



KENSINGTON VALLEY HOCKEY ASSOCIATION BY-LAWS

August 20, 2020

Kensington Valley Hockey Association
9864 E. Grand River, Suite 110 - #312
Brighton, MI 48116
Website: www.kvhockey.org

KENSINGTON VALLEY HOCKEY ASSOCIATION (KVHA)

Bylaws of the Kensington Valley Hockey Association

The name of the organization is the Kensington Valley Association, hereinafter referred to as "KVHA." These bylaws were adopted on September 20, 2015.

Affiliate Agreement with MAHA

The KVHA agrees to adopt as official policy the Preeminence and Indemnity statements contained in the MAHA Affiliate Agreement as delineated in the *MAHA Annual Guide*. Further, the KVHA agrees to incorporate all items identified in the affiliate agreement in its bylaws and/or policies.

Preeminence

The KVHA, 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 KVHA. Further, the KVHA (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.

Indemnity

The KVHA, 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, attorney's fees, charges and expenses whatsoever, arising from the acts and omissions of the KVHA, 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 KVHA understands and acknowledges that MAHA and its aforescribed 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.

Non-Discrimination/ Equal Opportunity Policy

It is the policy of the KVHA that no person, on the basis of race, color, religion, national origin or ancestry, socioeconomic status or other inappropriate criteria as prescribed by law, shall be discriminated against in participating in any KVHA sanctioned activity. Furthermore, the KVHA will provide an equal competitive opportunity to all participants in its programming.

ARTICLE I

GENERAL PROVISIONS

Section 1: Organization

The KVHA is a kid-centric organization focused on creating the best possible hockey and life experience for players at every level. The organization is governed by a volunteer Board of Directors and acknowledges that the Bylaws, Rules and Regulations, Playing Rules and decisions of the Board of Directors of USA Hockey and the Michigan Amateur Hockey Association (MAHA) take precedence over all similar governing documents and/or decisions of KVHA, the terms of which are incorporated by reference.

Section 2: Participation

The programs of the Association will be offered to any youth and his/her parents or guardians who are willing to comply with the bylaws, operating rules and regulations, policies, procedures and objectives of the organization. In accordance with USA Hockey and MAHA guidelines, KVHA participants will sign a disclaimer of liability; KVHA assumes no responsibility as per those guidelines.

Section 3: Name

The official name of this corporation shall be the ***Kensington Valley Hockey Association, Inc.*** It will be more commonly known as the ***Kensington Valley Hockey Association or KVHA.***

Section 4: Address

The registered address of the corporation:
Kensington Valley Hockey
Association
10540 Citation Dr.
Brighton, MI. 48116

Mailing address:
9864 E. Grand
River Suite 110
#312
Brighton, MI. 48116

Section 4: Non-profit Status

This corporation is organized as a state of Michigan non-profit corporation upon a non-stock membership basis, not involving pecuniary gain or profit for any of its members, for a term of perpetual existence.

Section 5: Exempt Status

This corporation is organized and shall be operated exclusively as an exempt organization under the provisions of section 501(c)(3) of the Internal Revenue code of 1954, as amended and as may be amended in the future.

Section 6: Use of Funds

All funds and property of this corporation shall be used and distributed exclusively for carrying out the purpose of the corporation set forth in Article 11.

Section 7: Fiscal Year

The fiscal year of the corporation shall begin June 1 and end on May 31 of the following year.

Section 8: Financial Statements

The Treasurer shall, at the request of the Board of Directors, present a true statement of the assets and liabilities of the corporation. This statement may be requested of and prepared by the accountants duly hired by proper authority of the KVHA Board of Directors.

An annual compilation and audit of the Association's records as maintained by the duly hired accountants may be conducted.

Section 9: Representation

Only those appointed by the Board of Directors will officially represent KVHA and only for the reasons specified by the Board of Directors. There will be no written or verbal communication claiming representation of or by KVHA unless authorized by the Board of Directors.

