

# **Grand Valley Amateur Hockey Association By-Laws**

## **1. OFFICIAL NAME AND REGISTRY**

- 1.1. The name by which this association shall be known is Grand Valley Amateur Hockey Association.
- 1.2. Henceforth in these bylaws, Grand Valley Amateur Hockey Association shall be referred to as the "Association" or "GVAHA".
- 1.3. The Name and Logo will be used for identification of all association teams. The logo will not be modified or used by members of the association without a written request and approval by the board of directors.
- 1.4. GVAHA, as an affiliate of USA Hockey, Inc. ("USA Hockey") and the Michigan Amateur Hockey Association ("MAHA"), shall abide by and act in accordance with Articles of Incorporation, Bylaws, Rules and Regulations, Playing Rules, Governing Policies and decisions of the Board of Directors of USA Hockey and MAHA and any league rules that are applicable to GVAHA.

## **2. PURPOSE**

- 2.1. To develop and encourage sportsmanship between all players for the betterment of physical and social well-being.
- 2.2. To encourage and improve the quality of ice hockey in the township of Georgetown and the surrounding community.
- 2.3. To provide both instructional and competitive ice hockey opportunities to its members.
- 2.4. To help defray the expense associated with ice hockey and team events through fundraisers.
- 2.5. To do any and all acts desirable in the furtherance of the foregoing purposes.

## **3. MEMBERSHIP**

### **3.1. Eligibility of Membership**

- 3.1.1. Any person who subscribes to the tenets of this Association as espoused in the Articles of Incorporation shall be eligible for membership in GVAHA.
- 3.1.2. Any person who is a coach, manager or serves in any official capacity in another amateur hockey association within Michigan Amateur Hockey Association District 6 will be eligible for membership in GVAHA, however, they shall not be allowed to coach, manage or serve in any official capacity within GVAHA.

### **3.2. Classes of Membership**

- 3.2.1. Regular Members: Any parent or guardian of a registered player is considered a Regular Member.
- 3.2.2. Player Members: Each registered player in the association is considered a Player Member.
- 3.2.3. Supporting Members: Supporting Membership is conferred by the Board of Directors on persons who wish to serve the association in some capacity, such as, but not

limited to, a coach or board member, but who do not have participating children and are thus not eligible for regular membership. Individuals seeking supporting Membership must provide a written or verbal request to the Board of Directors. Supporting Membership is conferred by a 2/3 vote on an annual basis and must be renewed each year.

### 3.3. Responsibility of Membership

- 3.3.1. While active participation in the administration of GVAHA is not a requirement for membership, the importance of volunteer members as coaches, managers, treasurers, team parents or committee participants cannot be overstated. It is not the player fees nor fundraising that keep GVAHA viable - it is the volunteer efforts of elected and non-elected parents and hockey enthusiasts.
- 3.3.2. Any Regular Member, Player Member or Supporting Member shall conduct themselves in a manner that is consistent with the rules, goals and objectives of GVAHA, MAHA and USA Hockey.

### 3.4. Terms of Membership

- 3.4.1. Membership is conferred at the time a registration form for the current year together with any fees due at that time is received by the Board. Membership ends on the next August 31.
- 3.4.2. Supporting Membership is effective when conferred by a 2/3 vote by the Board of Directors.

### 3.5. Member Termination/Resignation

- 3.5.1. By resignation: Any member in good standing whose registration fees and assessments are paid in full may resign at any time that individual may desire.
- 3.5.2. By lapsing: The Board of Directors may terminate any individual's membership for the reason of the individual's failure to pay his/her registration fees and/or assessments for more than 30 days past the due date.
- 3.5.3. By expulsion: A member may be terminated by expulsion as provided in Section 14.

