
GOVERNING DOCUMENTS OF COLLEGE HOCKEY EAST



ORGANIZATION ESTABLISHED 1971

GOVERNING DOCUMENTS ADOPTED 2018

LAST MODIFIED MAY 22, 2022

The members of College Hockey East pledge to uphold the spirit and provisions of these documents in good faith and in high honor to ensure the integrity, validity, and future of all those who participate in our league.

TABLE OF CONTENTS

CONSTITUTION

- Article I: Name
- Article II: Objective
- Article III: Governance
- Article IV: Administrative Structure
- Article V: Competitive Structure

BY-LAWS

- Article I: Membership and Other Affiliation
- Article II: Membership Benefits and Requirements
- Article III: Officers
- Article IV: Elections, Appointments, and Removal of Officers
- Article V: Committees
- Article VI: Meetings
- Article VII: Disbursements of Receipts and Funds
- Article VIII: Amendments
- Article IX: Limitations
- Article X: Miscellaneous
- Article XI: Dissolution

OPERATING POLICIES

- Administrative Section 1: Policy Governance
- Administrative Section 2: Meeting Policies
- Administrative Section 3: Financial Policies
- Administrative Section 4: Conduct Policies
- Administrative Section 5: Personnel Policies
- Administrative Section 6: Registration Policies
- Competition Section 1: Eligibility Policies
- Competition Section 2: Team Placement Policies
- Competition Section 3: Scheduling Policies
- Competition Section 4: Event Policies
- Competition Section 5: Player Movement Policies
- Competition Section 6: Supplemental Discipline Policies
- Competition Section 7: Playoff Policies

GAME PROCEDURES

- Section 1: Participation
- Section 2: Game Administration
- Section 3: Officiating
- Section 4: Game Personnel
- Section 5: Game Operations
- Section 6: Game Protocol
- Section 7: Video Review
- Section 8: Sportsmanship

COLLEGE HOCKEY EAST CONSTITUTION

Article I – NAME

Section 1 – Organization Name

- A. Name. The name of this organization shall be College Hockey East.
- B. Aliases. College Hockey East shall also be herein referred to as the “CHE,” “League,” or “Organization.”

Article II – OBJECTIVES

Section 1 – Purpose

The purpose of College Hockey East is to offer a competitive and structured league of college hockey teams that operate with shared values, respect for the game, and a focus on the personal development of its participants on and off the ice.

Section 2 – Mission

The mission of College Hockey East shall be to:

- Provide standards, structure, and policies to regulate operation and activity
- Emphasize academic performance and encourage excellence
- Support the welfare of the game of ice hockey and its participants by fostering sportsmanship, integrity, and safety
- Promote the growth and stability of male and female collegiate club hockey in the eastern United States
- Provide leadership for the establishment, development, and prosperity of member programs through key initiatives and strategic direction
- Affiliate and liaise with other entities that will enhance the league’s objectives and operations
- Encourage its members to have an open forum for ideas and actions that will strengthen the league and its individual programs
- Collectively represent and safeguard the best interests of member programs
- Conduct post-season tournaments based on regular-season play and subsequent standings in order to provide a championship attainable by all league members
- Participate in and support the goals of the American Collegiate Hockey Association (ACHA), National Collegiate Athletic Association (NCAA), USA Hockey, and other similar ice hockey organizations

Article III – GOVERNANCE

Section 1 – Government

- A. Ownership. College Hockey East shall be jointly owned by the member teams, and the affairs of the Organization shall be governed by the appointed representatives of those member schools, therein comprising the Organization's Board of Governors.
- B. Administration. The principal officer and registered agent of the Organization shall be the current, duly-elected Commissioner. The Commissioner shall direct the affairs and operations of the Organization and serve as the primary point-of-contact for the Organization.
- C. Location. The registered address of the Organization shall be the business office of the Commissioner of the League or at such place as designated by the Board of Governors as required from time to time to carry out the business affairs of the Organization.
- D. Operational Status. The League shall be organized and shall operate as an exempt organization within the meaning of Section 501(c)(3) of the United States Internal Revenue Code of 1986, as amended or as may be amended in the future.
- E. Fiscal Year. The fiscal year of the Organization shall begin on June 1 and end on May 31 of the following calendar year.

Section 2 – Organizational Structure

- A. Administrative Structure. The CHE shall be governed by the following parts:
 - a. Board of Governors
 - b. Commissioner's Office
 - c. Executive Committee
 - d. Division Councils
- B. Competitive Structure. The CHE shall provide a structure of hockey for which its members can place a team(s) for competitive play:
 - a. Divisions of Play
 - b. Affiliate Competition

Article IV – ADMINISTRATIVE STRUCTURE

Section 1 – Board of Governors

- A. Composition. The Board of Governors shall consist of the collection of one Team Representative from each league member. No individual member shall have more than one representative on the Board of Governors, regardless of the number of teams fielded in College Hockey East by that member.
- B. Duties. The Board of Governors shall:
 - a. Monitor the business, property, and affairs of the Organization
 - b. Provide guidance and direction to the Commissioner's Office and Executive Committee
 - c. Maintain, adhere to, and enforce the by-laws
 - d. Convene no less than annually to address league matters

Section 2 – Commissioner's Office

- A. Composition. The Commissioner's Office shall consist of the duly-elected Commissioner, and approved Bookkeeper, an approved Auditor, and any additional staff appointed by the Commissioner.

- B. Duties. The Commissioner's Office shall:
 - a. Manage the League's day-to-day operations, membership meetings, special events, and all other activity inherent to conducting a collegiate hockey league
 - b. Monitor the proper operations, management, and conduct of the League members in relation to the by-laws, policies, and rules of the League and its divisions
 - c. Maintain all financial records of the Organization, including accounts payable and receivable, bank statements, and tax records
 - d. Represent the Organization in matters relating to applicable governing bodies and between other similar entities

Section 3 – Executive Committee

- A. Composition. The Executive Committee shall consist of the duly-elected Commissioner and one representative from each Division of Play. The Commissioner shall serve as the Chair of the Organization's Executive Committee.
- B. Duties. The Executive Committee shall:
 - a. Manage the routine affairs of the league
 - b. Approve the acceptance of Affiliate Members
 - c. Propose a budget of fees and expenditures
 - d. Formulate, review, and recommend proposals to the Board of Governors
 - e. Hear and rule on matters of appeal
 - f. Rule on matters which are not set forth in these by-laws or in league policies

Section 4 – Division Councils

- A. Composition. Each Division Council consists of the Team Representatives of the members inclusive to that Division of Play, as defined herein. A Divisional Delegate shall be the Chair of his Division Council and represent the division on the Executive Committee.
- B. Duties. The Division Council shall:
 - a. Be responsible for upholding the operations and standards of its division
 - b. Propose, approve, and maintain policies and rules respective to the division
 - c. Approve a Divisional Delegate to represent the needs and platforms of the division on the Executive Committee
 - d. Support the operations of the divisional playoffs and special events

Article V – COMPETITIVE STRUCTURE

Section 1: Divisions of Play

- A. Definition. College Hockey East shall establish divisions of play to provide the necessary levels of competitive play for its member teams and/or gender distinctions among member teams within the Organization. Each distinct division of play within College Hockey East shall have its own Division Council. The Commissioner's Office shall propose the quantity and composition of each division, and the Executive Committee under the advisement of the Board of Governors, shall approve the formation of any new Division of Play via a majority vote.
- B. Composition. Divisions must operate under the following guidelines:

- a. A division requires at least four teams fielded by Full Members from unique institutions committed to playing in that division by July 31st
- b. No team may be a member of more than one division at any given time
- c. No division shall establish a policy or procedure that is in conflict with a by-law, policy, or procedure of the CHE, another CHE division, or any other applicable governing body

Section 2: Affiliate Competition

- A. Definition. College Hockey East shall provide its members with the ability to field an affiliate team(s) that can play sanctioned games against other League teams and against external opponents. An affiliate team must act and operate, at all times and in all games, under the policies and procedures established by the CHE, including academic eligibility of its student-athletes.
- B. Composition. Affiliate teams must operate under the following guidelines:
 - a. The Executive Committee must formally approve any affiliate team fielded by a member
 - b. Affiliate Members may only place a team in a Division of Play with approval from the Commissioner and Division Council, as defined herein
 - c. Affiliate teams shall not be eligible for league-operated playoffs under any circumstance
 - d. Affiliate teams cannot collectively form a Division Council and/or have a Divisional Delegate

COLLEGE HOCKEY EAST

BY-LAWS

Article I – MEMBERSHIP AND OTHER AFFILIATION

Section 1: Membership Designations

- A. Membership Classes. There shall be two classes of Active Membership with the CHE: Full Member and Affiliate Member. There shall also be a passive class of affiliation recognized by the CHE: Inactive Member.
- B. Active Membership. Active Membership – as either a Full Member or Affiliate Member – grants an individual team participation in events and business matters of the CHE, as designated by these by-laws, but membership of any form does not guarantee that the member or its participants shall be guaranteed any matters related to on-ice play, including playoffs, all-star games, select teams, awards, etc. All by-laws, operating policies, and membership agreements apply to all Active Members of the CHE at all times.
- C. Inactive Membership. Inactive Members are ineligible to participate in CHE events unless approved in advance by the Commissioner’s Office. Inactive Members do not, under any circumstances, have any rights or votes within the CHE and shall not act under any affiliation to the CHE. Inactive Members are also not subject to any authority of the CHE when not acting as a member organization or not conducting any business at all.
- D. Separation of Multiple Teams. Two (or more) teams from the same institution may be accepted as individual Members. Proof of ample delineation of participants between the multiple teams from the same institution shall be reviewed and approved by the Commissioner. In such instances, no Member shall wholly represent the multiple teams, as Membership under this provision shall be granted to either an individual team or isolated collection of teams.

Section 2: Full Membership

- A. Requirements. Full Members must meet and maintain all of the following requirements:
 - a. Based out of a single, two- or four-year, accredited college or university with a physical campus located in the eastern United States
 - b. Fields a team comprised of eligible students from the host institution for a full season of competition
 - c. Enlists an individual currently serving as the team’s top officer (i.e., General Manager, President, or Head Coach)
 - d. Maintains a partnership with a home rink(s) that is fully able to host college-level competition, as determined by the Commissioner
 - e. Remains in good financial standing with the League and all vendors
- B. Term. Full Membership commences at the time the Board of Governors approves the promotion and is terminated only by the provisions of these By-Laws.
- C. Rights and Restrictions. A Full Member shall gain the following rights in the CHE:
 - a. Shall be granted one Team Representative on the Board of Governors
 - b. Shall be granted one vote in CHE elections and on all motions made at Board of Governors meetings

- c. Shall be granted one vote at all applicable Divisional Meetings
- d. Shall be eligible to approve the individual nominated to represent a Division of Play on the Executive Committee for all Divisions in which the Member currently fields a team, in accordance with the provisions of these by-laws
- e. Shall be eligible to place an individual on any committee, as duly appointed; no member is guaranteed to have an individual on any committee
- f. May propose a by-law amendment
- g. May move for the impeachment of an Officer
- h. May request a special membership meeting and count towards the minimum number of members necessary to call for a special membership meeting
- i. Shall be eligible to place a team(s) into a Division of Play unless otherwise approved by the Commissioner for Affiliate Competition
- j. Shall have its team(s) eligible for Divisional Playoffs under the guidelines of that Division's operations

Section 3: Affiliate Membership

- A. Requirements. Affiliate Members must meet and maintain all of the following requirements:
 - a. Based out of an accredited college or university with a physical campus located in the eastern United States
 - b. Establishes and maintains a player roster consisting of at least 6 participating students who each meet the academic eligibility requirements of the League
 - c. Provides an individual listed as the top officer of the program (i.e., General Manger, President, or Head Coach) who has been directly connected to the university and/or hockey team for at least 1 month
 - d. Produces an established, written agreement with a home rink(s) that is fully able to host college-level competition, as determined by the Commissioner
 - e. Remains in good financial standing with the League and all vendors
- B. Term. Affiliate Membership commences at the time the Executive Committee approves the application and is terminated only by the provisions of these By-Laws or by a promotion to Full Member status.
- C. Rights and Restrictions. An Affiliate Member shall operate under the following guidelines within the CHE:
 - a. Shall not be granted a Team Representative on the Board of Governors
 - b. Shall not be granted a vote in CHE elections nor on any motions made at Board of Governors Meetings, including by-law amendments and impeachment proceedings
 - c. Shall not have a vote in any Divisional Meetings in which the member fields a team
 - d. Shall be eligible to place an individual on any committee, as duly appointed; no member is guaranteed to have an individual on any committee
 - e. May not propose a by-law amendment
 - f. May not move for the impeachment of an Officer
 - g. May not request a Special Meeting nor count towards the minimum number of members necessary to call for a special membership meeting
 - h. Shall be included in the CHE website and any promotional materials distributed by the CHE
 - i. Shall only be eligible to place a team(s) into a Division of Play if approved by the Commissioner and a 2/3rds vote of the Division Council
 - j. Shall not have its teams be eligible for Division Playoffs under any conditions and shall only have its team's games count towards league standings if approved at the time of placement into the Division of Play

Section 4: Inactive Membership

- A. Execution. Members shall be automatically reverted to Inactive Membership if any of the following conditions occur:

- a. The Member opts – or fails to continue to – field a team in College Hockey East during the current season of competition
 - b. The Member fails to meet any minimum requirement of current membership status for a period of longer than 30 days from formal notification of this deficiency
 - c. The Member has financial obligations of more than \$500 and more than 60 days beyond a written payment deadline to the League or any vendor
 - d. The Member is suspended by due process defined herein
 - e. The Member formally submits a request to the Commissioner’s Office to be moved to Inactive Membership
- B. Reinstatement. Inactive Members can have their previous membership status restored by satisfying all requirements for that membership and then by submitting a request for review to the Commissioner’s Office. The Commissioner withholds the right to approve or decline the reacceptance of the member and shall notify the Member of this decision in writing within 10 days of receiving the request.
- C. Appeal. Should the reinstatement be declined by the Commissioner’s Office, the member may appeal the decision to the Board of Governors. Appeals must be submitted in writing to the Commissioner’s Office within 30 days of notification of the Commissioner’s decision. The Board of Governors shall vote – in person or electronically – within 14 days of the appeal. The Board of Governors may re-instate the member with a super-majority (2/3rd) vote to reinstate the member and/or waive any of the failed conditions for a defined period of no greater than 6 months.
- D. Rights and Restrictions. An Inactive Member shall operate under the following guidelines within the CHE:
- a. Shall not be eligible to field a team under the auspices of College Hockey East
 - b. Shall not be granted a vote or representation on the Board of Governors
 - c. Shall not be granted a vote in CHE elections or appointments of Officers
 - d. Shall not have the right to place a representative on the Executive Committee or any committees
 - e. Shall not be granted a vote on any motion made at General, Annual, and Special Meetings, except for by-law amendments and impeachment proceedings
 - f. May not propose a by-law amendment
 - g. May not move for the impeachment of an Officer
 - h. May not request a Special Meeting or count towards the minimum number of members necessary to call for a Special Meeting
 - i. Shall not be included in any communications and events of the CHE via a designated team representative(s), unless deemed otherwise by the Commissioner
 - j. Shall not be included in the CHE website and any promotional materials distributed by the CHE
- E. Term. Any member that has been in Inactive status for more than 20 months shall may only be re-instated as an Affiliate Member but may apply to restore Full Membership via the Membership Promotion Process. Any member that has been in Inactive status for more than 24 months is automatically entered in to the Membership Termination process.