Section 10: Insurance

The KVHA will at all times maintain General Liability Insurance coverage as well as, Directors

and Officers Liability Insurance through USA Hockey. The KVHA shall be informed of the limits of the policy, and of any changes to those limits which may be made by USA Hockey at its sole prerogative. KVHA 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 the KVHA.

Section 11: Logo Usage

Use of KVHA logos, equipment or uniforms is not allowed unless with the written consent of the Board of Directors. No reproduction of logos will be allowed without Board of Directors approval, which may be denied at any time.

Section 12: Dissolution

Should the Association cease to perform its original purpose, it may be dissolved upon adoption of a resolution recommending this dissolution. The question shall be submitted to the vote of the general membership and requires approval of two thirds (2/3) of the membership present at the meeting called for this purpose. Upon adoption of the resolution to dissolve, the assets of the Association shall be distributed as follows: (i) Payment of all liabilities and obligations of the Association; (ii) If there are insufficient assets to pay all liabilities and obligations, the liabilities and obligations must be paid on a just and equitable basis. Any remaining assets, all funds and property, of the Association shall be distributed to non-profit exempt organizations with purposes similar to those set forth in these bylaws and as selected by the Directors of this Association. In no event shall any of the funds or property be distributed to any of the members or used for any other purpose.

ARTICLE II MEMBERSHIP

Section 1: Active Member

An active member is (1) a participant in good standing, and/or (2) a parent, step-parent, guardian, or other person who pays the required fees of any child participating in the youth hockey programs operated by the KVHA. Additionally, all elected officers and directors, all persons appointed to positions by the Board and all coaches and managers have full membership privileges.

The term of membership is the fiscal year of the Association. Funds contributed to KVHA as part of a fund-raising activity do not entitle the contributor to the benefits of membership.

Section 2: Regular Member

One (1) parent or guardian of a registered player shall be designated a Regular Member for purposes of voting in elections and at annual and special membership meetings. The Regular Member must be designated each year for each player at the time of player registration on the registration form.

Section 3: Player Members

Each registered player in the Association is considered a Player Member (not eligible for vote).

Section 4: Supporting Members

Supporting Membership is conferred by the Board of Directors, in its discretion, on persons who wish to serve the Association in some capacity, such as, but not limited to, a coach, team manager, or Board member, but who are not eligible for Regular Membership. Supporting Membership is automatically granted to parents or guardians of all players. Supporting Membership is conferred on an annual basis and must be renewed each year for any other individual who seeks Supporting Membership status. Funds contributed to KVHA as part of a fund-raising activity do not entitle the contributor to the benefits of membership.

Section 5: Members In Good Standing

A Member in good standing is a member who has fully met their financial obligations with respect to registration fees, insurance fees, team fees and other fees assessed by the KVHA; show proper care and return of the KVHA property; and who are in compliance with the Association's rules. Only members in good standing are eligible to vote. Failure to comply with payment of registration/other fees or special assessments shall result in the suspension of the player from participation in all KVHA activities until such time as fees are current.

Section 6: Expulsion of Members

Active members may be expelled from the Association for conduct detrimental to it. Due notice of at least seven (7) days and the opportunity for a hearing will be provided. The person shall be offered an opportunity to be heard at that hearing and to present others to testify in his or her behalf, prior to any final disposition by the Board. Expulsion requires a two-thirds (2/3) vote of the Board of Directors. The ruling of the Board is considered binding. Anyone not abiding by the decision of the Board is subject to loss of membership.

Section 7: Right to Hold Office

Each Active Member as defined in Article II, Section I who is at least 18 years of age is entitled to run for a position on the Board of Directors under the procedures established by these by-laws, and if elected, to serve in any office of the Association.

Section 8: Annual Meeting

The Annual Meeting of the active members may be held on a date to be set by the KVHA President, in March at or near the conclusion of season play at a place and time determined by the Board of Directors. At least thirty (30) days prior to the Annual Meeting, written notice of the time and place shall be posted on the KVHA website at www.kvhockey.org.

