

**CONSTITUTION AND BY-LAWS OF THE  
KNOXVILLE AMATEUR HOCKEY ASSOCIATION  
(Revised March, 31 2003)**

**ARTICLE I, NAME**

The name of this Association shall be the “KNOXVILLE AMATEUR HOCKEY ASSOCIATION”, hereinafter called the “Association”. The official abbreviation shall be “KAHA”.

**ARTICLE II, LOCATION**

The location of the principle office of this Association shall be 109 Jefferson Avenue, Oak Ridge, in the County of Anderson, Tennessee.

**ARTICLE III, PURPOSE**

The purpose of this Association shall be:

1. To encourage and promote participation and growth of amateur ice hockey in the Knoxville area.
2. To develop and encourage sportsmanship and wholesome competition among all participants for the betterment of their physical, mental and social well being.
3. To affiliate with the Southern Amateur Hockey Association (SAHA) and USA Hockey; and to support the goals and objectives of these organizations; and further, to abide by the rules and regulations of these organizations.
4. To do any and all things desirable to further enhance the foregoing and such other purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1954, or corresponding sections of any future United States Tax Code.

**ARTICLE IV, NON-PROFIT**

This Association shall be a non-profit corporation, shall have no capital stock and shall not be conducted for financial gain.

**ARTICLE V, SUCCESSION**

This Association shall have perpetual succession.

**ARTICLE VI, PREEMINENCE**

The Association, as an affiliate of the SAHA and USA Hockey, shall abide by and act in accord with the Constitution, By-Laws, Rules and Regulations, and the decisions of the Board of Directors of SAHA and USA Hockey, which governing documents and/or decisions shall take precedence over and supersede all similar governing documents and/or decisions of the Association. Further, the Association shall assist in the administration and enforcement of the provisions of the Constitution, By-Laws, Rules and Regulations, and decisions of the Board of Directors of the SARA and USA Hockey, within and upon its members and/or within its jurisdiction.

## **ARTICLE VII, MEMBERSHIP**

### **1 .General**

The membership of this Association shall consist of two classes:

- a. Members of KAHA shall include adult persons, 18 years of age or older. Membership fees shall be included in the registration fees of the players, and waived for those non-parent adults involved in the operation and affairs of KAHA Membership is limited to parents or guardians of registered players or to persons actively engaged in the operation and affairs of KAHA.
- b. Honorary Members. Honorary (non-voting) membership may be granted to persons upon unanimous vote of the full Board of Directors.

### **2. Status of Membership**

Membership in the Association shall be personal and shall not survive the death of any individual person. Membership shall not be transferable by any means.

### **3. Voting Allocation**

Individual members shall be entitled to one vote. Voting by proxy shall not be allowed.

### **5. Agent Powers of Members**

No member shall have the power to commit or obligate the Association in any manner whatsoever without the written authority of the Board of Directors; however, such written authority shall be deemed to have been given through a valid Board action duly reported and documented in approved meeting minutes.

### **6. Member Resignation**

Member resignation from the Association should be presented to the Board of Directors; however, in any case resignation shall not relieve any member from liability for any unpaid fees or other amounts, and any other obligations which exist at the time of resignation.

### **7. Member Expulsion**

Any member shall be subject to expulsion from the Association for acts and/or conduct, either on or off the ice, prejudicial to the Association, or to the purposes for which it was formed, or in the opinion of the Board of Directors no longer meets the requirements for membership as set forth this Article VII. Notice of such allegations and proposed expulsion shall be given to the affected member in writing and shall require said member to personally appear before the Board of Directors at a designated time and place not less than two (2) weeks after the mailing of such notice; and at such time be given a hearing with opportunity to defend against any charges. The Board of Directors shall render a decision regarding expulsion of the affected member.

## **ARTICLE VIII, BOARD OF DIRECTORS**

### **1. General**

The affairs of this Association shall be managed by a Board of Directors who shall be elected from the active membership of the Association and shall have all rights, powers and privileges granted by law, including but not limited to, those powers set forth under the laws of the State of Tennessee.

