

GREAT FALLS AMATEUR HOCKEY ASSOCIATION (GFAHA)

ASSOCIATION BYLAWS



MISSION STATEMENT

To promote the growth of hockey in Great Falls by providing a program that promotes skill development, teamwork, integrity, and fair play while maintaining a safe and fun environment for its players and families.

Revised May 2025



GREAT FALLS AMATEUR HOCKEY ASSOCIATION

ASSOCIATION BYLAWS

ARTICLE I – NAME

The name of this corporation shall be **The Great Falls Amateur Hockey Association.**

ARTICLE II- CORPORATE OFFICE

The mailing address of the corporation shall be, P.O. Box 507, Great Falls, Montana 59403. The principal office of the corporation shall be located at such a place or places within the State of Montana as the Board of Directors may select from time to time.

ARTICLE III – PURPOSE

The purpose for which the Association is formed is fully set forth in its Articles of Incorporation. The Association shall not be operated for profit and no part of the income shall accrue, directly or indirectly, to the personal benefit of any incorporator, member, director, or officer.

ARTICLE IV – MEMBERSHIP

Membership in the corporation is open to any person living in the State of Montana, eighteen years of age or older, and is obtained by having a registered player in good standing within the association. Membership shall terminate annually. Board members still serving out their current term shall have the right to vote at the annual meeting. One parent from each child's household will be eligible to vote in each of their children's age division with a maximum of two votes per registered player. Fees shall be set annually by the Board of Directors.

Section 1. Membership Rolls

The Secretary and/or the Registrar of the Association shall maintain a membership role of the members of the Association.

Section 2. Resignation

Any member may at any time voluntarily resign her/her membership in the Association. Such a resignation shall be in writing and shall become effective upon its receipt by the Secretary of the Association.

Section 3. Rights of Members

Members of the Association shall have the right to vote at the annual meeting, be entitled to receive publications of the organization and participate in the meetings of the membership.

Section 4. Termination

Termination may also be affected by non-renewal of membership.

ARTICLE V - MEETINGS OF THE MEMBERSHIP

Section 1. Annual Meetings

The Annual Meeting of the Association shall be held during the first half of the calendar year at such a place and hour, in Cascade County, Montana, as may be designated by the Board of Directors, for the transaction of such business as may come before the meeting.



GREAT FALLS AMATEUR HOCKEY ASSOCIATION

Section 2. Special Meetings

Special meetings of the membership may be called by the President or a majority of the Board of Directors.

Section 3. Place of Meetings

The Board of Directors may designate any place within Cascade County, Montana, as the place of meeting for any annual meeting or for any special meeting called by the Board of Directors. If no designation is made or if a special meeting be otherwise called, the place of the meeting shall be Great Falls, Montana; but if all of the members meet at any time and place and consent to the holding of a meeting, such a meeting shall be valid without call or notice, and at such meeting any corporate action may be taken.

Section 4. Notice of Meetings

Written or printed notice stating the place, day, and time of any meeting of the members shall be delivered, either personally, by mail or by email to each member and/or posted on the GFAHA website, not less than three (3) days and no more than twenty (20) days before the date of such meeting, by or at the direction of the President, or the Secretary, or the officers or persons calling the meeting. As an alternative, it shall also be permissible to post the Notice in a visible location at the Ice Arena, not less than two (2) weeks prior to the meeting. In the case of a special meeting, or when required by a statute or by the Bylaws, the purpose or purposes for which the meeting is called shall be stated in the notice. If mailed, the notice of a meeting shall be deemed to be delivered when deposited in the U.S. mail addressed to the member at his/her address as it appears on the records of the corporation. Delivered electronically by email, the notice shall be deemed to be delivered upon sending of the notice to the email address as it appears on the records of the corporation.

Section 5. Informal Action by Members

Any action required by law to be taken at a meeting of the members, or any action which may be taken at a meeting of the members, may be taken without a meeting if consent in writing, setting forth the action so taken, shall be signed by all members entitled to vote with respect to the subject matter thereof.

Section 6. Elections

The election of the Officers of the Association shall take place at the annual meeting. Election of Board members shall take place at the annual meeting.

Section 7. Absentee Ballot

Members shall be allowed to vote by absentee ballot if such a ballot is delivered to the Secretary no later than 24 hours preceding the meeting at which such a vote is to be taken.

ARTICLE VI - BOARD OF DIRECTORS

Section 1. General Powers

The business and affairs of the Association shall be managed by its Board of Directors (hereinafter referred to as the "Board"). Officers and Division Representatives make up the Board.

