

CAPE FEAR YOUTH HOCKEY ASSOCIATION

BYLAWS

Amended: September, 2023

Introduction

This document, upon adoption by the members and signatures of the Executive Committee, will govern the operation and administration of Cape Fear Youth Hockey Association and all associated programs.

Article 1: Name and Offices

1. The organization constituted herein shall be known as Cape Fear Youth Hockey Association, hereinafter referred to as CFYHA.
2. All teams competing under the administration of CFYHA will compete under the name "Cape Fear Warriors".
3. The principle office for transaction of business for CFYHA shall be in the state of North Carolina, at such place or places as may be designated by the Board of Directors from time to time. Unless otherwise indicated, the principal office will be the home address of either the President or the Secretary of CFYHA.
4. CFYHA will maintain a P.O. Box for the purpose of sending and receiving official correspondence on behalf of the association. The P.O. Box address for CFYHA is: P.O. Box 73024 Fort Liberty, NC 28307.

Article 2: Purpose

1. The purpose for which CFYHA has been organized includes the following:

- a. To provide the youth of the Sandhills Region of North Carolina and outlying areas with a variety of both recreational and competitive hockey programs.
- b. To develop hockey skills in all registered participants, by mandated adherence to the guidelines set forth by USA Hockey, Carolina Amateur Hockey Association (CAHA), and the American Development Model (ADM).
- c. To provide for the conduct of competitive youth hockey between CFYHA teams and other member associations of the Carolinas Hockey League (CHL), CAHA, and other affiliates of USA Hockey through participation in league, exhibition, and tournament play.
- d. To provide a developmental program, in which new players can be introduced to the game of hockey and learn the basic skills necessary to progress through their desired levels of competition.
- e. To foster character development of CFYHA players by enforcing high standards of sportsmanship, teamwork, fair play, responsibility, and respect.
- f. To build and maintain mutually beneficial relationships with other youth hockey associations, professional hockey teams, and other youth sports organizations throughout the CAHA geographical region.
- g. To conduct community outreach to educate the public on the programs, goals, and functions of CFYHA, as well as to encourage increased involvement in youth hockey in the area and grow the game through positive interactions with the public.
- h. To provide opportunities for all youth hockey players to develop their individual skills to their maximum potential and ensure that they are provided every opportunity possible to compete at their desired level of play.

Article 3: Organization and Status

- 1. The primary function of CFYHA is the commitment to organize and conduct a complete program of recreational and competitive hockey for eligible youth participants.
- 2. CFYHA is a tax exempt organization, organized exclusively for civic and educational purposes as permitted under the provisions of Section 501 (c)(3) of the Internal Revenue Code.

3. CFYHA does not contemplate pecuniary gain or profit to any member thereof and is organized solely for nonprofit purposes.
4. No part of any net earnings of CFYHA shall inure to the benefit of any Member, Director, Officer, Volunteer, or any individual, except that the association shall be authorized and empowered to pay reasonable compensation for services rendered by the aforementioned and to pay principal and interest at a reasonable rate not exceeding current market rates on funds loaned or advanced by a Director or Officer of the association.
5. CFYHA shall issue no stock, nor pay dividends of any sort.

Article 4: Authority

1. CFYHA is established at Fort Bragg, North Carolina as a Type 3 Private Organization with the consent of the Installation Commander or his delegate under the provisions of Department of Defense Instruction 1000.15 (24 October 2008) and Army Regulation 210-22 (22 October 2001), Private Organizations on Department of the Army Installations, contingent on the following requirements and conditions:
 - a. That the programs and activities conducted do not prejudice or discredit the military services or other agencies of the United States Government.
 - b. CFYHA will not seek to deprive individuals of their civil rights.
 - c. That the activities will not be conducted in the name of an Installation or Association of the Army establishment.
 - d. That neither an appropriated fund activity or a non-appropriated fund activity will assert any claim to the assets of CFYHA, nor incur or assume any obligation of any private organization, except as may arise out of contractual relationships.
 - e. That CFYHA will not engage in activities which conflict with the authorized activities of non-appropriated fund instrumentalities as defined in DODI 1000.15, AR 210-22, and AR 210-7. CFYHA will neither propagate activities nor advocate violence against others or the violent overthrow of the United States Government.
 - f. That the nature, function, and objectives of CFYHA, together with provisions for proper disposition of residual assets and liabilities upon dissolution, will be established in the bylaws.

- g. That CFYHA will be self-sustaining and receive no support, assistance, or facilities from the Army or from non-appropriated fund instrumentalities defined in DODI 1000.15.
 - h. CFYHA will reimburse the Army for utility expenses, if any are incurred, unless the utility use is incidental.
 - i. That the Installation Commander or his delegate has authority to enforce compliance by CFYHA with the conditions enumerated herein, to inquire into the activities, and to withdraw his consent for the existence of CFYHA on the installation at any time.
 - j. That CFYHA is not established to provide morale, welfare, and recreational services essential to the operation of the Army.
2. All members understand that, to the extent allowed by law, they will not be personally liable if the assets of the organization are insufficient to discharge the organization's liabilities in the event of bankruptcy, insolvency, or dissolution. Debts and liabilities of the organization are intended to be solely those of the organization and not the organization's members. The organization agrees to abide by any State or jurisdictional minimum capitalization requirements and certifies that all State and jurisdictional laws are met.