### **2. Number**

The Board of Directors shall consist of no less than five (5) members and no more than fifteen (15) members. The Board of Directors shall consist of:

- a. The Officers, to be elected by the general vote of the membership and which are:  
President (non- voting, except to break a tie), Vice President, Treasurer, Secretary, Registrar;
- b. The Past President (non-voting member);
- c. And no more than ten (10) Committee Directors, to be filled by a majority vote of the Board;

### **3. Vacancies/expulsions**

In the event that any elected Board member is unable to fulfill his or her obligation to the Board as determined by a vote of any five (5) Board of Directors Members, the position shall be filled as follows:

Any vacancy occurring on the Board of Directors to be filled by reason of resignation, removal or death of a member shall be filled by a majority vote of the Board. An Officer or Director elected to fill such vacancy shall serve until the next scheduled election by the general membership. Vacancies filled by election by the general membership shall be effective immediately following the election and the term of office shall be the remaining term of the original vacancy.

### **5. Duties**

The duties of the Board of Directors shall be to manage the affairs of the Association, consistent with the purposes for which it was formed, and which include but are not limited to:

- a. To consider and act upon any and all matters concerning the KAHA program which are required or brought before it.
- b. To fill any vacancies, which occur among the elected official until, elected by the general membership.
- c. Appoint chairpersons of standing and as-hoc committees.
- d. Authorize disbursement of funds.
- e. Authorize any matters creating an obligation of commitment of the Association.

- f. Study and report at any Board meeting all proposals to amend or revise the Articles of Incorporation, the Constitution and by-Laws, and/or Rules and Regulations.
- g. Ratify and/or finalize any rules by the President on issues or circumstances not provided for in the Constitution and By-Laws, or in the Rules and Regulations.
- h. Hear and rule on appeals.
- i. Remove from the Board and/
- j. or membership any member in accordance with Articles 7.7 or 8.3.
- k. Approve and maintain a balanced budget for each fiscal year.

## 5. Terms of Office

Terms of office for all officers and directors shall coincide with the Association's fiscal year — April 1st through March 31st.

The President, Vice-President, Treasurer, Secretary, and Registrar shall be elected for a period of two (2) years, with the terms of officers scheduled to expire on alternating years. The President, Secretary, and Registrar positions will expire on even numbered years, with the Vice-President and Treasurer positions expiring on odd numbered years.

One Director shall be recommended by each of the Standing Committees and approved by majority vote of the Association Board. Directors representing the Standing Committees shall serve one (1) year terms.

## **ARTICLE IX, DUTIES OF OFFICERS**

The Officers of the Association shall perform those duties which are usual and customary to the respective positions and which shall include, but are not limited to the following:

### 1. President

- a. Preside at all meetings of the Association.
- b. Call special meetings of the Board of Directors and general membership.
- c. Determine and rule on questions arising from emergencies not provided for in the Constitution and By-Laws, or Rules and Regulations until such time as they may be acted upon at a regular or special meeting of the Board of Directors.
- d. The President shall have the power to suspend for a period of time or to terminate any player, coach or minor official from participation in or on any contest or hockey team involving the Association for conduct detrimental to the Association, either on or off the ice, including abusive language to game officials or Association officials. Such suspension or termination, shall however, require review and ratification by the Board of Directors at any regularly scheduled or special meeting of the Board; and may be revised or modified by the Board.
- e. Attend and represent this Association at other ice hockey meetings. Serve as a voting member of the Southern Youth Hockey League (SYHL).

- f. Make a report to the general membership at the Annual and general meetings covering the activities conducted since the last meeting, financial status and projected plans.
- g. Perform such other duties as may be required by the Board of Directors.

## 2. Vice President

- a. Perform all duties of the President in his/her absence or incapacity to serve.
- b. Succeed to the office of President in the event of the President's resignation or withdrawal for any reason.
- c. Serve as parliamentarian at all Association meetings.
- d. Assist the President in any and all matters of the Association.
- e. Perform such other duties as may be required by the Board of Directors.
- f. Shall enforce codes of conduct on coaches, parents, and players.
- g. Shall be responsible for keeping time at all board meetings if the Registrar is unavailable.

