CENTRAL CONNECTICUT HOCKEY REFERES ASSOCIATION, INC.

CONSTITUTION & BYLAWS

CCHRA, INC. CONSTITUTION

Article I - Name and Location

Section 1:

The name of this organization shall be the CCHRA, Inc. (Central Connecticut Hockey Referees Association, Inc.), hereinafter referred to as the "Association" or "CCHRA".

Section 2:

The principal office of the Association shall be located in the town of residence of the Treasurer.

Article II – Purpose and Core Values

Section 1:

The purposes of CCHRA are as follows:

- 1. To foster, develop, and advance referees in the Central Connecticut Hockey region and promote the sport of ice hockey through the development of officials.
- 2. To provide education and training for officials at all levels within USA Hockey.
- 3. To affiliate and cooperate with USA Hockey, other Connecticut referee associations, and local youth hockey organizations.
- 4. To maintain high standards of conduct among officials and foster camaraderie and understanding between members.
- 5. To collaborate with youth hockey organizations within Connecticut to enhance the sport of ice hockey.

Section 2:

The core values of CCHRA as adopted by USA-Hockey guidance are:

- 1. Sportsmanship
- 2. Respect for the Individual
- 3. Integrity
- 4. Pursuit of Excellence at the Individual, Team and Organizational Levels
- 5. Enjoyment
- 6. Loyalty
- 7. Teamwork

Article III – Organization

Section 1:

CCHRA shall operate as a non-profit corporation as a 501C6. All funds shall be used to promote the Association or support its members. The corporation shall not engage in activities that are

prohibited for a tax-exempt organization under federal tax law. CCHRA shall be incorporated and registered using the North American Industry Classification System (NAICS) Code 711219.

Article IV – Dissolution

Section 1:

In the event that CCHRA ceases to function, upon dissolution, surplus funds and properties shall be donated to any non-profit organizations served by CCHRA, as determined by the Board of Directors at the time of dissolution.

Section 2:

The last Treasurer prior to dissolution shall retain the minute books and financial records for seven (7) years after dissolution, after which these records may be destroyed.

Article V – Membership

Section 1:

Membership in CCHRA shall be open to USA Hockey referees, 14 years of age and older, who officiate games for youth hockey organizations serviced by CCHRA as well as games assigned by USA-Hockey Connecticut. Current members under the age of 14 shall be "grandfathered" into the association.

Section 2:

Membership shall align with the definitions provided in the Constitution and Bylaws of USA Hockey.

Section 3:

Qualified individuals seeking membership as independent contractors shall apply to CCHRA. Completed applications will be reviewed by the Board of Directors with a notice of acceptance or rejection sent to the applicant. Said individuals shall be fully registered with USA-Hockey and completed all requirements for their level of certification for each season.

Section 4:

Members are classified as follows:

- 1. Probationary:
 - (A) All first-year officials are on a one-year probation.
 - (B) Members under suspension by the Board of Directors.
- 2. Active: Current, dues-paying members in good standing.
- 3. Honorary: Former CCHRA and USA Hockey officials as designated by the Board of Directors.

Section 5:

All members of CCHRA are independent contractors in their officiating capacities and are not employees of USA Hockey, Inc., CCHRA, any officer, or any other person, or entity for whom members work as officials. All members of CCHRA recognize this status, and understand neither USA Hockey, Inc. CCHRA, nor its officers, are employers, nor, therefore, the members shall not be

eligible to collect workers compensation from USA Hockey, Inc., CCHRA, its officers, or any other person, or entity, for any injuries sustained while officiating.

Section 6:

Any member may resign by filing a written resignation with the Secretary. Such resignation shall NOT relieve the member so resigning of the obligation to pay any dues, assessments, or other charges, previously accrued, and unpaid, prior to the receipt of such resignation. A member who previously resigned may upon written request filed with the Secretary, be considered for reinstatement by the Board of Directors upon terms as the Board of Directors may deem appropriate.

Article VI - Governance

Section 1:

CCHRA is governed by an Executive Board consisting of a President, Vice President, Secretary, Treasurer, and a Board of Directors elected by the membership or appointed as per the Bylaws. The fiscal year of CCHRA shall run from May 1 to April 30.

Article VII - Amendments

Section 1:

This constitution may be amended by a two-thirds vote of members in good standing who are present at any regular or special meeting, provided that written notice, including electronic mail, of the proposed amendment(s) is sent by the Secretary to all regular members at least ten (10) days before the meeting date. The Arbiter system will be used for emailing information to members; a secondary email platform may also be used.



