

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 the 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. The purpose and mission of GVAHA shall be as follows:

- 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 expenses 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, he/she 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, including applicable SafeSport regulations.

3.4. Terms of Membership

3.4.1. Membership is conferred at the time a registration form for the current season together with any fees due at that time is received by the Board. Membership ends on August 31 of the next calendar year following registration.

3.4.2. Supporting Membership is effective when conferred by a 2/3 vote by the Board of Directors and is valid for one year.

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. Resignation may be done formally in writing or, with respect to a Regular Member, by withdrawing the Regular Member's player or players from their current GVAHA team or teams.

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 13.

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 above notice timeline is 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 in-person annual meeting, provided notice of such action is reported in an electronic notice sent to all members and provided that the members are allowed to vote electronically for the Board of Directors as more fully set forth in Section 5.

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 a given year. 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 Directors and Officers. The Hockey Director(s) shall be responsible for day to day operations of GVAHA under the direction of the Board of Directors. The elected Directors of GVAHA shall also serve as Officers as more fully set forth in Section 6. All Directors shall function within the guidelines set forth herein 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. Directors 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 Director 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 at the next annual meeting as set forth in Section 4.1. The Board may vote to delegate this review and approval responsibility to the Executive Committee.

5.2.4. Each elected Director 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 Director position.

5.3.2. Termination of membership in GVAHA for a current Director and Officer will automatically terminate the holding of that Director's and Officer's position, leaving that position vacant.

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

5.4. Voting

5.4.1. All elected Directors, shall be voting members on the Board of Directors.

5.4.2. A quorum of 2/3 of Directors 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 Directors shall serve for three-year terms commencing on April 1 following the annual meeting and ending on March 31 three years later.

- 5.5.2. Directors holding the offices of President, Secretary & Equipment /Merchandising Director, and Communications & Events Director shall be elected in year one.
- 5.5.3. Directors holding the offices of Vice President, Sponsorship Director, and Fundraising Director shall be elected in year two.
- 5.5.4. Directors holding the offices of Team Director, Treasurer, and Manager Director, shall be elected in year three.
- 5.5.5. At the Board's discretion, the staggering of terms for the aforementioned Directors/Officers can be modified.
- 5.6. Removal
 - 5.6.1. Any elected Director 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 Officer position becomes vacant before the end of Director/Officer's term, the President may appoint another Director to hold the Officer position even if that Director then holds two Officer positions.
 - 5.7.2. If the position of President becomes vacant before the end of that Director/Officer's term, the Vice President shall act as the President until such time as an additional appointment or special election takes place.
 - 5.7.3. Special elections: Upon a 2/3 vote of the remaining Directors, a Special Election may be held in order to fill a vacant or appointed Board position. The Special Election shall be conducted in the same manner as the election of Directors under Section 4.1.

6. OFFICERS

- 6.1. Elected Officers/Officials

The elected Directors of GVAHA shall fill the following Officer positions; President, Vice President, Team Director, Treasurer, Secretary & Equipment/Merchandising Director, Fundraising Director, Communications & Events Director, Sponsorship Director, and Manager Director. The President may appoint one or more persons (who may not be a Director but must be a member) to assist as a coordinator to an Officer with majority approval of the GVAHA Board. The appointed coordinator roles include, but are not limited to the following: MAHA Representative and Social Media Moderator, and any other role as defined by the majority approval of the GVAHA Board. Coordinator are not voting members of the Board of Directors. Coordinators are recommended to attend all Board meetings and their input is encouraged.

