



# **MISSISQUOI AMATEUR HOCKEY ASSOCIATION BYLAWS**

**Amended:  
May 2024**

# **Missisquoi Amateur Hockey Association Bylaws**

## **ARTICLE I: Name, Incorporation, Affiliations**

1. The name of the Corporation shall be the Missisquoi Amateur Hockey Association Inc., hereafter referred to as MAHA.
2. MAHA shall be incorporated as a non-profit organization under the laws of the State of Vermont and shall have on file all forms appropriate to that end as prescribed by the State of Vermont and the United States government.
3. MAHA shall be affiliated with all such national, State and local hockey organizations as are appropriate to its effective operation.

## **ARTICLE II: Purpose, Service Area Membership**

1. The purpose of MAHA shall be to provide the opportunity for the youth within the MAHA service area to play amateur hockey at prescribed levels, which may consist of; T-Blades, 8U (Mites), 10U (Squirts), 12U (Peewees), 14U (Bantams), 16U (Midgets) and corresponding girl's teams such as 10U, 12U or 14U. It shall also be a purpose of MAHA to prepare its players through attention to skill development and competition for future play at High School level.
2. Generally, the service area of MAHA shall include the towns of Swanton, Highgate, and Franklin for the children who would normally matriculate to Missisquoi Valley Union High School. Extended service areas shall include outlying towns such as Alburgh, Sheldon, and Enosburg or any other town.
3. Membership in MAHA shall include parents/guardians of any child registered to play in any level Of MAHA as described in paragraph two as well as a member in good standing. Good standing shall be defined as, any member who met his or her financial obligation by February 1<sup>st</sup> or is in a payment agreement with the Association, which is established by the Board of Directors. Refer to the MAHA Registration Plan for the payment agreement options located on the MAHA website.
4. Exceptions to player eligibility and MAHA membership as defined above in paragraphs two and three may be granted on a case-by-case basis by the general membership. Coaches not having children registered to play in MAHA shall be afforded membership if they so request.

5. MAHA will maintain a current general registered membership list.

### **Article III: Board of Directors**

The Board of Directors of MAHA shall serve as the chief administrative body of the Association who shall be governed by the principles set forth in these bylaws and any future amendments thereto. All positions on the Board shall be elective except the State Representative, and the Head of Coaching which are non-voting positions who will be appointed by the Board of Directors. These positions are the only Board appointed positions, and the Board reserves the right to remove any persons not representing the organization as described.

The Board shall be composed as follows:

**President (Chairman of the Board)**

**Vice President**

**Secretary**

**Treasurer**

**State Representative**

**Director of Coaching**

**Director of T- Blades**

**Director of 8U (Mites)**

**Director of 10U (Squirts)**

**Director of 12U (Peewees)**

**Director of 14U (Bantams)**

**Director of Girls (all levels)**

The immediate past president shall be asked to serve as an advisor to the Board, but shall have no vote in determining MAHA policy and shall not serve as chairperson of any standing committee.

### **Article IV: Duties of Officers, Directors and State Representative:**

1. **PRESIDENT** - The President shall serve as Chief Executive Officer of the Corporation. He or she shall be the Chairperson of the Board of Directors and Moderator of the general membership meetings, and all other meetings. The President or his/her approved designee shall represent the membership in all dealings with the other organizations as is appropriate. The President shall set the agenda for all Board and general membership meetings. He or she shall, upon advice of the Board, name members to all standing committees and make such decisions as are necessary within the purview of these bylaws. The President shall have a vote on the Board only in the case of a tie.
2. **VICE PRESIDENT** - The Vice President shall assist the President in the performance of his or her duties and shall replace the President in those instances where necessity (sickness, resignation, etc.) demands. The Vice President shall serve as Chairperson of the Team Coordinators Committee. He or she shall have a vote on the Board of Directors.
3. **SECRETARY** - The Secretary shall be the Clerk of the Corporation and shall have the responsibility for recording the minutes of all meetings both Board and general. The Secretary shall report at each meeting of MAHA the minutes of the previous meeting. He or she shall handle all correspondences for MAHA and shall keep a current list of all equipment owned by

MAHA. The Secretary shall serve as Chairperson of the Equipment Committee. The Secretary shall have the further responsibility to warn all meetings within the time limits prescribed. He or she shall have a vote on the Board of Directors.