Section 5: New Member Application Process

- A. Application. A prospective member team shall submit a formal CHE membership application to the Commissioner’s Office. The application shall include recognition from the member institution in the form of an approval letter from an authorized individual within the appropriate sponsoring department of the institution. The Commissioner shall review each application against the Membership Requirements. If the applicant demonstrates the ability to meet all of the minimum requirements, without exception, the Commissioner shall schedule a meeting – in-person or via teleconference – within 30 days to review the application with the prospective member.

- B. Approval. Within 30 days of reviewing the application with the prospective member, the Executive Committee – with assistance from the Board of Governors, as deemed appropriate – shall accept or decline the membership application via a majority vote. Any application approved by the Executive Committee on or before the 1st calendar day of October grants Affiliate Membership to the applicant program for the current fiscal year. Applications approved after October 1st shall begin membership on April 1st of the fiscal year. Applicants who are declined membership may apply again after six months from the date of vote.

Section 6: Membership Promotion Process

- A. Application. An Affiliate Member may apply for promotion to Full Membership during the months of February, March, April, or May. An Affiliate Member shall submit a formal request to the Commissioner during this time, and the Commissioner shall review each request against the Full Membership Requirements of the League within 10 days of receiving the request. If the candidate meets all of the membership requirements, without exception, the Commissioner shall submit the request to the Board of Governors.
- B. Approval. The Commissioner shall arrange for a vote of the Board of Governors no later than May 31st to approve or reject the membership request. A majority vote of the Board of Governors is required to promote an Affiliate Member to Full Membership. Candidates that are declined Full Membership shall remain as Affiliate Members and may apply for promotion again in the following calendar year.

Section 7: Membership Demotion Process

- A. Conditions. A Member may be reverted from Full Membership to Affiliate Membership for failing to meet the minimum requirements or for major violations of a league operating policy, as defined therein.
- B. Process. Violations must be presented to the Executive Committee, and the Member in-question shall be provided a fair and reasonable opportunity to respond to the allegations. A super-majority (2/3rd) vote of the Executive Committee is then required to demote the Member to Affiliate status, and such vote must take place within 21 days of the allegations being presented. In the event of a vote to move the Member to Affiliate status, the Member may act within the rights and limitations of Affiliate Membership.
- C. Appeal. A Member duly demoted by a vote of the Executive Committee may appeal to the Board of Governors. Appeals must be submitted in writing to the Commissioner's Office within 10 days of notification of the expulsion. The Board of Governors shall vote – in person or electronically – within 7 days of the appeal. The Board of Governors may overturn the expulsion with a super-majority (2/3rd) vote. All appeals hearings shall be scheduled through the process for Special Meetings.
- D. Term. In the event of a vote to move the Member to Affiliate status, the Member may act within the rights and limitations of Affiliate Membership for the remainder of the fiscal year. The Member is eligible to reapply for promotion to Full Membership status in accordance with these by-laws.

Section 8: Suspension of Membership

- A. Conditions. Individual membership may be suspended for egregious violations of a section of the by-laws, a league/division operating policy, and/or a provision of a membership agreement.
- B. Process. Violations must be presented to the Executive Committee, and the member(s) in question shall be provided fair and reasonable opportunity to respond to the allegations. A super-majority (2/3rd) vote of the Executive Committee is then required to suspend the member, which constitutes the member being moved to Inactive status for the period of time determined by the decision. The Commissioner also possess the right to

put a member on temporary suspension of no more than 20 days upon being informed of an allegation that is to be considered by the Executive Committee for suspension of a member.

- C. Appeal. All suspensions established duly by a vote of the Executive Committee may be appealed to the Board of Governors. Appeals must be submitted in writing to the Commissioner's Office within 10 days of notification of the suspension. The Board of Governors shall vote – in person or electronically – within 7 days of the appeal. The Board of Governors may overturn the suspension with a majority vote. All appeals hearings shall be scheduled through the process for Special Meetings.
- D. Term. A Member suspended duly by a vote of the Executive Committee is immediately categorized as an Inactive Member. All provisions of Inactive Membership – including the reinstatement process – shall apply.

Section 9: Membership Termination

- A. Conditions. Individual membership may be terminated at the will of the member or via due process by the League. The termination of membership does not relieve the member of any financial obligations rightfully due to the League. A Full Member cannot be granted membership termination between August 1st and March 31st of the current fiscal year without fulfilling all financial obligations created by the termination for the entirety of the fiscal year, including league dues, a \$250 exit fee, and the full cost of unused goods and services that cannot be recouped by opponents for scheduled games, and any other financial obligations inherent to league membership.
- B. Process. A team requesting termination of its membership shall do so in writing to the Commissioner at least 15 days prior to the scheduled date of the League's Annual Meeting. Any team requesting termination of membership after this date shall be issued a \$250 exit fee.
- C. Term. A team that has its membership terminated by due process automatically is removed from current Organization lists and will need to restart the application process to re-join the Organization.

Article II – MEMBERSHIP BENEFITS AND REQUIREMENTS

Section 1: Team Representatives

- A. Definition. Each Full Member is entitled to have one individual to serve as its Team Representative on the Board of Governors. Each Full Member shall also name two alternates, in order, to act as its Team Representative on the Board of Governors in the event that the primary representative is absent or becomes unable to fulfill his duties. The names of the primary and alternate representatives shall be filed with the Commissioner's Office by October 1st of each season and may only be modified between October 1st and April 1st with written approval of the Commissioner's Office.
- B. Duties. The Team Representative shall:
 - a. Represent the good of the collective league and their respective team at all applicable meetings
 - b. Liaise between the league and his/her respective team by acting as the contact for all league business and channeling all forms of communication between the league and his/her team
 - c. Supply the league with any documents, materials, and/or information that is required by the Commissioner's Office, Executive Committee, or Board of Governors
 - d. Perform such other duties incidental to the Board of Governors that may from time-to-time arise or become necessary

- C. Term. Each Team Representative shall be appointed in a fashion established therein by each member program, respectively, and shall serve in such capacity until an authorized agent of the Member informs the Commissioner's Office of an official change. There shall be no limit to the number of years an individual may sit on the Board of Governors.
- D. Eligibility. Each Team Representative shall be an individual in good standing with the Organization, hold an official position with the Full Member that is in good standing with the Organization, and be in good standing with all other Members at the time of his designation.
- E. Voting Rights. Each Team Representative shall be granted one vote at General, Special, and appropriate Divisional meetings and one vote in Organization elections but shall not have voting rights at Executive Committee meetings. At no time shall any individual hold the right to cast two votes at any meeting or in any election by fulfilling multiple roles within the Organization.
- F. Division Councils. Each Team Representative is entitled to one vote on matters placed before the Division Council. The Divisional Delegate shall not be entitled to a vote unless he/she is also a Team Representative on the Division Council. Team Representatives are not entitled to a vote on matters placed before other Division Councils.

Section 2: Membership Agreement

- A. Definition. The annual Membership Agreement shall be published by the Commissioner's Office no later than July 1st of each fiscal year. All contents of the Member Agreement shall be in accordance with the League's By-Laws and Operating Policies. In the event that a Member folds or is terminated, the host institution shall remain responsible for any financial obligations of the Member under the provisions of the Member Agreement.
- B. Requirement. Each Active Member must submit a Membership Agreement no later than August 1st of each fiscal year. The Membership Agreement shall include a unique signature of consent from an official representative of each of the following: the Member, the department responsible for the Member at the host institution, and a financial officer at the host institution.

Section 3: Membership Dues and Financial Obligations

- A. Definition. An Annual Membership Fee (or "team dues") shall be determined by the Commissioner's Office and announced by September 1st of each fiscal year. All Membership Fees must be approved in conjunction with a proposed budget by a majority vote of the Active Membership no later than August 15th. All levels of active membership are required to pay a Membership Fee, regardless of that organization's previous participation in the CHE, but there shall be no guarantee that all teams pay the same amount due to divisional budgets, playoff finances, affiliate status, and similar.
- B. Requirement. Membership Fees are to be paid to the Commissioner's Office by November 30th. The Commissioner's Office reserves the right to charge a late fee of no greater than 10% per month for which payment is late. No refunds or credits for Membership Fees paid shall be given to any member that later changes to Inactive Membership or requests to be terminated from any CHE membership.
- C. Deposits. An annual preseason deposit, as defined in the League's Operating Policies, shall be made no later than August 1st and shall be non-refundable if teams are dropped/withdrawn after the deposit deadline date.
- D. Entrance Fee. A newly-accepted Member shall be required to pay an Entrance Fee of no greater than \$1000. From that fee, no less than 50% shall be placed into the Organization's escrow account, and the remaining amount shall be absorbed into the league's checking account. The Entrance Fee shall be added to the team's Annual Membership Fee for the current fiscal year and shall not be refundable.

- E. Fines. The League may establish fines for violations of Operating Policies and Playing Rules, and the League may grant the Commissioner the right to apply fines at his discretion for other violations. All fines shall be subject to appeal to the Executive Committee.
- F. Additional Charges. The CHE also has the authority to rightfully charge Members who participate in events that are billed and paid through the CHE, such as tournament fees, officiating costs, and other affiliations. These charges shall be invoiced to the Member through the Commissioner's Office and shall not exceed the actual amount billed to the CHE. Any additional costs above and beyond these pass-through transactions must be approved by a majority vote of the Board of Governors. All invoices shall be paid in-full to the Commissioner's Office within 60 days of receipt of such invoice.

Section 4: Meeting Attendance

- A. Requirement. Each Member is required to have at least one representative participate in each General, Annual, and Special Meeting, as well as each Divisional Meeting of that Member's respective division(s). The name of the representative must appear on the team's list of approved voters for the Board of Governors on file with the Commissioner's Office.
- B. Waiver of Attendance. Any Member that is not able to send a representative to any meeting, other than a Divisional Meeting, must request a waiver from the Commissioner no less than 72 hours prior to the scheduled start of such meeting, providing the reason(s) why the Member is unable to be represented at the meeting. The Commissioner shall inform the Member of his decision to approve or decline the request no less than 36 hours prior to the scheduled start of such meeting. For Divisional Meetings, such requests shall be submitted to the respective Divisional Delegate, whom shall make the decision on the request. If the Commissioner or Divisional Delegate fails to respond to the request 36 hours or more prior to the scheduled start of the meeting, the request shall be automatically approved and honored.
- C. Extenuating Circumstances. The Commissioner or appropriate Divisional Delegate has the right to grant a special waiver on the Attendance Requirement in the event of extenuating circumstances that prevent a Member from attending all or a portion of a meeting, so as long as the Member gives notice to the Commissioner prior to the end of such meeting.

Article III – OFFICERS

Section 1: Commissioner

- A. Definition. The Commissioner shall serve as the chief executive of College Hockey East.
- B. Duties. The Commissioner shall:
 - a. Govern the CHE for the good of the Organization and its member teams
 - b. Oversee all Organization personnel, business, operations, and activity for compliance with these By-Laws and adjudicate any dispute relating to the proper application of or compliance with these By-Laws
 - c. Monitor the proper operations, management, and conduct of the League members in relation to the policies and rules of the league and its divisions
 - d. Ensure all Commissioner's Office responsibilities are fully and properly fulfilled, including the delegation and supervision of the Commissioner's Office Staff
 - e. Preside over all Membership and Executive Committee Meetings
 - f. Serve as the representative of the Organization in matters relating to applicable governing bodies and between other similar Organizations
 - g. Nominate the Divisional Delegates, Bookkeeper, and Auditor for Appointment

- h. Sign all league contracts as the official representative of the Organization
- i. Serve as Co-Chairman of all Divisional Playoffs
- j. Perform such other duties incidental to the Commissioner that may from time-to-time arise or become necessary

C. Responsibilities. The Commissioner's Office shall:

- a. Provide proper interpretation of the operating policies of the league, by-laws of governing bodies, playing rules of appropriate levels, and other applicable regulations
- b. Advise the Executive Committee and Board of Governors of precedent on rules, decisions, motions, and league business practices
- c. Administer supplemental discipline to any player, coach, and/or team representative for any action or conduct deemed unsafe, inadequate, unprofessional, or in violation of any league policy or standard
- d. Record, publish, and archive official meeting minutes at all General Membership, Executive Committee, and Board of Directors meetings
- e. Collect all league dues, fees, and fines
- f. Maintain all financial records of the Organization, including accounts payable and receivable, bank statements, and tax records
- g. Produce traditional accounting statements – including balance sheet, income statement, and cash flow statement – and present such information at all Membership Meetings or upon demand of three or more Full Members
- h. File all tax returns as required of the Organization by applicable law and pay such required taxes
- i. Maintain all records pertaining to corporate governance and ensure the Organization is in compliance with all laws pertaining to state non-profit corporations and entities operating under Section 501(c)(3) of the Internal Revenue Code
- j. Collect and collaborate on statistics, facts, news, memorabilia, and all media for the preservation and history of the Organization
- k. Temporarily assume all duties of the Commissioner in the event that the Commissioner is absent, becomes unable to fulfill his duties, or is removed from office

D. Term. The Commissioner shall be duly elected by the Board of Governors in accordance with these By-Laws and shall serve a term of one Membership Year, which term shall commence and conclude in conjunction with the Annual Board of Governors Meeting.

