

Cambria County Student Hockey League

Constitution and Bylaws



Revised: 08-03-2023

Table of Contents

Article I: Name

Article II: Mission

Article III: Membership

Article IV: Governance

Article V: Election of the Board of Directors

Article VI: Duties of Executive Officers

1. President
2. 1st Vice President
3. 2nd Vice President
4. Secretary
5. Treasurer

Article VII: Finance

Article VIII: Rules of Board of Director Conduct

Article IX: Order of Business

Article X: Elections and Meetings

Article XI: Constitution and Bylaws Amendment

Article XII: Committees

1. Fundraising
2. Mites Coordinator & ADM Coordinator
3. Special Events
4. Social Media
5. Rules
6. Coaches Selection
7. Bylaws

Article XIII: Appointed Positions

Article XIV: Coaches

Article XV: Rules and Regulations

Article XVI: Structure of Teams

Article XVII: Code of Conduct

Article XVIII: Game Code of Conduct

ARTICLE I

NAME

This organization shall be called the Cambria County Student Hockey League – CCSHL. Additionally, this organization shall be otherwise referred to as the Johnstown Warriors.

ARTICLE II

MISSION

The mission of this organization is to teach, develop, and foster all facets of the game of ice hockey as an amateur sport in Cambria County, Pennsylvania and surrounding areas.

ARTICLE III

MEMBERSHIP

The Cambria County Student Hockey League classifies its members in two groups as follows:

- **Playing Members-** These shall be bona fide amateurs only who have become members after proper registration applications have been submitted, registration fees paid and/or plans made for payment of all fees. These registration forms and fees must be accepted by an authorized official of the CCSHL.
- **Non-playing Members-** These members are defined as coaches, assistant coaches, game officials assigned by the Board of Directors, parent/legal guardians of playing members, CCSHL Board Members, as well as any adult and/or stakeholder who holds an interest in the league and/or the sport of hockey. There is no registration/membership fee for non-playing members of the league. Certain non-playing members, may however, incur other fees as outlined through and associated with PAHL (Pittsburgh Amateur Hockey League).

ARTICLE IV

GOVERNANCE

The governing body of this organization shall be termed the Board of Directors and shall consist of Executive Officers and Directors:

- Directors include all sitting members.
- Executive Officers are defined in Article VI.
- The Board of Directors shall consist of a minimum number of 9 voting members and a maximum of 13 voting members to be determined by the current year Board of Directors for the following year. Election of Executive Officers will take place by the newly elected board members immediately following board elections.
- The minimum number of Executive Officers shall include:
 - o President
 - o 1st Vice President

- o 2nd Vice President

- o Secretary

- o Treasurer

- Term of Office: Each Executive Officer will serve at the pleasure of the Board of Directors for a two-year term. The President, 2nd Vice President, and Treasurer will be elected in even years, and the 1st Vice President and Secretary in odd years. All other directors are voted on annually.

- Vacancies: In the event of death, resignation, or removal of any Executive Officer, the President of the CCSHL will appoint a substitute officer to ratification at the next meeting of the Board of Directors. In the event of death, resignation, or removal of the President of the CCSHL, the 1st Vice President will assume the duties of the President until the next regularly scheduled meeting when the election of a new President will take place to fulfill the remaining term of that office.

- Each board member shall have one vote. All decisions shall be reached by a simple majority of a quorum present. In the event of a tie, the President shall make the final decision.

- A quorum for a board meeting shall consist of at least 50% of the Board of Directors.

- Each officer and each director must be an active member of this organization by attending six regularly scheduled meetings a year. Missing three consecutive board meetings will result in an election any time after the first half hour of the third consecutive meeting missed. At that time, simple majority will determine whether the member is removed from the board or not.

- When possible, no director or officer shall hold more than one office simultaneously.

- Elected officers shall assume their positions immediately following the first meeting of the new fiscal year which is June 1st to May 31st.