4. **TREASURER** - The Treasurer shall be the Chief Financial Officer of the Corporation and shall have the responsibility for all financial matters, which come before MAHA. The Treasurer shall report at each meeting the financial standing of MAHA and shall prepare an Annual Financial Report for the presentation at the General Membership Meeting. He or she shall be responsible for the timely settling of all MAHA accounts and shall disburse MAHA funds as directed by the Board of Directors. The Treasurer shall be the chairperson of the Finance/Membership Committee. The Treasurer shall have a vote on the Board of Directors.
5. **DIRECTORS** - The Directors shall serve as representatives of the general membership on the Board. They shall have a vote in the determinations of MAHA policies. They shall serve as Chairpersons of the remaining standing committees. They shall report at each meeting of MAHA on items that have come before their committees. The Directors are generalized when elected and the Board will appoint the team level. The Directors shall have a vote on the Board of Directors.
6. **DIRECTOR OF COACHING** - The Director of Coaching shall be appointed by the MAHA Board. The Director of coaching will recommend to the Board the Coaching staff for the upcoming season. The Director of Coaching shall be responsible for ensuring that coaches have met all training and USA hockey requirements, and that coaches promote the American Development Model. The Director of Coaching shall represent the interests of the MAHA coaching staff to the Board. Applicants wishing coaching positions may request consideration through the Director of Coaching or the Coaching Director may approach qualified individuals. The Board shall have the final decision on the selection of coaches. The Director of Coaching shall have the responsibility of making available to the coaching staff information regarding coaching clinics and certification procedures. He or she shall not have a vote on the Board of Directors.
7. **STATE REPRESENTATIVE** - The State Representative shall represent the organization at the State level. This position will require two prior years serving on the Board of Directors; attend three State meetings, and a letter of interest to the Board. The State Representative shall not have a vote on the Board of Directors.

#### **ARTICLE V: Standing Committees and Other Positions**

1. In an effort to maximize membership involvement in MAHA, and as volunteers allow, the following standing committees shall be maintained. Finance/Membership, Team Coordinators, Equipment, Grievance, Coaches, Scheduling, Fundraising, and Safe Sport.
2. The committees, insofar as is possible, shall be chaired by members of the Board of Directors as described above in Article IV: Committee membership shall be drawn from the general membership. All members in good standing are welcome to volunteer to serve on the committee of their choice.

3. The basic responsibilities of the standing committees and other positions are as follows:
  - **FINANCE/MEMBERSHIP:** To assist the Treasurer and to coordinate registration and fundraising administration. To actively recruit new members for MAHA within the service area as defined.
  - **EQUIPMENT:** To maintain current listings of equipment and advise the Board on the purchase of new equipment as needed. Responsible for collection of Jerseys at the end of the season for final inventory.
  - **TEAM COORDINATORS:** To provide liaison between all teams at each level of MAHA and the Board. To disseminate necessary information to parents as required.
  - **COACHES:** To promote the interest of MAHA in providing instruction in a positive environment.
  - **SCHEDULING:** To assist coaches in the scheduling of ice time for MAHA. The chairperson of this committee shall be responsible for the Master Schedule.
  - **PUBLIC RELATIONS:** To work with the Board and other committees to keep the membership and general public aware of MAHA activities. Further duties of the standing committee may be defined more specifically in Articles to follow.
  - **FUNDRAISING:** To work with the Board to promote and administer fundraising activities.
  - **SAFE SPORT:** To ensure all Coaches and applicable personnel have completed Safe Sport training. Handle/Report complaints in accordance with Safe Sport procedures.

#### **ARTICLE VI; Meetings**

1. A general membership meeting shall be held between the dates of March 1<sup>st</sup> and March 31<sup>st</sup>. The Board shall designate the time and place of the meeting. The Annual Meeting shall be warned on the MAHA website at least two (2) weeks in advance.
2. The Board shall meet monthly. Generally, these meetings will be open to the general membership. The Board, however, reserves the right to meet in Executive Session if deemed necessary. The Board also reserves the right, without warning, to call an emergency Board Meeting in special cases. Board meetings shall be warned at least four (4) days in advance by posting on the MAHA website, the MAHA Facebook page, as well as, sending an email to all registered members
3. The Board may call a general membership meeting in special or emergency cases. The membership may also request a meeting by presenting the Board with a petition signed by twenty (20) members in good standing. Special or emergency meetings requested by the general membership, however, must be properly warned as described in paragraph two (2).
4. All business conducted at MAHA meetings will follow but not be solely ruled by Robert's Rules of Order. MAHA will also use State, Local, and USA Hockey guidelines as outlined in the MAHA handbook located on the MAHA website.
5. All meeting minutes once approved will be posted on the MAHA website.