Section 2. Number and Qualifications

The number of Division Representatives (hereinafter referred to as "Division Rep") shall be fourteen (14) and consist of two (2) elected Division Reps from each of the seven (7) divisions of the Association. The Division Reps shall be elected by a majority vote of the members of their respective division. Division Reps shall be considered members of the Board.



GREAT FALLS AMATEUR HOCKEY ASSOCIATION

Section 3. Tenure

Division Reps shall be appointed for 2-year terms, and the terms shall be staggered so that each division elects one Division Rep annually. A Division Rep may serve a maximum of two consecutive terms. Division Reps are required to attend at least 50% of scheduled Board meetings. In addition, if a Division Rep fails to attend three (3) consecutive meetings, he/she shall be terminated by a majority vote of the Board, and a special election shall be held to appoint a new Division Rep to complete the term of the vacated position. They shall serve their 2-year term within the Division they were appointed/elected.

Section 4. Annual and Regular Meetings

The annual meeting of the Board shall be held without any other notice than this Bylaw each calendar year, immediately preceding the annual meeting of the members. The Board may provide, by resolution, the time and place for the holding of additional regular meetings without any other notice than such a resolution.

Section 5. Special Meetings

Recognizing that Section 2 of Article V and Section 5 of Article VI are at variance, it is suggested that uniformity be resolved by allowing a majority of the Division Reps to call a special meeting.

Section 6. Notice

Notice of any special meeting of the Board shall be given at least three (3) days previous thereto, by written notice delivered personally by mail or email, to each Officer and Division Rep at his/her address/ email address as it is shown on the corporation records. Such notice shall state the time, location, and purpose of the meeting.

Section 7. Quorum

Fifty percent (50%) of the active members of the Board shall constitute a quorum for the transaction of business at any meeting of the Board. If less than 50% of the Board are present at said meeting, a majority of those present will adjourn the meeting.

Section 8. Manner of Acting

The act of a majority of the Division Reps presents at a meeting at which a quorum is present, shall be the act of the Board of Directors, unless the act of a greater number is required by law or these Bylaws.

Section 9. Action without a Meeting

Any action that may be taken by the Board at a meeting may be taken without a meeting, if consent in writing setting forth the action to be taken is obtained and if it is signed by two-thirds of the Board.

Section 10. Compensation

No Division Rep, Officer or Board Member shall receive any compensation for serving on the Board but may be reimbursed for authorized expenses incurred on behalf of the Association.

Section 11. Voting Rights

Officers and Division Reps may vote at all Board meetings and at any meeting of the membership with Roberts Rules of Order. The President may vote only in the case of a tie.

Section 12. Presumption of Assent

A Board Member of the Association who is present at a meeting of the Board at which action on any Association business is taken shall be presumed to have assented to the action taken, unless his/her dissent is vocalized at the time of the vote and entered into the minutes of the meeting, or he/she files



GREAT FALLS AMATEUR HOCKEY ASSOCIATION

written dissent to such action with the person acting as Secretary of the meeting before the adjournment of such a meeting, or he/she vocalizes the wish to abstain from the vote being taken. Such right to dissent shall not apply to a Board Member who voted in favor of such action.

Section 13. Vacancies

A vacancy of the Board of Directors because of death, resignation, removal, disqualification or otherwise, may be filed by the Board for the unexpired portion of the term.

ARTICLE VII - OFFICERS

Section 1. Number

The officers of the Association shall be the President, the immediate Past-President, Vice-President, the Secretary, and the Treasurer. Officers of the Association cannot hold other elected offices within the Association. Officers shall be considered members of the Board.

Section 2. Election and Term of Office

The officers of the Association shall be elected annually by the general membership at the annual meeting. Each officer shall hold office until his successor has been duly elected and has been accepted or until his death or until his resignation or removal from office. Term shall be for a period of two (2) years beginning with the fiscal year which starts following the annual meeting. The President and the Treasurer terms shall be elected every other year. Two consecutive terms may be held. Officers are eligible for reappointment after a period of one (1) year.

Section 3. Removal

Any officer may be removed by the majority vote of the Board whenever, in its judgment, the best interests of the Association will be served thereby but such removal shall be without prejudice to the contract rights, if any, of the person so removed. Election or appointment of an officer shall not create contract rights itself.

Section 4. Vacancies

A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by the Board for the unexpired portion of the term.

