



# BYLAWS OF ALPENA HOCKEY ASSOCIATION, INC

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Revised March 2026

## Article I. Name

Section 1.01 The name of the Corporation shall be Alpena Hockey Association, Inc. Hereinafter referred to as the AHA.

Section 1.02 The address of the AHA shall be P.O. Box 434, Alpena, MI 49707.

## Article II. Purpose

Section 2.01 The purposes for which the AHA exists are to:

- (a) Promote and encourage the development and continuation of recreational hockey, build character, and foster good sportsmanship among youth and others associated with the AHA
- (b) Become a member of, or participate with other organizations, associations or leagues with purposes similar to those of the AHA
- (c) Operate within the governing policies, rules and regulations of USA Hockey, Michigan Amateur Hockey Association and any league rules that are applicable.

## Article III. Charitable Purpose

Section 3.01 This Corporation shall have no capital stock and shall not be conducted for profit. The Corporation shall operate exclusively for the purpose set forth herein as a charitable, nonprofit corporation, no part of the net earnings of which shall inure to the benefit of any corporate member, director, officer of the Corporation or any private individual. No substantive part of the activities of the Corporation shall be to carry on propaganda or otherwise attempt to influence legislation. In the event of dissolution of the Corporation, all assets, real and personal, shall be distributed to such organizations as are qualified as tax exempt under Section 501 (c) (3) of the Internal Revenue Code or the corresponding provisions of a future United States Internal Revenue Law.

## Article IV. Offices

Section 4.01 Principal Office. The principal office of the Corporation shall be at such place as from time to time may be selected by the Board of Directors.

Section 4.02 Other Offices. The Corporation may also have such other offices at such other places as the Board of Directors may from time to time designate.



## Article V. Membership

Section 5.01 Classes of Membership. There shall be two classes of membership, consisting of regular members and honorary members.

Section 5.02 Term of Membership. The term of membership shall be for one year, coinciding with USA Hockey membership, from September 1st to August 31st.

Section 5.03 Regular Members. Regular membership in the Alpena Hockey Association (AHA) shall consist of:

- (a) all parents or legal guardians of registered players;
- (b) all rostered team coaches or team managers;
- (c) all current members of the Board of Directors, including Members at Large and Honorary Members.

Section 5.04 Honorary Members. Any person interested in the aims and purposes of this Corporation may be elected an honorary member by a two-thirds vote of the Board of Directors.

Section 5.05 Membership Fees, Dues and Sanctions.

- (a) Membership Fee. Annual registration fees and/or dues may be established by the Board of Directors for team registration or for membership in the AHA
- (b) Other assessments necessary for the operation of this Association will be established by the Board of Directors as registration fees to be set before August 31st of each year. All such assessments, etc., shall be payable as directed by the Board or the Executive Committee, in the Board's absence. Failure to comply with either Section (a) or (b) of this bylaw and any rules promulgated hereunder shall result in the immediate suspension of said non-complying team and/or individual(s) and said suspension shall remain in full force and effect until such time as there is full compliance.

Section 5.06 Loss of membership: The Board of Directors, by majority vote, may suspend or expel any member for cause or conduct it deems inappropriate.

- (a) The expelled or suspended member has seven (7) calendar days after receipt of written expulsion or suspension by certified mail to request a hearing before the Board of Directors to appeal his or her specific case.
- (b) Any member of AHA may resign by written notice to the Board of Directors accompanied by payment of all money and property owed.



(c) Termination of membership, whether by resignation, suspension, expulsion or otherwise, terminates all rights of membership.

Section 5.07 Divisions. AHA Travel shall be considered a division of the Alpena Hockey Association. Their members shall have no voting rights. They shall submit a Treasurer's report once per month to the Treasurer of the AHA, and shall be required to submit a financial statement to the AHA Board of Directors at the end of the AHA fiscal year.

