



MELROSE YOUTH HOCKEY ASSOCIATION, INC.

BY-LAWS

ARTICLE I - NAME

The name of the organization shall be "The Melrose Youth Hockey Association, Inc".

ARTICLE II - ENTITY

The association shall be voluntary and a non-profit organization.

ARTICLE III - PURPOSE

Melrose Youth Hockey is organized for charitable purposes consistent with section 501 (c) (3) of the Internal Revenue Code, including the promotion of hockey and skating among Melrose youth at appropriate levels who are deemed qualified through a series of player evaluations to safely participate.

ARTICLE IV - POLICY

It shall be a fundamental policy of the association to encourage citywide membership based only upon the conditions outlined in Article V.

ARTICLE V - MEMBERSHIP

Section 1: Eligibility/Classes of Membership

There shall be three (3) classes of membership: Youth, Active, and Associate.

- A. The "Youth" member may not hold office, may not attend or have a voice in meetings and may not have voting privileges.
- B. Melrose Youth Hockey is open to all youths currently living in Melrose and those who are currently active in the program. The MYH Board of Directors reserves the right to refuse participation by residents of other towns in order to protect the rights, privileges and opportunities for residents of Melrose.
- C. The "Active" (or voting) member shall be any person eighteen (18) years of age or older, who subscribe to the charitable purpose and policies of the Association and are either a parent of a youth in the program, or serve in a Board appointed position in the organization, as a travel team head coach or director. In addition, an active member must be current in any, and all, financial obligations to the Association.
- D. The "Associate" member shall be those people who, with the approval of the Executive Board, may contribute to the program.
- E. If a player from another town or city is approved by the Board of Directors to join our organization the player(s) will be treated the same as a Melrose player with all the rights and privileges thereof. Further, any person over eighteen years of age may be approved for membership by a majority vote of the Board of Directors regardless of residency.

Section 2: Term of Membership

The term of membership shall be one (1) year, beginning September 1, or on the date the new member joins the program. Attendance requirements also begin new each year.

Section 3: Obligations of Membership

Members are expected to attend all monthly business meetings of the association and carry out faithfully any obligations that they undertake in connection with any particular Association activity.

Section 4: Voting Rights

The right of voting at Association monthly business meetings is restricted to active members who meet the attendance requirements as of that meeting. All members with less than fifty (50) percent attendance requirements are allowed only a voice at the monthly and annual business meetings. Voting rights of the membership shall be restricted to voting for by-law changes, new Board of Directors elections and trips and tournaments effecting the entire organization.



MELROSE YOUTH HOCKEY ASSOCIATION, INC.

BY-LAWS

Section 5: Inactive Membership

Members who fail to meet the fifty (50) percent attendance requirements will be considered inactive and ineligible to vote at Association's monthly business meetings. Active status is automatically restored, whenever the member's attendance becomes fifty (50) percent or better.

ARTICLE VI - OFFICERS

Section 1: General

The Executive Board shall consist of eleven (11) members. At the Annual Business Meeting, the general membership shall elect new officers to fill all vacancies. In order to receive a nomination to the Board of Directors, an individual shall:

- Have been involved in the Association for at least one (1) year prior to that nomination.
- Register and roster their child/guardian with MYH if they have a child active in youth hockey.
- Be current in any and all financial obligations to the Association.

The directors shall serve a three (3) year term, except for the Coach's Representative. The Coach's Representative position will carry a one (1) year term. The executive Board shall meet as soon as possible after the Annual Business Meeting and elect, from the Board, the Association's President, Vice-President, Treasurer, and Secretary. This shall be the order of succession in the event of any temporary absence of an officer.

Section 2: Duties of the President

The President shall, with the concurrence of a majority of the Executive Board, call all Monthly General Business meetings (September through April), the Annual Business Meeting (May), all Executive Board Meetings and any special meetings and shall preside there over. The membership shall be notified of monthly Business meetings a week before the date of the meeting.

Other duties are:

- (a) Sign checks and make disbursement, upon the approval of the Executive Board in the absence of the Treasurer.
- (b) Be ex-officio, a member of all committees appointed by the Executive Board except the nomination committee.
- (c) May make all commitments, reservations, and contractual agreements that pertain to the Association upon approval of the Executive Board.

Section 3: Duties of the Vice-President

Duties are:

- (a) Preside at all meetings when the President is not in attendance.
- (b) Perform duties of the President as deemed necessary by the Executive Board.

Section 4: Duties of the Treasurer

Duties are:

- (a) Receive and record all funds payable to the association and disburse payments as authorized by the Executive Board.
- (b) Record all Association financial obligations.
- (c) May appoint assistants as deemed necessary with Board approval
- (d) Present financial reports at monthly business meetings.
- (e) At the beginning of each year, provide to each team manager a document that outlines the anticipated charges/expenses for the team for that year.

Section 5: Duties of the Secretary

Duties are:

- (a) Keep the minutes of all meetings of the Association and the Executive Board.
- (b) Answer all correspondence on behalf of the Association.