E. Eligibility. The Commissioner shall be an individual in good standing with the Organization and all members at the time of his election and shall not be on the player roster of any member team. The Commissioner shall not be eligible to serve as a Team Representative on the Board of Governors, but he shall be able to serve on any Committee and fulfill the role of a Divisional Delegate on the Executive Committee.

F. Voting Rights. The Commissioner shall be granted one vote at General Membership Meetings and one vote at Executive Committee Meetings, but the Commissioner shall not be eligible to vote in elections while holding the office of Commissioner. In the event the Commissioner is serving in multiple roles on the Executive Committee, he shall still only be allotted one total vote on Executive Committee matters.

G. Commissioner's Office Staffing. The Commissioner withholds the right, at his sole discretion, to obtain and appoint a staff of one or more individuals to assist in completing the responsibilities of the Commissioner's Office, as listed herein. The Commissioner must communicate the name and general responsibilities of any staff member to the membership upon the time of the appointment. Any stipend given to a staff member shall come from the budget granted to the Commissioner's Office, and the term of any staff member shall conclude in conjunction with the end of the Commissioner's term. No staff member is granted voting rights within the Organization unless otherwise provided under another provision of these By-Laws.

Section 2: Divisional Delegate(s)

- A. Definition. Each established division shall have one Divisional Delegate appointed to serve as its primary representative on the Executive Committee.
- B. Duties. The Divisional Delegate shall:
 - a. Represent the entirety of the division at all Executive Committee and Special meetings
 - b. Serve as Co-Chairman of its Divisional Playoffs
 - c. Provide guidance to divisional programs on matters of policy and operations
 - d. Facilitate resolution of division members' concerns
 - e. Perform such other duties incidental to the Divisional Delegate that may from time-to-time arise or become necessary, as directed by the Executive Committee
- C. Term. The Divisional Delegate shall be duly appointed in accordance with the Divisional Appointment process defined within these By-Laws and shall serve a term of one Membership Year, which term shall commence and conclude in conjunction with the Annual Board of Governors Meeting. In the event that the position is temporarily vacant, the Commissioner reserves the right to appoint any person in good standing to fulfill the role of Divisional Delegate until the position is filled in accordance with these by-laws.
- D. Eligibility. The Divisional Delegate shall be an individual in good standing with the Organization and all members at the time of his election and shall not be on the player roster of any member team. No person may serve as the Divisional Delegate for multiple Divisions of Play unless appointed by the Commissioner to do so to temporarily fill a vacancy.
- A. Voting Rights. The Divisional Delegate shall be granted one vote at Executive Committee Meetings, but the Divisional Delegate shall not be eligible to vote in elections or other meetings unless otherwise granted such rights via another capacity within these by-laws. Any person serving as a Divisional Delegate in an interim manner shall retain the voting rights of the Divisional Delegate.

Section 3: Bookkeeper

- A. Definition. The Bookkeeper shall be the chief financial officer of the Organization's business matters. The Bookkeeper shall report to the Commissioner and fall under the structure of the Commissioner's Office.
- B. Duties. The Bookkeeper shall:
 - a. Collect all league dues, fees, and fines
 - b. Maintain all financial records of the Organization, including accounts payable and receivable, bank statements, and tax records
 - c. Have direct access to the league's banking accounts, including online access to view such accounts
 - d. Possess a checkbook and a debit card for all league checking accounts, with authorization to sign checks issued by the league
 - e. Produce traditional accounting statements semi-annually, including balance sheet, income statement, and cash flow statement
 - f. File any and all tax returns as may be required of the Organization by applicable law and pay such required taxes
 - g. Maintain all records pertaining to corporate governance and ensure the Organization is in compliance with all laws pertaining to state non-profit corporations and entities operating under Section 501(c)(3) of the Internal Revenue Code
 - h. Present the Organization's general financial information at all Membership Meetings
 - i. Produce and present the general financial information and accounting records of the Organization upon demand of three or more Full Members

- j. Perform such other duties incidental to the position of the Bookkeeper that may from time-to-time arise or become necessary
- C. Term. The Bookkeeper shall be duly appointed in accordance with the League Appointment process defined within these By-Laws and shall serve a term of one Membership Year, which term shall commence and conclude in conjunction with the Annual Board of Governors Meeting
- D. Eligibility. The Commissioner may also serve as the Bookkeeper via the Appointment process, but the Commissioner may not simultaneously occupy the positions of Bookkeeper and Auditor under any circumstances. The Bookkeeper shall be:
 - i. An individual in good standing with the Organization and all members at the time of his appointment and shall not be on the player roster of any member team
 - ii. An individual who is not also serving as the Organization's Auditor
- E. Voting Rights. The Bookkeeper shall not have any voting rights at any meetings or in any elections but may be granted voting rights if he is serving in another position that has voting rights.

Section 4: Auditor

- A. Definition. The Auditor shall monitor the financial activity of the Organization and conduct an annual review of the league's finances. The Auditor shall fall under the structure of the Commissioner's Office but shall report directly to the Executive Committee.
- B. Duties. The Auditor shall:
 - a. Review all financial records of the Organization on a yearly basis between the months of May and July and report the results of this review to the Executive Committee
 - b. Have direct access to the league's banking accounts, including online access to view such accounts
 - c. Assist and advise the Bookkeeper with conducting the league's financial business, as needed
 - d. Perform such other duties incidental to the Auditor role that may from time-to-time arise or as directed by the Executive Committee
- C. Term. The Auditor shall be duly appointed in accordance with the League Appointment process defined within these By-Laws and shall serve a term of one Membership Year, which term shall commence and conclude in conjunction with the Annual Board of Governors Meeting.
- D. Eligibility. An Auditor shall be an individual in good standing with the Organization and with all Members at the time of his appointment, shall not be on the player roster of any member team, and shall not hold another role as an officer in the Organization, as defined herein.
- E. Voting Rights. The Auditor shall not have any voting rights at any meetings or in any elections but may be granted voting rights if he is serving in another position that has voting rights.

Article IV – ELECTIONS, APPOINTMENTS, AND REMOVAL OF OFFICERS

Section 1: Elections

- A. Supervisor of Elections. The Executive Committee shall name, via majority vote, a person to serve as the Organization's Supervisor of Elections during the Nominating and Election process. Any person who accepts the position of Supervisor of Elections may not accept a nomination for the Commissioner position in the elections.

This person must be named no later than 20 days prior to the scheduled date of the Annual Board of Governors Meeting, and the role is relinquished immediately upon the conclusion of the Annual Meeting.

- B. Nominations. Within 15-30 days prior to the scheduled date of the Annual Board of Governors Meeting, the Supervisor of Elections shall declare open a Nominations Period for the Commissioner position. Nominations for the Commissioner position must be made and seconded by a Team Representative on the Board of Governors in good standing and may be made electronically, in person, or in writing. The Supervisor of Elections shall confirm that all Nominees are eligible according to these By-Laws to serve in the Commissioner position. The Supervisor of Elections shall seek verbal or written notification from the nominee that he accepts the nomination. Any individual withholds the right to decline his nomination at any time and without a stated reason. Nominations duly made, seconded, and accepted hereunder shall be "Confirmed Nominations." The Nominations Period shall close upon the Board of Governors moving to close the Nomination Period at the Annual Meeting, at which time the Supervisor of Elections shall recite the names of all Confirmed Nominees for the Commissioner position.
- C. Campaigns. Immediately upon the Nominations Period closing at the Annual Meeting, each Confirmed Nominee shall be given the floor for a period of no more than three minutes to state his qualifications, platform, and any other information he feels relevant to his candidacy. An additional two minutes shall be made available for the nominee to answer questions from the floor, as moderated by the Supervisor of Elections. The order of campaigning shall be in alphabetical order of each Confirmed Nominee's surname, and the other Confirmed Nominees shall not be present for the duration of each campaigning period.
- D. Balloting. At the conclusion of the campaigning period at the Annual Meeting, the Supervisor of Elections shall provide instructions to the representatives on the Board of Governors for casting a ballot electronically. Electronic balloting shall be done through a means established by the Supervisor of Elections and shall meet all of the following criteria:
 - a. The name of each Confirmed Nominee is clearly listed in the same area and an equal manner, and an option to abstain (or cast no vote) is provided.
 - b. The balloting process includes measures designed to prevent duplicate and unauthorized balloting, ensuring that only the members present at the meeting each gets one and only one vote.
 - c. Voters are not required nor instructed to identify their ballot in any way (secret balloting), and all ballots can remain secret upon the completion of the election.
 - d. Results can be viewed within five minutes of the close of balloting and remain accessible for at least 24 hours after the election results have been announced.
- E. Voting. Each representative shall vote to elect a Commissioner by casting a ballot for the name of a Confirmed Nominee. Representatives may choose to abstain from voting but must still submit a ballot that is blank or states an abstention. Write-in votes shall not be permitted, and any attempt to vote for a person who is not a Confirmed Nominee shall be considered an abstention. The Voting Period shall be open for no less than three minutes and no longer than six minutes. There shall be no advanced polling nor absentee voting permitted.
- F. Tabulation of Results. At the close of the Voting Period, the Supervisor of Elections shall first confirm that the number of ballots cast is equal to the number of eligible voters who are present. If these numbers do not match, the ballots are discarded, and the voting process is repeated until the Supervisor has the correct number of ballots. The Supervisor then reviews the results in a means not visible to any other person to ensure the validity of the election. In the event of a tie in voting, the Supervisor of Elections shall re-publish the ballot to the Board of Governors, and the balloting process shall be repeated in accordance with this Section. Once the Supervisor of Elections deems the vote to be final, he proceeds to announcing the Election Results.
- G. Election Results. The Confirmed Nominee receiving the most votes (plurality) of the votes cast shall be duly elected as the Commissioner. The Supervisor of Elections first announces to the membership the name of the

duly elected individual for the Commissioner position and then reveals the results of the voting. The new Commissioner shall take such office immediately. The election results shall be kept available for anyone to tally up until 1 hour after the adjournment of the Annual Meeting.

Section 2: Appointments

- A. League Appointments. Within 30 days upon the natural expiration of the term of the Bookkeeper or Auditor, the Commissioner shall submit to the Executive Committee a nomination of an eligible individual to serve in the vacant position. The Executive Committee shall then vote within 5 days – electronically or in person, as determined by the Commissioner – to confirm or reject the Commissioner’s nomination. A nomination shall be confirmed upon the confirmation vote of a majority vote of the participating representatives, and such confirmed appointee shall take such office immediately. The process shall repeat, if necessary, until a confirmed appointee is established.
- B. Divisional Appointments. Within 20 days upon the natural expiration of the term of a Divisional Delegate, the Commissioner shall submit to the appropriate Division Council a nomination of an eligible individual to serve in the vacant Divisional Delegate position. The Division Council shall then vote within 5 days – electronically or in person, as determined by the Commissioner – to confirm or reject the Commissioner’s nomination. A nomination shall be confirmed upon the confirmation vote of a majority vote of the participating representatives, and such confirmed appointee shall take such office immediately. The process shall repeat, if necessary, until a confirmed appointee is established.
- C. Special Appointments. In the event that a governing position shall become vacant, by any means, prior to the natural expiration of the Officer’s term, the position shall be filled via Special Appointment. The Commissioner shall follow the correct appointment process – League or Divisional – to fill the position. The confirmed appointee shall take such office immediately and shall serve the remainder of the natural term. The exception to this process is the Commissioner’s position, which shall be filled within 10 days by a majority vote of the Executive Committee.

Section 3: Removal of Officers

- A. Motion to Impeach. Removal of the elected Commissioner or Appointed Officer shall be initiated by a Motion to Impeach, made and seconded to all members of the Executive Committee by a representative on the Board of Governors in good standing or by the Commissioner (the “Movants”). The Motion shall identify, with specificity, the Movants, the Officer to be removed (the “Respondent”), and the reasons why the named Respondent should be removed. The Executive Committee shall publish this Motion to the Board of Governors within 72 hours of such a Motion to Impeach is formally completed.
- B. Impeachment Hearing. The Executive Committee shall schedule an Impeachment Hearing to take place, by conference call or in person, in accordance with the Meeting Schedule for Special Meetings, as defined herein. The Executive Committee shall appoint a neutral individual as the Presiding Officer over the Impeachment Hearing. No Impeachment Hearing shall be held unless a quorum is present, as defined herein, and the Movant and Respondent are both present. In the event that the Movant and/or Respondent cannot all be present for a meeting in the period prescribed by the Organization’s Meeting Schedule, the hearing shall be held regardless on a date determined by the Executive Committee. The Movants and/or Respondent, whether present or not, may designate another individual to represent and advocate for them at the Impeachment Hearing, so as long as such representative offers no such conflict of interest in the matter, as determined by the Presiding Officer of the hearing. The hearing shall consist of the Movants presenting the evidence and testimony as to why the Respondent should be removed, and the Respondent shall be given due opportunity to respond with evidence and testimony as to why he should not be removed.