- A checking account will be maintained in the name of CCSHL and will consist of all fees and monies associated with the CCSHL This account will be utilized for all general business transactions of the league including but not limited to the following:

- o Registration fee deposits

- o Tournament monies

- o Regular deposits of all funds raised by the members of the CCSHL

- o All payments in the form of checks written to any/all vendors and other business affiliates contracted for the purpose of general league business

- The Board of Directors shall act as the final board of appeal and rule on any grievance pertaining to the CCSHL.

- The CCSHL shall maintain a membership with USAHockey.

ARTICLE V

ELECTION OF THE BOARD OF DIRECTORS

The following process and rules will be followed for elections:

- At a general membership meeting held at the end of each season, the current year's Board Secretary will present a slate of eligible members for board elections.
- All those individuals who have attended a minimum of 6 meetings within the fiscal year will be eligible for Board election. The board can vote to waive the 6 meeting attendance minimum for an individual on a case by case basis.
- No nominations may be submitted by the floor at the time of election.
- Only current Board Members and non-playing members of the CCSHL are permitted to cast a vote.
- Non-playing members who are eligible to cast a vote are defined as parents/legal guardians of playing members, coaches, business managers, contracted league officials, and committee members. Voting non-playing members must be 20 years of age or older and have attended a minimum of 2 meetings in the previous fiscal year.
- Any parent/legal guardian of a playing member within the CCSHL who is also a playing member on any competing team within PAHL shall not be permitted to hold a position on the Board of Directors.

ARTICLE VI

DUTIES OF EXECUTIVE OFFICERS

Elected Executive Officers as a team have the authority to authorize day to day operations within the CCSHL and make decisions regarding urgent incidents/cases which require immediate attention.

Elected Executive Officers as a team shall develop an annual operating budget for the following year to be completed in April and submitted to the Board of Directors at the May meeting. The budget will then be officially approved and adopted at the June meeting by the newly elected Board of Directors.

- President
 - o It shall be the duty of the President to preside at all meetings of the organization
 - o The President shall be responsible for briefing appropriate league personnel on all phases of rules, regulations, and policies of amateur hockey and shall be the league contact between the CCSHL and PAHL
 - o The President shall assign administration functions and responsibilities to officers and board members as is necessary to properly carryout the duties and responsibilities of the respective offices
 - o The President shall recommend committee and personal assignments with the advice and approval of the Board of Directors

- o It shall be the responsibility of the President to see that all committee assignments are being carried out during the course of the year and that new assignments are made whenever necessary as new business occurs
- o The President is the PAHL representative -in addition to four other designated representatives from the Board of Directors and shall attend all PAHL mandated meetings
- o It shall be the responsibility of the President and the Treasurer to prepare all league financial documents/statements for the annual tax return and audit
- o Cast the deciding vote in the case of a tie in any voting matter by the board of directors
- 1st Vice President
 - o It shall be the duty of the Vice President to preside at meetings of the organization in the absence of the President
 - o The Vice President will perform any and all duties associated with the function of any and all general operating business associated with the league in the absence of the President
 - o In the absence of the President, it will be the responsibility of the 1st Vice President to perform all duties of the President
- 2nd Vice President
 - o The 2nd Vice President will support the work of the President and the 1st Vice President
 - o In the absence of the President, the 2nd Vice President will take on all duties of the 1st Vice President
- Secretary
 - o It shall be the duty of the Secretary to record and preserve the minutes of all meetings of the organization
 - o The Secretary will be responsible for maintaining a yearly supply of all necessary forms and paperwork necessary for the teams
 - o Prior to the start of the season, it shall be the duty of the Secretary to coordinate a meeting with Business Managers to distribute all necessary forms, paperwork and information for the year
 - o The Secretary will be responsible for tracking roll call for all decisions made by voting members
- Treasurer
 - o It shall be the duty of the Treasurer to have custody of all funds, report on income and expenses at all regular meetings, and the overall accounting/distribution of all league funds
 - o The Treasurer shall deposit all funds of the CCSHL in a bank/financial institution named by the Board of Directors

o It shall be the responsibility of the Treasurer and the President to prepare all league financial documents/statements for the annual tax return and audit

o Upon transition of a newly elected treasurer, either through regular-yearly elections or a necessary impromptu election, the Treasurer will turn over to his/her successor and/or the President, all funds, books of account, receipts, etc. and all other organizational property in his/her possession