## **Article VI. Member Meetings**

Section 6.01 Annual Meeting. The annual meeting of the members of this association shall be held at the end of the regular season awards ceremony. The purpose of the annual meeting shall be to elect directors and for the transaction of such other business as may come before the meeting.

Section 6.02 Regular Meetings. Regular meetings of the Board of Directors shall be held each month and scheduled annually. Reasonable efforts shall be made to inform regular and honorary members of any changes to the schedule.

Section 6.03 Special Meetings. Special meetings of the Board of Directors may be called by the President or a majority of the members of the Board of Directors at any time provided that reasonable notice of the time, place and purpose of said meeting shall be given to each Director.

Section 6.04 Place of Meetings. Meetings of the members of this association shall be held at such a place as may be determined from time to time by the Board of Directors.

Section 6.05 Order of Meetings. The order of business for annual, regular and special meetings shall be approved by the Executive Committee. Meetings shall be conducted according to Robert's Rules of Order Revised, unless provided for otherwise in these bylaws.

Section 6.06 At the Board's discretion, any meeting, or part of a meeting, may be closed to non-Board members.

Section 6.07 Quorum for Meetings. A majority of the Board of Directors shall constitute a quorum for the transaction of business.

Section 6.08 Voting. Each member of the Board of Directors is entitled to one vote.

(a) Proxies. A Board member may vote either in person or by proxy. A proxy shall be in writing, for a specific meeting, and specific vote, with adequate reason for not attending in person, signed by the member and filed with the Secretary.

(b) 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 may be



excused from the discussion of that matter and shall not be entitled to vote on the proposed action. A Director is excused by majority vote of the Board of Directors. In situations where a director is so excused, the excused director shall be counted for purposes of determining whether a quorum is present.

## **Article VII. Board of Directors**

**Section 7.01 Number and Term of Office.** The business, property and affairs of the Corporation shall be managed and controlled by the Board of Directors, which shall consist of nine (9) persons who shall be qualified members (regular or honorary) of the association, 18 years of age or older. Each member of the Board of Directors shall serve for a term of three (3) years. Directors may not hold the same office for longer than six (6) consecutive years. Three (3) Board of Directors positions shall be filled each year by an election held at the annual awards ceremony. All members of the AHA 18 years of age or older are eligible to vote for Directors at the Annual Meeting. All board members shall hold offices until their successors are elected and qualified.

**Section 7.02 Duties.** Members of the Board of Directors are expected to maintain routine attendance at all meetings. They shall also actively participate at events sponsored by or of special interest of the AHA. Failure may result in a removal from the board.

**Section 7.03 Members-at-Large.** The Board of Directors shall include a maximum of six (6) members-at-large, elected by a majority vote of the Board and having no term limit. Members-at-large have no voting rights but may participate as members at all Board meetings.

**Section 7.04 Vacancies.** Vacancies occurring within four months after the annual election shall be first offered to the person receiving the highest number of votes from said election. After that time or if that person declines the position, sitting members-at-large shall be offered the position in order of time as member. Vacancies on the Board of Directors shall be filled by appointment made by the remaining directors. Directors filling a vacancy shall serve the remaining term of whom they have replaced.

**Section 7.05 Removal.** A member of the Board of Directors may be expelled by a two thirds vote of all active board members for:

- (a) Missing three (3) successive meetings without adequate reason.
- (b) Violation of AHA bylaws.
- (c) Conduct on the part of the Board member deemed inappropriate.

All reasonable efforts will be made to give Board members advanced notice of a vote of removal. Said vote will be by secret ballot, and if removed, Board member shall be notified by the President via registered mail of his/her removal within five business days.



## Article VIII. Officers

Section 8.01 Election of Officers. The Board of Directors shall elect a President, a Vice-President, a Secretary and a Treasurer, who will serve on the executive committee. These offices shall be elected at the first regular Board of Directors meeting following the Annual Meeting.