- C. Impeachment Voting. At the conclusion of the Impeachment Hearing, the Presiding Officer over the matter shall provide a means for each representative witness to – verbally and/or visually – the Impeachment Hearing to cast a ballot, electronically or otherwise, to remove or acquit the Respondent. The ballot shall not be visible to the Movants or Respondent in any way or at any time and shall be cast within 24 hours of the conclusion of the hearing. If 75% or more of the representatives witness to the Impeachment Hearing vote to remove the Respondent, the Presiding Officer of the hearing shall inform the membership that the Respondent is immediately removed from his position with the Organization. Impeached Officers shall not be eligible to serve as an Officer of the Organization for a period of two years following the date of his removal.
- D. Replacement of Impeached Officers. The impeachment of an Officer constitutes a vacancy of that office, which shall then be filled by the Special Appointments process defined herein.

Article V – COMMITTEES

Section 1: Committees

- A. Definition. The Commissioner, Executive Committee, and/or Board of Governors may authorize the formation and dissolution of an ad hoc Committee as may become necessary from time to time.
- B. Composition. The Commissioner shall appoint and remove the members of any committee at his discretion. The Executive Committee withholds the right to appoint or remove a member of any committee with a majority vote. The Executive Committee may overturn the appointment or removal of any member by the Commissioner with a majority vote. There shall be no limit to the number of members a committee may have. The Commissioner shall designate the Chair of any Committee.
- C. Duties. The Commissioner shall be responsible for defining the duties and limitations of any committee.
- D. Term. The Commissioner shall be responsible for defining the term of any committee or otherwise determining the dissolution of any committee with at least 10-days' notice to the members of the committee and to the Executive Committee.
- E. Eligibility. Any individual in good standing with the Organization shall be eligible to serve on a committee, so as long as there is not deemed a conflict of interest between such individual and the purpose/duties of the committee.
- F. Voting Rights. The members of any committee, or the committee as a whole, are not granted any additional voting rights outside of those already established herein by these By-Laws. Members of the committee may be granted a vote on committee affairs at committee meetings, as deemed necessary by the chair of the committee.

Article VI – MEETINGS

Section 1: Meeting Schedule

- A. General Meetings. A minimum of one regularly-scheduled General Meeting shall be held during each fiscal year. This meeting shall occur prior to the general start of games being played for the fiscal year, between August 15 and October 15, and shall be referred to as the Preseason Board of Governors Meeting. At the discretion of the Commissioner or Executive Committee, another such meeting may take place in proximity of the yearly

semester break, between December 15 and January 15, and shall be referred to as the Midseason Board of Governors Meeting.

- B. Annual Meeting. The Annual Board of Governors Meeting (or “Annual Meeting”) of the Organization shall be held in April or May of each fiscal year.
- C. Divisional Meetings. The Divisional Delegate shall establish any Division Meeting, electronically or in person, with approval of the Commissioner. There shall be no minimum for the number of Divisional Meetings held each fiscal year.
- D. Executive Committee Meetings. The Executive Committee shall meet on an as-needed basis, at the discretion of the Commissioner. There shall be no minimum for the number of Executive Committee Meetings held each fiscal year.
- E. Special Meetings. Special Meetings may be scheduled, as determined by the Commissioner or by vote of the Executive Committee, upon written request to the Commissioner signed by a minimum of 20% of the Full Members, or upon a formal Motion to Impeach, as defined herein. Meetings scheduled by request of the membership must be held within 20 days of receipt of such request.

Section 2: Meeting Requirements

- A. Scheduling. The Commissioner’s Office shall be responsible for establishing the date, time, and location (if necessary) for all meetings. The Commissioner’s Office shall also be responsible for making all arrangements required for the meeting, such as a meeting room or conference call number.
- B. Notice. Each Member and Officer shall receive written notice of any General, Annual, or Divisional meeting at least 15 days in advance of the meeting. Each applicable member shall receive written notice of any Special or Executive Committee Meeting at least 7 days in advance of the meeting. The notice shall include the date, time, and location of the meeting, as well as the scope of the meeting (General, Annual, Divisional, etc.). All such notices are deemed to be received upon successful transmittal of the notice. However, attendance at a meeting by a member shall constitute waiver of such member of the right to receive such notice.
- C. Quorum. Attendance at any meeting by at least 50% of those with voting rights in the meeting shall constitute a quorum to conduct business.
- D. Sanctioning. All meetings of the Organization shall be conducted under Robert’s Rules of Parliamentary Procedure.
- E. Medium. Any meeting may be held in person, by conference call, electronically, or any combination thereof. Representatives participating in any meeting by a medium other than in-person shall still be considered “present” for the meeting and, as such, shall not be restricted in the right to vote on any Organization business or ability to make any motions on Organization matters as granted by these by-laws.
- F. Restrictions. No motions on policies, procedures, rules, or similar that affect the policies or procedures of another league or Division of Play shall be permitted in any Organization Meeting. Motions relating to the policies or procedures of any Division of Play shall only be voted upon by those eligible to vote within the affected division. Special Meetings shall not address amendments to these By-Laws unless the Membership is given at least 20 days’ notice of any and all proposed amendments.

Section 3: Meeting Protocols

- A. Agenda. Members may request items for the agenda up to 48 hours prior to the start of the scheduled meeting. The Commissioner, under advisement from the Executive Committee, reserves the right to determine which items appear on the official agenda.
- B. Minutes. Minutes will be recorded at every sanctioned league meeting by a person designated by the Commissioner. These minutes shall be made available within 20 days of the meeting to any Member, upon request. Minutes for each meeting shall be reported and approved at subsequent meetings of similar context and attendees. The Commissioner's Office shall be responsible for archiving and maintaining the minutes of all meetings.

Article VII – DISBURSEMENTS OF RECEIPTS AND FUNDS

Section 1: Approval of Disbursements

- A. Organization Budget. A budget of all expected financial receipts and disbursements shall be provided to the Membership by the Commissioner or Bookkeeper no later than August 15th of each fiscal year. This budget shall be presented for approval by the Membership at the Preseason Meeting.
- B. Limitations. Disbursements of funds shall be in accordance with the published and approved Organization budget. Disbursements of fund not provided by the Organization budget shall be defined by the Organization's operating policies.
- C. Commitment of Large Funds. Each commitment to expend funds in excess of twenty-five percent (25%) of the amount of cash and other liquid assets then held by the Organization shall require prior approval of the Board of Governors.

Section 2: Rights to Financial Records

- A. Accounts. The Commissioner, Bookkeeper, and Auditor shall be the only persons to have direct access to each of the league's established bank accounts at any time. Any Member may submit request to the Bookkeeper to obtain a statement of the amount of monies currently in the Organization's accounts, of which the Bookkeeper has 10 days to supply the statement.
- B. Checks. All checks issued by the Organization shall bear the signature of the Commissioner, Bookkeeper, or Auditor. Any other person(s) granted the authority to sign checks shall have the 2/3rds approval of the Executive Committee.
- C. Credit Cards. The Commissioner, Bookkeeper, and Auditor shall have sustained use of any credit card or bank card associated with the Organization's finances. Any other person(s) issued transactional access to the Organization's finances shall have the 2/3rds approval of the Executive Committee.

Section 3: Stipends

- A. Commissioner. The duly-elected Commissioner shall be paid an annual stipend by the Organization for services rendered, due in-full by the Annual Meeting. This stipend shall appear in the Organization's budget and thus shall be reviewed annually by the Board of Governors.
- B. Commissioner's Office. Any stipends issued to a staff member of the Commissioner's Office shall be the responsibility of the Commissioner to pay out of his stipend or out of an approved budget item(s) provided to him to issue additional staff stipends. The Commissioner shall establish an annual, written contract with any

staff member intended to receive a stipend, which shall include the amount and provisions of any such stipend. The Executive Committee withholds the right to review the contracts and stipends of any staff member.

- C. Other. Any person(s) receiving payment to perform a particular duty or service for the League during the course of the season shall be paid by the Commissioner out of his stipend or out of an approved budget item(s) provided to him to issue such payments. The Executive Committee withholds the right to review any payments made to any individuals.

Section 4: Expense Reimbursement

- A. Organizational Expenses. Reimbursement checks shall be issued to any person covering the costs of a budgeted item(s), only with prior approval of the Commissioner. Non-budgeted items require the approval of the Executive Committee.
- B. Personal Expenses. The Organization shall be responsible for funding any and all personal expenses paid by any Officer or staff member to conduct approved league business. The Executive Committee must approve all such expenses that are not cited in the Organization's budget and are not inherent to the stipend allotted to the Officer or the staff member's supervising Officer.

Article VIII – AMENDMENTS

Section 1: Amendment Process

- A. Proposed Amendments. Any representative of the Board of Governors in good standing may propose an Amendment to the Constitution or these By-Laws by submitting a written proposal to the Commissioner, which proposal must be endorsed by at least one other representative of the Board of Governors in good standing (the "Movants"). In the event that the representative(s) wish to implement the Amendment prior to the next General or Annual meeting, the request also needs to meet the requirements for holding a Special Meeting. The proposal shall identify, with specificity, the article to be amended or location of the addition, and shall provide the proposed language for the Amendment, as well as a rationale for the Proposed Amendment.
- B. Consideration. The Commissioner shall submit the proposal to the Executive Committee for initial review for a period of three days. The proposal shall be rejected if any member of the Executive Committee is able to cite a violation of the proposal against any other citation in these By-Laws, Robert's Rules of Order, policies of governing bodies, local law, or any other such authority. Any disputes on such matters shall be determined by a vote of the Executive Committee.
- C. Submission. Once the proposal passes through the Executive Committee, the Commissioner shall then electronically publish the Proposed Amendment to the Membership at least 10 days prior to any meeting at which the proposal shall be voted upon.
- D. Friendly Amendments. Friendly amendments to the Proposed Amendment may be considered and incorporated at any point prior to voting on the Proposed Amendment without form reintroduction or republication of the Proposed Amendment.
- E. Ratification. At the meeting for which the Proposed Amendment shall be considered, the Movants shall present their proposal and any evidence and/or testimony to support their proposal. Friendly amendments and discussion shall be considered until which time the Movants formally motion to vote upon the Proposed Amendment. All present and eligible Members shall then vote – in person or electronically – within no more than 24 hours to adopt or reject the Proposed Amendment by means established by the Commissioner. If 2/3rds

of the present voters cast a vote in favor of adopting the Proposed Amendment, the Proposed Amendment shall then become a part of the Constitution or By-Laws immediately.

Section 2: Transitional Resolutions

- A. Definition. In the event a Proposed Amendment would substantially affect or alter the rights of Members, the status of Elected and/or Appointed Officers, or significantly alter the day-to-day operations of the Organization, any Officer or representative on the Board of Governors may move for the adoption of Transitional Resolutions, as may be required to ensure continuity and fairness during the time period of and immediately following the implementation of a Proposed Amendment.
- B. Execution. Transitional Resolutions must be established and approved prior to the formal acceptance and adoption of a Proposed Amendment. Transitional Resolutions require a majority vote of the Board of Governors to be executed.

Article IX – LIMITATIONS

Section 1: Liability

- A. Responsibility. The CHE shall not be responsible for the actions and/or behaviors of any of its Members, representatives of its Members, and/or participants of its Members.
- B. Participation. All Members and associated parties participate at their own risk and therein release the CHE of any liability stemming from any Organization-related activity, including, but not limited to, participating in and traveling to and from an Organization-sanctioned event.

Section 2: Control

- A. Conflicts. The Organization shall be governed by Robert's Rules of Order in all respects except for those specifically addressed in these By-Laws. In the event of a conflict between these By-Laws and Robert's Rules of Order, these By-Laws shall control.
- B. Precedent. In the event that a specific incident is not covered by these By-Laws, the Commissioner, Executive Committee, and/or Board of Governors may use the following references, in order, to establish precedent:
 - a. Robert's Rules of Order
 - b. Previous actions taken by the Organization, as recorded in Organization meeting minutes or provided by an official representative – past or present – through formal testimony
 - c. By-Laws/Manuals/Operating Policies of applicable Governing Bodies
 - d. USA Hockey By-Laws/Manuals/Guidelines
 - e. NCAA Ice Hockey Rules/Guidelines

Article X – MISCELLANEOUS

Section 1: Gender

- A. Language. As used herein, words of any gender or the neuter shall refer to, and include, any other gender or the neuter where the context so requires.

Section 2: Severability

- A. Severability of Provisions. If any provision of these By-Laws, for any reason, is held invalid, unenforceable, illegal, or unconstitutional, such invalidity, unenforceability, illegality, or unconstitutionality shall not affect any other provision hereof, but these By-Laws shall be construed as if such invalid, unenforceable, illegal, or unconstitutional provision had never been contained herein.

Article XI – DISSOLUTION

Section 1: Distributions of Assets

- A. Stipulations. In the event the Organization finds it necessary or desirable to dissolve or cease to function as a non-profit organization, all remaining assets shall be distributed to an external organization or organizations, to be selected by the Executive Committee. Any such organization(s) must qualify as exempt organizations within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 or any succeeding provision of Federal Tax Law.

COLLEGE HOCKEY EAST

OPERATING POLICIES

Administrative Section I – POLICY GOVERNANCE

Part 1: POLICY ADMINISTRATION

Authority

1. Formulation of these Operating Policies is strictly in accordance with the College Hockey East By-Laws.
2. No policy herein shall violate a CHE by-law or provide a lower standard than the by-laws, policies, and rules of any official affiliation established by College Hockey East.
3. Any conflict which arises between CHE Operating Policies and an affiliate policy/rule shall follow the CHE Operating Policy.
4. The CHE Operating Policies shall apply to all Members while acting as an organization fielding an intercollegiate hockey team under the auspices of College Hockey East.