Article 5: CAHA and USA Hockey Preeminence

1. CFYHA, a Member Association of CAHA, shall abide by and act in accord with the Bylaws, Policies, Rules and Regulations, Playing Rules, and decisions of the Board of Directors of both CAHA and USA Hockey, and such documents and decisions shall take precedence over and supersede all similar governing documents and/or decisions of CFYHA.
2. Nothing contained herein, however, shall be construed to delegate the duties or responsibilities of CFYHA's Directors or Officers to CAHA or USA Hockey, nor shall this provision be construed to prevent CFYHA's Board of Directors from implementing rules, policies, and procedures which may be more stringent than those of CAHA and USA Hockey, providing such rules, policies, and procedures do not conflict with those of CAHA or USA Hockey.

Article 6: Indemnification

1. No Director or Officer of CFYHA shall be liable, responsible, or accountable in damages or otherwise to the association or to any member thereof for any liability or loss relating to the performance or non-performance of any act concerning the business of CFYHA, provided that such member was acting in good faith and within the scope of his/her authority.
2. CFYHA shall indemnify and hold harmless each member of the Board of Directors against any liability, loss, or threat of liability or loss, including legal fees, as a result of any claim or legal proceeding relating to the performance or non-performance of any act concerning the business of CFYHA, provided that such member was acting in good faith and within the scope of his/her authority.
3. CFYHA and its members, jointly and severally, hereby release each member of the Board of Directors from any liability or loss to the association or its members under the conditions stated in this Article.

Article 7: Membership and Dues

1. Member definition: Person(s) registered with CFYHA for the purposes of playing, coaching, managing, and/or administering the hockey programs conducted by CFYHA. (Registered players or their guardians, coaches, team managers, elected Directors and Officers)
2. Membership roster will be created, continually updated, and maintained by the Association Registrar and Secretary.
3. For voting purposes, the parent(s) or guardian(s) of minor registered players will be considered voting members.
4. There shall be no restriction by geographical location of residence to be a registered member of CFYHA.
5. Membership in CFYHA shall not be contingent on military affiliation.

6. Membership in CFYHA shall be open to all personnel regardless of race, color, gender, religion, creed, national origin, sexual orientation, or any other legally protected status.
7. Annual membership dues shall be established by the CFYHA Board of Directors and will be paid in the form of program registration fees for each participant's respective hockey program.
8. Registration fees will be reviewed annually by the Board of Directors and may be adjusted based on projected player registrations, changes in hockey programming, and changes in operating expenses.
9. Members that have outstanding dues owed to the association will not be allowed to participate in hockey programs, CFYHA events, attend membership meetings, or vote in elections until said monies are current.
10. Membership may be denied for the following reasons:
 - a. Outstanding financial obligation to CFYHA or another association if participant is transferring from another organization.
 - b. Proper documentation for participation is not provided.
 - c. Previous suspensions have not been served.
 - d. Other matters brought to the attention of the Board of Directors that are inconsistent with the principles and values of the association.
11. Denial of membership will require a 2/3 majority vote of the Board of Directors.

Article 8: Board of Directors

1. The CFYHA Board of Directors shall administer and manage the overall activities of the association.

2. The Board of Directors will be comprised of voting members who shall be elected by the membership and non-voting members, appointed by the elected members.
3. The following members of the Board of Directors, referred to as the Executive Committee, shall be elected by the membership and possess voting rights on all matters brought before the board:
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
 - e. Travel Hockey Director
 - f. Recreational Hockey Director
4. The following members of the Board of Directors shall be appointed by the Executive Committee by majority vote. They will serve in an advisory role and will not possess voting rights on board matters.
 - a. Director of Hockey Operations
 - b. Coaching Director
 - c. Association Registrar
 - d. Scheduler
 - e. Webmaster/Social Media Manager
 - f. Marketing Advisor
5. The Executive Committee reserves the right to appoint other advisors to the Board of Directors on an as-needed basis (e.g. Equipment Manager, Special Event Coordinator, Volunteer Coordinator). These positions may be short-term, for specific purposes or for the duration of a season. Any additional advisors will be confirmed by majority vote of the Executive Committee and will not possess voting rights on board matters. If a newly created appointed position will be an enduring role from one season to the next, that position will be reconfirmed by vote immediately following the next annual election.

Article 9: Duties of the Board of Directors

1. The duties of the President include:

- a. Preside over the board to ensure the association operates in an effort to achieve its mission and goals.
- b. Call the date, time, and location of all meetings and set agendas.
- c. Preside over and be responsible for the proper conduct of all meetings of the Board of Directors and the general membership.
- d. Oversee the affairs of all elements of the association including, but not limited to: fundraising, negotiating contracts, financial health, strategic planning, and goal setting.
- e. Work closely with the Treasurer and financial committee to develop and establish an annual budget, and subsequently aid with the monitoring of expenses and revenues.
- f. Appoint committee chairs and leadership positions with approval by vote of the Executive Committee.
- g. Monitor committees and board leadership on their initiatives.
- h. Maintain focus on, and an understanding of, the growth of the association.
- i. Support the implementation of age-appropriate programming and the American Development Model (ADM).
- j. Act as an association representative at the District and Affiliate level.
- k. Delegate other duties as necessary within the scope of the association's bylaws.
- l. Act as the chief spokesperson for CFYHA.
- m. The president may not hold the positions of Travel Team Head Coach or Manager, Rec Team Head Coach, chairperson of any committee.
- n. The president may serve no longer than two consecutive terms or three terms total.