Section 5. President

The President shall be the principal executive officer of the Association and subject to the control of the Board, shall in general, supervise and control all of the business and affairs of the Association. He/she shall preside at all meetings of the members and of the Board of Directors. He/she may sign with the Secretary or any other proper officer of the Association authorized by the Board any deeds, mortgages, bond, contracts or other instruments which the Board has authorized to be executed, except in cases where signing and execution thereof shall be expressly delegated by the Board or by the Bylaws, or by statute to some other officer or agent of the Association; and in general, he/she shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board from time to time.

Section 6. Vice-President

In the absence or upon the disability of the President, the Vice-President shall perform the duties and exercise the powers of the President. When so acting, the Vice-President shall have all powers of and be subject to all of the restrictions upon the President. The Vice-President shall perform such other duties as from time to time, may be assigned to him/her by the President or by the Board.



GREAT FALLS AMATEUR HOCKEY ASSOCIATION

Section 7. Secretary

The Secretary shall:

- Keep the minutes of the proceedings of the Annual Meeting and all Board meetings.
- See that all notices are duly given in accordance with the provisions of these Bylaws.
- Be custodian of the corporate records of and of the seal of the Association and see that the seal is affixed to all documents which have been authorized.
- In general, perform all duties incident to the office of Secretary and such other duties as from time to time, may be assigned to him/her by the President or the Board.

Section 8. Treasurer

The Treasurer shall have custody of all funds and property of the Association and shall keep full and accurate accounts of receipts and disbursements of all monies received and paid by him/her on behalf of the Association. He/she shall exhibit such books of account and records to any members of the Board upon request and shall render a detailed statement to the Board as often as it shall be required. He/she may sign and endorse checks and other commercial paper on behalf of the Association when counter signed by the President or Vice-President. He/she shall perform all duties which are incident to the office of the Treasurer of a corporation not for profit under the laws of Montana. He/she may be required to give bond for the faithful discharge of duties. Prior to the Annual meeting and one (1) time annually, the Treasurer shall arrange for a formal audit of the corporate books and shall report on the results of such audit at the annual meeting.

Section 9. Voting Rights

Officers may vote at all Board meetings and at any meeting of the membership in accordance with Roberts' Rules of Order. The President may vote only in the case of a tie.

ARTICLE VIII - FINANCIAL ADMINISTRATION

Section 1. Contracts

The Board may authorize any officer or officers, agent or agents, or committees to enter into contract or execute and deliver any instrument in the name of and on behalf of the Association and such authority may be general or confined to specific instances.

Section 2. Loans

No loans shall be contracted on behalf of the Association and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Board. Such authority may be general or confined to specific instances.

Section 3. Checks, Drafts, etc.

All checks, drafts, or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of the Association shall be assigned by such officer or officers, agent, or agents of the corporation and in such a manner as shall from time to time be determined by the Board.

Section 4. Deposits

All funds of the corporation, not otherwise employed, shall be deposited from time to time to the credit of the corporation in such banks, trust companies or other depositories as the Board may elect



GREAT FALLS AMATEUR HOCKEY ASSOCIATION

ARTICLE IX - COMMITTEES

Committees of the Association shall be designated as Standing Committees and Special Committees. All Standing Committees shall be named in these Bylaws. The Board may name any Special Committee from time to time as required to perform the function defined at the time of appointment.

Section 1. Registration Committee

The Chairperson of the Registration Committee shall be a member of the Board appointed by the President. There shall be a sufficient number of members appointed by the Chairperson to handle the work of the committee. The committee members selected shall be subject to approval by the Board. The committee shall be responsible for the registration of the players at the beginning of the season and as needed throughout the year as directed by the Board. The Treasurer shall serve in an advisory capacity to this committee.

Section 2. Coaches Committee

The chairperson of the Coaches Committee shall be a member of the Board appointed by the President. There shall be a sufficient number of members appointed by the Chairperson to handle the work of the committee. The committee members selected shall be subject to approval from the Board. The committee shall be responsible for maintaining coaches for the teams and programs within the Association.

Section 3. Grievance and Discipline Committees

The chairperson of the Grievance and Discipline Committees shall be a member of the Board appointed by the President. There will be one (1) individual person who will hold the position as chairperson for both committees. There shall be a sufficient number of members on each committee, appointed by the Chairperson, to handle to work of the committee. Members of the Grievance Committee and the Discipline Committee may not serve on both committees simultaneously, with the exception of the Chairperson. Committee members shall be subject to the approval of the Board. The committee shall be responsible for hearing and evaluating grievances brought to it by members of the Association, evaluating and resolving those grievances where possible, and determining disciplinary action in accordance with the Bylaws, standards of conduct, or other bodies of Policy or rule of the Association.