Policy Change Procedures

1. This document shall be addressed, corrected, and/or changed by the CHE Executive Committee by September 1st of each season, as approved by a majority vote of the Executive Committee.
2. Changes made in the months of October thru March shall require a 2/3rds vote of approval by the CHE Executive Committee and shall only be done so to address a change needed during the current playing season.
3. Any member may submit a recommendation/request for a policy change through their Team Representative, done in writing to the Commissioner's Office. All recommendations/requests for a policy change must also have the endorsement of at least one other CHE member, via written confirmation from that Member's Team Representative.
4. The Commissioner's Office reserves the right to modify the content and/or wording of any policy without any formal approval process in so long as the meaning, spirit, and intent of the rule is not changed. The Commissioner's Office is also granted the ability to rearrange the ordering or location of a policy(s) within the policy document to provide better application and clarity to the league policies.

Policy Violations

1. The Commissioner and Executive Committee reserve the right to issue a fine of no more than \$50 per occurrence to any Member for violations of these Operating Policies, unless a fine of greater value is cited herein.
2. Fines of over \$500 incurred in a single season shall be invoiced and paid no later than the Annual Board of Governors Meeting; the accumulation of fines of under \$500 may be added to the team's invoice for league dues the following season, at the discretion of the Commissioner.
3. Any fine or consequence of an accused policy violation may be appealed using the Dispute Resolution provision herein and must be done so by submitting a written statement of appeal to the Commissioner within 72 hours of notification of the fine.
4. Any Member that commits an egregious or repeated violation of these policies can be considered for suspension, in accordance with the CHE By-Laws.

Part 2: DISPUTE RESOLUTIONS

Hearings

1. All hearings (including disciplinary hearings for on-ice matters) shall be conducted in accordance with the Unified Procedure for Dispute Resolution, as outlined in the USA Hockey Annual Guide.
2. Hearings shall be conducted via conference call unless the accused person(s) agrees to an in-person venue.
3. Jurors are not required to be present at an in-person venue and therefore may participate via any electronic medium, as provided by the Commissioner's Office.

Procedures

1. The Commissioner shall act as the mediator at all hearings. In instances where the Commissioner is involved in the hearing as a witness or affected party, the Commissioner shall assign another unconflicted Executive Committee member to serve as the moderator for the hearing.
2. The Executive Committee, including the Commissioner, shall act as the jurors at all hearings. In instances where an Executive Committee member is involved in the hearing as a witness or affected/conflicted party, the member shall not serve as a juror, shall not have a vote on the matter, and shall not be replaced on the jury.
3. Prior to any assignment to a hearing as juror, the mediator shall ensure that any such person in consideration shall not have been improperly persuaded concerning the case or have any conflicted interest in the outcome of the case. The moderator shall publicly and verbally ask the assigned jurors to re-confirm this at the start of the hearing. In instances where a juror cannot make such confirmation, he shall be removed from the jury and not be replaced.
4. The following rules shall be in effect for all portions of the hearing:
 - a. Only one person at a time will testify; anyone speaking out of order may be asked to leave the hearing
 - b. Only the mediator and jurors are eligible to ask questions during the testimony
 - c. The mediator and jurors reserve the right to end any testimony that is irrelevant, off-topic, and/or repetitive
5. In accordance with the Unified Procedure, an audio recording device is permitted for all hearings but shall be turned off during the private deliberation of the jurors.
6. Decisions of the jury shall come via majority vote, with the moderator voting only in the event of a tie that otherwise cannot be resolved. As such, the moderator shall always participate in all deliberations. The jury is not obligated to announce or publish the results of any votes taken during deliberations.

Part 3: AFFILIATION

National Affiliations

1. Members are independently free to join or associate with any national affiliation so as long as the policies and provisions of such affiliation do not establish a commercially-reasonable concern for conflict with the duties, responsibilities, and operations of the Member.
2. No policy, procedure, nor ruling of an external governing body to which a Member is affiliated may supersede the policies, procedures, or rulings of College Hockey East unless explicitly approved by a majority vote of the Executive Committee.
3. College Hockey East shall make all commercially-reasonable provisions to avoid policy and scheduling conflicts against national organizations to which multiple members are affiliated.

Part 1: MEETINGS

Meeting Attendance

1. Meeting attendance is defined as active participation by an identifiable person in any meeting activity conducted in accordance with the CHE By-Laws, including conference calls, video conferencing, in-person meetings, and similar.
2. Attendance requires the team to be represented within 15 minutes of the start of each meeting and be present for at least 120 minutes, unless otherwise terminated by adjournment. Any exception must be approved by the Commissioner under the Extenuating Circumstances provision in the CHE By-Laws.
3. Any Member that fails to meet the attendance requirement cited in the CHE By-Laws shall be fined \$150 per meeting. This fine shall be included in the next CHE-issued invoice to the Member and cannot be appealed.

Electronic Meetings

1. The Commissioner's office must provide sufficient access instructions for any meeting conducted via conference call, video conferencing, or similar.
2. Any voting done via electronic meeting must provide a commercially-reasonable method of confirming the identity of the approved voter.
3. Any Member falsely representing itself and/or its attendance in an electronic meeting shall be fined \$300, upon investigation and confirmation by the Commissioner's Office.

Administrative Section III – FINANCIAL POLICIES

Part 1: MEMBERSHIP DUES

League Dues

1. Members shall be issued an invoice for league dues by the Bookkeeper no later than October 31st of the current fiscal year.
2. League dues shall be paid in-full by November 30th of the current fiscal year.
3. Members shall not withhold payment of any portion of their dues as the result of fines/fees that may be in question or currently under investigation with the league. Concerns over these charges shall be addressed through the Executive Committee, which shall resolve the matter prior to the Annual Meeting.

Team Withdrawals

1. Any member who plays at least one league game in the current season shall owe \$500 to the league. If the team withdraws from the league prior to October 31st, no additional monies are owed. If the team withdraws after October 31st, full league dues are still owed.
2. If a Member drops/withdraws any team after October 1st, the Member shall remain responsible for any game costs that are not able to be liquidated by the league or any other Member team. The league and affected Members shall make reasonable effort to liquidate game costs but may be bound to some due to contractual agreements.
3. Monies owed to the league due to team withdrawal carry into subsequent seasons with no expiration.

Delinquent Accounts

1. Any Member with a balance after the November 30th deadline shall be fined 10% of the outstanding balance per month as of the first day of each subsequent month.
2. Any Member with a balance after February 15th shall not be granted participation by any of its teams in Divisional Playoffs, except upon Executive Committee approval.
3. In accordance with CHE By-Laws, failure by a Member to make payments is cause for suspension of membership.

Initiation Fees

1. The initiation fee for new members shall be \$300 and due by November 30th.
2. In accordance with League By-Laws, all \$300 of that fee shall be placed into the Organization's escrow account via a transfer of monies from the League's checking account no later than December 31st.

Part 2: ACCOUNTING

Accounts Payable

1. Invoices for goods/services that are received by the League shall be paid by the deadline stated on the invoice, so long as a period of at least 30 days to process payment is provided. Invoices without a deadline or with a deadline of less than 30 days shall be paid within 30 days of receipt of the invoice.
2. The Bookkeeper has authorization to use personal discretion on whether to use the league debit card or to issue a check to make payment to any vendor.
3. Refunds and/or reimbursements issued to any Member or Vendor shall be done no later than 1 hour following the conclusion of the Annual Meeting and shall only be done by check.

Spending

1. All spending done within the approved budget does not require further approval from an entity.
2. Any expenditure over \$1,000 shall require at least 2 quotes/bids, unless cited in the approved budget or otherwise pre-approved by the Executive Committee.
3. If any line item exceeds the budgeted amount, it shall be approved as follows:
 - a. If within 10% of budget line item: needs Bookkeeper approval or, if the Commissioner is acting as the Bookkeeper, needs Auditor approval
 - b. If over 10% of budget line item: needs Executive Committee approval
4. Any expenditure not cited within the approved league budget shall be approved as follows:
 - a. If at or under \$200: needs Executive Committee majority approval
 - b. If over \$200: needs 2/3rds Executive Committee approval
5. Unless pre-approval is given by the budget or herein by the Executive Committee, travel expenses shall not be reimbursed for any person.

Escrow Account

1. An escrow account of no less than \$5,000 and no greater than \$50,000 shall be maintained by the Bookkeeper.
2. No escrow monies shall be used for any transaction unless approved by a majority vote of the Executive Committee, upon a motion by either the Bookkeeper or Commissioner.
3. Escrow monies may only be used to cover any deficit created by either a lack of payment on Membership Fees or an unexpected expense not established in the League operating budget.
4. No member is owed any escrow monies at any time, including entry and exit from the League.

Administrative Section IV – CONDUCT POLICIES

Part 1: SOCIAL AND ELECTRONIC MEDIA

Objective

1. The CHE promotes responsible use of social and electronic media by its Members when posting content about the League, fellow members, its sponsors, and events or activities conducted, promoted, or endorsed by the League,

its members, or its sponsors.

2. The CHE encourages responsible use of social and electronic media by requiring its Members to maintain accountability for the words, content, and endorsements transmitted by the Member on websites, social media accounts, and electronic forums.

Requirements

1. Associations shall properly monitor the content of their team website, official accounts on all social media outlets, and all electronic communications issued by or on behalf of the Member.
2. Associations shall not post, link, or share content on social or electronic media that:
 - a. Argues, disputes, or debates the rulings or decisions of the Commissioner's Office, the Executive Committee, nor the Board of Governors
 - b. Condemns, defames, or disparages a League official, on-ice official, opposing player, or another Member
 - c. Criticizes the rulings, judgment, or ability of an on-ice official, an opposing player, or an opposing coach
 - d. Cites the name of an on-ice official
 - e. Provides video clips to bring attention to a disputed on-ice call or to an incident in which a Major Penalty, Game Misconduct, or Match Penalty was issued
3. Associations shall not create, comment on, or promote any electronic communication that:
 - a. Is being used to abuse, bully, harass, stalk, or threaten any person(s)
 - b. Is libelous, knowingly false, or misrepresents another person(s) or entity
 - c. Infringes upon a copyright or trademark
 - d. Violates an obligation of confidentiality
 - e. Violates the privacy of another person(s)

Part 2: RECRUITMENT ETHICS

Communication

1. All communications made by any staff member (coach, general manager, club officer, advisor, booster, or similar) or school representative with knowledge of team and/or CHE operations, collectively referred to herein as "team agent," shall apply to this policy.
2. The act of communicating shall herein be defined as any of the following or similar:
 - a. Attempting to establish any form of verbal, written, and/or electronic communication with a person appearing on the playing roster of a CHE team during the period of competition (September 1 through April 1)
 - b. Attempting to establish any form verbal, written, and/or electronic communication with a person appearing on the staff roster of a CHE team during the period of competition (September 1 through April 1)
 - c. Attempting to establish any form of verbal, written, and/or electronic communication with a person enrolled at a CHE member school at any time during the period of non-competition (April 1 through September 1) when that person has participated on the hockey team at the member school within the past 10 months
3. Any form of communication under the provisions of this policy can be done with approval, as defined herein, or with prior written consent from the Commissioner's Office.
4. Evidence of communicating for the purposes of recruitment shall be verified only by the Commissioner and shall extend to any attempt to establish a channel of communication with any person as a means of fostering a relationship of recruitment in the present or future.

Poaching

1. No team agent shall initiate any form of communication with any player or staff member of another CHE team at any time without prior approval.

2. Any violation of this policy shall be reported immediately to the Commissioner. The Commissioner's Office shall investigate the allegation and present all findings at a hearing to be held within 30 days of the report.
3. Any person(s) found guilty of violating this policy shall be suspended a minimum of 6 months and a maximum of 18 months.

Correspondence

1. Any team agent who receives any form of unapproved communication with a person from a CHE member school must adhere to the following procedure in any form of reply to the received communication:
 - a. Inform the person that he must notify the Head Coach or Team Representative of the person's school of the intent to correspond with another CHE team, per CHE policy
 - b. Notify the Commissioner of the communication to protect the receiving team against the claim of recruitment violations
 - c. Verify the approval of the correspondence with the Head Coach or Team Representative of the person's school upon notification of such approval by the person, or contact the Commissioner's Office to manage this approval process
 - d. Withhold any form of recruitment information in any correspondence until such approval has been verified or otherwise approved by the Commissioner's Office
2. Any violation of this policy shall be reported immediately to the Commissioner. The Commissioner shall investigate the allegation and present all findings at a hearing to be held within 30 days of the report.
3. Any person(s) found guilty of violating this policy shall be suspended a minimum of 3 months and a maximum of 12 months.

Release

1. A team agent is fully approved to communicate with any person who has satisfied any of the following provisions:
 - a. The student has dis-enrolled from the former school, as defined by that school's policies
 - b. The student has enrolled as a full-time student within a new CHE school, with the restriction that only the team(s) at that CHE school may communicate with the new student
 - c. The coach is no longer under contract – including termination of said contract – with the CHE team
 - d. The Commissioner has provided express written consent to the team to communicate with a specifically-identifiable person
2. There is no obligation of any party to inform the original CHE team of any such instance that meets the provisions of this policy.

Part 3: OFF-ICE DISCIPLINARY MATTERS

Obligations

1. It is the responsibility of all CHE member teams to monitor personnel behavior at rinks, hotels, restaurants, and similar venues of use to ensure all financial and contractual obligations are met.
2. It is the responsibility of all CHE members to represent the League and the host school in a manner consistent with the Purpose and Mission of College Hockey East, as well as the spirit and values of intercollegiate sports.