ARTICLE III BOARD OF DIRECTORS

Section 1: Board of Directors

A Board of Directors consisting of no more than 7 members shall manage the affairs of the KVHA in compliance with MAHA and USA Hockey guidelines. Four of the current Board of Directors present at a regularly scheduled meeting shall constitute a quorum.

Anyone with a felony conviction or a misdemeanor conviction for financial fraud or misappropriation is disqualified from serving on the KVHA Board of Directors. All Directors must submit the background check upon request. Any Director who is convicted of any felony or misdemeanor shall report the conviction to the President and Secretary no later than 10 days following the conviction.

All Directors and committee chairs shall keep a record of business within their charge and be prepared to report on this.

Section 2: Duties of the Board of Directors

The Board of Directors shall determine all registration and other fees and assessments and shall set, prior to the start of each season, rules regarding payments and payment schedules, and post these on the KVHA website.

The Board shall have the authority to establish positions (such as, for example, ice scheduler, referee scheduler) as it deems necessary or appropriate and to contract with and pay persons to fill these positions (subject to dismissal at anytime). The duties, responsibilities, qualifications, compensation and other considerations shall be determined by the Board of Directors. The Board of Directors may contract for other services, as may be deemed necessary.

Section 3: Expulsion of Directors

Directors may be expelled from the Board of Directors for conduct detrimental to it. Due notice of at least seven (7) days and the opportunity for a

hearing will be provided. Expulsion requires a two-thirds (2/3) vote of the Board. The ruling of the Board is considered binding. Any Director who ceases to meet the qualifications of a Director during his or her term shall be removed from the Board of Directors by a majority vote.

Section 4: Elections

One director shall be appointed to the Board by the owner of the Kensington Valley Ice House on an annual basis. That director shall meet the minimum qualifications of a director for the KVHA Board of Directors. The remaining 6 members shall be elected to the board by the members to staggered 2 year terms. Elections shall be held each year to fill all open Board positions and the unexpired terms of any vacant Board position(s). Elections shall be held in by means of electronic voting. Each Regular Member is entitled to one vote. Each elected Director shall hold office for a term of two years, unless filling the remainder of a vacant term. The terms of the Directors shall be staggered, in so far as practical, so that only one-third (1/3) of the terms of elected office shall expire in any one year.

Persons seeking election to the Board of Directors should show a continued, vital and active interest in the affairs of amateur hockey within the Association's jurisdiction and have demonstrated knowledge and skills necessary and desirable to the operation of the organization in compliance with MAHA and USA Hockey guidelines.

Any Member may seek election. All Directors must also submit a background check and be a Member in good standing.

A current Board member whose term is expiring may run for re-election provided he or she indicates to the KVHA Board of Directors (or designated committee), verbally or in writing, their willingness to serve again on the Board. New candidates must complete a Nominee Application and attend a Nominee Interview at the request of the Board (or the designated committee). All applications must be received by the Board of

Directors (or designated committee) by January 31st of each year, and the candidate's biographical information will be available to the membership at least one week prior to the start of the election.

The election shall be supervised by a committee designated by the Board of Directors, and it shall not include any member whose name appears on the ballot. It is the responsibility of this committee to preside over the election process and to count the votes once the voting is closed. Once the votes are counted, the results shall be presented to the President of the Association, and the results will be announced at the end of the General Membership Meeting.

The committee shall review all applications and prepare a ballot of all qualified candidates to be presented prior to the election. The ballot shall, at minimum, list the candidates relationship with the association. The election of Directors shall occur prior to the annual general membership meeting. The membership shall be notified of date the voting shall start and end at least seven (7) days prior to the start by e-mail and posting on the KVHA Web site. Each Regular Member shall receive one vote.

