

# **CONSTITUTION AND BY-LAWS**

**for the**

**ILLINOIS HOCKEY OFFICIALS**

**ASSOCIATION**

## **Article I PURPOSE**

The purposes of the Illinois Hockey Officials Association (hereinafter "IHOA") are to (a) register, train, and evaluate duly registered hockey officials in the State of Illinois for the purposes of improving the quality of amateur hockey officiating in the state, (b) to insure uniformity of rules interpretations, (c) to create a better understanding between officials, coaches and players, (d) to develop more efficient officials, (e) to maintain the highest standards of officiating, and (f) to provide a forum for discussion and a medium for dissemination of information on hockey rules and interpretations.

In order to accomplish these purposes, IHOA will test officials, critique, and evaluate officials, offer seminars on rules, skating and procedures, and maintain close contact with USA Hockey, its District Referee-in-Chief and the Amateur Hockey Association of Illinois.

IHOA is registered as a Not-for-Profit Organization with the State of Illinois.

## **Article II MEMBERSHIP**

**Section 1 – Membership Qualifications** Membership is restricted to persons having met the requirements of IHOA as determined by the Board of Directors, which at a minimum shall include the requirements of screening and complete registration with IHOA and USA Hockey by November 30 of the season in which they sought enrollment, and having paid the annual dues of IHOA and USA Hockey. Membership in IHOA shall be renewed each year. The members will be classified by categories approved by the USA Hockey's District Referee-in-Chief. Members may appeal their category placement by notification in writing to the Registration Committee. Additional classifications,

such as, but not limited to, “Tournament Qualified,” may be required, and qualifications and procedures for these categories will be established by the Board of Directors.

**Section 2 -Voting Rights** Each member is entitled to one vote on any issue requiring the consent of the general membership providing that they are completely registered by November 30 of the season in which they have sought enrollment. The President does not have voting rights with the exception of casting a vote to break a tie.

**Section 3 -Registration Fees** Registration fees for all classifications of officials shall be the amount deemed necessary by the IHOA Board of Directors. This amount is in addition to the fee paid by the official directly to USA Hockey.

## **Article III JURISDICTION**

IHOA shall have final jurisdiction over all USA Hockey officials in Illinois for the purpose of registering, training officials and overseeing games played by USA Hockey sanctioned teams.

## **Article IV MEETINGS**

**Section 1 – Definitions** In all Articles herein, the following definitions shall apply: “Published” shall mean made available by any means reasonably expected to be accessible to the general membership of, IHOA including but not limited to posting on an internet website, broadcasting by electronic mail, posting in a periodical of general circulation in the hockey community, or a combination thereof. Each member is responsible to ensure their electronic mail addresses are correct at the time of registration. “Written” shall mean fixed in a tangible medium that can be perceived directly or via the internet.

**Section 2 – Annual Meeting** The annual meeting shall be held in the spring of each year for the purpose of electing officers and directors, and for the transaction of any other business which may come before the meeting.

**Section 3 – Special Meetings** Special meetings of the members may be called by the President, by a majority vote of the Board of Directors or by not less than one-fifth of all the members of IHOA.

**Section 4 – Place of Meetings** The President may designate any place within the State of Illinois as the site of any annual or special meeting. Special Meetings of the Board of Directors or any Committee provided herein may be held via simultaneous telephonic or electronic means.

**Section 5 – Notice of Meetings** Periodic meetings of the Board of Directors shall be held at a regular interval at a place, day and hour established by the Board and published to the general membership, and no further notice of such meetings shall be required. Written notice stating the place, day and hour of the annual meeting shall be published no less than ten nor more than 30 days prior to the date of the meeting. In the event that a special meeting of the Board of Directors is required, this requirement is amended to read “written or oral notice” and “not less than 24 hours.”

**Section 6 – Quorum** A majority of the members of the Board of Directors shall constitute a quorum at any meeting.

**Section 7 – Proxies** Members of IHOA, or its Board of Directors, may not be represented by proxy.

## **Article V BOARD OF DIRECTORS**

**Section 1 – General Powers** The Board of Directors shall have the power to run the business and affairs of IHOA.

**Section 2 – Number of Members** The number of Directors of IHOA shall be 15 or, should the Amateur Hockey Association Illinois (AHA) Supervisor of Officials not be an elected member, 18; 15 of whom shall be selected by the members and will include the officers of IHOA (see Section 4). Each elected director shall hold office for three (3) years; five (5) directors to be elected each year. In the event of a vacancy by resignation or other reason, the President shall appoint a director to fill such unexpired term. In the event the President fails to make the appointment within 90 days from the date of the vacancy, the Secretary will call for a special election of the general membership to fill said vacancy.