Section 8.02 The officers shall hold office for one year and until their successors are elected. The officers shall be elected from among the members of the Board of Directors. Any two of the above offices, except those of president and vice-president, may be held by the same person, but no officer shall execute, acknowledge or verify any instrument in more than one capacity.

### Section 8.03 Duties

#### **Executive Board**

President - The President shall preside at all meetings of Members, and shall also preside at all meetings of the Board of Directors. Subject to the direction and control of the Board of Directors, the President shall be the chief executive officer of the Association and as such shall have general and active management of the business of the Association and shall see that all orders and resolutions of the Board of Directors are carried into effect. The President may negotiate, enter in and execute contracts and other instruments on behalf of the Association as are necessary and appropriate to conduct the business and affairs of the Association or as are approved by the Board of Directors. The President shall have such additional authority and duties as are appropriate and customary for the office of president and chief executive officer; duties may be expanded or limited by the Board of Directors from time to time.

Vice President - The Vice President shall be the officer next in seniority after the President. The Vice President shall have such authority and duties as are prescribed by the Board of Directors or President. Upon the death, absence or disability of the President, the Vice President shall have the authority and duties of the President.

Secretary - The Secretary shall perform such duties as are appropriate and customary for the office of Secretary; duties include document and publish meeting minutes, document and maintain records, update website, schedule meetings. Duties may be expanded or limited from time to time by the President or the Board of Directors.

Treasurer - The Treasurer shall be the chief financial officer of the Association and as such shall have general and active management of the financial affairs of the Association. The Treasurer shall perform duties such as Manage and monitor AHA team bank accounts, Process payments, issue refunds, monitor association expenses, pay bills, contact, collect delinquent or past due payment, and develop and submit the annual budget to the Board. Duties include may be expanded or limited from time to time by the President or the Board of Directors.



## **Board of Directors**

Director of Coaching and Player Development - The Director of Coaching and Player Development shall be responsible for the administration and oversight of all coaching certifications and educational programs associated with AHA, MAHA, and USA Hockey. The Director of Coaching and Player Development will also oversee "Try Hockey for Free" and the AHA Beginner Hockey Program. He or she shall perform such additional duties as may be assigned from time to time by the President or the Board of Directors.

Director of Hockey Operations - The Director of Hockey Operations shall be responsible for overseeing the Competitive, Recreational and Initiation programs of the Association as designated by the Board of Directors, including the monitoring of the Participant selection process, approval of travel and tournament participation requests and representation of the Association and such teams, to the extent practicable, at meetings of the league(s) in which such teams participate. Additional duties include investigating all reported or observed conduct violations committed by coaches, players, parents, and/or fans, as well as reports submitted through SafeSport and S.T.A.R. The Director of Hockey Operations shall perform such additional duties as may be assigned from time to time by the President or the Board of Directors.

Director of Membership and Community Relations – The Director of Membership and Community Relations shall be the liaison between the Board of Directors and Members, age group coordinators, team managers, sponsors, and other community organizations. Duties include coordination of association events and activities (Example: 4th of July parade), train and support team managers, help develop Parent Meetings with team managers and coaches, support teams with fundraising programs, and raising money during season. The Director of Membership and Community Relations also shall perform such additional duties as may be assigned from time to time by the President or the Board of Directors.

Director of Scheduling and Officiating Coordinator - The Director of Scheduling and Officiating shall be responsible for the acquisition and allocation of use of facilities for the Association's program. The Director of Scheduling and Officiating shall schedule the use of such facilities for practices, games and other purposes established by the Board of Directors, shall act as liaison between the Association, the league(s), Arena/Rink staff, and game official's scheduler (referee) in which the Association may participate for purposes of scheduling games and other AHA activities/events, shall be the liaison between the Association and the designated officials association for the assignment of on-ice officials for all games for which the Association has responsibility to arrange for officials, and shall perform such additional duties as may be assigned from time to time by the President or the Board of Directors.