ARTICLE VII

FINANCE

- All bills shall be paid by checks signed by the Treasurer and countersigned by either the President, Vice President, or Secretary. Board approval of all expenditures over \$500.00 is required.
- The fiscal year shall be from June 1st to May 31st of the following year.
- The newly elected Treasurer shall conduct a personal audit the books of the organization for the just completed fiscal year and submit a report to the Board of Directors for the purpose of preparing a budget for the following year. The President and Treasurer will jointly prepare a budget for the upcoming season and submit it to the Board of Directors at the July Board meeting.
- All parents/guardians of playing members will be responsible for all fees incurred during the season including but not limited to; try-out fees, registration fees, fees associated with league fundraisers, and travel team expenses as outlined in the Financial Responsibility Form that must be signed by all parents/guardians at the start of the season.
- The following positions shall receive a discount to their families' season fees not to exceed 50%: President, Vice Presidents, Treasurer, Secretary, and Registrar. The remaining board members shall receive a discount on their families' season fees not to exceed 25%. At the board's discretion, non-board members may receive a discount of 5% of their families' season fees for each committee the non-board member participates in but not to exceed a total of 10% of their families' season fees. Board and non-board members may opt out of the discount and the discount is non-transferable. All discounts are subject to board review based upon the yearly budget.
- Compensation: The CCSHL Board of Directors may approve and pay stipends or expense reimbursements to persons in volunteer positions for the CCSHL based on their functionality. The CCSHL Board of Directors may approve and pay appropriate compensation to any hired/contracted administrators as per these bylaws. A separate list of such positions and associated compensations will be maintained and approved annually.

ARTICLE VIII

RULES OF BOARD OF DIRECTOR CONDUCT

The rules contained in Robert's Rules of Order Revised shall govern this organization in all cases to which they are applied and in which they are not in conflict with the bylaws of the CCSHL.

ARTICLE IX

ORDER OF BUSINESS

The general agenda for the Board meetings will be as follows:

- Reading of the minutes
- Treasurer's report
- Old Business
- Committee Reports
- Unfinished Business
- Appeals
- New Business
- Courtesy of the Floor
- Next Meeting
- Executive Session (if required)

*Comments/points of discussion from the floor will be limited to 5 minutes.

The Secretary will prepare and distribute an agenda prior to each Board meeting.

ARTICLE X

ELECTIONS AND MEETINGS

- The annual general meeting and election of directors shall be held at the end of each season with the election of directors & officers to be completed at the June meeting and committees to be chosen at the July meeting.
- All active non-playing members as defined in Article V shall have the right to vote at the annual general meeting provided that they have attended a minimum of 2 meetings in the previous fiscal year.
- The Board of Directors shall hold a regular monthly meeting during the course of the season as scheduled by the President. Less frequent meetings may be held during the off season as needed.
- A meeting may be called by the President at any time.

ARTICLE XI

CONSTITUTION AND BYLAWS AMENDMENT

These bylaws may be amended at any meeting of the Board of Directors provided all of the following provisions are met:

- o A quorum is present

- o A majority in the affirmative is met
- o The proposed amendment shall have been presented at prior regular meeting held at least 30 days prior to the meeting when voting takes place. A proposed amendment must sit idle for 30 days prior to the vote

ARTICLE XII

COMMITTEES

All committees must be chaired by a member of the Board of Directors and shall consist of a minimum of three people and a maximum of seven:

- Fundraising Committee
 - o Develop and/or facilitate various fundraising activities to help finance league operations
 - o Fundraising activities for all teams, in-house and travel, must be approved by the Board of Directors
 - o The Board of Directors has the right to vote to implement mandatory fundraisers
 - o As determined by the Board, this committee actively seeks sponsors from the business community to provide donations to help finance league operations for both in-house and travel teams
- Mites Coordinator & ADM Coordinator Committee
 - o Responsible for maintaining an adequate inventory of all necessary playing equipment, jerseys, and other apparel
 - o Safeguards this equipment from theft and abuse by instituting proper storage and distribution methods, which also make it available when necessary for league play
 - o Recommends purchases and obtains prices to present to the Board of Directors for approval
 - o Purchases equipment with Board approval
 - o Responsible for planning, recruitment, and facilitation of all events/games included in March Madness and the Thanksgiving Day tournament
- Banquet/Special Events Committee
 - o Plans and coordinates all necessary details associated with the annual league banquet to be held at the end of each season including facility booking/rental, meal selection/menu, attendee list, event agenda/programs, decorations, invitations, guest speakers, player and non-player awards, etc
 - o Submits banquet plans to the Board of Directors for approval
 - o Seeks to develop and hold special events throughout the course of the year for the entertainment and enjoyment of all league members including the league Christmas party and any league sanctioned trips