2. The duties of the Vice President include:

- a. To assist the President in the general administration of the association and its functions and programs.

- b. Preside over any meeting of the Board of Directors or general membership at which the President is absent.
- c. Lead and/or attend committee meetings as needed.
- d. Plan, develop, and enforce club policies and bylaws.
- e. Ensure the organization is meeting its goals.
- f. Identify candidates to serve in leadership roles.
- g. Oversee volunteer recruitment and retention.
- h. Act as an association representative at the District and Affiliate level.
- i. Support the implementation of age-appropriate programming and the American Development Model (ADM).
- j. Aids all board members and committees with their tasks.
- k. Assist with communication to the association's general membership.
- l. Chair the Disciplinary/Dispute Resolution Committee and hear all matters of dispute or protest.

3. The duties of the Secretary include:

- a. Maintain the administrative process of the association.
- b. Maintain all appropriate records and reports for the association.
- c. Act as main point of contact between association membership and the Board of Directors.
- d. Act as main point of contact for outside communications as required.
- e. Provide timely notice of all meetings of the Board of Directors and the general membership.
- f. Distribute board meetings agenda and previous meeting minutes no less than seven days prior to the board meeting.
- g. Keep minutes at all board meetings and other meetings as needed.
- h. Publish meeting minutes to the Board of Directors and post on the association webpage.
- i. Ensure up-to-date by-laws and policies are distributed to the Board of Directors.
- j. Ensure all appropriate paperwork is filed with Fort Bragg Morale, Welfare, and Recreation (MWR) and Cleland Ice Rink.

- k. Ensure that adequate insurance is obtained as protection against public liability claims, property damage claims, or legal action arising from the associations activities. Additionally, Secretary will ensure that insurance documentation is properly filed with CAHA and USA Hockey when required.
- l. Prepare and distribute ballots for all elections, written or electronic.
- m. Oversee the counting of votes with the assistance of not less than two volunteer members of the general membership.
- n. Perform other duties assigned by the President or member of the board.

4. The duties of the Treasurer include:

- a. Serve as the principal financial and accounting officer for the association.
- b. Responsible for keeping financial records, managing bank accounts and accounts payable and receivable.
- c. Ensure proper paperwork is filed with the IRS and state.
 - i. Taxpayer ID (Employer Identification Number)
 - ii. 501c(3) tax exempt status
 - iii. IRS 990
 - iv. Incorporation (when necessary)
 - v. 1099 & W2
- d. File bi-annual audit report with MWR. This requirement is in conjunction with the election of a new or re-elected Treasurer. Audit may be conducted by an external auditor or by an audit committee comprised of no less than three members of the association.
- e. Work with board to establish and implement an annual budget.
- f. Track incoming revenue and outgoing expenses associated with the operations of the association against the established budget.
- g. Advise the board on the determination of appropriate registration fees for each hockey program.
- h. Provide documented and verbal reports to the full board regarding the association's financial status.
- i. Ensure that the external reporting to donors, association members and local regulators are completed on a timely basis.

- j. Work with the board to develop bylaws and policies that match the needs for fiscal operations.
- k. Serve as the primary contact with a professional financial advisor and/or advisors in regards to tax preparation, audits and investments.
- l. Present a written financial report at every general membership meeting as well as every meeting of the Board of Directors.
- m. Present an annual audit report to the membership at the fall general membership meeting.
- n. Prepare an itemized list of all monthly expenditures and provide to the Executive Committee.

5. The duties of the Travel Hockey Director include:

- a. Serve as the primary representative to the Board of Directors for travel team players and families.
- b. Oversee travel team tryouts and nominate the assessment team of coaches for approval by vote of the Executive Committee.
- c. Coordinate travel team tryout process and clearly define the selection process.
- d. Implement the on and off ice developmental guidelines and training priorities of the American Development Model (ADM) at each age and skill level.
- e. Periodically attend and evaluate skills sessions, practices and games for all travel teams.
- f. Regularly communicate with parents on the development plan being implemented.
- g. Serve as a member of the Hockey Operations Committee.
- h. Report to the board on the needs of the travel teams (e.g. equipment, training aids, facility needs).
- i. Coordinate recruiting efforts for growing the player population and increasing skill level on CFYHA travel teams.
- j. Work with CFYHA Registrar to ensure accurate rostering of players and coaches.
- k. Work with Coaching Director to determine candidates for coaching positions on each travel team.

6. The duties of the Recreational Hockey Director include:

- a. Serve as the primary representative to the Board of Directors for recreational team and developmental program players and families.
- b. Oversee recreational team assessment and placement and assessment of all players in developmental programs.
- c. Implement the age-appropriate training guidelines of the ADM in all recreational and developmental programs.
- d. Periodically attend and evaluate skills sessions, practices and games.
- e. Regularly communicate with parents on the development plan being implemented.
- f. Periodically update parents on the growth of their player in respect to progressing toward travel hockey.
- g. Serve as a member of the Hockey Operations Committee.
- h. Report to the board on the needs of the recreational and developmental programs (e.g. equipment, training aids, facility needs).
- i. Coordinate recruiting efforts for growing the player population, primarily focusing on young players and new-to-hockey players in the older age groups.
- j. Coordinate the on-ice activities for growth/recruiting focused events such as Try Hockey for Free.
- k. Work with Coaching Director to determine coaching staff for recreational teams and ensure coaching coverage for all developmental events.
- l. Work with CFYHA Registrar to ensure accurate rostering of players and coaches.