**Section 3 – Eligibility** Any qualified IHOA member, as defined in Article II, Section 1 of these By-Laws, shall be eligible for the Board of Directors.

**Section 4 – Meetings** Meetings of the Board may be called at any time pursuant to Article IV, Section 4.

**Section 5 – Ex-Officio Members** The USA Hockey Referee-in-Chief, the USA Hockey District Referee-in-Chief, and the AHA Supervisor of Officials, should they not be an elected member of the Board of Directors under the provisions of Section 2 of this Article, shall be ex-officio members of the Board of Directors, without voting rights.

**Section 6 – Duties** The duties of the Board of Directors shall be: (a) elect a President, Referee-in-Chief, Vice-President, Treasurer, Secretary, and Registrar at each annual meeting, and (b) to hear and rule on any matters or disputes for which another procedure is not provided for in the By-Laws.

**Section 7 – Removal** Any Director elected by the general membership or appointed by the President to fill a vacancy may be removed by a vote of 10 or more of the voting members of the Board of Directors at a meeting at which 12 or more of the voting members are present when the Board judges that the removal is in the best interests of IHOA. Such vote shall be held at a regularly scheduled meeting of the Board of Directors or at a special meeting called in accordance with these By-Laws. The Director proposed for removal shall be notified in writing at least 30 days prior to such meeting and shall be given an opportunity to respond. Notice of the proposed removal shall be published to the general membership not less than 10 nor more than 30 days prior to the date of the meeting and members shall be given an opportunity to comment on the proposed removal.

## **Article VI OFFICERS**

**Section 1 – Number** The officers of IHOA shall be the President, Referee-in-Chief, Vice-President, Treasurer, Secretary, and Registrar, and shall be elected by the Board of Directors annually, immediately after the annual meeting. Any duly elected member of the Board of Directors shall be eligible for an officer position. Officers may serve on a standing committee or serve as a chairperson of a committee.

**Section 2 – Removal** Any officer elected by the Board may removed by a vote of 10 or more of the voting members of the Board of Directors at a meeting at which 12 or more voting members are present when the Board judges that the removal is in the best interests of IHOA. Such vote shall be held at a regularly scheduled meeting of the Board of Directors or at a special meeting called in accordance with these By-Laws. The officer proposed for removal shall be notified in writing at least 30 days prior to such meeting and shall be given an opportunity to respond.

**Section 3 – Vacancies** Any vacancy in any office may be filled by the President for the unexpired portion of the term.

**Section 4 – President** The President shall be the chief executive officer of the association and shall, in general, supervise and control all of the business and affairs of the association. The President shall preside at all meetings, serve as an ex-officio member on all committees, call special meetings of the association or Board of Directors that she/he considers necessary, and appoint committees and its members as required by these By-Laws or as she/he deems necessary. The president will fill vacancies for all IHOA positions that are vacated prior to the completion of one's term. The president shall meet annually with assigners to recommend officials for all league and state finals.

**Section 5 – Referee-in-Chief** The Referee-in-Chief will attend all AHAI meetings and act as a liaison between IHOA and AHAI. The Referee-in-Chief will attend all IHOA meetings, sharing items from AHAI meetings that impact and pertain to IHOA. In the event that meetings are held on the same date, the Referee-in-Chief will provide the Board of Directors with information electronically. If the Referee-in-Chief is unable to attend an AHAI meeting, she/he may appoint someone from the IHOA Board of Directors in her/his place. The Referee-in-Chief shall be responsible for all activities of IHOA officials with respect to training, rules, procedures and conduct. The Referee-in-Chief oversee the Development Program and Performance, Education, and Development Committee. The Referee-in-Chief will bring disciplinary recommendations to assigners, based upon the findings of the Performance, Education, and Development Committee. The Referee-in-Chief shall meet annually with assigners to recommend officials for all league and state finals. The Referee-in-Chief shall make recommendations for District and National Tournaments to the District Referee-in-Chief. The Referee-in-Chief shall make recommendation for all USA Hockey Official Development Camps to the District Referee-in-Chief.