## 3. Treasurer

- a. Receive and disburse all funds of the Association. The Treasurer, with either the President or Vice President, shall have signing authority of the general funds of the Association.
- b. Keep accurate and current records of all income, expenditures and any other financial transactions in accordance with the Association requirements.
- c. Keep all funds in a chartered FDIC local bank approved by the Board of Directors.
- d. Assist and participate in an annual audit of the Association's financial affairs.
- e. Prepare an annual report.
- f. Render a current financial report at all Board and general membership meetings.
- g. Prepare and file all financial records and reports as may be required by any federal, state or other agency or organization.
- h. Perform such other duties as may be required by the Board of Directors.
- i. Work with the Finance Committee to prepare and present a proposed budget to the Board of Directors for review by the end of May each year. Final budget approval will be no later than June each year.
- j. The Treasurer shall be Fidelity bonded at the discretion of the Board of Directors.

## 4. Secretary

- a. Keep minutes and records of all Board and general membership meetings.

- b. Maintain the Associations' stationery, correspondence, records and files.
- c. Conduct the correspondence of the Board of Directors.
- d. Assist the Treasurer, as necessary, with billing procedures and records.
- e. Assist the Association Registrar in submittal and maintenance of team and individual records and reports.
- f. Notify the Board of Directors and general membership of applicable upcoming meetings.
- g. Perform such other duties as may be required by the Board of Directors.
- h. Prepare and issue the KAHA Annual Hockey Handbook and Guide, no later than August 1st each year.

#### 5. Registrar

(The Registrar should possess strong communication and computer skills, and must be generally accessible by e-mail, fax, and phone to perform registration duties and resolve problems throughout the active hockey season.)

- a. Organize and conduct pre-registration activities, register players and teams, obtain and maintain proper birth records, medical treatment release forms and player transfer forms.
- b. Obtain and maintain properly signed copies of game score sheets of all games involving Association teams.
- c. Maintain records of individual player achievements toward hat trick, play maker and zero club awards, and prepare the necessary submittal to USA Hockey for receipt of these awards.
- d. Correspond and coordinate Association registration with the SAHA Associate Registrar.
- e. Identify and appoint — with Board concurrence — one or more assistant registrars to assist and to serve as backup to the Registrar.

### **ARTICLE X, MEETINGS**

#### 1. General Membership Meetings

An annual general meeting of the Association's general membership shall be in March respectively of each year, at a time, place and date to be designated by the Board of Directors. Elections of officials shall be conducted by the voting membership in attendance at the annual meeting in January. However, should the Board of Directors deem it necessary to have elections in a mail-in ballot process for any given year, elections will not be held at the annual/general membership meeting the year of the mail-in ballot process.

#### 2. Board of Directors' Meetings

The Board of Directors shall meet monthly, at a time, place and date to be designated by the Board. Attendance at the Board of Directors' meetings shall be open to the general membership, however; only members of the Board of Directors shall be entitled to vote.

### 3. Special Meetings

The President may at any time or shall, at the written request of a majority of the Board of Directors stating the reasons therefore, call a special meeting of either the Board of Directors or the general membership. In case the President shall neglect to call such requested meeting, the majority of the Board of Directors may call the same and cause the requisite notice to be sent to the members. Upon written request to the Secretary by twenty per cent (20%) of the voting members, a special meeting of the general membership shall be called by the Board of Directors. Such meeting shall be held not less than ten (10) and no more than fifty (50) days after receipt of said request at a time and place to be designated; and if the Board shall neglect or refuse to issue such call within five (5) days after receipt of said request, the members making the request may issue the call, specifying therein the time and place of the meeting.