Association Registrar - The Association Registrar shall be the registrar for the Association and shall be responsible for the registration of Teams, Participants, Coaches and Managers, as directed by the bylaws and the rules and regulations of the Association and such organizations as may have jurisdiction over the Association, including without limitation USA Hockey, Inc. and its applicable Affiliate Member(s); and perform such additional duties as are assigned from time to time by the President or the Board of Directors.



Warriors Girls Hockey Coordinator - The Warriors Girl's Hockey Coordinator is a voting member of the Alpena Hockey Association (AHA) and shall not hold any other position within the AHA board. The Warriors Girl's Hockey Coordinator is responsible for supporting and growing girls' hockey by serving as the primary liaison among families, coaches, AHA leadership, and the Heather Rensberry Memorial Foundation. The role focuses on communication, coordination, and advocacy to ensure a positive, inclusive, and well-organized experience for female athletes, overseeing program support from learn-to-play through 19U, assisting with team logistics, schedules, finances, uniforms, and events, and promoting recruitment and community engagement. The coordinator also supports coaches and players, helps address concerns, collaborates with schools and neighboring associations as needed, attends board meetings, and ensures alignment with USA Hockey and AHA policies. The Warriors Girl's Hockey Coordinator shall perform such additional duties as may be assigned from time to time by the President or the Board of Directors.

Alpena High School Varsity Hockey Coach - The AHS Varsity Hockey Coach is a voting member of the Alpena Hockey Association (AHA) Board and shall not hold any other position within the AHA board. The AHS Varsity Hockey Coach plays a key role in strengthening alignment between AHA and AHS hockey programs. This position focuses on fostering collaboration, communication, and long-term player development by supporting player development, coaching philosophies, and promoting USA Hockey standards. The coach contributes to board governance and strategic planning, and supports coach education, assists with on ice and program needs when appropriate, engages with families and the broader hockey community, and supports recruitment, retention, and growth initiatives to ensure a positive, safe, and sustainable hockey experience within the Alpena community. The AHS Varsity Hockey Coach shall perform such additional duties as may be assigned from time to time by the President or the Board of Directors.

### **Additional Appointed Positions & Coordinators**

The Board of Directors may, by a majority vote, appoint the following Coordinators to perform functions required by the Association. The Board of Directors may appoint or hire the person to handle the duties of the AHA Tournament Coordinator, Beginner Hockey and Mite Program Coordinator, AHA Major Fundraising Coordinator and Association Registrar. The compensation for these positions shall be voted upon by the Board of Directors. The Board may also, by a majority vote, assign one or more of these duties to the Executive Director to complete on behalf of the Association.

Beginner Hockey and Mite Program Coordinator - Due to the large numbers of participants at the Beginner Hockey and Mite levels and the many questions and issues that arise for new players and families when beginning ice hockey, the Board of Directors understands the need for a specific Board appointed person to help these players and families with the process. The Beginner Hockey and Mite Program Coordinator shall coordinate and oversee all communication, curriculum, practice plans, and players assessments at the Beginner Hockey and Mite levels. This person will be the liaison between the Board of Directors and Members, Coaches and Team Managers at the Beginner hockey and Mite levels. The Beginner hockey and Mite Coordinator shall perform such additional duties as may be assigned from time to time by the President or Board of Directors.



Assistant Secretary (At-Large) - The Assistant Secretary, if any, or, if there are more than one, the Assistant Secretaries in the order determined by the Board of Directors or the Secretary (or, if no such determination is made, in the order of their appointment) shall, under the supervision of the Secretary, perform such duties as may be prescribed from time to time by the Board of Directors or the Secretary. Upon the death, absence or disability of the Secretary, the Assistant Secretary, if any, or, if there are more than one, the Assistant Secretaries in the order designated by the Board of Directors or the Secretary (or, if no such determination is made, in the order of their appointment), shall have the authority and duties of the Secretary.