ARTICLE X - OTHER AGENTS

Agents are to be appointed by the President. All agents selected by the President are subject to the approval of the Board. Appointed agents will serve for a term of one (1) year. The appointed agents will not be voting members of the Board. In addition, all agents will be required to attend at least 50% of all scheduled Board meetings. If the agent fails to attend 3 consecutive meetings, he/she may be terminated by the President. Any agent may be removed by a majority vote of the Board whenever, in its judgment, the best interests of the Association will be served thereby, but such removal shall be without prejudice to the contact rights, if any, of the person so removed. Election or appointment of an agent shall not in itself, create contract rights.

Section 1. Ice Scheduler

The President shall appoint an Ice Scheduler. That person shall meet with the Great Falls Community Ice Foundation and arrange the schedule for the entire Association with regard to ice time in the Ice Plex. No other members of the Association shall assume this duty unless authorized by the President. The Ice Scheduler shall maintain a fair and equitable schedule for all teams and divisions. He/she shall serve for a term of one (1) year. This agent will not be a voting member of the Board.



GREAT FALLS AMATEUR HOCKEY ASSOCIATION

Section 2. Public Relations Director

The President shall appoint a Public Relations Director for the Association. The Public Relations Director shall be responsible for all public relations of the Association and shall maintain a good working relationship with the newspaper, television, and radio stations. The Public Relations Director shall be the only contact with media for the Association. In the event of any planned, in person or on-air live interviews, the President shall be notified in advance. The Public Relations Director shall serve a term of one (1) year and be eligible for reappointment. The agent will not be a voting member of the Board.

Section 3. Registrar

The President shall approve a Registrar. That person will be responsible for the USA Hockey registrations, MAHA registrations, GFAHA registrations, Coach CEP registrations and all filing of these documents. He/she shall maintain a file of all registrations, team rosters, and coach's registrations. The rosters of all players, teams and/or divisions shall be filed with the Association Treasurer. It is the responsibility of the Registrar to attend the mandatory annual Registrar's meeting on behalf of GFAHA. He/she shall serve a term of one (1) year and be eligible for reappointment. This agent will not be a voting member of the Board.

Section 4. Referee Coordinator

The President shall appoint a Referee Coordinator for the Association. The Referee Coordinator shall be responsible for the coordination of the referees with regard to the obtainment, scheduling and service required by the Association. He/she shall be the only contact between the Association and the Head Referee. The Head Referee will schedule the appropriate, certified referees as needed by the Association and report back to the Referee Coordinator. The Referee Coordinator shall obtain and maintain all required documents for each referee that serves GFAHA. He/she shall serve a term of one (1) year and be eligible for reappointment. This agent will not be a voting member of the Board.

Section 5. Fundraising Coordinator

The President shall appoint the Fundraising Coordinator. He/she shall be responsible for arranging and coordinating the activities for players to meet their fundraising obligations. He/she will be responsible for managing and recording every player's fundraising obligation and report regularly to the Association Treasurer. He/she will be responsible for obtaining Team Sponsors annually for every OFAHA registered team. All Association funds collected by the Fundraising Coordinator will be turned into the Association Treasurer in a timely manner. He/she shall serve a term of one (1) year and be eligible for reappointment. This agent will not be a voting member of the Board.

Section 6. MAHA Representative-Local Director

The President shall appoint the MAHA Representative-referred to as the Local Director within the MAHA Bylaws. The purpose of the MAHA Representative is to be the member representative for GFAHA, within the Montana Amateur Hockey Association. He/she is responsible for attending all MAHA regular meetings, special meetings and/or conference calls as a representative for GFAHA. He/she will serve as the one (1) vote on behalf of GFAHA, regarding all issues related to MAHA. The MAHA Representative will also serve as the ACE (Association Coaching and Education Director) Coordinator for the Association, as governed by USA Hockey and per USA Hockey guidelines and expectations. He/she shall serve a term of one (1) year and be eligible for reappointment. This agent will not be a voting member of the Board.

Section 7. Equipment Manager

The President shall appoint the Equipment Manager. He/she shall be responsible for the care and maintenance of all equipment, jerseys, and supplies (i.e., pucks, ringette's, cones etc.) belonging to GFAHA. He/she is responsible for issuing all equipment and keeping accurate records of issuance



GREAT FALLS AMATEUR HOCKEY ASSOCIATION

and return. It will be the responsibility of the Equipment Manager to follow up and collect all gear that has been issued out. The Equipment Manager will be expected to be present at the time of registration for all programs that require gear to be loaned. He/she shall schedule dates, times, and locations for issuing and collecting gear, and arrange for a sufficient number of volunteers to handle the work relating to disbursement and collection of all equipment. He/she shall serve a term of one (1) year and be eligible for reappointment. This agent will not be a voting member of the Board.

