meeting and shall become policy upon simple majority vote of the qualified member at the meeting.

ARTICLE XVI FISCAL YEAR

The fiscal year shall end on the last day of June unless otherwise approved by the Board of Directors.

ARTICLE XVII MAILING LISTS

No mailing list of any type may be given to any individual or group; this includes the names of participating players and their parents, board members, coaches, managers, referees, scorers, and timekeepers without the unanimous consent of board of directors. No member of the association, who comes into possession of said list, shall

use them for reasons other than minor hockey purposes. Individual team rosters prepared for the convenience of team members and their families in arranging transportation and communicating team business shall and will be exempt.

ARTICLE XVIII CONSTITUTIONAL CLARIFICATION

Issues arising, which cannot be resolved in this document, are deferred for resolution to the governing texts of M.A.H.A., USA Hockey, and Robert's Rules of Order, respectively.