## **ARTICLE VII: Elections**

1. Elections shall be held each year between March 1<sup>st</sup> and March 31<sup>st</sup>. The President and Vice-President must be elected in alternating years, as well as the Treasurer and Secretary. The President and Treasurer shall serve a two (2) year term, as will the Vice President and Secretary.

**\*\*All Directors shall be elected to serve one (1) year terms. Nothing contained herein shall prevent any Officer or Director from succeeding him/her provided he, or she is duly elected. \*\***

2. All letters of interest must be submitted in writing one (1) month or thirty (30) days prior to elections to have their name added to the ballot. Letters of interest shall specify one position that the individual is running for. Only individuals that have submitted a letter of interest may have their names added to the ballot. All nominees must be in good standing to be considered. The Director positions shall be decided by the Board after the elections are completed.
3. Elections shall be by Australian Ballot or completed electronically when deemed necessary.
4. No write-ins will be allowed.
5. Absentee ballots need to be requested at least two (2) weeks prior to election.
6. Every family gets one (1) vote per adult member. A list of members shall be conserved for voting purposes.
7. A third-party person, impartial from MAHA, will count paper votes and hold the ballots for thirty (30) days. At which time they will be disposed of. If a recount is requested the written request needs to be received by the Board within the thirty (30) day holding period. The recount will be conducted by the third-party person, impartial from MAHA.
8. Electronic ballots are counted via the system and/or software used.

A special meeting to elect officers or directors to vacated offices will be called if necessary. Such meetings must be duly warned as described above. Should a position become vacant during the season, the board reserves the right to leave the position open. Should it be filled, the board reserves the right to reference the most recent election results and extend the vacant position to the next individual with the most votes. This process will be followed until there is no one to offer the position to. Should no individual choose to fill the position, the board will request letters of interest from the general membership. Letters will be accepted for 7 days, at which point the board will review and appoint an individual to the vacant position.

## **ARTICLE VIII: Financial Management, Registration Dues**

1. The financial management of MAHA shall be the direct responsibility of the Board of Directors through the Treasurer, designated accountant, and/or the Finance/Membership Committee. Financial reports shall be presented at each monthly Board meeting to include the Annual Meeting for review and acceptance.
2. MAHA income shall be derived in part from the registration plan as well as various other fundraisers

as approved by the Board. At the time of player registration of their upcoming season, the Board of Directors will make available to persons considering registering their child/children, a registration plan to include the required payments, fundraiser, and required hours for the upcoming season. Fundraising as outlined in the registration plan depends on the timely participation of ALL members. Members not fulfilling the hours outlined in the registration plan will be assessed an hourly fee for each missing hour. It is the intention of this bylaw to ensure that all individuals considering membership in MAHA have a full and complete understanding of the requirements and responsibilities that are attached to such membership and registration of a child/children for participation in MAHA prior to such registration. To this end, a written acknowledgement signed by the parent or guardian of a registering child, shall be incorporated into, or attached to the registration form. This acknowledgement shall signify that the parent or guardian of the registering child has been made aware of, and is in agreement with, the requirements, responsibilities and consequences of registration for the upcoming season as well as the time frame allotted for completion of their obligations.

3. Registration fees shall be determined each year by the needs of MAHA. The Board of Directors shall work diligently to maintain reasonable registration fees. To this end, the Board, through its various committees, shall actively work to supplement its income through sponsorships within the Membership communities.
4. MAHA shall make registration available between July and September each year. Each registrant shall complete the appropriate forms at the time of registration and shall present a copy of his or her birth certificate, if requested. The Board of Directors shall appoint a MAHA registrar who shall maintain all files and records as is necessary. The registrar shall handle all details relevant to registration.
5. Registration fees serve as dues for regular members of MAHA. These registration fees shall be paid by a date established by the Board of Directors and shall determine whether or not a member is in good standing.
6. MAHA shall waive the required general hours for any member that is a MAHA registered coach.