Assistant Treasurer (At-Large) - The Assistant Treasurer, if any, or, if there are more, than one, the Assistant Treasurers in the order determined by the Board of Directors or the Treasurer (or, if no such determination is made, in the order of their appointment) shall, under the supervision of the Treasurer, have such duties as may be assigned from time to time by the Board of Directors or the Treasurer. Upon the death, absence or disability of the Treasurer, the Assistant Treasurer, if any, or if there are more than one, the Assistant Treasurer, in the order determined by the Board of Directors or the Treasurer (or, if no such determination is made, in the order of their appointment), shall have the authority and duties of the Treasurer.

Tournament Coordinator (At-Large) - The AHA Tournament Coordinator shall be responsible for organizing and managing all invitational, playoff and other tournaments hosted by the Association, and shall perform such additional duties as may be assigned from time to time by the President or the Board of Directors.

Major Fundraising Coordinator - The AHA Major Fundraising Coordinator shall be responsible for the supervision of major fundraising projects undertaken by the Association and shall perform such additional duties as may be assigned from time to time by the President or the Board of Directors.

Past President (At-Large)- The Board of Directors recognizes the need for consistency and continuity within the Board and Association. The outgoing President will have a non-voting position on the Board as the past President to help guide, instruct and mentor the new President and Board of Directors. The Past President shall also perform any additional duties assigned by the Board of Directors. The Past President position will be a one-year term, unless extended by the mutual agreement of the Past President and the Board of Directors.

#### Section 8.04 Vacancy in Office.

- (a) In the event of a resignation of the President, the Vice-President shall succeed to the office of President for the remainder of the term of office.
- (b) In the event of a vacancy in any office other than the President, the Executive Committee shall appoint a member of the Board to complete the remaining term of the vacant office.

Section 8.05 Removal of Officers. Any officer may be removed from his/her office with or without cause by a majority vote of the Board of Directors.



## Article IX. Committees

Section 9.01 Executive Committee. The Executive Committee shall meet as necessary to transact the business between the regular meetings of the Board and act in the case of emergencies. It shall report all its activities to the full board at the next regularly scheduled meeting. It shall not meet to override previous Board actions.

Section 9.02 Committee Chairperson. The Chairperson shall be a member of the Board of Directors and shall select committee members; coordinate the activities of the committee as assigned by the Executive Committee; and shall provide a report on committee activities to the full membership as requested by the President. All actions taken by committees shall be advisory and shall have no effect as actions of the AHA unless they are formally approved and adopted by the Board of Directors. It is not necessary to be a Director to serve on a committee. The Chairperson shall keep written records of committee activities to provide guidance for future committee chairs. These records shall be turned in to the President at the end of the business year.

Section 9.03 Coaches Committee. The ACE Coordinator shall chair the Coaches Committee. The Coaches Committee will solicit, interview and recommend travel team coaches to the Board. They will determine house team coaches and conduct a coaches meeting prior to the start of each season.

Section 9.04 Conduct Committee. The Conduct Committee shall meet to resolve all conduct issues brought to the Chairperson's attention. The AHA Rules of Conduct will be followed whenever applicable. The Conduct Committee shall periodically review the Rules of Conduct and present any changes to the Board.

Section 9.05 Travel Committee. The Travel Committee shall include, but is not limited to; a Chairperson, all travel team coaches and a minimum of two Board members. The Travel Committee will meet prior to the start of each season to review the Travel Guidelines and present any changes to the Board.

Section 9.06 Bylaws Committee. The Bylaws Committee shall consist of a minimum of three (3) members. They shall review all proposed changes submitted to them from active members. If the committee approves a change, the Chairman will present the proposed change to the Board within thirty (30) calendar days.

Section 9.07 Puck Raisers Fundraising Committee. The committee shall be responsible for all non mandatory fundraising activities and shall consist of a minimum of 3 members. The committee will have a separate line item in AHA's treasurer report where they will be



able to dictate the funds raised.