## 4. MEMBERSHIP MEETINGS

### 4.1. Annual Meeting

Annual meetings of the entire membership shall be held each year at such time and place as shall be designated by the Board of Directors. The annual meeting shall take place on or before March 31 for the election of the Board of Directors. The Secretary shall circulate a written notice of the annual meeting among the membership at least fifteen (15) days prior to the date of such meeting. E-mail notification sent to the members registered email address and posting on the GVAHA website shall be adequate notice, provided the time constraints are met. Such notice shall specify the time and place of said meeting, and may indicate such matters as the Secretary anticipates will be presented at the meeting for consideration. However, failure to indicate all matters, which may ultimately be presented for consideration, shall not affect or hinder the actual proceedings. By a 2/3 vote, the Board

of Directors may waive the annual meeting, provided notice of such action is reported in an electronic notice sent to all members.

#### 4.2. Regular Meeting

All GVAHA teams are encouraged to provide a representative to attend the regular Board meetings between the months of September and March of the following year (in-season). The purpose is to communicate information and solicit feedback on questions under consideration.

### 5. BOARD OF DIRECTORS

#### 5.1. Span of Control

The business affairs and property of GVAHA shall be managed and controlled by a Board of Directors consisting of elected officers, the Hockey Director(s) shall be responsible for day to day operations on behalf of the Board of Directors. The elected Board Members of GVAHA shall be; President, Vice President, Team Director, Treasurer, Secretary, Equipment and Merchandising Director, Fundraising Director, Communications Director, and Events Director. All Board Members shall function within the guidelines set forth here and shall enforce the operating Rules & Regulations which the Board of Directors votes to put into effect and has the authority to amend with a 2/3 vote.

#### 5.2. Election of Directors

5.2.1. Elected Board Members shall be elected by Association members.

5.2.2. Regular and Supporting Members in good standing are permitted to vote. Regular Members will receive one vote for each Player Member they are the parent or guardian of. Supporting Members receive one vote.

5.2.3. Applications for open Board positions will be accepted by the Board. Applications will be reviewed by the Board. The Board will determine if applicants are qualified for desired positions. If the applicants are approved, the applicants will be placed on a ballot for election. The Board may vote to delegate this review and approval responsibility to the Executive Committee.

5.2.4. Each elected Board position shall be voted on by secret ballot or electronically, and shall be awarded to the individual who receives the most votes for that position.

#### 5.3. Eligibility

5.3.1. No person other than a Regular Member or Supporting Member in good standing may hold an elected office.

5.3.2. Termination of membership in GVAHA will automatically terminate the holding of any elected office, leaving that office vacant.

5.3.3. Members who are coaching, managing or serve in any official capacity in another amateur hockey association within Michigan Amateur Hockey Association District 6 will not be eligible to hold an elected office.

#### 5.4. Voting

- 5.4.1. All elected Board Members, shall be voting members.
- 5.4.2. A quorum of 2/3 of Board Members must be present for any vote to be valid.
- 5.4.3. Unless otherwise specified in these bylaws, the basic requirement for approval of an action is a majority vote of a quorum.

#### 5.5. Tenure

- 5.5.1. Except as noted below, all elected Board Members shall serve for three-year terms commencing on April 1 following the annual meeting and ending on March 31 two years later.
- 5.5.2. President, Secretary, and Events Director shall be elected in year one
- 5.5.3. Vice President, Equipment and Merchandising Director, and Fundraising Director shall be elected in year two
- 5.5.4. Team Director, Treasurer, and Communications Director, shall be elected in year three

#### 5.6. Removal

- 5.6.1. Any elected Board Member may be removed from office by a 2/3 vote of the Board of Directors, whenever the best interests of the Association will be served thereby.

#### 5.7. Vacancies

- 5.7.1. In the event an elected position becomes vacant before the end of its term, an acting official shall be appointed by the President.
- 5.7.2. If the position of President becomes vacant before the end of its term, the Vice President shall act as the President until such time an additional appointment or special election takes place.
- 5.7.3. Special elections: Upon a 2/3 vote of the remaining Board Members, a Special Election may be held in order to fill a vacant or appointed Board position.