7. The duties of the Director of Hockey Operations include:

- a. Serve as co-chair of the Hockey Operations Committee.
- b. Primarily responsible for ensuring that the on-ice programs are of the best possible quality.
- c. Work with the Travel and Recreational Hockey Directors to determine the on-ice needs of the programs and lead the development of programs.
- d. Ensure the implementation of the on and off ice developmental guidelines and training priorities of the American Development Model (ADM) at each age and skill level.

- e. Facilitate regular meetings of the Hockey Operations Committee to assess program success and develop improvements throughout the season.
- f. Advise the board on the needs of the hockey programs in order to make continuous improvement throughout each season.
- g. Develop the season and practice schedules by implementing the guidelines of the ADM and present to the board for approval.
- h. Collaborate with association Scheduler to secure appropriate ice times for all hockey programs.
- i. Primary point of contact for coordination of outside instructors, coaches, and other resources.
- j. Periodically attend and evaluate skills sessions, practices and games for all hockey programs.
- k. Develop player retention and recruiting efforts in conjunction with Hockey Coordinators.
- l. Prepare player projections, along with Registrar, to facilitate preparation for each season.

8. The duties of the Coaching Director include:

- a. Serve as co-chair of the Hockey Operations Committee.
- b. Serve as the primary representative to the Board of Directors for all CFYHA coaches.
- c. Oversee coaching selections for all teams and programs and present coaching candidates to Executive Committee for approval vote.
- d. Ensure that coaches are adhering to the guiding principles in the ADM and implementing into all practices.
- e. Ensure coaching coverage for all regularly scheduled and supplemental CFYHA events.
- f. Maintain accurate roster of all CFYHA coaches to include contact information and status of all USA Hockey and CAHA coaching certification requirements.
- g. Research and present tools, resources, and supplemental education to coaches.
- h. Ensure all coaches are aware of coaching certification requirements and provide updates on Coaching Education Program (CEP) schedule.

- i. Communicate regularly with the Association Registrar to ensure that documentation is turned in and all coaches remain in good standing within the USA Hockey portal.
- j. Assist in the resolution of disputes or other issues between coaches and parents.
- k. Assist in the development of player recruitment strategies and communicate those strategies to coaching staff for execution.
- l. Observe and evaluate practices on a regular basis.
- m. Continuously evaluate coaches and provide feedback for areas of improvement.
- n. Facilitate periodic meetings of all coaches.

9. The duties of Association Registrar include:

- a. Responsible for the management of the association's online USA Hockey Registry.
- b. Create and maintain an active membership list within USA Hockey's online Registry.
- c. Create and manage team rosters within USA Hockey's online Registry; including the management of compulsory documentation for participants, coaches and volunteers.
- d. Ensure that rosters meet Affiliate, District and USA Hockey registration and composition requirements.
- e. Ensure that all members and the association adhere to all requirements of the Affiliate, District and USA Hockey.
- f. Maintain records of all eligibility documents, including date of birth and citizenship verification, player commitment forms, creating and updating rosters, monitoring SafeSport training, coaching education program (CEP) training, and screening.

10. The duties of Scheduler include:

- a. Primary duty is the scheduling of ice time for all CFYHA practices, games, and other events requiring the rental of ice.
- b. Schedule all USA Hockey Officials for sanctioned events.
- c. Be the primary custodian of the association calendar, as it relates to any events involving the rental of ice.

- d. Work closely with rink manager and stay informed of available ice times.
- e. Be the primary point of contact for teams wishing to schedule games with CFYHA teams.
- f. Keep head coaches and team manager informed of teams wishing to schedule games, available ice for scheduling home games, available tournaments, and other opportunities for competition.
- g. Assist the Hockey Operations Committee in developing the practice schedule for each season and maximizing the use of scheduled ice times.
- h. Work with the Treasurer to ensure the monthly reconciliation of ice rental invoices.
- i. Represent CFYHA in all league scheduling meetings.

11. The duties of Webmaster/Social Media Manager include:

- a. Manage, update, and maintain the association's public webpage, www.capefearhockey.com.
- b. Manage all CFYHA social media accounts and focus on the posting of entertaining, engaging, and relevant content.
- c. Designate, with approval from the Executive Committee, individuals to be granted editing rights to social media accounts.
- d. Publish all important updates to the association on the website and all appropriate social media accounts.
- e. Collaborate with the Board of Directors and Marketing Advisor to develop appropriate and effective social media marketing.
- f. Request funds for social media campaigns from the Executive Committee and present how funds will be used.

12. The duties of the Marketing Advisor include:

- a. Advise the Board of Directors on effective advertising techniques.
- b. Prepare annual marketing strategy and present to the Board of Directors at the September board meeting for discussion and approval by the Executive Committee.
- c. Prepare cost analysis of proposed marketing campaigns.
- d. Report return on investment to the board for all targeted marketing.
- e. Research new methods of distribution of CFYHA advertising.

- f. Work with local communities to maximize exposure to the public.
- g. Facilitate the distribution of marketing materials through area schools, recreation centers, and other civic organizations.
- h. Produce marketing products for print and digital distribution.