## **Article X. Business and Finance**

Section 10.01 Fiscal Year. The fiscal year of the Corporation shall end on the 31<sup>st</sup> day of May each year.

Section 10.02 Financial Report. After the close of each year, the Executive Committee shall cause to be made a financial report of the business transacted by the Corporation for the preceding year, which financial report shall be made by the treasurer and approved by the Board of Directors. A written report of the financial condition of the Association shall be submitted at the Annual Meeting.

Section 10.03 Bonding of Members. Every officer or appointed official of the Corporation who shall handle funds or securities in the amount of \$1,000 or more in any one year, shall be bonded at the expense of the Corporation by an adequate bond in such amount as shall be determined by the Board of Directors.

Section 10.04 Bank Depositories and Checks. All checks, notes and other documents executed by or on behalf of the Corporation shall be signed by such officer or officers as may from time to time be designated by the Board of Directors. The Board of Directors shall determine the banking depositories for the funds of the Corporation and shall by resolution those persons authorized to disperse funds there from.

Section 10.05 Expenditures. Unbudgeted expenditures greater than one thousand dollars (\$1,000) shall require a simple majority vote of the voting members in good standing present at the meeting where the expenditure is discussed.

## **Article XI. Dissolution.**

The Corporation may be dissolved by a three- fourths vote of the Directors at any time at any meeting called for that purpose. The remaining assets upon dissolution shall be distributed so such recreational organization as determined by the Board of Directors provided such qualifies under the Internal Revenue Code Section 501 (c) (3).

## **Article XII. Hold Harmless.**

The AHA, an affiliate of Michigan Amateur Hockey Association, and Association of USA Hockey, Inc., does hereby indemnify and hold harmless USA Hockey and each member thereof, the Executive Committee of USA Hockey and each member thereof, the councils and committees of USA Hockey and each member thereof, and all other elected, appointed, employed or volunteer representatives of USA Hockey from any and all claims, liability, judgments, costs, attorneys' fees, charges and expenses whatsoever, arising from the acts and



omissions of the Michigan Amateur Hockey Association, except to the extent (i) that USA Hockey or the afore described representatives caused such claims, liability, judgments, costs, Attorneys' fees, charges or expenses by their own intentional neglect or default or (ii) that such acts or omissions were the direct result of compliance with the Articles of Incorporation, Bylaws, Rules and Regulations, Playing Rules or decisions of the Board of Directors of USA Hockey. Further, the Michigan Amateur Hockey Association understands and acknowledges that USA Hockey and its afore described representatives have assumed such assignment, function, office or capacity upon the express understanding, agreement and condition that they be so indemnified and held harmless to the extent described in this constitution.

### **Article XIII. Exoneration from Personal Liability.**

As a non-profit Association regulating amateur hockey in Michigan, the AHA and the MAHA, its Officers, Directors, and Officials assume no responsibility for injury or damage to players under any circumstances.

### **Article XIV. Amendments.**

Section 14.01 The Bylaws Committee accepts and reviews proposed written amendments from active members. Proposed changes will then be submitted from the Bylaws Committee to the Board of Directors within thirty (30) calendar days for their consideration.

Section 14.02 Bylaws can only be amended by a majority vote of the entire Board of Directors from 01 November – 15 March of the current hockey season.

Section 14.03 Final interpretation of these Bylaws rests with the majority opinion of the Board of Directors.

Section 14.04 AHA requires in the Squirt Division a ratio of one (1) rostered House teams to one (1) rostered Travel team at board's discretion. Minimum team requirements for House are 10 skaters and 1 goalie per team, unless otherwise approved by the board. Maximum team requirements for Travel are 15 skaters and 2 goalies. Peewee and Bantam will require a ratio of one rostered House team to one rostered Travel team. Divisions not explicitly named do not have Travel teams. Travel policy guidelines will incorporate this amendment.