### 4. General Membership Meeting Notice

A written notice of each annual, general and any special general membership meeting shall be mailed to each member at their last known post office address as it appears on the records of the Association, with postage prepaid. Such notice shall state the time, place and date of the subject meeting, and in the case of a special meeting, the purpose therefore. The subject meeting shall not be held less than ten (10) nor more than fifty (50) days from the date of the notice of the mailing.

### 5. Meeting Conduct

All general membership and Board of Directors meetings shall be conducted in accordance with the parliamentary procedures as stated in the most current edition of Roberts Rules of Order, Revised Edition. The normal order of business at any such meeting shall be as follows:

- a. Call to order
- b. Reading of the minutes of the last meeting
- c. Treasurers report
- d. Reports of Officers and Board of Directors
- e. Committee reports
- f. Unfinished business
- g. New business
- h. Adjournment

The above order of business may be changed by affirmative vote of the majority of the members present.

Regular meetings of the Board of Directors shall need no notice in advance from the Secretary. The President and any three board members may request a meeting by notifying the Secretary of their desire to hold a meeting at the time and place as decided by the President. These meeting shall be held on not less than 24 hours notice to each Board member by the Secretary.

There shall be a time limit of ninety (90) minutes for any one meeting. No new business will begin after seventy-five (75) minutes. A limit of three (3) persons from the general membership shall be allowed to discuss a single topic. A time limit of three (3) minutes will be allowed for each person from the general membership to discuss a topic.

### 6. Quorum

#### a. Board of Directors Meetings

At any Board of Directors' meeting, five (5) members present and voting shall constitute a quorum for the transaction of business. All matters shall be decided based on a majority of

those voting, except as otherwise provided for in the Constitution and By-Laws. Although the President shall be counted towards the quorum requirement, the President shall not be entitled to vote except in the case of a tied vote.

b. General Membership Meetings

At any meeting of the general membership, a quorum shall consist of a majority of the members who are present. All matters shall be decided based on majority of those voting, except as otherwise provided for in the Constitution and By-laws.

#### **ARTICLE XI, AMENDMENTS**

The Articles of Incorporation and the Constitution and By-Laws may be amended or revised at any General Membership Meeting. Approval of any proposed amendment shall require a two-thirds (2/3) majority vote of the general membership present. The Board of Directors shall, by a two-thirds (2/3) majority affirmative vote; propose all such amendments to the general membership. No vote shall be taken by the Board of Directors regarding any proposed amendment unless a written copy of the proposed amendment shall have been given to each member of the Board at least ten (10) days prior to the meeting at which such amendment shall be considered. No vote of the general membership on a proposed amendment shall be taken unless a written copy of the proposed amendment, along with a statement attesting to the Board of Directors' approval action, shall have been given to each voting member at their last known post office address as it appears on the records of the Association, postage prepaid by U. S. Mail at least ten (10) days prior to the meeting at which such amendment is to be presented.

#### **ARTICLE XII, ALTERNATIVE VOTING BY MAIL**

As to all matters properly subject to being voted upon by the membership, the Board of Directors by majority vote may from time-to-time decide to submit any proposition, election, amendment or other appropriate matter to the membership for voting upon by mail.

The mailing shall include a reasonable and fair description of the issue or matter being voted upon. The mailing shall also include a form of ballot. Both the description and the ballot forms shall be subject to the approval of a majority of the Board of Directors.

The mailing shall be sent to each voting member at their last known post office address as it appears on the records of the Association, postage pre-paid by U.S. mail.

The mailing shall instruct the recipients that the completed and signed ballot must be received back at the Association's office (the address of which shall be stated in the mailing) by a deadline date stated in the mailing, which deadline shall be at least 30 days after the date of the mailing itself.

There shall be no quorum requirement as to matters submitted by mail to the membership for a vote. Any matter decided by the membership by appropriate margin under this mailing alternative, shall be just as final and binding as if the vote or election was carried out in an appropriate regular or special meeting of the membership.