CCHRA, INC. BYLAWS

Article I - Membership

Section 1: Members

- 1. A member shall be in good standing with both USA Hockey and CCHRA. Good standing is defined as currently registered with USA Hockey and compliant with:
 - A. Article V of the CCHRA Constitution: Membership
 - B. Article XII of the Bylaws: Dues and Assessments.
- 2. A member under suspension or probation by CCHRA and/or USA Hockey is not considered in good standing during the period of probation or suspension. (Refer to the CCHRA Constitution, Article V, and Section 1 for membership requirements)

Section 2: Waiver of Responsibility

No person under the age of eighteen (18) shall be a member unless a parent or guardian has signed a waiver of responsibility, as per USA Hockey's registration procedure.

Article II – Executive and Board of Directors

Section 1: Composition

The CCHRA shall be governed by a Board of Directors consisting of a minimum of six (6) and a maximum of eight (8) association members, along with four (4) Executive Board members consisting of the President, Vice President, Secretary and Treasurer. Four (4) Board members are elected each year for a two (2) year term. Past Presidents remain on the Board of Directors for one (1) year following their term as president unless they resign or disqualify themselves. This position does not count toward the eight-member maximum and does not include voting privileges. No person under the age of eighteen (18) shall serve on the Board of Directors. Board members suspended or placed on probation by CCHRA and/or USA Hockey are deemed not in good standing and will be removed from the Board for the remainder of their term.

Section 2: Authority

The Board of Directors is the managing body, vested with full authority to conduct association business, subject to the constitution and these Bylaws, and is responsible to the membership.

Section 3: Term of Office

Members elected to the Board shall serve two (2) years or until successors are elected. The Board of Directors shall take office on May 1, aligning with the association's fiscal period. The Executive Officer's are elected based upon a two (2) year term.

Section 4: Vacancies

In the event of a vacancy on the Board of Directors, the position shall be filled by a vote of the regular members at any regular or special meeting, provided notice is given at least ten (10) days in advance. The newly elected member(s) shall serve the remainder of the vacated term.

Article III – Elections of the Executive and Board of Directors

Section 1: Elections

Nominations shall be held at the February meeting, and elections shall take place at the last meeting of the season.

Section 2: Nominating Committee and Nomination

At least thirty (30) days before nominations, the President, with Board approval, shall appoint a Nominating Committee of three (3) members. The responsibilities of the committee are:

- 1. Elect a chair.
- 2. Solicit candidates from the membership who are in good standing for Executive Officer or Board of Directors positions.
- 3. Review candidate's qualifications.
- 4. Present a slate of candidates recommended by the Nominating Committee at the February meeting.
- 5. Take additional nominations from the floor at the February meeting.
- 6. All nominations must be completed and announce nominations before the close of the February meeting.
- 7. Distribute the slate of candidates to the membership via mail or email fifteen (15) days before the election.

Section 3: Election Voting

- 1. A slate of candidates running for the Board of Directors and Executive Board shall be sent via Arbiter within five (5) days after the February meeting. Thereafter, votes for candidates must be sent to the Chair of the Nominating Committee within fifteen (15) days by email. At the conclusion of the fifteen (15) day period, the Nominating Committee shall tabulate the election results and provide said results to the President who shall notify the candidates and membership of the results of the election.
- 2. Probationary and honorary members do not have voting privileges.
- 3. Only members in good standing may vote.

Section 4: Absentee Ballots and Voting

1. Voting shall be administered electronically, absentee ballots will no longer be necessary.

Section 5: Installation

Elected Executive Board members shall be installed at the conclusion of the election at the last meeting of the season. Their term shall be one (1) year, starting at the beginning of the fiscal year on May 1.

Article IV - Meetings

Section 1: Regular Meetings

The association shall hold three (3) mandatory in person meetings each year. These meetings will take place in August, September and December. The location shall be determined by the Board of Directors. Advanced notice of the date(s) and time(s) of meetings will be sent electronically to the membership.

Section 2: Board of Directors Meetings

- 1. Meetings shall be held on dates set by the President or as necessary. A quorum of five (5) members is required.
- 2. If a Board member misses two (2) meetings, the President may, with Board approval, appoint a replacement.

Section 3: Special Meetings

Special meetings of the regular members or the Board shall be called by the President or Secretary at the request of three (3) Board members or by a petition from ten (10) percent of the regular members. Notices will be sent electronically.