Incident Reports

1. Upon receipt of any incident report received by the Commissioner's Office or Executive Committee regarding an off-ice incident, the Commissioner shall:
 - a. Determine if the scope of the incident is within the authority of the League and its Membership
 - b. Contact the team in-question and any witnesses regarding the incident to gather facts on the matter
 - c. Ensure that any financial or contractual obligations have either been met by the team, or see to it that the team fulfills any such obligations
 - d. Report the findings of the incident to the reporting party

2. The Commissioner also withholds the right to act upon any incident report in any of the following manners:
 - a. Contact any person at the host school of the team to ensure the team fulfills its obligations
 - b. Contact any person at the host school to assist in disciplinary sanctions by either the school or the League
 - c. Schedule a formal hearing to gather evidence, hear testimony, and resolve the matter

Administrative Section V – PERSONNEL POLICIES

Part 1: MEMBER REQUIREMENTS

Required Member Personnel

1. Each Member must have 1 Team Representative who presides over the association's business/league matters and serves as the primary liaison to the League, as defined in CHE By-Laws.
2. Each Member must have 1 unique Head Coach for each team it fields in College Hockey East to direct and oversee the team at games.
3. Each Member must have 1 Game Scheduler who serves as the primary contact and coordinator of all scheduling activities for league and non-league games.
4. Each Association must have a School Representative, who must be a full-time school employee with oversight of the hockey club. The School Representative's employment status with the university/college shall not be dependent upon the existence of the hockey club within the university/college.

Member Personnel Information

1. The names and contact information of each Member personnel shall be provided to the league through a means issued by the Commissioner prior to each season.
2. Any one person may serve in multiple (or all) of the required roles so as long as said person meets the requirements of each position.
3. All changes to personnel shall require the Member to submit the name, contact information, and position of the new person within 10 days of any such change.

Member Communication Channels

1. Communication between the Commissioner's Office and the Member organization shall be coordinated and streamlined to maximize efficiency and ensure completion of required tasks. No other personnel should be involved in such communications unless deemed necessary by the Commissioner's Office. The principle point of contact for each matter, as outlined below, shall communicate to and between the officers, staff, and/or players of the respective organization, as needed, but shall remain the principle point of contact on the matter.
2. The Team Representative (primary contact) shall handle all business, financial, and administrative communications between the team and the league.
3. The Head Coach shall handle all on-ice and game-related communications between the team and the league, including playing rules and disciplinary matters.
4. The Game Scheduler shall handle all scheduling-related communications between the teams and the league, including preseason scheduling and in-season adjustments.
5. The School Representative shall handle all institutionally-relevant communications between the school and the league, including unique eligibility matters and violations of any policy that jeopardizes the status of the team.

Part 2: TEAM STAFF REQUIREMENTS

Coaching Restrictions

1. The Head Coach shall not be registered as a player in College Hockey East or any nationally-affiliated college hockey league.
2. No person may serve on the coaching staff of two or more teams when those teams are fielded by different Members.
3. A Head Coach may only serve as the Head Coach on more than one team in College Hockey East if one team is placed into a Division of Play and all others are Affiliate teams or similar.

Team Staff Member Requirements

1. A Team Staff Member is defined as any person serving in any capacity – formal or informal – to assist with the team during games and/or practices, including on the player/penalty bench and on the ice. This includes positions similar to Head Coach, Assistant Coach, General Manager, Team Manager, Trainer, Equipment Manager, etc.
2. All Team Staff Members must be registered with USA Hockey as a Coach/Volunteer for the current season.
3. All Team Staff Members over the age of 17 with the potential to have routine, unmonitored access to the locker rooms and restricted areas of facilities used for games, practices, and similar events must complete the Safety of Minors Requirements before participation in any such events. This shall include all persons listed on the coaching staff.

Safety of Minors Requirements

1. All persons applicable to this requirement must complete the following before participation in any team activity:
 - a. Submit a background check with the appropriate USA Hockey affiliate vendor
 - b. Complete the USA Hockey SafeSport Training modules
 - c. Check with its faculty advisor and/or institution on any additional requirements of its coaches, such as PA Act 15 of 2015. The responsibility to adhere to school requirements falls upon the individual and the team, not the CHE.
2. The Commissioner's Office shall be responsible for providing instructions for completing these requirements and issue confirmation that the individual requirements have been met.
3. No persons to which these requirements apply may participate in a team activity until all portions of the requirements have been met, submitted, and approved in writing by the Commissioner's Office.
4. Any team using an unapproved individual shall result in a fine of \$100 per person, per game for each offense.

Administrative Section VI – REGISTRATION POLICIES

Part 1: REGISTRATION PROCEDURES

Registration Requirements

1. In the process of player registration, each team must submit, at minimum, the following items:
 - a. Proof of USA Hockey insurance for each player
 - b. Academic eligibility information for each player via a team Academic Eligibility Verification Form
 - c. CHE Player Registration to collect pertinent player eligibility and contact information, as well as provide waivers and disclaimers against the league
2. In the process of coach/staff registration, each team must submit, at minimum, the following items:
 - a. Proof of USA Hockey insurance for each staff member
 - b. Proof of full compliance with the CHE Safety of Minors requirement
3. No person(s) may participate in competition under the auspices of College Hockey East or its member teams without having completed all registration requirements.

- a. Any team who uses an unapproved participant in competition shall incur a fine of \$100 per person, per game, with a maximum fine of \$500.
- b. All team that plays a game(s) without having full registration items completed are subject to a forfeiture if the Commissioner determines that the deficiency resulted in legal/insurance liability to the League or any of the game's participants.

Preseason Registration Period

1. The Commissioner's Office shall provide written instructions on all required registration items to all Members no later than August 31st.
2. All teams must complete and submit all required registration items, as instructed, no later than September 30th or 3 days prior to the team's first game of the season, whichever date comes first.
3. Any team who has not properly completed and submitted all registration items by the deadline shall incur a fine of no less than \$50 and up to \$200, as determined by the Commissioner with respect to the quantity of missing items and the tardiness of the submission.
4. The Commissioner's Office shall review and certify all registration items to ensure all teams and team members are in compliance with all applicable policies of both the CHE and any governing body, as well as verify that all teams, players, and staff members are properly insured for competition.

Second Semester Registration Period

1. All teams must complete and submit a new Academic Eligibility Verification Form following the completion of their institution's first academic term and no later than January 31st or 3 days prior to the team's first game of the season, whichever date comes first.
 - a. Any team who has not properly completed and submitted a new Academic Verification Form by the deadline shall incur a fine of \$100.
 - b. All teams that play a game(s) after January 1st without having submitted a new Academic Verification Form shall be issued a forfeiture if it is determined that a player who was academically ineligible had participated in a game(s).
2. Any team adding a new player(s) or staff member(s) for the new term must follow the steps for Roster Additions.

Academic Eligibility Verification Forms

1. No later than August 31st, the Commissioner's Office shall publish a CHE Academic Eligibility Verification Form (the "Form") and/or approve the use of a similar Academic Eligibility Verification Form issued by an equivalent organization.
2. A signed waiver by the student-athlete to authorize the release of his/her academic information/record shall also accompany the Form, to be kept on file by the team or the school's Registrar.
3. All information supplied on the Form must only be typed, except in the instance of a person's signature.
4. The Member shall be responsible for providing the non-academic information of each student-athlete on the Form – including name, student ID, and number of semesters played – and then supplying the Form to the Registrar's Office.
5. The Registrar's Office shall be responsible for providing the academic information/record of the student-athlete – the overall Grade Point Average of each student-athlete, the number of credits passed by each student-athlete in the previous term, the number of enrolled credits for each student-athlete in the current term, and the current class year/designation of the student-athlete – on the Form.
6. The Commissioner's Office shall provide a means of properly verifying that a member of the Registrar's Office had completed the Form.
7. The teams shall ensure the Form is properly submitted to the Commissioner's Office in the manner designated in the registration instructions and by the deadline cited for Form submission.

Part 2: TEAM ROSTERS

Team Roster Submission

1. No later than August 31st, the Commissioner's Office shall publish an electronic CHE Team Roster Template to collect the full list of players and staff members of each team.
2. The CHE Team Roster Template must collect, at minimum, the name, assigned jersey number, and primary position of each player, as well as the name and official title of each staff member.
3. The Commissioner's Office shall use the Team Roster to ensure that all personnel meet all participation requirements and have submitted all required registration items.
4. The Commissioner's Office shall communicate deficiencies with the Team Representative and notify the team of any player(s) who may not yet participate in competition.
5. All personnel approved for participation shall be listed in a publicly-visible roster on the CHE website, as defined and edited by the Commissioner's Office, as confirmation of obtaining approval to participate in competition.

Roster Additions

1. The addition of a player, coach, or staff member after the Preseason Registration Period shall constitute a "roster addition" and follow the procedures of this policy before added personnel may participate in competition.
2. The team and player/coach must first complete all parts of the Registration Requirements using the instructions provided by the Commissioner for registration.
3. The Team Representative will update the team's CHE Roster Template, with the new player/coach listed at the bottom of the applicable Part.
4. The Team Representative will send the updated Roster Template and any other required documents via a single email to the Commissioner's Office.
5. For player additions, the Team Representative will create a new Academic Eligibility Verification Form, listing only the player(s) being added to the roster, and submit that file to the school registrar.
6. The school registrar will complete the supplemental Academic Eligibility Form and send via email to the Commissioner's Office.
7. All documents/emails must be received – in their entirety – by Tuesday at 5:00 PM to be eligible for approval to participate in that weekend of games.
8. The Commissioner's Office will review all roster addition requests submitted by the Tuesday deadline no later than Thursday at 10:00 PM.
9. If all documents are received and the player/coach meets all CHE requirements, the Commissioner's Office will approve the request, add the player/coach to the team's CHE website roster, and notify the Team Representative of the approval for immediate participation.
10. If there is missing information or incomplete documentation on the player/coach, the Commissioner's Office will inform the Team Representative of the deficiency; the player/coach will not be approved for the current week and the request must be re-submitted for the following week.
11. If the coach/player does not meet CHE requirements, the Commissioner's Office will inform the Team Representative of the denial of the roster addition.

Competition Section I – ELIGIBILITY POLICIES

Part 1: GENERAL STUDENT-ATHLETE ELIGIBILITY

General Participation Provisions

1. A member team may only be formed from students enrolled at an institution granted membership in College Hockey East. A "member institution" can only extend to multiple campuses if the additional campus(es) use the same, central administration/registrar as the designated institution.
2. Students enrolled an institution hosting a team in College Hockey East may be considered for participation in

games with the member team if he/she meets all league-level and all divisional-level eligibility policies cited within these eligibility policies.

3. College Hockey East does not prohibit or limit student-athlete participation based on race, sex, color, or creed.
4. College Hockey East does not guarantee participation to any student enrolled at any member institution.
5. College Hockey East shall recognize two semesters per season, which shall be defined as:
 - a. Fall = official first day of classes in August/September through December 31st
 - b. Spring = January 1st through the day prior to the official first day of classes in August/September
6. Academic requirements shall be standardized in the form of academic years, semesters/terms, credit hours, and a GPA scale of up to 4.0. An equivalent standard shall be applied to institutions utilizing an alternate system, as determined by the CHE Commissioner.

League Eligibility Requirements

1. All student-athletes must adhere to all participation and eligibility policies of their enrolled institution.
2. No institutional policy can independently grant eligibility to a student-athlete who is otherwise ineligible under these CHE policies.
3. No institutional waiver can independently grant an exception of a CHE eligibility policy to any student-athlete.
4. CHE eligibility requirements apply to all games conducted by a member team under the auspices of College Hockey East.
5. The eligibility rulings of a national affiliation or other governing body do not override any CHE rule/policy that exists, any ruling that is made within the CHE, or any ruling that must be made within the CHE.

Eligibility Seasons

1. The length of participation eligibility for an individual student-athlete is measured only in seasons, as a whole number. Semesters, partial seasons/years, and similar shall not be recognized for purposes of eligibility. The amount of playing time any student-athlete receives in any particular game(s) is also not a factor in determining eligibility.
2. The potential use of an eligibility season is considered to begin at the time a student-athletes appears on the game roster for his/her first game of that season, regardless when that game occurs within the season.
3. Any student-athlete playing in greater than 20% of the team's scheduled games is always considered to have participated in a season of eligibility and shall not have an option for waiver or appeal on that season.
4. The total length of participation eligibility shall be defined for each Division of Play, and that number may be reduced on an individual basis due to other policies herein that reduce eligibility to fewer seasons than permitted within a Division of Play.
5. The Deferred Student-Athlete Designation and the Hardship Waiver, both defined herein, are the only factors that can cause a season not to count towards the student-athlete's overall length of participation eligibility once that student-athlete has appeared on a game roster in that season.