A complete list of Members entitled to vote and those who cast a vote in said election shall be kept and presented by the Secretary and available for examination by any Member in good standing during the course of the election and up to one year after the close of the voting. No member is entitled to see how any individual member cast their vote.

In case of a tie in the number of votes cast for a Director position, which leaves undetermined the election of one or more persons, the winner shall be determined by a vote of the majority of the current Board whose name does not appear on the ballot. In the event of a tie at the board level, a coin toss shall determine the winner. In the event that the election requires the General Membership to fill currently expiring (open) Board seats along with filling unexpired terms of any vacant Board

positions, the term of office shall be determined by the number of votes received by each candidate. Those candidates receiving the largest number of votes will be entitled to the longest terms of office.

The term of office for a newly elected Director shall begin at the start of the first regularly scheduled Board of Directors meeting in the month of March following the election.

The Officers shall be elected by a majority of the Board of Directors at the first meeting in which the newly elected board is seated. The Officers shall consist of a President, Vice-President, Secretary, and Treasurer.

Section 5: Officers

Officers of the Board of Directors shall have the power to make decisions deemed necessary to maintain or further the youth hockey program during intervening times between regularly scheduled meetings of the Board of Directors. The Officers shall not reverse an action previously taken by majority vote of the Board. The Officers shall inform the Board of Directors of any actions taken at the next scheduled Board meeting; these actions are subject to review by the Board of Directors and may be amended, reversed or otherwise modified by majority vote of the Board.

Section 6: Resignation

Any Director may resign by giving written notification to the President or the Secretary. In addition, any Director who misses three (3) consecutive regularly scheduled meetings without prior excuse from the Board is deemed to have resigned.

Section 7: Board Vacancy

The Board of Directors shall fill any vacancy by appointment of the person with the highest votes not winning a seat in the most recent. A majority of the remaining Board Members must affirm the appointment. If the majority of the Board of Directors does not approve that person, the board shall seek applications from the membership and may appoint for the balance of that year with a 2/3 vote of the Board of Directors. In the alternative,

the position may be left open until the next general election.

Section 8: Indemnity of Directors

Every Director and their heirs, executors, administrators, estate and effects respectively, shall from time to time and at all times be indemnified and held harmless out of the funds of the Association from and against any and all expenses including attorneys' fees, judgments, fines and settlements actually and reasonably incurred by reason of the person being an Officer or Director of the Association. This power to indemnify shall apply only if the Officer or Director acted in good faith and a manner reasonably believed to be in or not opposed to the best interests of the KVHA, and with respect to any criminal action or proceeding, had no reasonable cause to believe the conduct was unlawful.

Section 9: Board of Directors Meetings

A majority of the Directors shall form a quorum for the transaction of business. The Board will hold regular meetings during the year that will be posted on the KVHA Web site. The regular meetings may be changed during the year, and a new schedule shall be set and posted on the KVHA Web site. The President or the Vice-President or at the written request of at least three (3) Directors submitted to the President, may call additional Directors' meetings at any time with three (3) days notice to the Directors and posting on the KVHA Web site. Emergency meetings may be called by the President at any time with unanimous consent of the Directors. All meetings shall be open to all members of the Association to view with the exception of discipline and coaching selection decisions that will be made during a closed session of the Board with all final decisions made public in the meeting minutes. Members wishing to participate in the meeting shall only do so during the member comment period at the start of each meeting. Members who have business to place before the Board should submit a written request to the President or Vice-President at least twenty-four (24) hours prior to the meeting. The

nature of the business to be discussed should be indicated. The President or Vice President, at his/her discretion, may approve or disapprove such request.

Section 10: Meeting by Telephone or Similar Equipment. Any director may participate in a meeting by conference telephone or any similar communications equipment through which all persons participating in the meeting can hear each other. Participation in a meeting pursuant to this section constitutes presence in person at the meeting. Furthermore, from time to time, the Board of Directors may elect to participate in virtual board meetings, where all attendees are using personal equipment to participate in the meeting. Such meetings would follow the procedures as in person meetings outlined in Section 9 above.