Section 8. Risk Manager

The President shall appoint the Risk Manager. The primary job of the Risk Manager is to supervise the activities of the Risk Management Program, and ensure compliance according to USA Hockey Policy, MAHA Policy and GFAHA Policy, within the Association. He/she shall develop a working knowledge of the liability and insurance programs within USA Hockey, MAHA and GFAHA. The Risk Manager will serve as a resource for information, injury reporting and claims filing. He/she shall serve a term of one (1) year and be eligible for reappointment. This agent will not be a voting member of the Board.

Section 9. Team Managers

The Board shall approve the selection of all managers. A manager may volunteer and/or be appointed by each team or division. He/she shall be responsible for the coordination of the team with regard to practice, games, equipment, notices, fundraising activities, etc. Team Managers are responsible for carrying all necessary documentation for the team, such as approved rosters, medical release forms, Code of Conduct Agreements, etc. It is the responsibility of the Team Manager to communicate with his/ her Division Representative regarding all issues that need to be brought before the Board. He/she shall serve a term of one (1) year and be eligible for reappointment. This agent will not be a voting member of the Board.

Section 10. Coach in Chief

The President shall appoint the Coach in Chief with the approval of the Board. The Coach in Chief is an individual with in-depth knowledge and appreciation of USA Hockey's ADM skill development programs and objectives. This person's responsibilities include managing and developing a staff of quality team coaches to ensure that the proper curriculum is taught to our member players. The Coach in Chief can also appoint a Goalie Development Coordinator when appropriate or desired. The Coach in Chief will not be a voting member of the Board.

Section 11. Concessions Coordinator

The President shall appoint the Concessions Coordinator. The primary responsibility of the Concessions Coordinator is to coordinate all purchasing and volunteer activity for the concessions stand when appropriate. This person will have fiduciary responsibility for purchasing transactions associated with the concessions stand. This agent will not be a voting member of the board.

ARTICLE XI – GRIEVANCES

Grievances, i.e., deeds or actions felt to be wrong and considered grounds for complaint shall be filed in writing with the Grievance Committee. All grievances must be filled out on the approved GFAHA forms, Grievance Reporting Form, and Incident Reporting Form. The committee shall then meet with the person making the complaint within ten (10) days to discuss the complaint. If a complaint is registered against another person, that person shall also attend this meeting. The Committee may then conduct fact-finding activities with respect to the complaint and attempt to resolve it with or without disciplinary action. If the grievance cannot be satisfactorily resolved by the Grievance Committee, and in accordance with rules and policies of the Association, the grievance shall be presented by Committee members to the Board of Directors for final evaluation, decision, and disposition.



GREAT FALLS AMATEUR HOCKEY ASSOCIATION

ARTICLE XII - DUES AND REGISTRATION FEES

The Board of Directors may determine from time to time the amount of membership dues, if any, payable by members of the Association. The Board of Directors may determine annually the registration fees due from the players. The Board shall also have the right to determine and set any fundraising obligations and/or special assessments that they deem necessary from time to time for the effective, efficient service of the Association.

ARTICLE XIII - SPONSORSHIP

The Board of Directors may determine from time to time the amount of sponsorship fees, if any, payable directly to the Association by sponsors. Various teams are normally sponsored by a group or business. Sponsorships should be based first on consideration of the past performance by the sponsor and the nature of the business. All sponsors shall be approved by the Board.

ARTICLE XIV - AMENDMENTS

These Bylaws may be repealed or amended by a vote representing a majority of a quorum of the Board of Directors and of the members in attendance at an annual meeting of this Association. Rules of the Association may be repealed or amended by a vote representing a majority of a quorum of all the members of the Board at any meeting of the Board of Directors.

ARTICLE XV - ASSOCIATION

The Great Falls Amateur Hockey Association shall be a member of and comply with the rules, regulations and standards of the USA Hockey Association of the United States and thereby be directed.

The forgoing Bylaws, consisting of fifteen (15) articles were adopted as the Bylaws of the corporation by the membership at its meeting held on March 22, 1983.

September 1974

Revised: June 1982

All new March 22, 1983

Revised: March 7, 1991

Revised: March 26, 1996

Reprinted for the entire membership: August 1999 Revised: April 13, 2011

Reprinted: March 19, 2012

Revised: May 10, 2022

Revised: May 13, 2025