### 6. OFFICERS

#### 6.1. Elected Officials

The elected Board Members of GVAHA shall be; President, Vice President, Team Director, Treasurer, Secretary, Equipment and Merchandising Director, Fundraising Director, Communications Director, and Events Director. The President may appoint one or more persons to assist as a coordinator to the elected board positions with majority approval of the GVAHA Board. The appointed coordinator roles are; MAHA Representative, Manager Coordinator, Sponsorship Coordinator, Social Media Moderator, and any other role as defined by the majority approval of the GVAHA Board. Coordinator Roles are not voting roles. Coordinators are recommended to attend all Board meetings and their input is encouraged.

All Board Members and coordinator appointees shall serve without compensation from GVAHA, except for reimbursement of expenses actually incurred in connection with GVAHA business, at the discretion of the Board.

All below listed duty descriptions shall be fulfilled by the elected position or ensure the duties are fulfilled by committee or appointment. Additional duties may be assigned from time to time through operational guidelines and / or position descriptions approved by the GVAHA Board of Directors.

6.1.1. President

The President shall be the chief executive officer of GVAHA, shall sign all GVAHA contracts and obligations along with the Secretary, and shall be a member of all committees and boards appointed. The President will chair monthly and annual board meetings. The President, along with the Treasurer, shall be responsible for preparation of the GVAHA budget, and shall be responsible for preparation of all budgets, financial statements and annual reports.

6.1.1.1. MAHA Representative

The MAHA Representative will serve as the Association MAHA representative and attend (or ensure attendance at) MAHA meetings and report necessary information back to the Board.

6.1.2. Vice President

The Vice President will serve as chair of the board in the absence of the President. The role of the Vice President will assume the responsibilities of the President in the event of a vacancy of the President's position. The Vice President will assist other board directors as necessary from time to time and may take on partial responsibilities of vacant board positions until they are filled.

6.1.3. Team Director

Will serve as the primary point of contact between the Association and the Adray Community Hockey League and any other "B" hockey league that may exist, will attend (or ensure attendance at) required house division meetings and report necessary information back to the Board and to house team coaches and managers. The Team Director will coordinate scheduling of travel tryouts, in collaboration with the Hockey Director, and collection of tryout fees.

6.1.3.1. Manager Coordinator

The Manager Coordinator will facilitate training of team managers as necessary and be a resource for Team Managers for various questions from time to time. The Manager Coordinator will also ensure that each travel team has a treasurer in place to handle team financial matters and provide periodic accountings to the Treasurer.

6.1.4. Treasurer

The Treasurer shall have custody and keep accounts of all money, funds, and property of GVAHA unless otherwise determined. He/She shall render such accounts and present statements to the Board Members and the President as may be required. He/She shall deposit all GVAHA funds, which may come into his/her hands, into such bank or banks designated. He/She shall keep all business accounts in the name of Grand Valley Amateur Hockey Association. The Treasurer, along with the President, shall be responsible for preparation of the GVAHA budget, and shall be responsible for preparation of all budgets, financial statements and annual reports. The Treasurer shall serve as the primary Association contact for team managers and treasurers regarding maintenance of team checking accounts and financial records, coordinate with the Hockey Directors regarding membership information, billing fees and collection issues. The Treasurer will also prepare and file any required tax filings.

6.1.5. Secretary

The Secretary will take minutes at Board meetings, collect Board nominations prior to the annual meeting, and sign contracts (along with the President). The secretary will be the primary point of contact for any hockey scholarships that are offered to Association members. The secretary will be responsible for reviewing and archiving membership rosters and data at the completion of each season to ensure proper historical records are retained on players.