Article 10: Election of the Board of Directors

1. Individuals elected by majority vote of the membership to the CFYHA Board of Directors, shall be elected for a term of two years.
2. Elections will be offset with the positions of President, Secretary, and Recreational Hockey Director being elected in even numbered years and Vice President, Treasurer, and Travel Hockey Director being elected in odd numbered years.
3. Voting eligibility: All registered members, as confirmed by the official membership list, prepared by the Secretary and Registrar are eligible to vote.
 - a. One vote is authorized for each registered player regardless of which program they are registered in (i.e. One player on travel team and one player on rec team equals two votes).
 - b. One vote is authorized for each rostered coach.
 - c. One vote is authorized for each member of the Board of Directors.
 - d. Any member of the Board of Directors or coaching staff, who is also a parent of a registered player, shall only be entitled to one vote.
4. Election of the Board of Directors will take place in conjunction with the annual Spring Membership Meeting.
5. Elections will be conducted by written ballot or show of hands at the Spring Membership Meeting or through the use of an online voting platform prior to the meeting.
6. The preferred method of conducting elections will be by online voting platform.

7. Election format, timeline, and voting method will be determined by the board and announced to the association no less than 30 days prior to the Spring Membership Meeting.
8. Names of candidates and their resumes will be published by the Secretary to the membership no less than 10 days prior to the election.
9. All elections will be coordinated by the Secretary and the counting of votes will be certified by not less than two impartial members of the association.
10. If in-person voting will take place at the membership meeting, written or electronic absentee ballots will be authorized, provided the ballot reaches the Secretary prior to the meeting.
11. Nominations: All adult members of the association are eligible to be nominated for positions on the Board of Directors.
 - a. Nominations can be made by self or by any other adult member of CFYHA.
 - b. If nominating someone other than self, nomination must include a signed letter of acceptance from the nominee.
 - c. The Secretary will call for and resumes must be submitted no less than 15 days prior to each election.
 - d. If nominating self, submission of resume will serve as nomination.
12. Appointed Positions: The purpose of appointed positions is to allow the Board of Directors to leverage the individual talents of the membership to advise the board on specific subject areas or accomplish specific tasks for the association.
 - a. Members being considered for these positions will be nominated by a member of the Board of Directors in accordance with the same timeline as the general election.
 - b. Members wishing to be considered will inform the board upon notification of the annual election.
 - c. Nominees for appointed positions will be confirmed by vote of the Executive Committee at the first meeting of the Board of directors following the election.

- d. Nominees must be confirmed by majority vote of the Executive Committee.
 - e. Positions will be appointed using the following offset: Director of Hockey Operations, Association Registrar, and Marketing Advisor in even numbered years. Coaching Director, Scheduler, and Webmaster in odd numbered years.
13. Removals, Resignations, Vacancies: In rare circumstances, the removal of personnel from positions of leadership in CFYHA may become necessary or members may choose to resign their positions.
- a. Members of the Executive Committee may be removed by vote of no confidence.
 - i. Requests for votes of no confidence will be filed, in writing, to the Disciplinary/Dispute Resolution Committee with substantiating documentation to allow the committee to determine if the action will be seen before a hearing.
 - ii. Substantiating documentation can be evidence of misconduct, statements from membership, petition, or any other documents that the filer feels are useful in making a determination.
 - iii. A vote of no confidence for removal of any CFYHA elected official will not be granted without a hearing before the Disciplinary/Dispute Resolution Committee.
 - iv. Votes of no confidence will be open to all voting members of the association using the same criteria as elections.
 - v. At least 2/3 of the eligible votes in the association must be received in order to constitute a valid vote.
 - vi. A 2/3 majority of the votes received will be required for removal.
 - b. Appointed members of the board may be removed by a vote of the Executive Committee at a regular or special meeting of the Board of Directors.
 - i. Any member being considered for removal will be notified, in writing, of the proposed action no less than 72 hours prior to the meeting.
 - ii. The proposed action will be brought before the Board of Directors for discussion and the member to be removed will have the opportunity to address the board prior to the vote.
 - iii. A 2/3 majority vote will be required for removal.

- c. Any member, elected or appointed, of the Board of Directors may resign at any time by delivering written notification to the Executive Committee or any member thereof.
 - i. Unless otherwise specified in the written notification, the resignation will become effective upon delivery.
 - ii. If a resignation is made effective at a later date, a special election or appointment process will be conducted but the position will not be transitioned until the vacancy occurs.
- d. In the event a vacancy occurs due to death, removal, or resignation, a special election or appointment process will be conducted in accordance with the timeline established in this Article to fill the vacancy.
- e. When an elected or appointed board member vacates an office, they shall turn over to the President, all records, books, association property, or other material in their possession within three days. They shall return to the Treasurer all association funds, credit cards, checks, or any other materials pertaining to the finances of the association within three days.
- f. Within three days of vacating an office, all passwords to CFYHA accounts will be reset by the appropriate account manager. This includes email, social media, banking, etc.

Article 11: Meetings

- 1. CFYHA will hold two scheduled General Membership meetings per year.
 - a. The fall meeting will open the hockey season and will be held in September.
 - b. The spring meeting will close the hockey season and will be held in March.
 - c. Dates of the membership meetings will be determined by the Board of Directors and will be published no less than 45 days in advance. Changes to meeting dates require five days notice to the membership.
 - d. Special meetings of the membership can be called by the President, a majority of the Executive Committee, or by a majority of the membership, as provided to the President by signed petition.
 - e. Special meetings will be announced to the membership with no less than five days notice.