#### **ARTICLE XIII, INDEMNIFICATION**

##### **1. Indemnification of SARA and USA Hockey Officials**

The Association, as an affiliate of the SAHA and USA Hockey, shall indemnify and hold harmless the SAHA and USA Hockey, the Board of Directors of the SAHA and USA Hockey and each member thereof, the Executive Committee and each member thereof, other committees

of the SAHA and USA Hockey and each member thereof, and all other elected appointed or employed representatives of the SAHA and USA Hockey from any and all liability, judgments, costs, charges and expenses whatsoever, which the SAHA or USA Hockey or their representatives sustain or incur in or about any action, suit or proceeding which is brought, commenced or prosecuted against the SAHA and/or USA Hockey or their representatives, for and in regard to any act, deed, matter, decision, or thing whatsoever made, done or permitted to be done, about or in relation to the local affairs of the Association, except such costs, charges or expenses as are occasioned by the SAHA and/or USA Hockey or their representatives by and through willful neglect or default. Further, the Association understands and acknowledges that the SAHA and USA Hockey and their representatives, their heirs, executors, administrators, estates, assigns and others, shall from time to time and at all times be indemnified and saved harmless out of the funds of the Association, accumulated, or to be accumulated for acts or conditions described above.

## 2. Indemnification of Association Officers, Directors and Representatives

Each Director or Officer now or here after serving the Association, and each person who at the request of or officially on behalf of the Association, is now serving or hereafter serves, and the respective heirs, executors and administrators of each of them shall be indemnified and held harmless to the fullest extent provided by law against all costs, judgments and liabilities, including attorneys' fees, reasonably incurred by or imposed upon him/her arising from or in connection with, or resulting from any claim, action, suit or proceeding, civil or criminal, in which he/she is or may be made a party by reason of his/her being or having been such Director, Officer or in other official capacity at the time of incurring such costs, expenses, judgments and liabilities, provided that in his/her official capacity with the Association he/she acted in good faith and in a manner he/she reasonably believed not opposed to the best interests of the Association, and in the case of any criminal proceeding, he/she had no reasonable cause to believe his/her conduct was unlawful. The termination of any action, suit or proceeding by judgment, order, settlement or conviction, or upon a plea of nolo contendere or its equivalent shall not, of itself, create a presumption that the person did not act in good faith and in a manner which he/she reasonably believed to be in or not opposed to the best interests of the Association, or had reasonable cause to believe his/her conduct was unlawful. The foregoing right of indemnification shall not be exclusive of other rights to which such Director, Officer or individual may be entitled as a matter of law. The Board of Directors shall obtain insurance on behalf of any person who is or was a Director, Officer, employee, agent or official representative against any and all liability arising from their status as such, whether or not the Association would have the power to indemnify him/her against such liability. Such indemnification shall be governed by and consistent with the Laws of the State of Tennessee.

## **ARTTICLE XIII, CONFLICT OF INTEREST**

The Association may enter into, contract or otherwise transact business as purchaser-vendor or otherwise with its Directors, Officers or members and/or with associations, firms, or entities in which they are or may become interested, provided that:

1. A fiduciary relationship between the Director, Officer or member and the Association, shall in addition to any other fiduciary relationship, exist to the extent that any such interest shall be disclosed to the Board of Directors prior to any decision on the matter. The general notice that any such interests exist or shall exist shall be deemed sufficient disclosure.
2. Disclosure of any interest shall disqualify the affected Director, Officer or member from any

action, presence or vote to obligate the Association to any related contract or transaction.

3. Any such resulting or related decision to contract or otherwise transact business shall be based on an appropriate degree of care and reflected in the prudent judgment of the Board of Directors and the best interests of the Association.

4. Failure of any Director, Officer or member to provide the necessary disclosure of interest, shall in addition to any other remedies available, render any resulting contract or transaction voidable.

#### **ARTICLE XIV, CONDUCT OF OPERATIONS**

As may be necessary or desirable, the Board of Directors may issue or cause to be issued from time to time, certain policies, directives, procedures, instructions and/or rules and regulations relating to the philosophies and conduct of the Associations management, administration and operations; provided that such issuances are consistent with and subservient in precedence to the Articles of Incorporation and the Constitution and By-Laws.