### **Article XV. Policies and Procedures**

Section 15.01 The following policies and procedures are reviewed and approved by a majority of the Board of Directors.

- (a) House Draft Procedure



- (b) Move Up Policy
- (c) Dispute Resolution Procedure
- (d) Rules of Conduct
- (e) Travel Guidelines
- (f) Registration Policy
- (g) Division Director's Responsibilities
- (h) Fundraising Policy

## Article XVI. MAHA Affiliation Directives and Requirements

AHA agrees to the terms stated in section 16.01 and 16.02 below as required by MAHA for affiliation and membership.

Section 16.01 Affiliate, in consideration of the grant of jurisdiction, hereby agrees to adopt as official policy and/or By-Laws of its organization, the following:

### A. Preeminence

The Affiliate, an affiliate Association, Club, Independent Team of MAHA, shall abide by and act in accord with the Articles of Incorporation, By-Laws, Rules and Regulations, Playing Rules and decisions of the Board of Directors of, and such documents and decisions shall take precedence over and supersede all similar governing documents and/or decisions of the Affiliate. Further, Affiliate (i) shall assist in the administration and enforcement of the provisions of the By-Laws, Rules and Regulations, Playing Rules and decisions of the Board of Directors of MAHA, within and upon its members and/or within its jurisdiction.

### B. Indemnity

The Affiliate, an affiliate Association, Club, Independent Team of MAHA, shall indemnify and hold harmless MAHA, the Board of Directors of MAHA and each member thereof, the Executive Committee of MAHA, and each member thereof, councils and committees of MAHA and each member thereof, and all other elected, appointed, employed or volunteer representatives of MAHA from any and all claims, liability, judgments, costs, attorneys' fees, charges and expenses whatsoever, arising from the acts and omissions of Affiliate, except to the extent

(i) that MAHA or its afore described representatives caused such claims, liability, judgments, costs, attorneys' fees, charges or expenses by their own intentional neglect or default or (ii) that such acts or omissions were the direct result of compliance with the Articles of Incorporation, By-Laws, Rules and Regulations, Playing Rules or decisions of the Board of Directors of MAHA. Further, the Affiliate understands and acknowledges that MAHA and its afore described representatives have assumed such assignment, function, office or capacity upon the express understanding, agreement and condition that they be so indemnified and held harmless to the extent described in this provision.



Section 16.02 MAHA shall reasonably cooperate with Affiliate in any litigation and provide reasonable support in connection therewith, including but not limited to advice and testimony upon reasonable request; provided, however, that such cooperation shall not require MAHA to incur any out of pocket expense not reimbursed by Affiliate.

A. Team Membership

All teams of Affiliate shall register with MAHA.

B. Government

The government and authority of Affiliate shall be vested in a Board of Directors composed of at least three representatives, as determined by Affiliate, selected through an annual democratic election process. A majority of the Board must always be composed of representatives selected by such election process. The officers of Affiliate, selected by the membership or the Board of Directors, shall include at least a president, vice president and secretary/treasurer. It is recommended that the terms of directors and officers be staggered. It is also recommended that the total number of voting directors be at least equal to the total number of teams in an association.

C. Voting

Each member of Affiliate shall be entitled to one vote in the process adopted by Affiliate for the election of its Board of Directors. The governing documents of the affiliate shall clearly define membership in the affiliate. Voting for the members of the Board of Directors shall be a democratic process wherein each member is entitled to one vote. In the absence of other criteria, each family that participates in the activities that are provided under the jurisdiction of the affiliate shall be deemed to be a member and shall be entitled to one vote.

D. Annual Meetings

Any action(s) or policy(s) adopted or requested to be adopted by the Board of Directors or the officers of Affiliate shall be reported to its membership, or their duly authorized representatives, at least once each year at a meeting called for such purpose, with notice and agenda of such meeting being given to all members of Affiliate no less than fifteen (15) days in advance of the holding of the meeting, which meeting shall be open to all members of Affiliate.