- f. To encourage active participation by maximum members, the number of members appearing at a membership meeting shall constitute a quorum for the transaction of business.
 - g. Elections will be held in conjunction with the spring membership meeting.
 - h. Membership voting by mail-in ballot or electronic means shall be permitted for the purposes of elections and amendments to the bylaws.
 - i. Voting shall be conducted in accordance with the procedures set forth in Article 10.
 - j. In the event that amendments to the bylaws are presented for vote, they will be added to the same ballot as the candidates for elections. In the event amendments are proposed independent of an election, they will appear on a ballot of their own.
 - k. All items presented for membership vote will follow the same timelines as elections as described in Article 10.
 - l. The Secretary shall distribute the meeting agenda and the minutes from the previous meeting by email, no less than seven days prior to the meeting.
2. The CFYHA Board of Directors will meet bi-monthly throughout the year in the months of January, March, May, July, September, and November.
- a. Special meetings of the board may be called on an as-needed basis for the purpose of handling specific business that cannot be accomplished by email or teleconference. Five days notice is required to call a special meeting.
 - b. The date and time of all meetings of the Board of Directors will be announced to the membership no less than five days prior to the meeting.
 - c. A majority of the Executive Committee being present shall constitute a quorum for the transaction of business.
 - d. Board members dialing in by teleconference shall be counted as present.
 - e. The Secretary shall distribute the meeting agenda, as prepared by the President, and previous meeting minutes to the board no less than seven days prior to the meeting.
 - f. The Secretary shall publish the meeting minutes to the association webpage within a reasonable timeframe for them to be accurately prepared and properly formatted.

- g. The audience for all meetings of the Board of Directors will be all members both elected and appointed. Head coaches or assistant coaches in their absence, as well as team managers are welcome to attend.
- h. Time will be allocated at the end of all scheduled board meetings for membership to attend and bring concerns before the board.

Article 12: Executive Committee

1. The Executive Committee will consist of all members of the CFYHA Board of Directors that are elected by membership of the association.
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
 - e. Travel Hockey Director
 - f. Recreational Hockey Director
2. The duties of the Executive Committee include but are not limited to:
 - a. The Executive Committee are the voting members of the Board of Directors.
 - b. Responsible for the overall leadership of the Board of Directors.
 - c. Responsible for appointing the advisory members of the Board of Directors.
 - d. Hear all input from the full Board of Directors and others present at meetings and take into consideration when voting on association matters.
 - e. Establish goals, objectives, programs, and management practices consistent with the best interest of the association.
 - f. Propose amendments to the bylaws as required.
 - g. Enforce appropriate penalties for violations of bylaws, policies, or playing rules as determined by the Disciplinary/Dispute Resolution Committee.
 - h. Ensure that all business is conducted in accordance with all applicable bylaws and policies.

- i. Approve an annual budget, establish and collect fees, and authorize the expenditure of association funds within the limits of the budget.
- j. Ensure appropriate filings are completed with Fort Bragg Installation Commander or designated representative on a quarterly basis.
 - i. Minutes and summaries of all meetings.
 - ii. Financial statements.
 - iii. Any major changes in the activities, membership requirements, officers, objectives, organization, bylaws, use of funds, and management functions.
 - iv. Names, addresses, and phone numbers of officers.
 - v. A copy of any correspondence regarding applicability of Federal, State, or local laws.

Article 13: Committees

1. The Executive Committee may direct the creation of standing and special committees for the purpose of carrying out the business of the association. Standing Committees will be created for functions that are recurring and enduring. Special Committees will be created for specific functions or activities.
2. The Executive Committee will appoint the Chairperson for all committees unless the Chairperson is specified in these bylaws. The term of a chairperson of a committee will be one year or the duration of the committee if less than one year.
3. The Chairperson shall determine the appropriate size and select their committee unless its members are otherwise specified in these bylaws and present them to the Executive Committee for approval.
4. Members of all committees are limited to registered members of the association.

5. Committees may meet to accomplish their functions outside of regular board meetings, however, all work by committees must be approved by the Executive Committee.
6. Each committee may establish its own rules for governance, not inconsistent with these bylaws.
7. The Chairperson of each standing and special committee will prepare a report of their committee's activities and present at each board meeting.
8. Standing Committees
 - a. Finance and Budget Committee
 - i. Chaired by the Treasurer.
 - ii. Performs the work required in maintaining and accounting for all association funds.
 - iii. Collects all fees and other monies owed to the association.
 - iv. Assists the Treasurer in the preparation of budget, financial reports, and other work as required.
 - v. Shall prepare an annual budget and submit to the Executive Committee for approval no later than September 1st of each year.
 - b. Registration and Membership Committee
 - i. Chaired by the Association Registrar.
 - ii. Responsible for the registration and management of coaches and players within the USA Hockey online registry.
 - iii. Responsible for maintaining current team rosters.
 - iv. Prepare a forecast of players by birth year and provide to the Board of Directors and Hockey Operations Committee as needed to allow them to make informed decision on hockey programming for each season.
 - c. Hockey Operations Committee
 - i. Co-Chaired by the Director of Hockey Operations and Coaching Director.
 - ii. Travel and Recreational Hockey Directors serve on the committee.
 - iii. Responsible for overall design of all hockey programs.