Article V – Duties of the Executive Board

Section 1: President

The President shall oversee CCHRA's affairs, preside over meetings, and present an annual report. The President shall notify members of all regular and special meetings through the Arbiter messaging system and may use a secondary email platform if necessary. The President has the authority to make decisions on association matters requiring immediate response, pending Board approval at the next scheduled or special meeting. Committees or delegations may be appointed by the President, with Board approval, to represent the association as needed.

Section 2: Vice President

The Vice President shall preside over meetings in the President's absence and is responsible for disciplinary matters as outlined in Article VII - Discipline. They shall chair the Discipline Committee and may appoint two (2) members in good standing, with Board approval, to assist on this

committee. The Vice President serves as the primary contact for all scheduling matters, oversees the scheduler(s), and handles scheduling concerns raised by members.

Section 3: Secretary

The Secretary shall provide notice of all regular and special meetings, keep permanent records of these meetings, and maintain all official association records. They have the authority to communicate with other officiating and youth hockey organizations, including the CT and New England District Referee-In-Chiefs, on matters related to CCHRA. The Secretary will assist with the formation of committees and collaborate with committee(s) as necessary.

Section 4: Treasurer

The Treasurer maintains the association's financial records and disburses funds as directed by the Board. The Treasurer prepares annual tax returns for Board review before filing and chairs the Finance Committee with two (2) Board-approved members. The Treasurer shall file required reports with the Connecticut Secretary of State to maintain corporate status of CCHRA. The Treasurer is compensated with a one-time payment determined by the Executive Board and the Board of Directors. The amount of said payment shall be determined before the start of the USA-H season and is payable at the conclusion of each USA-H season. The Treasurer shall meet with the Financial Review Committee at least once (1) during the year and provide any and all documentation requested. The Executive Board reserves the right to conduct an independent audit of CCHRA accounts. In order to improve CCHRA's efficiency, the Board may exercise their right to combine the roles of Treasurer and Scheduler or Treasurer and Secretary.

Section 5: Succession of Executive Board Members

If the President is unable to fulfill their duties, the Vice President assumes the role, selecting a new Vice President subject to majority Board approval with prior notice. In the event the Secretary or Treasurer cannot perform their duties, the Board will select a replacement by majority vote.

Article VI - Duties of the Board of Directors

Section 1: Duties of the Board of Directors

The Board shall:

- 1. Approve appointments of the Scheduler and Referee-in-Chief.
- 2. Form special committees.
- 3. Set dues, rates, fines and assessments.
- 4. Enforce association policies and regulations.
- 5. Select a Scheduler(s) by July 1 to manage scheduling duties under Article XIII.
- 6. Retain the right to combine Treasurer and Scheduler roles for increased effectiveness.
- 7. Appoint a CCHRA Referee-In-Chief (RIC) for the Association. This shall be a 2-year term.
- 8. Establish an annual budget.

Article VII – Discipline

Section 1: Probation, Suspension, Termination

Members may be placed on probation, suspended, or terminated by Board majority vote for:

- 1. Non-payment of dues or fines.
- 2. Failure to pass the U.S.A. Hockey exam.
- 3. Failure to attend a U.S.A. Hockey seminar.
- 4. Conduct unbecoming of an official (per Officials Code of Conduct).
- 5. Missing two (2) games without excuse.
- 6. Following a review under the investigation policy.
- 7. Resignation via written or electronic notice.

Section 2: Investigation

In compliance with Article V, Section 2, complaints against officials shall be investigated by the Discipline Committee and findings transmitted to the Vice President. The Vice President shall submit a written report to the Board with a recommendation that the official(s) be placed on probation, suspended or terminated from CCHRA or that no action be taken. If involving the Vice President, the President handles the complaint.

Section 3: Vote

The Board (excluding the President and Vice President) votes on the Vice President's recommendation, with action taken by majority vote. The Vice President notifies the official(s) in writing within 24 hours.

Section 4: Appeal

Officials may appeal within 48 hours to the President, who decides whether to uphold or overturn the Board's decision, notifying the official(s) within five (5) days.

Article VIII - Financial Review

Section 1: Financial Review

The Treasurer and Finance Committee shall review association finances annually, ensuring compliance with GAAP, and submit a financial report to the Board within 30 days of their meeting. The Committee reviews monthly bank statements, with the President verifying their accuracy. The Executive Board may also request an external audit of CCHRA's finances.

Article IX – Voting

Section 1: Voting

Unless specified otherwise, issues require a majority vote of active members in good standing. Voting procedures:

- Secret written ballots.
- The Secretary tallies and announces results.