#### **ARTICLE XV, STANDING COMMITTEES**

There shall be no more than ten (10) Standing Committees of the Association. The purpose, scope, and number of the Standing Committee shall, from time to time, be established or amended by majority vote of the Board of Directors and as designated in an addendum to these By-Laws. Other committees, either of a permanent or temporary nature, may be established by the Board of Directors from time to time to meet the needs of the Association. Each Standing Committee shall recommend a chairperson to the Board of Directors who will serve as both the Chair of the Committee and as a voting Director on the Association Board of Directors.

Additionally two (2) permanent standing committees shall be established as follows:

##### 1. Finance & Registration Committee

The Association Treasurer and the Association Registrar shall co-chair this Committee. The Committee shall have no other representative on the Board of Directors. The Committee shall be responsible for assisting the Treasurer and the Registrar in the execution of their duties, as established in Article IX of the Association Constitution and By-Laws.

##### 2. Discipline Committee

The Committee shall be composed of the Vice-President of KAHA (serving as Committee Chair), the KAHA Head of Officials and a member at large appointed by the Board of Directors. The Committee shall have no other representative on the Board of Directors.

The Committee shall hear all complaints by game officials or others concerning players, coaches and others charged with major penalties (Match/Gross) or a game misconduct clearly identified as "attempt to injure" and complaints by coaches and others of behavior during practice which would constitute a major penalty or a game misconduct if it were committed during the course of a game. The committee shall also handle all other actions, which occur off the ice (e.g., ice facility damage, hotel/motel damage, etc.).

The Committee shall have the power to recommend to the Board of Directors, admonition and or suspension of a player, coach or other member for such reported behavior. They shall also have the power to recommend to the Board of Directors that a player, coach, or others be expelled from the Association should the infraction be of such magnitude as to warrant that sanction or should it be a pattern of continuing behavior. The Disciplinary Committee shall hold its hearing regarding all infractions within two (2) weeks of the reported date. The

player, coach, or others shall have a right to appeal the action of the Disciplinary Committee to the Board of Directors. Such appeal must be accomplished within two (2) weeks of the Discipline Committee hearing.

**ARTICLE XVI, DISSOLUTION**

Should the Association, by majority vote of the Board of Directors, be dissolved, all remaining funds are to be distributed to United Way of Knox and Anderson Counties, for use in programs to benefit youth in the Knoxville. These funds are to be dispersed after all expenses of the Association are paid.

**ARTICLE XVII, SEVERABILITY**

Should any of the articles, provisions, requirements or other stipulations contained herein this Constitution and By-Laws be found illegal or unenforceable by a court of competent jurisdiction, all remaining articles, provisions, requirements or stipulations shall remain in effect.

**CERTIFICATION**

I, Anne Williams, Secretary of the KNOXVILLE AMATEUR HOCKEY ASSOCIATION, a Tennessee corporation, hereby certify that the foregoing is a full, true and correct copy of the revision of the Constitution and By-Laws as amended by the membership of said corporation at its meeting held on March 31, 2003.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_, 2003.

ANNE WILLIAMS, Secretary

ATTEST:

JOHN COX, President

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## **ADDENDUM**

### **March 31, 2003**

On the undersigned date, the Board of Directors of the Knoxville Amateur Hockey Association in accordance with Article XV of the Association's Constitution and By-Laws approved this Addendum establishing the following Standing Committees of the Association.

Support Committees — The following five Standing Committees are established to provide assistance, support, and service to the on-ice programs of the Association.