- iv. Facilitate tryouts and player selections for travel teams.
- v. Facilitate player assessments for recreational teams and developmental programs.
- vi. Select head coaches and present to Executive Committee for approval.
- vii. Approve head coaches selections for assistant coaches or appoint assistant coaches for each team.
- viii. Determines team skill level classifications.
- ix. Provides resources for the continuous development of players, goalies, and coaches.
- x. Prepare annual hockey operational plans and submit to Executive Committee for approval.

d. Discipline/Dispute Resolution Committee

- i. Chaired by the Vice President
- ii. Committee members are Director of Hockey Operations OR Coaching Director (situationally dependent)
- iii. Travel OR Recreational Hockey Director (dependent on the individual appearing before committee)
- iv. Head Coach of the team with the issue at hand.
- v. Any individual having a conflict of interest in the matter will be replaced by majority vote of the committee. Replacement will be approved by Executive Committee.
- vi. Conduct hearings for all matters of misconduct, violations of bylaws, policies, and playing rules.
- vii. Conduct hearings for the purpose of resolving disputes between any combination of parties that are subject to these bylaws.

e. Fundraising Committee

- i. Review, recommend, coordinate, and report on all fundraising activities within the association.
- ii. Work closely with the Finance Committee to ensure accurate accounting of all monies raised.
- iii. Work closely with the Marketing Committee and Secretary to achieve widest dissemination of all fundraising information to the membership and the general public.

- iii. Work closely with the Marketing Committee and Secretary to achieve widest dissemination of all fundraising information to the membership and the general public.

f. Marketing Committee

- i. Chaired by the Marketing Advisor
- ii. Webmaster/Social Media Manager shall serve as a member of this committee.
- iii. Responsible for all marketing and publicity of the association and its events.
- iv. Prepare and distribute regular promotion of the association through all forms of media.
- v. All published materials that promote or publicize the association will be reviewed by the committee for accuracy.
- vi. Establish and maintain relationships with Fort Bragg Public Affairs, local and regional media outlets, and other local sports teams for the purpose of promotion of CFYHA.
- vii. Present all marketing ideas and campaigns to the Executive Committee for approval before execution.

9. Special Committees

- a. The Executive Committee may create special committees to assist the board in performing special functions or activities.
- b. In creating special committees, the Executive Committee shall specify the purpose, function, and duration of each such committee and appoint the Chairperson, who shall serve for the duration of the committee.
- c. All general committee rules established in Article 12, Paragraphs 1. through 6. apply to each special committee.
- d. The Chairperson of each special committee will prepare a final report upon the expiration of the committee and will present at the first board meeting following.

- 10. An auditing committee of no less than three members will be selected by the Executive Committee at least one month prior to the fall membership meeting or as otherwise necessary for the purpose of reviewing the financial statements of the association and reporting any inaccuracy or impropriety. The report of the audit committee will be included in the Treasurers report.

Article 14: Discipline and Dispute Resolution

1. All members of CFYHA expressly agree to comply with and abide by the Bylaws, Policies, Rules and Regulations, Playing Rules, Codes of Conduct, and decisions of CFYHA, CAHA, USA Hockey and the Board of Directors of each. Failure to comply may result in suspension from participation or removal from the association as determined by the CFYHA Disciplinary Committee and Board of Directors pursuant to USA Hockey Bylaw 10.
2. It is the purpose of this Article to establish a fair and orderly process for the resolution of disputes within CFYHA and to require that all registered members, utilize that process. In that connection, CFYHA expressly adopts the USA Hockey Dispute Resolution Procedure set forth in USA Hockey Bylaw 10, as it now exists or may hereafter be amended as the exclusive remedy for dispute resolution and requires that members follow such procedures. Notice is hereby given to all registered members of CFYHA to review the USA Hockey Annual Guide for specific details of the Dispute Resolution Procedure currently in effect.
3. Each registered member within the jurisdiction of CFYHA and/or CAHA and/or USA Hockey (including, but not limited to each parent, guardian, agent or other person, and each Member Association, league, club, sponsor, facility or other group or organization) agrees to abide by this Dispute Resolution Procedure by virtue of their membership, affiliation or participation at any time in CFYHA, CAHA, USA Hockey or a sanctioned CAHA, USA Hockey game or program, and agrees to forego completely any remedy and any recourse to court regarding the matters expressly or impliedly covered by the Dispute Resolution Procedure. ^[1]_{SEP}
4. The power to suspend any individual or team member shall be with a local governing body in accordance with their rules and regulations and in accordance with USA Hockey Bylaw 10. Except as permitted in USA Hockey Bylaw 10 D. Exclusions from Unified Procedure, no Party may be suspended from participation or otherwise disciplined for any alleged violations of USA Hockey Bylaws, Rules and Regulations, Policies, Codes of Conduct and Ethics; CAHA Bylaws, Rules and Regulations, Policies, Codes of Conduct and Ethics; CFYHA Bylaws, Rules and Regulations, Policies, Codes of Conduct and Ethics, or any such league, association, sponsor, facility or other group or organization, unless a hearing has been held prior to the action being taken according to the

provisions of USA Hockey Bylaw 10 C. Unified Procedure. A registered member, or other person within the jurisdiction of CFYHA or USA Hockey and CAHA may be subject to discipline in accordance with the Unified Procedure for violation of the applicable rules or for conduct unsuitable for the sport of ice hockey.