**Section 6 – Vice-President** In the absence of the President, or in the event of her/his inability or refusal to act, the Vice President shall perform the duties of the President and, when so acting, shall have all the powers of the President.

**Section 7 – Treasurer** The Treasurer shall have charge and custody of and be responsible for all the funds of the association. The Treasurer shall provide an annual report at the annual spring meeting and any other reports deemed necessary by the President. The Treasurer shall provide an economic report of the Association to the Board of Directors monthly.

**Section 8 – Secretary** The Secretary shall keep the minutes of all meetings, see that all notices are given in accordance with these By-Laws, and in general perform all duties incident to the office of Secretary. The Secretary will post all minutes to the IHOA website after the Board has approved them.

**Section 9 – Registrar** The Registrar shall: (a) test the database to ensure that all components of the registration process are ready prior to the registration season opening, (b) be responsible for the registration of members, (c) provide seminar instructors with secured and unsecured materials as needed for the seminar, (d) keep records of all registrations and memberships, (e) submit all electronic documentation and all paperwork to USA Hockey in a timely manner, (f) “certify” eligible voting members, and (g) implement procedures to coordinate registration activities with USA Hockey through the USA Hockey District Referee-in-Chief. The duties of Registrar may be shared among other Board Members.

## **Article VII STANDING COMMITTEES & POSITIONS**

**Section 1 – General** The size of any committee in the succeeding Sections will be the number shown, plus the President and any other ex-officio members. The Chairperson of all Committees identified herein shall be members of the Board of Directors.

**Section 2 – Seminar Committee** The Seminar Committee will consist of three (3) IHOA members. The Seminar Chairperson shall be a member of the IHOA Board of Directors, work with the Registrar and one other IHOA member to (a) schedule seminars, (b) reserve classrooms and ice for each seminar, (c) submit a final schedule to the IHOA Website Chairperson for release to the membership, (d) assign qualified instructors and assistant instructors for each seminar, and (e) assign a lead person to oversee each seminar, including the acquisition of all equipment needed for the seminar.

**Section 3 – Performance, Education and Development Committee** The Performance, Education and Development Committee (PED) shall consist of four (4) IHOA members. The PED Chairperson shall be a member of the IHOA Board of Directors and work three (3) other IHOA members. This committee will be responsible for (a) receiving and investigating requests from the hockey community regarding the performance of officials, and (b) report the committee’s findings with respect to any inquiry to the IHOA President and IHOA Referee-in-Chief. Findings may include a recommendation for, but not limited to, an on-ice evaluation of an official, attending an upcoming

development session for the purpose of retraining, and/or a recommendation to assigners for removal of future game assignments.

**Section 4 – Website Chairperson** The Website Chairperson shall maintain and update the IHOA website. The Website Chairperson shall be a member of the IHOA Board of Directors or a member of IHOA who is selected by the IHOA Board of Directors and who is in good standing.

**Section 5 – League Liaison** A League Liaison shall attend league meetings for the purpose of sharing officiating information with the league and gathering information from the league to share with the IHOA Board of Directors following each league meeting.

**Section 6 – Rules and Ethics Committee** The Rules and Ethics Committee will consist of three (3) members of IHOA. The Chairman shall be a member of the Board of Directors and shall exclude the President of IHOA. The committee is responsible for hearing and ruling on complaints regarding officials and taking appropriate action against any member for violations of the Constitution and By-Laws or for conduct detrimental to amateur hockey while officiating or while engaged in any other activity. The Rules and Ethics Committee shall establish its written rules and procedures regarding complaints, including, but not limited to, receipt of complaints, investigation of complaints, and hearings before the Committee.

**Section 7 – Nominating Committee** The Nominating Committee will consist of three (3) members of IHOA responsible for presenting a “Slate of Candidates” to the Board of Directors. The nominations must be published at least 10 days prior to the annual meeting. If any member wishes to submit a candidate or candidates in addition to those published by the Nominating Committee, he/she must do so in writing to the President prior to the annual meeting. No nominations shall be accepted from the floor during the meeting. The Chairperson of this Committee shall not be a current Board of Director whose position is up for election by the membership.

**Section 8 – By-Laws Committee** The By-Laws Committee will consist of three (3) members of IHOA appointed annually by the IHOA President. It shall be responsible to introduce proposed changes or amendments to the By-Laws of IHOA at the Annual Meeting or at any special meeting.