#### 1) Coaching & Player Development Committee

The Association Coaching Education (ACE) Coordinator shall chair the Coaching Committee. The ACE Coordinator and the Committee shall be responsible for securing and training an adequate number of coaches and to supervise the coaching of Association teams. Included shall be the locating and encouraging of prospective coaches, arranging for coaches clinics, acting as the Association liaison with the SAHA Background Check Program, maintaining records of credentials and background clearances for coaches and other team officials, ensuring that coaches and other team officials have adequate training, and in general, upgrading the quality and quantity of the KAHA coaching staff. The Committee shall conduct regular meetings of the coaches throughout the season to regulate play and resolve minor problems. Major problems or actions resulting from misconduct of players or coaches shall be referred to the Discipline Committee for resolution. Coaches or players not satisfied with decisions made by the Committee may appeal such decisions to the Board of Directors in writing not later than seven (7) days after decision notification.

#### 2) Officiating Committee

The KAHA Head of Officials shall chair the Officiating Committee. The KAHA Head of Officials and the Committee shall be responsible for securing and training an adequate number of referees and linesman to supervise the officiating of Association Games. Included shall be the locating and encouraging of prospective officials, arranging for referees' clinics, maintaining records of referees' credentials, and in general, upgrading the quality and quantity of the KAHA referees. The Committee shall be responsible for scheduling all referees for Association games when it is the Association's responsibility to furnish such officials.

#### 3) Facility / Security / Scheduling Committee

The Committee shall be responsible for maintaining and coordinating the Association's relationship with ice facilities. Included shall be contracting and scheduling ice time for the use of the Association, working with each of the program directors and the KAHA Treasurer to establish a detailed ice budget prior to the start of each season, communicating the ice schedule and any changes to the ice schedule to the KAHA membership, and resolving scheduling issues and problems. The Committee shall also be responsible for working with ice facilities to provide for the safety and security of players, coaches, officials, and spectators, acting as the Association's liaison with the Southeastern District Risk Manager, and communicating facility policies, rules, and regulations with the Association membership. Problems or actions resulting from members vandalizing or damaging property at ice facilities shall be referred to the Discipline Committee.

Addendum — March 31, 2003 (Page 1)

#### 4) Public Relations/Marketing / Fundraising / Special Events Committee

The Committee shall be responsible for all activities conducted to inform the membership and the public of and to promote Association activities, plans and programs. Included shall be communicating with new and potential members, maintaining Association communications (newsletter and/or Association web site), providing Association information to news, sports, and community media, and coordinating the Association's relationship with the city, county, business and general communities. The committee is also responsible for establishing and maintaining fundraising and sponsorship programs for the benefit of the Association and for organizing and coordinating special events.

#### 5) Team Managers & Off Ice Officials Committee

The Committee shall be responsible for assisting and supporting the Association's on-ice programs by encouraging, organizing, and administering parent's participation. Included shall be providing a mechanism for parental communication, sharing of ideas, and the discussion and resolution of concerns and issues and facilitating communications between the Association board of Directors, the Association Coaches, and parents. Also included shall be assisting each Team Manager with their responsibilities for organizing and administering individuals teams, maintaining team and player credentials, assisting the Finance & Registration Committee with registration and fees, and assisting the Facility & Scheduling Committee with the arrangement and communication of ice schedules.

The Committee is also responsible for securing and training an adequate number of office officials for Association Games. Included shall be the locating and encouraging of prospective office officials, arranging for office official's training and clinics, maintaining records of off ice official's credentials, and in general, upgrading the quality and quantity of the Association off ice officials. The Committee shall provide a list of qualified office officials for the use of the individual Program Committees. Individual Program Committees shall be responsible for scheduling office officials for Association games when it is the Association's responsibility to furnish such officials.

**Program Committees** — The following five Standing Committees are established to administer the on-ice programs of the Association.

#### 6) High School Program Committee

The High School Program Director shall chair the Committee, which shall be composed of one (1) designated representative from each High School League team. The Committee shall be responsible for organizing and administering the Association's High School Hockey league, for establishing rules for league play, and for maintaining the Association's relationship with the Tennessee Secondary School Hockey Association (TSSIEIA). Included shall be coordinating efforts with the Finance Committee to set fees, coordinating with the PR Committee to advertise for the program and raise funds for program expenses, and coordinating with the Registration Committee to support and schedule registration events for the program.