Section 11: Electronic votes
In matters that are urgent and cannot wait until the next regular or special Board meeting, electronic votes may be held, provided that the issue has already been discussed at a previous Board of Directors meeting. All electronic votes will be read into the meeting minutes at the next regularly scheduled Board meeting.

Section 12: Parliamentary Procedure
All meetings shall be governed by the rules of parliamentary procedure. Procedural questions will be determined by rules set out in the latest edition of "Robert's Rules of Order."

Section 13: Election of Association President
The Association President will be selected annually by a vote of the members of Board of Directors within 15 days following the annual meeting. The President will appoint officers (Vice President, Secretary, Treasurer, Girls Director, Travel Director, House Director, Ice Scheduler).

Section 14: Terms of Office
Directors serve for two years, with their term expiring following the Annual Meeting of the second year. The outgoing Director may remain on

the Board in an advisory non-voting capacity for a period of 60 days following an election wherein he or she was replaced by a new Director.

Section 15: Duties of the Board of Directors
The duties of the Board of Directors shall include but not be limited to the development, review and approval or denial, by majority vote, of all business, initiatives, practices, conduct, policies and affairs of the KVHA as well as to fill any vacancies which may occur in the Board of Directors.

Section 16: General Membership Meetings
An annual general membership meeting shall be held between February 15 and March 31. At least seven (7) days prior to that meeting, the membership shall be notified of the time and place by e-mail and posted on the KVHA Web site. Board member elections will be held prior to the annual meeting, reports on the status of KVHA, and other items of general interest to the hockey community will be discussed. Each general membership meeting will be considered to be in quorum for purposes of transacting any proper business provided the notice to membership is in compliance.

Section 17: Quorum
A majority of current sitting Board members must be present to constitute a quorum at any regular or special meeting.

Section 18: Limited Liability
No director shall be liable in any manner for any debts or obligations of the Association and shall not be subject to any manner of assessment by virtue of his or her position within the KVHA.

Section 19: Board Indemnification
The Association shall indemnify its directors and officers.

Every Director, or Officer of the Association shall be indemnified by the Association against all expenses and liabilities, including counsel fees, reasonably incurred by or imposed upon him (her)

in connection with any proceeding to which he (she) may be made a party, or in which he may become involved, by reason of his (her) being or having been a Director, Officer, or agent of the Association or is or was serving at the request of the Association as a Director, Officer, or agent of the Association, partnership, joint venture, trust, or enterprise, or any settlement thereof, whether or not he (she) is a Director, Officer, or agent at the time such expenses are incurred, except in such cases wherein the Director, or Officer is adjudged guilty of willful misfeasance or malfeasance in the performance of his (her) duties; provided that in the event of a settlement the indemnification herein shall apply only when the Board of Directors approves such settlement and reimbursement as being for the best interests of the Association.

The Association shall provide to any person who is or was a Director, Officer, or agent of the Association or is or was serving at the request of the Association as a Director, Officer, or agent of the Association, partnership, joint venture, trust, or enterprise, the indemnity against expenses of suit, litigation or other proceedings which is specifically permissible under applicable law.

The Board of Directors may, in its discretion, direct the purchase of liability.

Article IV OFFICERS and ADMINISTRATORS

Section 1: Duties of the President

Preside over all regular or special meetings of the Board of Directors and determine agendas.

Appoint Association officers (Secretary, Treasurer, Girls Director, Travel Director, House Director, Ice Scheduler). Appointments must be approved by 2/3 vote of the Board of Directors.

Call special meetings of the Board of Directors or membership.

Make decisions on questions not provided for in the by-laws or rules until the next regular or special meeting of the Board of Directors.

Represent or designate suitable representation for this Association at all other hockey related meetings.

Appoint Chairpersons to committees of the Association, subject to approval by the Board of Directors.

President may only cast a vote when the Board of Directors has reached a tie vote on matters before the board.