All Directors 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 Directors/Officers 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 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 created. The President will chair monthly Board meetings and annual member 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.
- 6.1.2. **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 Directors as necessary from time to time and may take on partial responsibilities of vacant Board/Officer 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 also serve as the primary point of contact between the Association and the Little Caesars Amateur Hockey League, West Michigan JV Hockey League and any other Tier II league that may exist and will attend (or ensure attendance at) required league meetings and report necessary information back to the Board and to travel team coaches and managers. The Team Director will coordinate scheduling of travel tryouts, in collaboration with the Hockey Directors, and collection of tryout fees.
- 6.1.3a. **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.
- 6.1.4. **Manager Director**
The Manager Director will facilitate training of team managers as necessary and be a resource for team managers for various questions from time to time. The Manager Director will also ensure that each travel team has a treasurer in place to handle team financial matters and provide periodic accountings to the Treasurer.
- 6.1.5. **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 of Directors 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 by GVAHA. 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. The Treasurer will send out monthly invoices for all GVAHA enrollment and contracted travel teams as necessary. The Treasurer will be the primary point of contact for any hockey scholarships that are offered to Association members.

6.1.6. Secretary & Equipment/Merchandising Director

The Secretary will take minutes at Board meetings and prepare minutes for website publication. The Secretary will be responsible for reviewing and archiving membership rosters, creating teams, rostering players and creating registration forms in TeamSnap. The Secretary will coordinate the selection of vendors for jerseys, socks, embroidery and will be responsible for the ordering and distribution of jerseys and socks to start each new season. The Secretary will also be responsible for ordering 'welcome packs' for all players new to GVAHA.

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.

6.1.8. Sponsorship Director

The Sponsorship Director will be responsible for collecting sponsorship forms, scanning documents and saving to the GVAHA Google Drive or any other document repository, 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 Treasurer 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 the sponsor. He/She will also collect artwork and ads from sponsors as requested by the Communications & Events Director for the printing of the yearbook.

6.1.9. Communications & Events Director

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

He/she is responsible for posting photos and announcements to GVAHA approved social media. He/she is also responsible for reviewing comments and answering questions posted on GVAHA social media pages. He/she is responsible for collecting Board nominations prior to the annual meeting. He/she will coordinate and communicate Association events, such as celebration events and community awareness events. Such events may also include charitable/giving back activities within the Association, such as holiday "adopt-a-family," hockey fights cancer events, and Hockey Weekend Across America Activities in collaboration with the Fundraising Director.

6.1.10. GVAHA Staff:

Hockey Director (non-Director/Officer)

The Hockey Director will act as the Association Director for Hockey programming and training and will 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 out 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 organizer and reviewer of all player and coaching development opportunities that are organized and ran by GVAHA coaching staff. 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. The Hockey Director will schedule ice time for all GVAHA programs and facilitate exchanges of ice time. The Hockey Director will coordinate house evaluation skates, team drafts, 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 or their employer may derive personal benefit.

8. CONFIDENTIALITY

8.1. Non-disclosure Policy

Each Director, 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, 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 bylaws.

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.

9. COMMITTEES

9.1. Executive Committee

The Executive Committee shall consist of the following Directors/Officers: the President, Treasurer and Secretary along with the Hockey Director. This is the only standing committee within GVAHA.

9.2. Discipline Committee

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

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

9.2.3. In the event of a conflict of interest or recusal by a member of the Discipline Committee, the President may appointment another Director to the Committee for a specific hearing. If the President must recuse himself/herself, the Vice President shall appoint a Director to replace the President on the Committee to handle the specific discipline issue that caused the recusal.

9.2.4. 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 (hereinafter, the "party") in accordance with these bylaws (including Section 14). the Rules & Regulations, any contractual provisions between the party and GVAHA, and any applicable MAHA regulations.

9.3. 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.

10. EMPLOYED POSITIONS

10.1. Employed Positions

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

11. LOANS, CONTRACTS, CHECKS, LEGAL, ACTIONS

11.1. Restricted Actions

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

11.2. 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.

11.3. 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 Directors.

12. FINANCE

12.1. Fiscal Year

GVAHA's fiscal year shall end on June 30 of each year.

12.2. 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.

12.3. Compensation

Except as otherwise set forth in these bylaws, no Director, Officer, or member of GVAHA shall receive any compensation from GVAHA for time or services rendered, except that Directors, Officers, and members may be reimbursed for expenses actually incurred by them incidental to activities on behalf of GVAHA. Notwithstanding the foregoing, a Director, Officer, or member may receive a credit toward the the playing fee for their player in line with the then existing policy of GVAHA and not be in violation of this Section.