#### **ARTICLE IX: Grievances**

1. A grievance shall be defined as any problem concerning a member of the MAHA organization that cannot be resolved by a team director or the Board of Directors. The complainant may be asked to provide the issue in writing. Items specifically dealt with in the MAHA bylaws shall not be grievable.
2. If the issue cannot be resolved through the applicable director, the issue shall be brought to the MAHA Board. In the event the MAHA Board is unable to resolve the issue, it shall be elevated as a grievance and referred to the grievance committee.
3. Grievances brought to the grievance committee must be in writing. The committee shall review the grievance and meet with all parties involved in an attempt to settle the grievance. The grievance committee will provide its final decision in writing to all parties, as well as the MAHA board. The decision of the grievance committee will be final providing it is within the purviews

of the bylaws, any information obtained by this committee through the grievance process will remain confidential.

4. The grievance committee shall be comprised of five (5) members, plus two (2) alternates, elected each year at the General Membership Meeting. Any vacancy existing within the committee will be filled by an election at the next monthly or general meeting.
5. Any breach of confidentiality perpetrated by any Board or committee member will result in censure decided by the board.
6. Any member of the grievance committee that has a conflict of interest will be required to excuse themselves from the grievance process.

#### **ARTICLE X: Equipment Manager**

As referred to in Article IV, the Secretary shall maintain a current list of all MAHA equipment and its location. The Secretary and any Equipment Committee shall recommend the purchase of new equipment as needed and shall be responsible for seeing that all equipment is accounted for at the end of the season.

#### **ARTICLE XI: Insurance**

All players and members of the coaching staff must be registered with USA Hockey. MAHA shall request the Certificate of Insurance from USA Hockey each year.

#### **ARTICLE XII: Ethics**

1. The governing principle of the MAHA Code of Ethics shall be the rules of good sportsmanship for all members, players, coaches and bystanders. While it is understood that hockey is an emotional sport, expression of that emotion involvement should be governed by self-restraint at all times.
2. Individuals resorting to personal insults, foul language, or physical intimidation of coaches, game officials or opposing teams will be asked by any MAHA Board member, coach, coordinator, Safe Sport Coordinator or facility employee to desist immediately. Should the person engage in such activity a second time, he or she would be asked to leave the premises by MAHA for the remainder of the activity.
3. Social Media expectations are that MAHA players, its coaches, board members and other volunteer members shall not be the subject of, or be referred, to in any negative manner or form of discussion on social media. Negative content on social media shall be immediately removed. Disregarding social media expectations is considered negative conduct and may result in penalties at the Board's discretion.
4. Depending on the severity of negative conduct by a MAHA member or member of the MAHA community, the offender may be immediately informed by any MAHA Board member, Coach or other MAHA representative of consequences as described in the MAHA handbook. This may result in removal from future MAHA events and possible termination of membership.
5. It is the intent of this Article to provide for our children an atmosphere of good sportsmanship and fair play, which is essential to their growth as athletes. No purpose is served in embarrassing our

team members or our Association through conduct unbecoming an adult, a parent, or a player.

### **ARTICLE XIII: Ice Time**

The stated purpose of MAHA is to provide children in our service area with the opportunity to play amateur hockey and, through skill development and competition to prepare them for play at high school level. To this end, it shall be MAHA policy that all players at or above 8U level shall have equal ice time in game participation insofar as is possible. It shall further be MAHA policy that all players shall be afforded equal ice time in game participation insofar as is possible provided that the player shows through hard work and determination, that he/she is working to develop his/her skills to his/her maximum capability. It shall further be MAHA policy that all players regardless of skill level shall receive ice time in every period of every game during state tournaments as determined by the coaching staff to remain competitive. The only exception allowed will be for disciplinary action. If a player is denied ice time for disciplinary action, the reason must be stated to the player prior to his/her being disciplined.

### **ARTICLE XIV: Rules and Regulations**

MAHA shall maintain rules and regulations as per the attached and numbered 101 through 101.14. The appropriate standing committee shall handle violations of these rules and regulations.