6.1.6. Equipment and Merchandising Director

The Equipment and Merchandising Director will coordinate the selection of vendors for jerseys, socks, embroidery and will be responsible for the ordering and distribution of jerseys, socks. The Equipment and Merchandising Director will be responsible for maintaining and storage of GVAHA owned equipment. They will also be responsible for ensuring we have 'welcome packs' for incoming Squirts and any new players to the association.

6.1.7. Fundraising Director

The Fundraising Director will coordinate Association fundraising activities. This person shall also be responsible for finding and distributing fundraising ideas to the team coaches/managers to help defer the costs of hockey to all players at all levels.

6.1.7.1. Sponsorship Coordinator

The Sponsorship Coordinator will be responsible for collecting sponsorship forms, scanning documents and saving to the GVAHA Google Drive, and recording sponsor records and information. He/She will also be responsible for writing and sending thank you notes, and donation letter receipts as requested by sponsors. He/She will report to the treasure which funds should be applied to which teams in accordance with our sponsorship policy. He/She will coordinate the ordering of the GVAHA sponsorship banner and

order any signage as requested by sponsor. He/She will also collect artwork and ads from sponsors as requested by the Communications Director for the printing of the yearbook.

6.1.8. Communications Director

The Communications Director will be responsible for all communications to members, Association-wide emails, maintaining the GVAHA website, the production of the annual yearbook and selecting the photography vendor. The Communications Director will also coordinate selection of a photography vendor, the scheduling and delivery of team and individual photographs. He/she is responsible for brand consistency for all uses of association logo and mark.

6.1.8.1. Social Media Moderator

The Social Media Moderator is responsible for posting photos and announcements on Facebook, Twitter and Instagram. They are also responsible for reviewing comments and answering questions posted on social media. They work in coordination with the Communications Director to post information at the appropriate times.

6.1.9. Events Director

The Events Director will coordinate association events such as celebration events, and community awareness events. The Events Director will also be responsible for all charitable/giving back activities within the Association, such as the holiday "adopt-a-family" program and Hockey Weekend Across America activities,

6.1.10. GVAHA Staff:

Hockey Director (non-board member)

The Hockey Director will act as the Association Director and report directly to the Board of Directors. The Hockey Director will attend all board meetings to report on the state of the association. The role of Hockey Director may be filled by more than one person to adequately carry about the duties of the role.

The Hockey Director will serve as the Association Registrar, and be responsible for registering players and ensuring completion and certification of team rosters. The Hockey Director will be the Association's ACE and STAR director. The Hockey Director will be responsible for collecting and reviewing coaching applications and providing to the Board a list of recommended coaches for each team within the organization, both travel and house, which must be approved by the Board. The Hockey Director will coordinate student coaching clinics, and will attend (or ensure attendance at) ACE and STAR meetings and communicate necessary information to the Board and coaches. The Hockey Director will be the primary point of contact for any coaching and player issues that arise and shall serve on the Disciplinary Committee. will schedule ice time for all GVAHA programs, facilitate exchanges of

ice time, schedule meeting room space for GVAHA teams, Board of Directors and other GVAHA events, approve payment of game officials, send out monthly invoicing for all GVAHA enrollments and contracted Travel teams, The Hockey Director will coordinate house evaluation skates, team draft and parent meetings, and serve as the primary point of contact for house or travel policies and issues that may arise.

## 7. CONFLICT OF INTEREST

### 7.1. General

At any meeting of the Board of Directors, any director who has a financial or uniquely personal interest in the action being discussed or taken by the Board of Directors shall be excused from at least part of the discussion of that matter, and shall not be entitled to vote on the proposed action. In situations where a director is so excused, the excused director shall be counted for purposes of determining whether a quorum is present, but shall not be counted for purposes of determining the majority necessary to approve the action.

### 7.2. Vendors

Individuals who are vendors or employees of vendors who receive payment from the Association for goods or services may be able to serve on the Board of Directors, however, they must disqualify themselves and abstain, from voting on any issue from which they may derive personal benefit.