#### 7) Middle School Program Committee

The Middle School Program Director shall chair the Committee, which shall be composed of one (1) designated representative from each Middle School League team. The Committee shall be responsible for organizing and administering the Association's Middle School Hockey league, and for establishing rules for league play. Included shall be coordinating efforts with the Finance Committee to set fees, coordinating with the PR Committee to

advertise for the program and raise funds for program expenses, and coordinating with the Registration Committee to support and schedule registration events for the program.

8) Travel Program Committee

The Travel Program Director shall chair the Committee, which shall be composed of the Head Coach and the Team Manager from each Travel Team. The Committee shall be responsible for administering a competitive hockey program in accordance with Southern Youth Hockey League (SYHL) rules and regulations. Included shall be coordinating efforts with the Finance Committee to set fees, coordinating with the PR Committee to advertise for the program and raise funds for program expenses, and coordinating with the Registration Committee to support and schedule registration events for the program.

9) House Program Committee

The House League Program Director shall chair the Committee, which shall be composed of one (1) designated representative from each House League team. The Committee shall be responsible for organizing and administering the Association's House league, and for establishing rules for league play. Included shall be coordinating efforts with the Finance Committee to set fees, coordinating with the PR Committee to advertise for the program and raise funds for program expenses, and coordinating with the Registration Committee to support and schedule registration events for the program.

10) Instructional Program Committee

The Instructional Program Director shall chair the Committee. Members of the committee shall include the Instructional Program Coaching Director, Instructional and Mite coaches and support staff. The Committee shall be responsible for administering the USA Hockey Cross Ice Instructional program for all age groups including the Association's Mite Instructional and Mite Select programs. Included shall be coordinating efforts with the Finance Committee to set fees, coordinating with the PR Committee to advertise for the program and raise funds for program expenses, and coordinating with the Registration Committee to support and schedule registration events for the program.

**Members of the Association Board of Directors** — With this Addendum, the members of the Association Board of Directors are as follows:

- 1) President (*non-voting except in the case of a tie*) — 2 year term elected by general membership in even years
- 2) Vice President and Chair of Discipline Committee (*voting member*) — 2 year term elected by general membership in odd years
- 3) Secretary (*voting member*) — 2 year term elected by general membership in even years
- 4) Treasurer and Co-Chair of Finance & Registration Committee (*voting member*) 2 year term elected by general membership in odd years
- 5) Registrar and Co-Chair of Finance & Registration Committee (*voting member*) — 2 year term elected by general membership in even years
- 6) ACE Coordinator and Chair of Coaching Committee (*voting member*) — 1 year term appointed by the Association Board

Addendum – March 31, 2003 (Page 3)

- 7) Head of Officials and Chair of Officiating Committee (*voting member*) — 1 year term appointed by the Association Board
- 8) Facility, Security & Scheduling Chair (*voting member*) — 1 year term appointed by the Association Board
- 9) Public Relations & Fundraising Chair (*voting member*) — 1 year term appointed by the Association Board
- 10) Team Manager & Office Official Chair (*voting member*) — 1 year term appointed by the Association Board
- 11) High School Program Director (*voting member*) — 1 year term appointed by the Association Board
- 12) Middle School Program Director (*voting member*) — 1 year term appointed by the Association Board
- 13) Travel Program Director (*voting member*) — 1 year term appointed by the Association Board
- 14) House Program Director (*voting member*) — 1 year term appointed by the Association Board
- 15) Instructional Program Director (*voting member*) — 1 year term appointed by the Association Board

CERTIFICATION

I, Anne Williams, Secretary of the KNOXVILLE AMATEUR HOCKEY ASSOCIATION, a Tennessee corporation, hereby certify that the foregoing is a full, true and correct copy of the Addendum to the Constitution and By-Laws as approved by the Board of Directors of said corporation at its meeting held on March 31, 2003.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day  
of \_\_\_\_\_, 2003.

ANNE WILLIAMS, Secretary

ATTEST:

JOHN COX, President

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Addendum – March 31, 2003 (Page 4)