**Section 9 – Referee Oversight Committee** The Referee Oversight Committee will consist of three (3) members of the IHOA Board of Directors responsible for receiving and reviewing inquiries from officials who have a complaint. The Referee Oversight Committee will gather all facts and assist the referee in bringing resolution to a problem.

**Section 10 – Committee Ratification** All committees, standing, or otherwise, and/or their members, appointed by the President or Referee-in-Chief are subject to review and approval by the Board of Directors.

## **Article VIII AMENDMENTS**

**Section 1 – Procedures** These By-Laws may be amended or changed at the annual meeting or at any special meeting of the general membership. Each proposed amendment must be submitted to the President who shall present it to the Board of Directors. The Board of Directors shall decide whether or not to recommend its adoption at the next annual or special meeting. No amendment shall be eligible for presentation at a meeting unless it shall have been published at least 10 days prior to said meeting.

**Section 2 – Adoption** The proposed amendment shall then be presented at the next annual or special meeting. After discussion, a vote of two-thirds (2/3) of the eligible voters voting at the meeting shall be required to adopt the amendment.

## **ARTICLE IX CONTRACTS, LOANS, CHECKS, DEPOSITS, AND ENDORSEMENTS**

**Section 1 – Contracts** The Board of Directors may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name and on behalf of IHOA, and such authority may be general or confined to specific instances.

**Section 2 – Loans** No loans shall be contracted on behalf of IHOA and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors. Such authority may be general or confined to specific instances.

**Section 3 – Checks, Drafts, Etc.** All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of IHOA, shall be signed by such officer or officers, agent or agents of IHOA and in such manner as shall from time to time be determined by resolution of the Board of Directors.



**Section 4 – Deposits** All funds of IHOA not otherwise employed shall be deposited from time to time to the credit of IHOA in such banks, trust companies or other insured depositories as the Board of Directors may select.

**Section 5 – Endorsements** The IHOA Board of Directors have the right to endorse products that are USA Hockey approved (i.e. equipment), aligned to USA Hockey (i.e. rules), or deemed relevant to the IHOA membership (i.e. apparel).

## **ARTICLE X FISCAL YEAR**

The fiscal year of IHOA shall begin on the first day of June in each year and end on the last day of May in the following year. The IHOA Constitution and By-Laws serve as the only valid form of approved and agreed upon legislation. Any prior Board approved decisions that were passed through regular IHOA Board meetings are only valid for the fiscal year in which such decisions were/are made.

## **ARTICLE XI SEAL**

The Board of Directors shall provide a corporate seal that shall be in the form of a circle and shall have inscribed thereon the name of the corporation and the words “Corporate Seal, Illinois.”

## **ARTICLE XII WAIVER OF NOTICE**

Whenever any notice is required to be given under the provisions of the *Articles of Incorporation* or under the provisions of *The General Not-For-Profit Corporation Act of the State of Illinois*, a waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

## **ARTICLE XIII DISTRIBUTION OF ASSETS**

The assets of IHOA are permanently dedicated to exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1954 (or corresponding provisions of future laws). IHOA shall not be operated for pecuniary profit and shall have no capital stock and shall make no distribution of dividends to its members, directors, officers, or persons having a private interest in the activities of the corporation. In the event IHOA is dissolved, the Board of Directors shall pay, satisfy, and discharge all liabilities and obligations of IHOA or make adequate provisions therefore and distribute all remaining assets of IHOA to an organization or organizations engaged in activities substantially similar to those of IHOA and organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at that time qualify as an exempt organization under Section 501(c)(3) of the Internal Revenue Code of 1954 (or corresponding provisions of future laws).

## **ARTICLE XIV PARLIAMENTARIAN**

The Secretary shall act as Parliamentarian at all meetings and IHOA shall follow the Robert's Rules of Order. In the event the Secretary's position on the Board of Directors is eligible for a vote by the membership at the annual meeting, any other current member of the Board of Directors, whose position is not to be voted upon, shall act as Parliamentarian.

As adopted at the annual meeting in June 1974. Amended/ratified at the annual meetings in: 1975, 1978, 1980, 1995, 2000, 2001, 2008, and 2019. Reformatted 1999, 2000, 2001, 2009, and 2019.