## 8. CONFIDENTIALITY

### 8.1. Non-disclosure Policy

Each Board Member, Committee Member or other person entrusted with confidential information (Responsible Person) shall exercise care not to disclose confidential information acquired in connection with such status or information, the disclosure of which might be adverse to the interests of GVAHA. No responsible person shall use confidential information for his or her personal gain.

### 8.2. Types of Confidential Information

The following types of information received by a Responsible Person in the performance of his or her responsibilities as a Responsible Person shall be treated as confidential unless otherwise determined by the Board:

- 8.2.1. Information regarding the appointment or discipline of Members.
- 8.2.2. Coaching evaluations.
- 8.2.3. Information about contractual relationships with third parties.
- 8.2.4. Anything that the Board determines should be kept confidential in the best interest of GVAHA so long as disclosure of such information is not otherwise required by law or these by-laws.

### 8.3. Failure to Comply

Any Director, Committee Member or other person who fails to comply with the provisions of



this Article shall be subject to such sanctions up to and including expulsion, as the Board of Directors determines is appropriate. Any other Responsible Person who is subject to this policy and who fails to comply with it shall be subject to discipline, termination of employment or other such sanction as the Board of Directors determines is appropriate.

## COMMITTEES

### 8.4. Executive

The Executive Committee shall consist of member of the Board of Directors, such as the President, Treasurer and Secretary along with the Hockey Director. This is the only standing committee within GVAHA.

### 8.5. Discipline Committee

8.5.1. The Discipline Committee shall consist of three members, one of which shall be the President and one shall be the Hockey Director.

8.5.2. The third member of the committee shall be either the Vice President or Team Director at the President's discretion.

8.5.3. In the event of a conflict of interest or recusal by a member of the Discipline Committee, the President may appointment a Board member to the committee for a specific hearing.

8.5.4. The committee or any two of the three members acting in agreement and in the absence of the other member may suspend or discipline any GVAHA player, coach, student coach, team manager, team treasurer or member in accordance with the GVAHA bylaws and Rules & Regulations.

### 8.6. Other Committee

The President may appoint committees as necessary. Such committees shall expire when their express purpose is fulfilled, or by August 31 each year.

## 9. EMPLOYED POSITIONS

### 9.1. Employed Positions

The Board of Directors may employ and compensate either an independent contractor or as an employee of the Association, one or more individuals or organizations to administer day-to-day functions of the Association.

## 10. LOANS, CONTRACTS, CHECKS, LEGAL, ACTIONS

### 10.1. Restricted Actions

No loans shall be contracted on behalf of GVAHA, and no evidences of indebtedness shall be issued in its name.

### 10.2. Signatures

The GVAHA President and Secretary shall sign all legal documents, except checks and contract agreements for ice time. The Treasurer shall sign all checks, drafts and money obligations. A Hockey Director may sign contracts for ice time once contracts have been approved by the Board.

10.3. Legal Actions

No action or proceeding at law or in equity shall be brought by GVAHA without the approval of 2/3 of the total number of Board Members.

11. FINANCE

11.1. Fiscal Year

The fiscal year shall end on June 30 of each year.

11.2. Direction of Money & Resources

All money, property, and rights coming into the possession of or the assets belonging to GVAHA regardless of source, shall be used only for promoting advancing and developing the purposes and objectives of GVAHA.

11.3. Compensation

Except as provided in Section 6.1.2, no officer or member of GVAHA shall receive any compensation from GVAHA for time or services rendered, except that officers and members may be reimbursed for expenses actually incurred by them incidental to activities on behalf of GVAHA.

12. COMMUNICATIONS

12.1. Sufficient Notice

Any notice required by statute or these by-laws to be given to GVAHA and its Board Members, Regular Members and Sustaining Members shall be allowed using any of the following methods: Web site, e-mail, blogs, or any other digital media not described or known at this time as long as all members have access to the media being used. In the event that digital media is not available to a member, a formal request in writing must be submitted to the board and conventional US mail will be used with no guarantees on the timeliness of delivery.