Review all Association bank statements.

Serve as primary reviewer and signer of all Association checks written and prepared by the Association accounting firm.

Section 2: Duties of the Secretary

Notify the Association membership of the date, time, and location of the Annual Association Meeting or any special Association meetings.

Provide an Annual Report on the affairs of the Association which is presented to the membership at the Annual Meeting. Coordinate the gathering of information for the Annual Report from members of the Board.

Notify the Board of Directors of all regular and special meetings of the Association.

Recording and posting of Board meeting minutes, agendas and notices.

Perform other duties as may be specifically assigned by the Board of Directors.

Attend regular or special meetings of the Board of Directors as an active participant.

Section 3: Duties of the Treasurer

Note: Holder of the Treasurer position should have background or experience in accounting or general bookkeeping.

Serve as primary liaison with the accountants hired by the Board of Directors of the KVHA to maintain the books and records and financial health and affairs of the KVHA.

Assist the Office Administrator and hired accountants to ensure appropriate internal controls are in place over cash receipts and disbursements.

Oversee the Office Administrator's duties to:

1. Process Association payments related to team sponsorships.
2. Process and deposit all player payments for Association House Teams.
3. Process and deposit all payments for Association Travel and Prep Teams.
4. Process and deposit all payments from sale of Association ice.
5. Process and deposit all other miscellaneous payments such as Association sponsored skating clinics and District playoff fees.
6. Process Association checks for payment to fulfill the rightful obligations of the Association (goods and services), as approved by appropriate departments.

All checks will require the signature of the Association President. The Vice President or Secretary can serve as an alternate signer on the checking account if the President is unavailable to sign the check when required.

Oversee the Office Administrator and hired Association accountant's preparation and issue of monthly ice bills to Association Travel and Prep teams

Assist the Office Administrator in preparation and distribution of monthly delinquent payment lists to team Coaches and/or Managers, and notify the

Association Travel Director if payments are not received.

Require and assist the Association accountants to maintain Journals and the General Ledger of the Association, including the accountants and Office Administrator's review and reconciliation of the bank statement monthly.

Follow-up on all reconciling items including NSF checks to satisfactory conclusion.

Assist Office Administrator and Association accountants in preparation and filing of all financial reports that are required by the State of Michigan

1. Coordinate preparation and filing of IRS Form 990.
2. File Michigan Annual Report.
3. Prepare, if necessary, annual request for solicitation license for charitable contributions.

Verify Association accountants' completion of the annual external audit

Attend regular or special meetings of the Board of Directors as an active participant.

Serve as Chairperson of the Finance Committee.

Perform other duties as may be specifically assigned by the Board of Directors.

Section 5: Duties of the Travel Director and Girls Hockey Director:

Review ice times and ice allocations for the Association hockey programs.

Attend MAHA, MAHA District 4 and Little Caesars meetings as required.

Serve on Travel Coaches Selection Committees.

Serve on Disciplinary Committees.

Perform other duties as may be specifically assigned by the Board of Directors.

Attend regular or special meetings of the Board of Directors as an active participant.

Section 6: Duties of House Director

Oversee House Player Evaluation and Draft Process

Receive communications from membership regarding House program and/or issues

Appoint, subject to Board approval, a coordinator for each House Division.

Serve as Chairperson of the House Coaches Selection Committee.

Perform other duties as may be specifically assigned by the Board of Directors.

Attend regular or special meetings of the Board of Directors as an active participant.

Article V COMMITTEES

Section 1: Chairperson

The Chairpersons for committees shall be appointed annually by the Board of Directors from members of the Board except where noted otherwise. The President shall appoint the chairperson of any special committee.

Section 2: Committee Members

The Board of Directors must appoint at least 1 Board member to serve on each committee including the chair of the committee. Board members may serve on more than one committee.

Section 3: Meetings

Each standing committee is required to meet formally at least two times prior to the Annual Meeting. A committee member should be delegated to take attendance and minutes at any meetings of the committee.