- Social Media and Marketing Committee
 - o Manages efforts for the CCSHL to maintain a high public profile through p r e s s release and frequent communications with local media outlets
 - o Seeks to encourage maximum media coverage of all major league events
 - o Prepares all printed league information pieces for the purpose of advertisement and recruitment including fliers to schools and brochures
 - o Advertises league registration dates and try-out dates through various media outlets in an effort to recruit new players/families to the CCSHL Manages the overall recruitment of youth throughout the community
 - o Works to ensure league sponsors and benefactors are given proper recognition
 - o Manages and maintains communication throughout the families/players in the league by preparing a periodic newsletter to include updates/news/important dates/etc.
 - o Maintenance of the league's website and social media accounts
- Rules Committee
 - o Defines applicable rules and regulations as set by the CCSHL, USA Hockey, and PAHL
 - o Enforces these rules and regulations as well as both the Parent and Player Codes of Conduct
 - o In the event of a conflict of interest, member (s) of the Rules Committee shall excuse themselves from participation in deciding on an appeal or protest in which they are directly involved
 - o This committee shall consist of a total of 3 members which is 2 board members to include the President and 1 additional director, plus 1 non-playing league member
 - o In the event a conflict of interest exists, an alternate board member shall be appointed to fill the appropriate vacancy so that 3 individuals shall be collectively making any decisions at all times
- Coaches Selection Committee
 - o Recruits perspective coaches, reviews all applicants and makes recommendations to the Board of Directors for approval of coaching assignments
 - o Perspective coaches are qualified for the position according to the guidelines set by PAHL
- Tryout Committee
 - o Shall consist of a minimum of 3 members of the Board of Directors
 - o The Try-out committee will determine the placement of all players on appropriate teams based on evaluation scores, coaches' evaluation and team rankings
- Bylaws Committee

o Will review bylaws on a yearly basis and propose any necessary and/or appropriate changes to the Board of Directors

ARTICLE XIII

APPOINTED POSITIONS

- Appointed positions will be assigned by the President and identified by the following 2 categories:
 - o Stipend -President to appoint
 - o Non-stipend- Board to appoint
- Stipend positions include the following:
 - o Clock Operators
 - o Referee Scheduler
 - o EMT Scheduler
- Non-stipend positions include the following:
 - o Ice Scheduler
 - o Mites Coordinator
 - o ADM Coordinator
 - o League Registrar
 - o Social Media/Marketing Committee
 - o Apparel Manager

ARTICLE XIV

COACHES

- Applicants for all coaching positions must submit a league coaching application to the head of the Coaches Selection Committee two weeks prior to the first scheduled date of try-outs.
- Applications for all coaching positions will be reviewed by the Coaches Selection Committee. The Coaches Selection Committee will make recommendations for head coaching positions to the Board of Directors for final approval and appointment. Approval will be by a majority vote.
- Assistant Coaches will be recommended by the head coaches and approved by the Board.
- All coaches must maintain clearances and certifications mandated by PAHL.
- The head coach will be the responsible party for securing a business manager for his/her team and present to the board of directors for approval.
- All teams are required to have a representative attend all regularly scheduled Board meetings of the CCSHL. Teams not represented at regularly scheduled meetings shall be subject to a monetary fine in an

amount to be determined by the Board. The only acceptable excuse for missing a meeting will be work schedule or sickness. For attendance to be deemed acceptable, a representative must sign in and remain in attendance during the course of the meeting.