### **ARTICLE XV: Amendment**

1. These bylaws may be amended by a two-thirds ( $\frac{2}{3}$ ) majority of members present at a meeting of MAHA, but in no case by less than twenty (20) members in attendance which shall constitute a quorum.
2. A proposed amendment must be introduced in writing at any meeting of MAHA; it shall be reproduced by the Board and distributed to the membership.
3. A minimum of fourteen (14) days or two (2) weeks shall pass before a proposed amendment is acted upon. A special meeting, if necessary, shall be called. It shall be properly warned.
4. If a new amendment changes or adds to an existing Article, the Article shall be rewritten to include the change or addition.
5. If a new amendment does not change or add to an existing Article, it shall be added below as a new Article and be so numbered.

### **ARTICLE XVI: Passage and Effect**

Upon passage by the general membership, these bylaws and all future amendments hereto shall become the governing document of MAHA and shall supersede all previous bylaws and governing documents. Each registered family shall receive a copy of the bylaws and any future amendments.

## **RULES AND REGULATIONS**

### **101.**

The following rules and regulations apply to all members, players and coaches in MAHA.

#### **101.1**

All players and coaches are required to be at the rink, dressed and ready to go on the ice at the time set by the teams coaching staff. All players are to make every effort to attend all practice periods and games. Players are to notify their coach prior to any game or practice that they will be unable to attend.

#### **101.2**

The uniforms and equipment issued to each player of MAHA shall be maintained and secured by the player. ***The player shall replace lost or destroyed items.*** Uniforms and equipment will be accounted for to MAHA within two (2) weeks of the end of the season. Uniforms are to be worn only for games or scrimmages.

Game jerseys may be permitted to be worn for special events such as, spectators at special events, and other situations with permission from the coaching staff or team director. They shall not be worn at practice.

Protective equipment such as an approved helmet and cage, elbow pads, shin pads, and protective cup, neck guards, gloves and mouth guards are required at all times. Players not wearing said equipment will not be allowed to participate in practices or games. This is a MAHA policy for all team levels. USA hockey recommends mouth guards for T- Blades and 8U (Mites) however they require mouth guards at the 10U (Squirt) and all higher.

#### **101.3**

Failure to account for uniforms and equipment to the Equipment committee will result in reimbursing MAHA for the cost of replacement.

#### **101.4**

Only players and coaches are allowed in the player boxes. In the event that coaches are unavailable, only parents/adults who have completed Safe Sport and background checks may be permitted on the bench. Parents must observe this rule. Parents and friends of players are not to interfere with players or staff during games or practice periods, unless requested by coaching staff. The only persons authorized to be on the ice during practice periods are players and coaches, all others must stay off the ice. Coaches shall have the authority to take disciplinary action for all violations of on ice rules, and or locker room conduct.

#### **101.5**

MAHA will pay registration fees for each team to play in the state tournament. For T-Blades and 8U (Mites) teams MAHA will pay for one (1) tournament or jamboree per year. MAHA will pay registration and practice ice fees for regional and/or sectional tournaments.

**101.6**

When there is more than one team within a level, players shall be selected, based on ability, by the coaching staff, or by the use of evaluators. The Director of Coaching and coaching staff shall determine the selection process. The players must specify skater or goalie prior to tryouts and shall be held to that position regardless of team selection. The Board will approve the above procedure.

**101.7**

All coaches must be certified according to the USA Hockey Coaching Education Program for the applicable level coached. All prospective candidates must submit an application to the Board. The MAHA Board reserves the right to deny any prospective candidate the privilege to coach a MAHA team.

**101.8**

If any member of the Board misses three (3) Board meetings in a row, he or she may be dismissed from the Board and his or her position declared vacant. The Board also reserves the right to remove any board member not meeting the position or committee expectations.

**101.9**

The MAHA Thunderbird logo must be approved by the Board to be used by authorized vendors.

**101.10**

Members volunteering as the timekeeper, scorekeeper or running a penalty box must remain neutral and impartial.

**101.11**

MAHA jerseys are for use of original MAHA rostered teams ONLY.

**101.12**

MAHA shall not field select teams under the MAHA name.

**101.13**

The Board will review the bylaws yearly.

**101.14**

Locker room monitors shall be safe sport certified and have routine background checks.