Eligibility Restrictions

1. Student-athletes may not concurrently participate on more than one team in College Hockey East, except in the instance of the Player Movement rule within institutions hosting more than one collegiate club hockey team.
2. Student-athletes who have received payment for playing hockey in the form of a salary, stipend, signing bonus, or similar are considered to have forfeited their amateur status and are no longer eligible to participate in College Hockey East.
3. Student-athletes who have maximized their allotted eligibility any level of collegiate hockey – including the CHE, NCAA, and ACHA – are no longer eligible to continue playing hockey in College Hockey East.
4. Student-athletes who have appeared on the roster of an NCAA or CIS team in the current academic year are not eligible for participation in College Hockey East for the remainder of the current season. A player is defined to have been on an NCAA roster if he/she is listed on the eligibility list filed with the NCAA or any of its respective leagues for that season, regardless of whether the player has participated in any games or was listed on any game sheet.
5. Student-athletes must divulge to the CHE Commissioner if any of the following apply to his/her playing history to

receive an eligibility ruling from the CHE prior to participating in a game for any CHE team:

- a. Received any money or gifts for playing hockey or for a hockey achievement
- b. Rostered on a team in any professional league or semi-professional league (men's or women's) in North America or Europe
- c. Appeared on the roster of a major-junior team in Canada (CHL)
- d. Attended a camp/tryout where a host team covered any of the player's expenses, including without limiting the generality of the foregoing: travel, lodging, meals, and equipment

Part 2: DIVISIONAL ELIGIBILITY REQUIREMENTS

Men's Divisions

1. Student-athletes are granted 5 seasons of eligibility, notwithstanding any applicable policy that reduces eligibility to fewer seasons.
2. Student-athletes must have a cumulative GPA of at least 2.0 at the start of each semester to be eligible for participation in any game during that semester.
3. Student-athletes must be registered for a minimum of 9 credit hours and remain registered at or above 9 credit hours for the duration of the semester to be eligible for participation in any a game for any CHE team. Any player who withdraws from enough credits to drop below the minimum requirement is immediately ineligible for games.
4. Student-athletes must successfully complete (enroll and pass) 9 credit hours each term to be eligible for participation in games in the next term.
5. All Special-Case Eligibility and Eligibility Exclusions, where applicable, shall supersede the above requirements.

Women's Divisions

1. Student-athletes are granted 6 seasons of eligibility, notwithstanding any applicable policy that reduces eligibility to fewer seasons.
2. Student-athletes must have a cumulative GPA of at least 2.0 at the start of each semester to be eligible for participation in any game during that semester.
3. Student-athletes must be registered for a minimum of 6 credit hours and remain registered at or above 6 credit hours for the duration of the semester to be eligible for participation in any a game for any CHE team. Any player who withdraws from enough credits to drop below the minimum requirement is immediately ineligible for games.
4. Student-athletes must successfully complete (enroll and pass) 6 credit hours each term to be eligible for participation in games in the next term.
5. All Special-Case Eligibility and Eligibility Exclusions, where applicable, shall supersede the above requirements.

Part 3: SPECIAL-CASE ELIGIBILITY

Incomplete Grade Status

1. An "Incomplete Grade Status" shall be defined as a grade from the prior term that is not yet reported, is reported as "incomplete," or similar. Any assigned grade – including a failing grade – under the host institution's grading policy shall not constitute an Incomplete Grade Status, including instances where the student-athlete may be attempting to have the grade changed.
2. Student-athletes with an "incomplete" status (or equivalent) for a class(es) from the prior term, which causes the student-athlete to have less than the minimum GPA, may be granted eligibility after the start of the semester if the incomplete status is officially changed to a complete status during the current semester and thereby puts the student-athlete at or above the requirement.
3. Student-athletes with an "incomplete" status (or equivalent) for a class(es) from the prior term, which causes the

student-athlete to complete less than the required quantity of credit hours, may be granted eligibility after the start of the semester if the incomplete status is officially changed to a complete status during the current semester and thereby puts the student-athlete at or above the requirement.

4. A new Academic Verification Form, listing only the player(s) in-question, shall be submitted to prove the revision to the grade's status and the updated to the student-athlete's academic record. A letter from the Registrar or the professor of the affected class shall also be provided to the Commissioner's Office to confirm that the change was due to an Incomplete Grade Status.

Outgoing Seniors

1. An "Outgoing Senior" shall be defined as a student-athlete in his/her final semester of academic enrollment prior to obtaining a degree (graduating).
2. An Outgoing Senior may take as few as 3 credits if less than the minimum number of required credits is needed to graduate.
3. All student-athletes seeking status as an Outgoing Senior must be approved by the Commissioner's Office. The Team Representative shall supply the request, in writing, with supporting documentation.
4. No student-athlete may obtain the designation of Outgoing Senior for more than one term. Student-athletes who do not graduated, as expected, in the term for which the designation was used shall be subject to all standard eligibility policies except for the requirement to pass a minimum quantity of credits in the previous term.

Transfer Student-Athletes

1. A "transfer student-athlete" is defined as a player who has previously participated in a game at any sanctioned level of collegiate hockey for a team not hosted by the post-secondary institution in which he/she is currently enrolled.
2. A transfer student-athlete must have been eligible to play under CHE policies at his/her previous institution at the time of transfer in order to be eligible to play on a team at his/her new institution. The burden of proof in this matter lies with the transfer student-athlete, and the student-athlete shall not be eligible for participation until this evidence is provided and approved by the Commissioner's Office.
3. A student-athlete who transfers during his/her first season of collegiate hockey shall retain the eligibility rights of a First-Year Student-Athlete.
4. A transfer student-athlete may be ruled ineligible by the Commissioner's Office if the player's previous institution provides sufficient evidence that the student-athlete rightfully owes more than \$250 in hockey-related fees to the previous institution or its hockey program.
5. The transfer of all student-athletes must adhere to the CHE's Recruitment Ethics Policy, but a transfer student-athlete shall not be deemed ineligible if any provision(s) of that policy is violated.

Graduate Student-Athletes

1. A "graduate student-athlete" is defined as a player who has received an associate or baccalaureate degree from an accredited post-secondary institution and is now enrolled at any CHE member institution to pursue a masters or doctoral degree.
2. A student-athlete shall not be considered a Graduate Student-Athlete if he/she is pursuing a second (or greater) baccalaureate degree or is pursuing an associate degree after obtaining a baccalaureate degree.
3. A student-athlete shall not obtain Graduate Student-Athlete status if she/she otherwise has no eligibility remaining as specified under CHE Eligibility Policies.
4. Graduate Student-Athletes may enroll in fewer credits per semester than undergraduate student-athletes, as follows:
 - a. Men's Divisions = 6 credits
 - b. Women's Divisions = 6 credits

Part 4: ELIGIBILITY EXCLUSIONS

First-Year Student-Athlete Designation

1. A “first-year student-athlete” is defined as a player who has not previously participated in a game at any sanctioned level of collegiate hockey at any post-secondary institution.
2. The first-year designation begins at the time the student-athlete appears on a scoresheet roster for a game at any sanctioned level of collegiate hockey. The first-year student-athlete designation is not deferred based on redshirt or transfer status.
3. The first-year student-athlete designation may only apply during one academic calendar year; students who begin participation in the spring semester shall not retain the first-year student-athlete designation beyond the remainder of the current academic term.

Deferred Student-Athlete Designation (“Redshirt”)

1. A “deferred student-athlete” is defined as a player who does not participate in at least 20% of the team’s scheduled games during the season or any of the team’s post-season games, for any reason. For the purpose of this designation, games counting towards the calculated totals of “games played” for that player and “scheduled games” for that team shall include all preseason, exhibition, regular season, and tournament/showcase, as listed on the CHE website.
2. A player who participates in a post-season game shall no longer qualify for a deferred student-athlete designation for that season, regardless of any other requirements for that designation.
3. A deferred student-athlete is deemed not to have used a season of eligibility for the applicable season if no other eligibility policy supersedes.
4. An individual may obtain the deferred student-athlete designation for more than one season, as long as all requirements of that designation are met for that specific season.
5. Deferred student-athletes must meet all applicable eligibility policies in order to participate in any game for a CHE team, even if the student-athlete is already determined to have deferred for that season.

Hardship Waiver

1. A student-athlete may petition for a Hardship Waiver in the event that an extenuating circumstance(s) may cause the student-athlete to be ineligible under these Eligibility Policies.
2. The onus is on the student-athlete to provide the factual evidence and written testimony necessary to have the waiver considered and potentially approved. Written testimony shall only include factual evidence from pertinent individuals in the matter, such as doctors, lawyers, and school officials. “Pleas,” letters of recommendation, and letters appealing to the senses shall not be considered in such instances.
3. Reasons for requesting a Hardship Waiver include – but are not limited to – the following:
 - a. Extenuating circumstance in the life of the player that causes him/her to unexpectedly withdraw from classes for a semester, such as significant health issue or unexpected death of an immediate family member.
 - b. A serious injury or significant medical condition that prevents a student-athlete from participating in ice hockey activities for a period long enough to cover at least 80% of the team’s scheduled games for that season.
4. Only the Commissioner shall be empowered to make the initial ruling on Hardship Waivers.
5. The affected student-athlete reserves the right to an appeal on rulings that render the student-athlete ineligible, as defined herein under Eligibility Appeals. Another Member may not appeal a ruling on a Hardship Waiver that renders any student-athlete eligible for participation.

First-Year Cooperative Programs

1. For the purposes of this rule, a “first-year team” shall be defined as and limited to:
 - The team was not previously recognized, for a period of the past 3 seasons, by College Hockey East or any other league or governing body of college hockey teams.
 - The host university does not already field another team of the same gender under any of the applicable governing bodies.

- The team has not played more than 5 games against College Hockey East opponents in any of the past 3 seasons.
- 2. First-year teams may use students from other colleges/universities, so as long as over 50% of the playing roster consists of students from the host institution.
- 3. No eligible player from the host school may be cut or in any way withheld from the team roster.
- 4. The maximum number of spots available on the game roster for co-op players shall equal 21 minus the number of registered and eligible players from the host school, regardless of any player from the host school.
 - There shall be no provision for actual playing time; it is simply required that all registered and eligible players from the host school have a spot reserved in the game line-up, even if that player is not actually using the spot in any particular game.
- 5. No players may be used from another institution that hosts a collegiate club hockey program of the same gender (men's/women's).
- 6. A written agreement must be obtained from school officials of any institution that provides players to the host school.
 - This agreement shall provide authorization for the use of student-athletes and shall require the affiliated institution to provide academic eligibility information to the host institution.
- 7. All players from all institutions must meet all CHE academic eligibility requirements.
 - The host institution shall be responsible for obtaining and submitting all academic eligibility paperwork for student-athletes from all affiliated institutions.
- 8. Under no circumstance shall the "first-year team" provision extend beyond one season to any program.
 - This provision also applies to all players involved, and all co-op players must be told by the host institution that they will not be able to play with the host institution for more than one season.
- 9. First-year teams shall be placed only in an "Affiliate" division of College Hockey East.

Part 5: ELIGIBILITY DETERMINATION

Eligibility Rulings

1. Only the Commissioner's Office may make an official interpretation of an eligibility policy cited herein.
2. The Commissioner's Office shall investigate all matters related to the proper application of eligibility policies and provide commercially-sufficient evidence for any ruling that deems a student-athlete ineligible for participation.
3. The Commissioner shall utilize past precedence in the CHE, as well as the eligibility policies of the NCAA and ACHA, for eligibility matters not explicitly defined under CHE policies.
4. All eligibility rulings requiring an official interpretation or requiring an investigation into matters not explicitly defined herein must be documented in writing by the Team Representative, Head Coach, or Faculty Advisor of the student-athlete's institution.
5. The Commissioner reserves the right to deem a player ineligible when requested information relevant to the investigation is not sufficiently supplied to College Hockey East by the player, the team, or the host institution.
6. Any CHE Member Team may challenge the eligibility of a student-athlete of another member team by stating such challenge, in writing, to the Commissioner and supplying all facts related to the matter. The Commissioner reserves the right to sanction any team for supplying unfounded and/or unsubstantiated claims against the eligibility of any student-athlete.

Eligibility Appeals

1. Any student-athlete or member team who feels that an eligibility rule was not properly applied or that an eligibility ruling was incorrectly made reserves the right to an appeal. All such appeals shall follow the full process for Dispute Resolution, as defined herein.
2. A student-athlete wishing to appeal the application of an eligibility rule or any eligibility ruling directly affecting his/her eligibility must do so within 72 hours of being informed of the rule/ruling and must do so in writing to the Commissioner.

3. A student-athlete seeking an appeal of an eligibility ruling remains ineligible for participation in games until the matter is resolved, at which time the verdict of the appeals hearing shall apply.
4. An appeals-level hearing outside of College Hockey East shall only be honored if first approved in advance by the CHE Executive Committee and allows the evidence and testimony of the CHE at the hearing. No entity outside of College Hockey East shall be approved to rule on matters pertaining specifically to College Hockey East rules; such approvals shall only be limited to common eligibility rules between the CHE and the external entity.

Competition Section II – TEAM PLACEMENT POLICIES

Part 1: DIVISIONS OF PLAY

Division Assignment Process

1. A new Full Member team shall be assigned to a specific league appropriate to level of competition, as determined by the Commissioner's Office.
2. A team must remain in its assigned league for at least one full season of competition.
3. The placement of a team remains for all subsequent seasons so as long as the Division exists and the Member continues to meet the Division's requirements, or unless acted upon otherwise in accordance with these policies.

Division Change Requests

1. A Full Member may apply for transfer into to a new division during the months of February, March, April, or May.
2. The Member shall submit their request in writing to the Commissioner's Office, and the Commissioner's Office shall review each request against these operating policies.
3. If the candidate meets – or is reasonably able to meet – all of the minimum requirements of the division, without exception, the Commissioner shall submit the request to the Executive Committee. The Commissioner may ask the member for more information to either determine its merits or assist in the final review of the request.
4. Commissioner shall conduct a vote of the Executive Committee – in-person, via teleconference, or electronically – to approve or reject any division change request. A majority vote of the Executive Committee is required to approve a change of divisions. The Executive Committee may delay the vote if more information or testimony is deemed necessary on the request.
5. Candidates that are declined a division change shall remain in their current division and may not apply for transfer to the same division again until the following season.