ARTICLE XV

RULES/REGULATIONS

- Rules and regulations governing all matters pertaining to the playing of hockey shall be those in accordance with the following order or precedence:
 - o USAHockey Rules and Regulations
 - o PAHL Rules and Regulations
 - o CCSHL Rules and Regulations

ARTICLE XVI

STRUCTURE OF TEAMS

- The Tryout Committee and Coaches Committee shall be responsible for determining the divisional structure of the league each year based upon the availability of players in the various age groups. This will mainly be determined by the results of the tryouts.
- Playing members may request to play up one age bracket with the consent of the playing member's parents/guardians and the Board of Directors prior to tryouts. It is the policy of PAHL to allow capable playing members to play up one age bracket as long as the movement of the player(s) does not cause complications as a result of the number of players on the teams in either age bracket affected by the move. All players who request to play up one age bracket must do so in writing and obtain the necessary consent before players are evaluated through the tryout process for the represented teams involved. Additionally, all players who request to play up one bracket must complete and submit the PAHL Risk Acknowledgement and Liability Waiver form to the Board of Directors. If enough players are not available in a particular age division for a team, the board may invite underage players to fill up the team. If more players are available than number of roster spots, the Board may elect to conduct a supplemental tryout to determine proper placement of these players.
- The board will determine if the player is permitted to move up based on the recommendations from the President, Tryout Committee director, and coaches involved.
- Selection of teams will be accomplished by the tryout committee with the assistance of the panel of evaluators involved at the earliest possible time after tryouts have concluded.
- TRAVELING TEAMS may be formed in various age groups as follows:
 - o Tryouts will be held and all registered players in that age group will be notified of the time and place of the tryouts
 - o Players will be graded according to talent and playing ability, preferable by an independent panel of evaluators. Players will then be chosen based on the scores of their evaluations to fill team positions with a minimum of 10 skaters and 1goalie as per PAHL rules

o Traveling team coaches shall be approved by the Board of Directors (Please refer to Coaches Selection Committee p. 7)

o All monies required to fund a traveling team are to be paid by the parent of the participants or through separate fundraising projects. All equipment and uniforms shall be the responsibility of the player's parents/guardians. No league funds shall be used to subsidize these teams, but monies may be deposited and checks drawn by the Treasurer of the CCSHL as needed. The Treasurer of the Board of Directors can supply each traveling team with a basic budget "guide" to help in the financial planning of each team. Each team is responsible for acquiring/securing its own team sponsor(s).

o Traveling team players must be registered members of the CCSHL via paying registration fees. USAHockey age divisions are as follows:

8U: Mites 8 & Under

10U: Squirts 10 & Under

12U: PeeWee 12 & Under

14U: Bantam 14 & Under

16U: Midgets 16 & Under

18U: Midgets 18 & Under

o If a situation exists where there is an inadequate number of players in a given age group causing this age group to not be included in divisional play, every effort will be made to establish a traveling team with these players and enter them in an active travelling league such as PAHL

o A calendar of team practices for all travel teams will be developed by the appointed league ice scheduler with input from head coaches whenever possible. In the event that a team makes the decision to cancel a scheduled practice, it is the responsibility of that team to find a team to take their ice slot. If no replacement team is secured, the cost of the ice will remain the financial responsibility of the original scheduled team-whether or not they are present on the ice.

o Only officially rostered players/coaches on a specific team are allowed on the ice during the assigned time for practice. Any exception to this policy must have the specific approval from the Board of Directors for each and every instance.

ARTICLE XVII

Code of Conduct

- CCSHL follows the current code of conduct and SafeSport regulations established by USAHockey and PAHL.
- The membership of any playing or non-playing member who is guilty of misconduct or whose actions may be deemed detrimental to the good of the organization may be declared terminated or suspended upon action taken by the Board of Directors at a Board meeting by a majority vote. Some actions on the

part of playing and non-playing members which are considered to be detrimental to the good of the organization are as follows:

- o Possession or use of alcohol and/or drugs, tobacco, vaping device, etc.
 - o Abuse of ANY ice rink facilities and rink rules of any away facilities
 - o Theft or abuse of CCSHL equipment/playing member's property
 - o Physical assault of any person during a practice, game, or other league function
 - o Excessive verbal harassment of game officials, coaches, and players
 - o Excessive vulgar language during a practice, game, meeting, or other league function
 - o Inappropriate or harassing postings or inappropriate social media messages of any kind including email correspondence
- The general decorum and discipline of a team at the Cambria County War Memorial Arena or any other ice facility is the direct responsibility of the coach, assistant coach, and any assigned team manager. As such, normal disciplinary action will be handled by these people with the Rules Committee and Board having final word in any matter where a difference of opinion exists. In matters of more serious nature, the coach, assistant coach, and/or team manager may request a hearing by the Rules Committee to decide upon an appropriate course of action.
 - Playing and non-playing members may appeal disciplinary action by the coach, assistant coach, and/or manager to the Rules Committee. In such cases, the appellant shall first be required to discuss the appeal with the coach, assistant coach, and/or manager. If mediation and/or facilitation of this meeting are necessary, the Rules Committee will be present at such meetings/discussions. Only after this has been done will the Rules Committee hearing take place. Appeals shall be requested in writing to the Chairperson of the Rules Committee. Following a decision of the Rules Committee, a further appeal may be taken to the Board of Directors following a verbal request made to the President of the Board.
 - Game and/or season suspensions are the final decision of the Rules Committee and the Board of Directors. There shall be no refunds given to the violator of said offenses.
 - Each player and his/her parents/guardians will be given a copy of the CCSHL Code of Conduct prior to the start of the season. In addition, each parent/guardian, as well as the player, must sign a statement verifying that each party has read the Code of Conduct, understands its implications, and agrees to conduct himself/herself in accordance with the Code. The signed agreement shall be returned to the league and kept on record.

ARTICLE XVIII

GAME CODE OF CONDUCT

- In order to foster good sportsmanship and to maintain a level of appropriate decorum for the CCSHL, the Board of Directors, through the Rules Committee, shall enforce the Code of Conduct.

- The Code of Conduct is in effect for all CCSHL teams during all game situations. The game situations include the time from entering the ice arena/premises (home or away) until departure. Playing members as well as non-playing members shall be subject to punitive action outlined in the Code.
- Conduct at team practices is subject to coaches' discipline using the Code of Conduct as a guideline
 - o GAME MISCONDUCT PENALTY: The CCSHL will follow the PAHL rules pertaining to suspensions incurred from the assessment of Game Misconduct penalties. The CCSHL will also follow PAHL rules in regard to Game Misconduct penalties received under the 5/15 rule.
 - o DELIBERATE INTENT TO INJURE ANOTHER PLAYER, OFFICIAL, ETC: The CCSHL will follow USA Hockey Rules pertaining to players and coaches who receive a Match Penalty.
 - o COACH/OFFICIAL MISBEHAVIOR: Any coach, assistant coach, or manager who abuses, either physically or verbally, an opposing player, coach, game official, minor official, opposing parent or spectator, shall be punished in accordance with these bylaws.
 - o PARENTAL MISBEHAVIOR: Any parent, guardian, or responsible individual in charge of a CCSHL player, who abuses, either verbally or physically, an opposing minor official, parent, or spectator, shall be punished in accordance with these bylaws.
 - o THEFT OR ABUSE OF ARENA PROPERTY, LEAGUE PROPERTY, OR ANOTHER'S PERSONAL PROPERTY: Any member of the CCSHL found to have in his/her possession any arena property, league property, or the personal property of another without proper authorization shall be subject to punishment in accordance with these bylaws.
- Any such individual as in the case above shall receive an immediate suspension up to permanent termination from all future activities of the CCSHL following a hearing by the Board of Directors.
- Any member of the CCSHL who damages or abuses arena property (home or away), league property, or the property of another, will be subject to punishment. Such violations include the following:
 - o Damaging locker room equipment or chairs
 - o Cutting seats or other arena property with skate blades
 - o Playing hockey in the arena concourse or lobby
 - o Violators shall receive the following:
 - 1st offense – 1 game suspension
 - 2nd offense – 3 game suspension
 - 3rd offense – suspension for the remainder of the season