E. Financial Reports/Dues and Assessments

Affiliate shall provide to its membership an annual financial report of operations. All dues and assessments by Affiliate shall be reasonable in relation to the programs it offers to its members.

F. Publication of Constitution and By-Laws

Affiliate shall annually make available to its members, upon request, copies of its constitution, By-Laws and other governing documents, and all



amendments thereto.

#### G. Equal Opportunity

Affiliate must provide an equal competitive opportunity, taking into account ability, physical size and other athletic criteria, to amateur athletes, coaches, trainers, managers, administrators, and officials to participate, consistent with the requirements of the Amateur Sports Act of 1978, as amended, in amateur athletic competition without discrimination on the basis of race, color, religion, age, sex, or national origin.

#### H. Grievance Resolution

Affiliate shall provide for the prompt and equitable resolution of grievances of its members, including fair notice and opportunity for a hearing to any amateur athlete, coach, trainer, manager, administrator, or official before declaring such individual ineligible to participate.

#### I. Insurance

(1) Affiliate agrees, at all times throughout the term of this Agreement, to be covered by the general liability insurance policy and the directors' and officers' liability insurance maintained by USA Hockey. The Affiliate shall be informed of the limits of that policy, and of any changes to those limits which may be made by USA Hockey at its sole prerogative. Affiliate retains the right to obtain whatever additional insurance coverage's it may desire, at its own expense, but agrees to name MAHA as an additional insured thereof. By purchasing and maintaining the aforementioned general liability insurance policy, MAHA does not assume, and indeed disclaims, any liability for any actions or omissions of Affiliate.

#### J. 501(c) (3) Status

MAHA recommends that all Affiliate Associations should at all times during the term of this Agreement maintain tax-exempt status under Section 501 (c) (3) of the Internal Revenue Code.

#### K. Abuse

Affiliate shall adopt policies prohibiting sexual and physical abuse which meet certain minimum criteria established by MAHA (subject to any contrary requirements contained in state or local law applicable to Affiliate).

#### L. Amendments

Affiliate shall provide for a procedure to amend its By-Laws.

#### M. Dissolution and Distribution of Assets

Affiliate shall provide for a dissolution clause and procedure for the distribution of assets upon the termination of existence.

#### N. Adoption



Affiliate shall adopt, as amendments to its By-Laws or as official policy, the foregoing principles set forth in Sections II and III within 180 days of the date of this Agreement. It shall be a condition of the continuation of the grant of affiliate status contained herein for Affiliate to deliver, upon request, written proof of such an option to MAHA. If Affiliate does not adopt the foregoing principles as required herein, its members shall not be entitled to the benefits of membership in MAHA.

#### O. Exceptions

Sections B, C, D, E, F, L and M shall apply only to Affiliates recognized as a tax-exempt entity under Section 501 (c) (3) of the Internal Revenue Code.

#### P. Payment Policies

Shall be clearly outlined in an Affiliates Bylaws or Operating Rules. Policies for payments, late payment fees and injury credits should be spelled out. If an affiliate has a player contract that shall be noted as well. Player Contracts may not contain provisions for collecting fees in excess of the chart below.

- a. After contract is signed but never participated in any activities with the affiliate \$300
- b. After September 1<sup>st</sup> 25% of total yearly fee stated in player contract.
- c. After October 1<sup>st</sup> 50% of total yearly fee stated in player contract.
- d. After November 1<sup>st</sup> 75% of total yearly fee stated in player contract.
- e. After December 1<sup>st</sup> 100% of total yearly fee stated in player contract.

Q. Associations may include a paragraph in their by-laws that states: "any changes to the MAHA affiliate agreement are automatically incorporated into the association by-laws without a vote of the membership".