Section 4: Annual Report

Prior to the Annual Meeting, each committee chairperson shall file a written report with the Secretary of the Association on the committee's membership, activities, and recommendations. The Secretary shall make such reports available to any Association member at his/her request.

Section 5: Special Committees

The Board of Directors may establish other committees for specific purposes as necessary. The chairperson must be any active members of the Association, and the committee may meet as required for its purposes. A report on its membership and activities shall be submitted at the Annual Meeting. The committee shall terminate at the completion of its assignment or at the next Annual Meeting unless renewed by the Board.

Section 6: Disciplinary Committees

The Disciplinary Committees shall be standing committees to review and act upon all disputes regarding infractions of MAHA and KVHA Constitution, bylaws, rules and regulations.

Article VI AMENDMENTS

Bylaw amendments must be submitted in writing to the Secretary of the Board who will forward them to all Directors. They will be placed as an agenda item and discussed at a regularly scheduled Board meeting, and sent to the membership at least seven (7) days prior to a vote at the following regularly scheduled Board meeting. A majority vote of the Board of Directors is required for passage. Bylaws will be posted on the KVHA Web site. Upon request, a hard copy of the bylaws will be provided to any Member in good standing.

Article VII GENERAL OPERATING RULES

The Board of Directors shall establish Operating Rules of the Association in accordance with USA Hockey and MAHA policies and guidelines pursuant to fair play and sportsmanship for the benefit of the youth in the program. These rules

shall be reviewed prior to the beginning of the season and shall be made available to the membership.

Operating rules may include but are not limited to the following:

General Playing Rules, House Draft Procedures, Travel Tryout Guidelines, Job Descriptions of Officers/Directors/Chairpersons Committee Responsibilities, Financial Obligations Fundraising. Operating Rules should be posted on the KVHA Web site.

Section 1: Abuse

All volunteers/employees of KVHA are required to comply with MAHA screening procedures prior to participation in any facet of the KVHA program. Appropriate action will be taken in instances of sexual or physical abuse in accordance with USA Hockey and MAHA guidelines.

Section 2: Dispute Resolution Procedure

The proper Committee will review the claim, demand and/or dispute determining the proper method of resolution and report their findings to the Board of Directors for action. If the Board's decision includes suspensions and/or sanctions against a member or if the suspended member wishes to appeal the Board's decision, the Board appoints a Hearing Committee as outlined in the *USA Hockey Annual Guide*. The Hearing Committee shall hold the hearing within thirty (30) days of the Board of Director's receiving written charges against a Member of the association. The Hearing Committee will provide at least seven (7) days notice of the date of the hearing to the party, the person(s) or party(ies) proposing suspension, and other interest party(ies) who shall be included at the discretion of the Hearing Committee.

The Hearing Committee will make reasonable efforts to: (i) render its decision to the parties to the hearing within five (5) business days of the close of the hearing; and (ii) prepare and deliver a written decision to the parties to the hearing within

fifteen (15) business days of the close of the hearing.

Section 3: Suspension

A seven (7) day notice will be given to all Members prior to being suspended from KVHA participation (this does not include suspensions specific to playing rules and immediate suspensions, such as by referees or player suspensions for financial matters). KVHA will use *the USA Hockey Annual Guide* and Principles of Due Process procedure to resolve all claims, demands or disputes having an impact on ice hockey, or between, by or among its membership as allowed as an affiliate association of USA Hockey and MAHA.

Section 4: Grievance Resolution

All grievances must be submitted in writing to the President or Vice President of the Association. All involved parties will either be invited to attend the next regular meeting of the Board of Directors and present their case or a separate hearing will be arranged within two weeks after receipt of the grievance. Notification of the decision will be made no later than two weeks after the Board of Director's meeting or hearing.