Article X - Rules of Order

Section 1: Rules of Order

Meetings follow *Robert's Rules of Order*, 2nd edition. The interactive method may be used with a two-thirds membership agreement for specific topics.

Article XI – Amendments

Section 1: Amendments

The Bylaws may be amended by a two-thirds vote of members in good standing who are present at any regular or special meeting, provided that written notice, including electronic mail, of the proposed amendment(s) is sent by the Secretary to all regular members at least ten (10) days before the meeting date. The Arbiter system will be used for emailing information to members; a secondary email platform may also be used.

Article XII – Dues and Assessments

Section 1: Dues and Assessments

The association sets rates, dues, fines and assessments as necessary. These are managed by the Board of Directors. Retired and honorary members are exempt from dues. Missed meeting fines are listed in Article XV, and payment of dues is required by January 1 to retain membership. The fiscal year runs from May 1 to April 30. The Board reserves the right to employ "excused absences" from meetings due to extenuating circumstances such as living away attending college/prep school and family emergencies.

Article XIII – Scheduler

Section 1: Duties of the Scheduler

The Scheduler shall:

- 1. Assign games for CCHRA members.
- 2. Report to the Executive and Board.
- 3. Act as the primary contact for assignments.
- 4. Serve as liaison for youth organization scheduling.
- 5. Maintain game data in the Arbiter or recommended assigning system.

- 6. Sign a Letter of Agreement outlining duties, procedures, and compensation as provided by the Board.
- 7. May appoint an assistant, with Board approval, who is an active member in good standing, at the Scheduler's own expense.

Article XIV - Referee-In-Chief

Section 1: Duties of the Referee-In-Chief (RIC)

The CCHRA RIC shall:

- 1. Be responsible for the development of CCHRA ice hockey officials, inclusive of on-ice and office proficiency training, evaluations and mentorship.
- 2. Establish a Referee Development Committee that shall have no fewer than three (3) additional members.
- 3. Survey the membership on a continuing basis to refine officiating techniques.
- 4. Solicit comments regarding all applicants and regular members requesting evaluation in writing and others at the discretion of the Committee
- 5. Conduct/Coordinate training at CCHRA membership meetings.
- 6. Work in collaboration with the CCHRA Board of Directors, CTRIC and NEDRIC regarding annual on-ice proficiency sessions.
- 7. Establish a CCHRA Mentorship Program and work with partner leagues for implementing such programs. CCHRA may exercise the right to implement a fee for aiding in mentorships.

Article XV – Rates and Fees to Programs

Section 1: Rates and Fees to Programs

The Board determines rates, dues, fines and assessments. The President shall provide these rates and fees to each USA-Hockey organization served by CCHRA prior to the start of the season.

Rates, Dues, Fines and Assessments

- Dues: \$25.00 per season

- CCHRA Fee: 3.0% Gross Rate

- Thomas Demartino Scholarship Fund: 0.5% Gross Rate

- Missed Meeting Fee: \$20.00

- Turn Back Fee: \$5.00 per game

- Missed Game Fee: Full game value *Note: Referees working alone receive an additional game fee.*

Article XVI – Game Officials Code of Conduct

- 1. Act in a professional and businesslike manner at all times and take your role seriously.
- 2. Strive to provide a safe and sportsmanlike environment in which players can properly display their hockey skills.
- 3. Know all playing rules, their interpretations and their proper application.
- 4. Remember that officials are teachers. Set a good example.
- 5. Make your calls with quiet confidence; never with arrogance.
- 6. Manage and help to control games in cooperation with the coaches to provide a positive and safe experience for all participants.
- 7. Violence must never be tolerated.
- 8. As an official, be fair and impartial at all times.
- 9. Answer all reasonable questions and requests.
- 10. Have a "zero tolerance" attitude toward verbal or physical abuse.
- 11. Never use foul or vulgar language when speaking with a player, coach or parent.
- 12. Use honesty and integrity when answering questions.
- 13. Admit your mistakes when you make them.
- 14. Never openly criticize a coach, player or fellow official.
- 15. Keep your emotions under control.
- 16. Use only USA Hockey-approved officiating techniques and policies.
- 17. Maintain your health through a physical conditioning program.
- 18. Dedicate yourself to personal improvement and maintenance of officiating skills.
- 19. Respect your supervisor and his/her critique of your performance





END OF DOCUMENT

Constitution & Bylaw Revisions February 2025