5. Hearing Procedure: Any hearing convened by the CFYHA Disciplinary/Dispute Resolution Committee shall be conducted under the following rules:
 - a. The Hearing Committee shall be the CFYHA Disciplinary/Dispute Resolution Committee as defined in Article 12, Paragraph 8. d. of these bylaws.
 - b. Any such hearing shall be convened within 15 days of notification to any individual subject to said hearing.
 - c. The committee shall provide no less than seven days notice of the convening of the hearing to the subject of such hearing and other interested parties who may be included at the discretion of the committee.
 - d. The subject of the hearing shall be afforded a fair hearing which shall include, but is not limited to:
 - i. Reasonable notice of the grounds for the proposed suspension or sanction and any grounds supported by the evidence presented may be considered in reaching a decision.
 - ii. Notice of the possible consequences of an adverse finding.
 - iii. The reasonable opportunity to present their case and argument including any evidence or witnesses that they deem necessary.
 - e. The committee may, at its discretion, hold a formal or informal hearing, hear any evidence relevant to the issue(s) at hand, place reasonable limits on time, determine whether to have witnesses or written statements, and establish other rules for the hearing, so long as all parties are treated equally and said rules do not contradict USA Hockey Bylaw 10. The Rules of Evidence in Judicial Proceedings shall not apply to hearings of the Disciplinary/Dispute Resolution Committee.
 - f. The committee will use reasonable efforts to render its decision to the parties involved within five business days of the close of the hearing. The decision will be based on a preponderance of the evidence (i.e. more likely true than not true).
 - g. Any individual subject to any discipline pursuant to this article shall have the right to appeal the decision to the CAHA

Disciplinary/Dispute Resolution Standing Committee in accordance with USA Hockey Bylaw 10 E. Appeals.

- h. All actions on appeals to the CAHA Disciplinary/Dispute Resolution Standing Committee will be in accordance with the CAHA bylaws and appeals process.

Article 15: Conflict of Interest

- 1. Any member of the Board of Directors, Standing Committees, or Special Committees who has a direct or indirect financial interest with any business, service provider, or other entity with which CFYHA conducts business or utilizes for a monetary fee, shall recuse him or her self from any discussion, vote, and/or final decision to conduct business with said entity. A violation will result in a disciplinary hearing and punishment up to removal from the association.

Article 16: Finances

- 1. Revenue shall be derived primarily from membership dues.
- 2. Income will not accrue to individual members, either individually or collectively, except as specifically authorized in Article 3 Paragraph 4 of these bylaws.
- 3. The Treasurer, under supervision of the President, will ensure that the association complies with DODI 1000.15 audit requirements and all applicable Federal, State, and local tax laws.
- 4. All expenditure of CFYHA funds will be approved by a vote of the Executive Committee.
 - a. When expenditures cannot be delayed until a meeting of the Board of Directors, the Executive Committee may discuss and vote for approval by use of email.
 - b. Normal operating costs, identified as part of the annual operating budget, shall be deemed approved with the approval of the budget. No expenditures over \$250.00, outside of the approved budget, shall be executed without a vote of approval from the Executive Committee.

- c. Receipts must be provided to the Treasurer for all expenditures.
 - d. The President will designate a minimum of two signatories for all accounts, at least one of which will be the Treasurer.
 - e. Any signatories on accounts are prohibited from serving on the annual audit committee.
5. The fiscal year for CFYHA shall begin on July 1st and end on June 30th of the following year.

Article 17: Dissolution

1. Upon dissolution of the association, either by initiative of the membership, or upon withdrawal of consent to operate by the Installation Commander, disposition of remaining assets after all debts and obligations have been fulfilled will be in accordance with a majority vote of the membership and in accordance with regulations set forth in Section 501 (c)(3) of the Internal Revenue Code.

Article 18: Parliamentary Authority

1. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the association in all cases in which they are applicable and in which they do not conflict these bylaws.

Article 19: Amendments to Bylaws

1. These bylaws may be amended in conjunction with any membership meeting by a 2/3 majority vote of the membership participating.
2. Voting on amendments will follow the voting guidelines set forth in Article 10 of these bylaws.

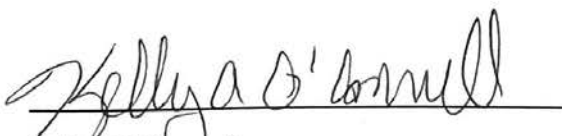
4. Proposed amendments to the bylaws will be published to the membership no less than 30 days prior to the membership meeting.



Aaron Stubenvoll
President



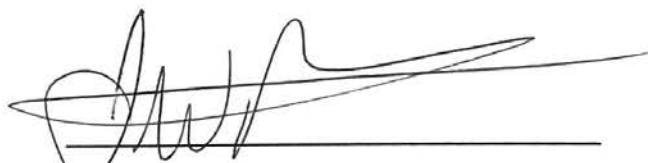
Jasen Rintala
Vice President



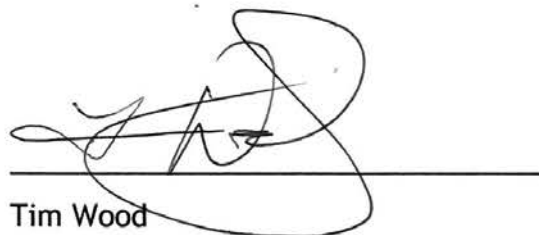
Kelly O'Connell
Secretary



Lisa DiRusso
Treasurer



Jason Burgess
Travel Hockey Director



Tim Wood
Recreational Hockey Director