Article VIII: TEAM PROGRAMMING

KVHA offers competitive Tier 2 Travel teams as well as Tier 3/B or Recreational House teams. Considerable emphasis is placed on good physical conditioning, the importance of team work, discipline, personal conditioning, and a healthy respect for teammates, opponents, coaches and the referees. Participation is designed to foster good character and citizenship. Each of these Divisions shall be managed by their respective Director to implement the policies and directives of the Board of Directors.

Section 1: Travel and Girls Division

The Travel Division teams shall field the most representative players with the intention of being competitive with other associations in state-wide competition or league play. Playing on a Travel

Division team is a privilege, not a right. This privilege must be earned through physical and mental preparation.

This readiness must be demonstrated in the annual tryouts for these teams. Although all players will be given the opportunity to play, game situations may dictate the amount of playing time for each player.

Section 2: Tier 3/B or Recreational House Division

Within the Tier 3/B or Recreational House Division, the intent is a program which teaches the basic skills and rules of hockey by means of an organized schedule of games and practices. All players will be given the opportunity to play and will receive equal ice time in all game situations.

Section 3: Payment policies

Payment policies required of legal guardians or registered participants shall be clearly stated in writing and distributed to registered participants or their guardian(s) before any written contract is signed by a participant or his/her guardian(s). Member must enter into a written agreement with the participant/legal guardian. A non-refundable deposit may be collected at the time such a written contract is signed. In the event that a participant does not complete the full hockey season, and seeks from MAHA a release, the payment schedule below will be the guideline for determining the amounts a participant/legal guardian may owe:

- (1) After written contract signed, but never participated in any activities - \$300
- (2) Through September 15 - 25% of total yearly fee
- (3) Through October 15 - 50% of total yearly fee
- (4) Through November 15 - 75% of total yearly fee
- (5) Through December 15 - 100% of total yearly fee

MAHA will not consider contract provisions collecting player fees in excess of the guidelines as a basis for denying a release to play. Participants and/or legal guardians will also be required to pay in full for any equipment/apparel ordered for the benefit of the participant. See Attachment 1, 2020-2021 KVHA Member Financial Responsibility.

Article IX PERSONNEL SELECTION

Section 1: Division Coordinator:

The Division Coordinator's duties shall include, but not be limited to the following:

1. Division Coordinators shall act in an advisory capacity to the House Director in the selection of coaches for his (her) division based on the recommendation of the Coaches Selection Committee.
2. To assess the abilities of all players within the division for the purpose of drafting teams.
3. To carry out such other duties as may be assigned by the House Director.

Section 2: Head Coach: House, and Travel.

Team Head Coaches shall be appointed annually by the Board of Directors upon the recommendation of the Coaches Selection Committees. Assistant Coaches and Team Managers are determined by each Head Coach and/or House or Travel Directors but must follow all the same guidelines and rules as the Head coach.

1. Qualifications of Coaches
 - a. A Head Coach must be at least 18 years of age.
 - b. A head Coach must be able to demonstrate competency in skating, hockey skills, teaching techniques, strategies, and skill in communicating with parents and players.
 - c. A Head Coach must have attended (or will attend during the season) a coaching clinic sponsored by or approved by the KVHA. Coaches are encouraged to attend as many clinics as possible.

- d. All coaches must meet all USA Hockey coaching requirements for their appropriate level by December 31, of the current season. Failure to receive proper certification will result in removal. All coaches are subject to background checks.

2. Team Assignment

A Head Coach will be awarded the team of his/her choice whenever possible. In the event of multiple applications for the same position, the Coaching Selecting Committee shall consider the following un-weighted factors in determining nominations to the Board of Directors.

- a. Seniority as a Head Coach in the KVHA
 - b. Previous coaching performance in the KVHA
 - c. Experience as a coach in the age level requested
 - d. Experience as a coach in other age level.
 - e. Attendance at coaching clinics
 - f. The coach's knowledge of ice hockey
4. Coaches who are parents of hockey players are generally assigned to the age level of their child. Coaches have the option of having their children on the team they coach.