12.2. Emergency Voting

In the event that a situation arises where immediate need for attention is required by the Board Members between normal meetings, a vote may be taken by electronic means, such as e-mail, as long as a majority vote is achieved and the results are posted. This is meant as a way for the Board Members to resolve small issues between meetings. In the event of a serious matter, a special session may be called by the President.

12.3. Waiver

Whenever any notice whatsoever is required to be given under the provision of these bylaws, a waiver thereof in writing signed by the persons entitled to said notice, whether before or after the time stated therein, shall be deemed equivalent thereto.

13. DISCIPLINE

- 13.1. Expulsion  
Any member may be expelled from the Association only upon the recommendation of the Discipline Committee and a 2/3 vote by the Board of Directors.
- 13.2. Suspension  
Any member may be suspended for up to one year at the discretion of the Discipline Committee.
- 13.3. Barring  
Any member may be barred from attendance at and/or participation in an event or in an appointed or "official" position at GVAHA for up to one year at the discretion of the Discipline Committee.
- 13.4. Probation  
Any member may be placed on probation for up to one year at the discretion of the Discipline Committee.
- 13.5. Verbal Warning
  - 13.5.1. Any member may be given a verbal warning by any member of the Board of Directors for violations of Section 3.3.2.
  - 13.5.2. Verbal warnings may be reported to the Discipline Committee.
  - 13.5.3. Any member who receives a verbal warning may still incur additional disciplinary action at the discretion of the Discipline Committee.
- 13.6. Appeals
  - 13.6.1. Verbal warnings cannot be appealed.
  - 13.6.2. Appeals for probation, barring and suspension of more than 30 days must be acted upon by the entire Board of Directors.
  - 13.6.3. Appeals for probation, barring and suspension of less than 30 days can be acted upon by (5) five or more of the Board of Directors.
  - 13.6.4. Expulsion can be appealed to the MAHA District in which GVAHA falls under.
  - 13.6.5. All appeals to the Board of Directors must be in writing and given to a Board Member by hand or via email, and the appealing party is responsible for ensuring receipt.
  - 13.6.6. The Board of Directors must provide a decision of the appeal within (7) seven days of receipt.

#### 14. AMENDMENTS AND ADDITIONS

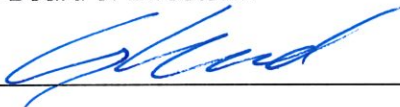
- 14.1. Amendments
  - 14.1.1. These by-laws may be amended by a 2/3 vote of the Board of Directors.
  - 14.1.2. Requests for amendment, alteration or repeal of by-laws by a member may be submitted to the Board of Directors.

14.2. Rules and Regulations


The Board of Directors may adopt additional rules and regulations, general or specific, for the conduct of their meetings, and additional rules and regulations, general or specific for the conduct of the affairs of GVAHA provided, however, no such additional rule or regulation shall be inconsistent with or in contravention of any provision of the Associations by-laws.

ADOPTION OF BYLAWS: During the month of September 2004, these by-laws were approved and adopted. On August 21, 2007, these by-laws were revised to represent the new Board of Directors structure. On February 18, 2011, these by-laws were revised to represent the new Board of Directors structure and to reflect revised voting requirements for certain matters. On June 30, 2012, these by-laws were revised to represent the new Board of Directors structure and amend portions to reflect current operating conditions. On May 5, 2015, these by-laws were revised to represent the new Board of Directors structure and amend portions to reflect current operating conditions. On June 6, 2019 these by-laws were revised and to represent the new Board of Directors structure and amend potions to reflect transition of ice rink ownership.

For the Board of Directors:

 \_\_\_\_\_ President 6/6/17 Date

GREG ZANI (PRINT)

 \_\_\_\_\_ Secretary 6/6/2019 Date

Corina Wilson (PRINT)