Division Change Mandates

1. In an instance where the Commissioner feels that a team should be moved into a different Division of Play for the following season, the Commissioner shall first contact the member no later than May 1st to determine if the member intends to or otherwise agrees to submit a Division Change Request.
2. If the member declines the option to submit a Division Change Request, the Commissioner reserves the right to initiate a Division Change Mandate no later than May 15th.
3. The Commissioner shall inform the member of this process, at which time the member is granted 15 days to supply reasons, evidence, and written testimony as to why the team in-question should not be moved to a new division. The Commissioner may ask the member for more information to either determine its merits or assist in the final review of the request.
4. At the conclusion of the 15 days, the Commissioner shall submit to the Executive Committee his request to move the team to a new Division of Play and all materials provided by the member regarding the matter.
5. The Commissioner shall conduct a vote of the Executive Committee – in-person, via teleconference, or electronically – to approve or reject any division change request. The member may ask or be asked to provide spoken testimony and answer questions on a conference call before a final determination is made. The

- Executive Committee may delay the vote if more information or testimony is deemed necessary on the request.
A majority vote of the Executive Committee is required to approve a mandate of a team to change of divisions.
6. No appeal shall be granted involving a Division Change Mandate to any team.

Competition Section III – SCHEDULING POLICIES

Part 1: GENERAL SCHEDULING

Binding Agreements

1. All games reported on the official schedule of any member team, as listed on the CHE website, shall constitute a binding agreement by that team to play in the game.
2. A written agreement between two teams to schedule a game shall also constitute a binding agreement by the teams to play in the game, as reviewed and confirmed by the Commissioner's Office.
3. Changes to binding agreements must follow all CHE Scheduling Policies or otherwise be reported immediately to the Commissioner's Office for resolution.
4. Binding agreements not honored or improperly broken at the fault of a member team, as found by the Commissioner's Office, shall be addressed through the CHE Forfeiture Policy and shall be subject to further review by the Commissioner.

Non-League Games

1. Games against non-league opponents shall be scheduled solely at the risk of the member team. The Commissioner's Office exerts little to no authority over a non-member team and that team's failure to honor any or all scheduled games and/or applicable competition policies.
2. It is strongly recommended that member teams establish a written game contract with a non-member team or, at minimum, establish enough written correspondence in scheduling with a non-member team to meet the burden of evidence required by a small claims court.
3. Member teams are obligated, under the requirement of League membership and the authority of CHE governance, to honor all scheduled games and all applicable competition policies in games against non-member teams, regardless of venue.
4. Away games (or neutral-site games) against non-member teams that are played under rules significantly divergent from CHE Game Procedures shall be reported to the Commissioner's Office at the earliest opportunity, as protection of liability for both the member team and the CHE.

Part 2: SCHEDULING TIMELINE

League Scheduling Requirements

1. The Commissioner's Office shall issue a list of required League Games to all teams no later than July 1st prior to the start of each season. In the event that the Commissioner requires more time with any or all divisions due to uncertainties about team placement/membership, the Executive Committee must approve an extension of the deadline to a date of their discretion.
2. The Game Scheduler of each team is responsible for communicating with other Game Schedulers and host venues to arrange for the proper number of required League Games.
3. Any Game Scheduler(s) who encounter problems in scheduling required games against another League team shall contact the Commissioner's Office no later than August 15th for assistance towards a resolution.

Schedule Submission

1. No later than August 1st, the Commissioner's Office shall publish an electronic CHE Game Schedule Template to collect the full details on each scheduled game.
2. The CHE Game Schedule Template must collect all pertinent information about all games scheduled by each League team (date, time, teams, venue, etc.).
3. The Game Schedule shall be due, in full, to the Commissioner's Office by September 1st.
4. The Commissioner's Office shall use the Game Schedule Template to ensure that all League Scheduling Requirements have been met, no violations occur with start times or start dates, and no conflicts in information exist between schedules submitted by opponents.
5. The Commissioner's Office shall publish each team's full game schedule in a publicly-visible area of the CHE website, which shall collectively serve as the official game schedule of College Hockey East.

Part 3: SCHEDULING PARAMETERS

Date of Games

1. No games may be scheduled or played prior to September 15th without obtaining permission, with due cause, from the Commissioner's Office at least 15 days in advance of the date of the game.
2. Games scheduled to start on any US Federal Holiday and Super Bowl Sunday shall have the express written consent of both teams prior to the start of the season to acknowledge this occurrence.
 - a. For purposes of this policy, it shall be the responsibility of the host team to ensure that the opponent knows of the holiday at the time of scheduling. "Express written consent" shall then be defined as written acknowledgement of the holiday by the opponent and a clear agreement to proceed with scheduling the game on that date.
 - b. In the event a game must be scheduled or rescheduled for one of these dates after the start of the season, the host team must provide proof of this agreement, in writing, to the Commissioner's Office before the game is officially added to the league schedule.

Official Start Times

1. The "official start time" of the game shall be defined as the designated point in time at which both the warm-up period and a pregame ice resurfacing have concluded and pre-faceoff activities begin. Pre-faceoff activities shall be generally defined as the first act towards starting the actual game, such as teams gathering on their assigned bench, the beginning of the pregame introductions, or similar. For purposes of CHE Scheduling Policies, the terms "faceoff time," "puck drop time," and similar shall have no relevance, and the term "warm-up time" shall never be synonymous with "start time."
 - a. The approved pregame protocol(s) issued by the Commissioner's Office shall specify the point of the event that shall be deemed the official start time.
2. The official start time of each game must be established at the time the game is agreed upon with the opponent, unless the opponent otherwise agrees to accept a "TBD" start time. All "TBD" start times must be agreed upon between the teams prior to the deadline to submit full schedules to the Commissioner's Office, except in the instance of a tournament game. All games added to the schedule after the scheduling submission deadline must have an established start time (not "TBD"), as agreed upon by both teams, except in the instance of a tournament game.
3. All games hosted by CHE teams must be scheduled to start at or prior to 10:00 PM on Friday and Saturday nights and prior to 8:00 PM on any other night. All games hosted by CHE teams must be scheduled to start no earlier than 10:00 AM on Saturdays and Sundays and no earlier than 6:00 PM on any other day.
 - a. Any deviation from this start time policy must be explicitly agreed upon by both participating teams – including non-league teams – in writing at least 30 days prior to the date of the game. The host team shall be responsible for providing proof of this written agreement to the Commissioner's Office in the event of a dispute or if otherwise requested by the Commissioner's Office.
4. The Commissioner withholds the right to resolve all disputes regarding the official start time and applicable

policies, and he reserves the right to veto any agreements made between participating teams as exceptions to the scheduling policies.

Changes to Scheduled Games

1. Any potential change to the start time that is of greater than 2 hours, including moving the game to a different date, must be communicated to both the opponent and the Commissioner's Office at least 30 days in advance. No communication shall exclude the Commissioner's Office in this instance, and any violation to this procedure shall result in a fine of \$100 to the host team. The Commissioner's Office shall address the request within 5 days, including communicating with the opposing team, and determine the appropriate course of action, which may result in the game change not being approved due to a lack of justification or an unnecessary burden/conflict created with the opponent.
2. Any potential change that moves the start time into a period defined under "Start Time Restrictions" requires the request to be submitted by the host team to the Commissioner at least 20 days in advance. The Commissioner's Office shall process the request within 3 days, including requesting permission from the opposing team to make the change to the start time. There shall be no guarantee that such requests will be approved.
3. Any potential change to the to the start time the is of greater than 60 minutes but less than 2 hours must be communicated to the opponent at least 15 days in advance. The opponent withholds the right to object to such a change within 5 days, with or without due cause.
4. Any change to the start time that is of 60 minutes or less must be communicated to the opponent and Commissioner's Office at least 7 days in advance. The opponent may only object to such a change with due cause, as determined and, if needed, resolved by the Commissioner.
5. Any request by the visiting team to change the start time of the game must be made to the host team at least 15 days in advance. There shall be no guarantee that such requests will be approved, but all parties must make a commercially-reasonable effort to accommodate a reasonable change.
6. All requests falling outside of the aforementioned stipulations must be communicated directly and only to the Commissioner's Office.
7. All requests that result in a dispute or conflict regarding the start time of the game shall be reported immediately to the Commissioner's Office for resolution.

Competition Section IV – EVENT POLICIES

Part 1: ADMISSION FEES

Regular-Season Games

1. Each Member reserves the right to charge an admission fee, if it so chooses, to games hosted at their official home rink(s), as designated on the Official League Schedule ("Home Game").
2. Any Member choosing to charge an admission fee at a home game must charge a standard fee to all attendees to the game, unless the attendee presents a League-approved credential. The fee charged per person shall not vary based on affiliation (such as home team or away team)
3. Any admission fee charged to game attendees shall not exceed the following amounts:
 - a. \$10 for adults
 - b. \$5 for students
 - c. \$3 for children under 12 years of age
4. The host team shall be responsible for arranging the personnel needed to collect the admissions fee. The host team may make arrangements with the host facility to provide staffing for admissions and shall coordinate with the facility the distribution of the monies collected.
5. By default, the host shall be entitled to all monies collected for admissions, and any monies distributed to the visiting team shall be agreed upon in writing by both parties prior to the start of the game.

Other Games and Events

1. The League shall set the admissions fee for all postseason games, all-star games, and league-sponsored special events. The League reserves the option not to charge admission for any such event, as determined by the Commissioner.
2. The League shall be responsible for the staffing and collection of any admissions monies for all postseasons games, League-sanctioned all-star games, and any special event sponsored by the League (charity games, showcases, etc.).
3. The League is entitled to all admissions proceeds for all such events, including the distribution of such proceeds to staffing, charities, sponsors, vendors, etc, at the sole discretion of the Commissioner's Office.
4. The Commissioner's Office shall determine if any special passes will be issued for special events.

Competition Section V – PLAYER MOVEMENT POLICIES

Multiple Teams

1. Any host institution that organizes more than one team in any college league/organization shall be restricted in how many games in which any given player may participate for more than one team.
2. A player is permitted to participate in up to 5 games for the team in the higher league/division without losing eligibility for the team in the lower league/division.
3. Once a player participates in a 6th game for the higher team, the player may not return to the lower team for the remainder of the season if that team is in the CHE.
4. The Commissioner shall resolve any conflict regarding which team is in the higher league/division, as needed.
5. The Commissioner shall also reserve the right to prohibit player movement between two teams if, at his discretion, one team is at a significantly different level of play than the other team. Any decision by the Commissioner to prohibit player movement can be appealed.

Competition Section VI – SUPPLEMENTAL DISCIPLINE POLICIES

Supplementary Discipline

1. Under NCAA Playing Rules regarding supplementary discipline, the Commissioner's Office reserves the right to investigate any incident that occurs in connection with any game and may assess additional suspensions for any offense committed before, during, or after a game by a player, coach, or non-playing personnel.
2. The Commissioner's Office must inform the team that an investigation has been initiated and provide at least 24 hours before any decision is rendered, thereby providing the team and/or player in-question an opportunity to respond to the allegations.
3. The Commissioner's Office must levy any action of supplementary discipline within 10 days of the date of the incident.
4. The burden of evidence lies on the Commissioner's Office to support any such disciplinary actions.
5. The Commissioner's Office withholds the right to require the team to address the matter and report its actions to the Commissioner for review.
6. The Commissioner's Office withholds the right to schedule a formal hearing on the matter to gather evidence, hear testimony, and reach a decision on the matter.
7. All decisions of the Commissioner's Office to increase penalties assessed to individuals in conjunction with a game may be appealed to the Executive Committee.
8. The Commissioner's Office may not decrease any penalties – or the disciplinary result of any penalties – assessed by the on-ice officials in any game, except in the event that a formal protest is upheld.

9. A player is permitted to participate in up to 5 games for the team in the higher league/division without losing eligibility for the team in the lower league/division.
10. Any outside authority issuing supplementary discipline to any player, coach, or personnel of any CHE team must be reported to and approved by the Commissioner's Office within 24 hours of said person(s) being notified of the consequences. The Commissioner's Office reserves the right to further investigate the matter.

Competition Section VII – PLAYOFF POLICIES

Part 1: POST-SEASON TOURNAMENT

Divisional Playoffs

1. College Hockey East shall host a post-season tournament for each Division of Play within 3 weeks following the conclusion of the regular season.
2. A Division of Play may vote to forego a post-season tournament for the current season via a super-majority (2/3rds) approval of the members of the division at any meeting prior to January 1st of the current season.
3. The format of the post-season for each Division of Play shall be proposed by the Commissioner and approved by the Executive Committee no later than January 31st of the current season, including the number of qualifying teams, the playoff site(s), and a tentative game schedule.
4. Participation in the post-season tournament is not guaranteed to any team. Teams shall qualify based on the approved format and the divisional standings, and the CHE maintains the right to establish policies that ban teams from post-season play for specified violations.

Playoff Finances

1. The approved league budget shall include all costs and fees expected to be associated with conducting the league's playoffs. The Commissioner's Office shall work within this budget to make all playoff arrangements.
2. The budget shall reflect equal costs per playoff game to all divisions for standard items of use within a single game, such as ice time and staffing, in order to fairly schedule and conduct playoffs without regard to venue, host, time, or geographic location. The Executive Committee shall rule on any matters of dispute over playoff budget items.
3. Any monies gained or lost via conducting the postseason tournament shall be the sole responsibility of the League, as funded by its operating budget, except in the instance that a team(s) or individual(s) is found duly responsible for unexpected expenses.

Playoff Arrangements

1. The Commissioner's Office shall be responsible for obtaining the ice time for playoff games at a venue(s) within the inner limits of the league's footprint. The Commissioner's Office may coordinate this activity with a member team wishing to host the playoffs at their home venue, but the Commissioner's Office shall remain responsible for ensuring that this is done properly and within budget.
2. All playoff games shall be scheduled for at least 2.5 hours of ice time, with additional arrangements made in advance with the host facility for extended overtime periods.
3. The Commissioner's Office shall be responsible for obtaining the appropriate staffing and personnel for all playoff games at all host venues. The Commissioner's Office may coordinate this activity with a member team wishing to host the playoffs at their home venue, but the Commissioner's Office shall remain responsible for ensuring this is done properly and within budget.