13. COMMUNICATIONS

13.1. Sufficient Notice

Any notice required by statute or these bylaws to be given to GVAHA and its Directors, Regular Members and Supporting 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.

- 13.2. Emergency Voting
In the event that a situation arises where immediate need for attention is required by the Board 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 to all Directors and reported on the next Board meeting minutes. This is meant as a way for the Board to resolve small or time-sensitive issues between meetings. In the event of a serious matter, a special meeting may be called by the President on 72-hour advance notice to the Board.
- 13.3. 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.
14. DISCIPLINE
- 14.1. Expulsion
Any member may be expelled permanently from the Association only upon the recommendation of the Discipline Committee and a 2/3 vote by the Board of Directors.
- 14.2. Suspension
Any member may be suspended for up to one year at the discretion of the Discipline Committee.
- 14.3. 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.
- 14.4. Probation
Any member may be placed on probation for up to one year at the discretion of the Discipline Committee.
- 14.5. Verbal Warning
- 14.5.1. Any member may be given a verbal warning by any Director for violations of Section 3.3.2.
- 14.5.2. Verbal warnings must be reported to the Discipline Committee as soon as possible after the giving of the warning.
- 14.5.3. Any member who receives a verbal warning may still incur additional disciplinary action at the discretion of the Discipline Committee.
- 14.6. Appeals
- 14.6.1. Verbal warnings cannot be appealed.
- 14.6.2. Appeals for probation, barring and suspension of more than 30 days must be acted upon by the entire Board of Directors by majority vote to uphold, rescind, or modify the disciplinary action.
- 14.6.3. 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 by majority vote to uphold, rescind, or modify the disciplinary action.
- 14.6.4. Expulsion can be appealed to the MAHA District in which GVAHA falls under in accordance with the applicable MAHA regulations.
- 14.6.5. All appeals to the Board of Directors must be in writing and given to a Director by hand or via email, and the appealing party is responsible for ensuring receipt.

- 14.6.6. The Board of Directors must provide a decision in writing with respect to the appeal within (7) seven days of receipt of the appeal.
- 14.7. SafeSport.
 - 14.7.1. To the extent the actions of a member have been reported to SafeSport, any discipline action under this Section 14 shall be stayed while the US Center for SafeSport is deciding whether it will take jurisdiction or while it is undertaking investigation of an allegation over which it has taken jurisdiction.

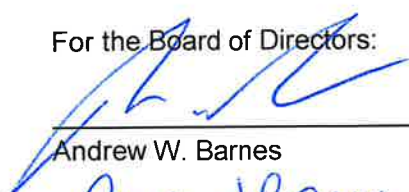
15. AMENDMENTS AND ADDITIONS


- 15.1. Amendments
 - 15.1.1. These bylaws may be amended by a 2/3 vote of the Board of Directors.
 - 15.1.2. Requests for amendment, alteration or repeal of bylaws by a member may be submitted to the Board of Directors.
- 15.2. 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 these bylaws.

ADOPTION OF BYLAWS: During the month of September 2004, these bylaws were approved and adopted. On August 21, 2007, these bylaws were revised to represent the new Board of Directors structure. On February 18, 2011, these bylaws were revised to represent the new Board of Directors structure and to reflect revised voting requirements for certain matters. On June 30, 2012, these bylaws were revised to represent the new Board of Directors structure and amend portions to reflect current operating conditions. On May 5, 2015, these bylaws were revised to represent the new Board of Directors structure and amend portions to reflect current operating conditions. On June 6, 2019 these bylaws were revised to represent the new Board of Directors structure and amend portions to reflect transition of ice rink ownership. On December 19, 2023, these bylaws were further amended by the Board of Directors to address various matters.

For the Board of Directors:


 _____, President Dated: December 19, 2023
 Andrew W. Barnes


 _____ Secretary Dated: December 19, 2023
 Audra Atkinson