MELROSE YOUTH HOCKEY ASSOCIATION, INC.

BY-LAWS

- (c) Maintain a file of all meeting minutes and all correspondence.
- (d) May appoint a member secretary and any other assistants as deemed necessary with the Executive Board approval.
- (e) Perform such other duties as may be incident to the office.
- (f) Shall obtain a list of all sponsors and donors from the Treasurer and write a letter of thank you for the support to the Melrose Youth Hockey Association that will be signed by the present President and copies sent to all parties.
- (g) Submit a complete set of minutes, correspondence, by-laws, and recorded data to be turned over to the Secretary at the conclusion of the incumbent's term.

ARTICLE VII - THE EXECUTIVE BOARD

Section 1: Composition

The Executive Board of Directors shall consist of eleven (11) members at all times. These members must attend 50% of all Executive Board meetings within a two-month period beginning Sept 1, and maintain a 75% attendance record for the remainder of the year, in order to remain an Executive Board member. Voting members of the executive board must be made up of no less than twenty (20) percent of individuals who have children actively skating in the program.

Section 2: Quorum

At any Executive Board meeting, a quorum of 2/3 of the Executive Board must be present in order that decisions made therein shall be official and binding.

Section 3: Duties and Powers

- (a) In the event of a vacancy on the Executive Board, the Executive Board would call a special election of the general membership to fill the vacancy for the remainder of the term.
- (b) The Executive Board shall solicit each year applications for the Associate Head Coach and team level Head Coaching positions that will become vacant for the following year. These applications must be submitted to the Executive Board by the end of April. The Executive Board will review the applications and appointments will be announced within a reasonable time frame but no later than the start of the new season. Any applicant not appointed will be notified and given a hearing if so requested before announcements are made. Applicants for coaching positions must be current in any and all financial obligations to MYH.
- (c) The coaches of the traveling teams shall submit the name of their assistant coaches and team managers prior to the start of the new season but no later than September 15 for the Executive Board's approval.
- (d) The Executive Board has the authority to remove from office any member of the Executive Board, any coach, assistant coach, or team manager by a 2/3 vote, for violations of these by-laws, league rules, USA Hockey and/or Massachusetts Hockey rules, or conduct deemed detrimental to the well being of Melrose Youth Hockey. The party involved may request a hearing in writing within seven (7) days.
- (e) The Executive Board shall also appoint all necessary officers and any positions that maybe required to fulfill the functions of the Association such as, but not limited to, District 10/Mass Hockey Representative, Instructional Program Director, Equipment Manager and Level Directors. Directors shall be limited to serving on two (2) committees per year.
- (f) The Executive Board will meet after the spring election of new officers to develop a philosophy of the program for the upcoming year. The Board will, in detail, present to the membership what directions the program will be taken under their policies. The Board must meet before June 1 and make public, in writing, this philosophy to the membership by the September open meeting.
- (g) The Executive Board shall approve the leagues that the travel teams play in, all tournaments, overnight trips and special teams.
- (h) The Executive Board shall set the cost per player at all levels, including registrations, practice ice and league games. The cost per player shall be determined by dividing the total cost of the team by the number of players.
- (i) The Executive Board shall annually in March, appoint a Nominating Committee consisting of five (5) Members: two (2) from the Executive Board who are not eligible for re-election, three (3) from the membership at-large. This committee shall consider Association members likely to serve as officers for the following year. These nominations shall be made known to the Association at least one (1) month in advance of the annual business meeting in May. Nomination from the floor of the general meeting will be accepted one (1) month prior to the annual business meeting.
- (j) The Association shall attempt to field at least two (2) traveling teams at each level, but not more than three (3) unless the Executive Board grants a change for a single season.
- (k) The Executive Board will issue an organization document to include:



MELROSE YOUTH HOCKEY ASSOCIATION, INC.

BY-LAWS

- (1) Executive Board Membership
- (2) Executive Board Positions
- (3) Team Organizational Structures

Section 4: Positions

PUBLICIST

- (1) The responsibilities of the publicist will be that of publicity and public relations.
- (2) These should include the organizing of the team managers for the purpose of reporting team activities to the newspaper, Melrose Cable TV, schools and other avenues of publicity. Articles for publication or public notice should be written by either the board member or one of his/her delegates and approved by the board.
- (3) This member should have all voting rights and will have the ability to take on other duties as a member of the board.

DIRECTOR OF HOCKEY OPERATIONS

- (1) Elected from the Executive Board. If no suitable or qualified candidate is available from the Executive Board the Board of Directors may appoint a duly qualified individual from the general membership or select an individual from outside the program.
- (2) The Director of Hockey Operations will be responsible for establishing a hockey related training curriculum for the program, develop a skill development plan for the players participating in the program, work with the coaching staff to improve their knowledge base and skill set and generally oversee the administration and operation of all hockey related matters. Any proposed plan or training program requires the approval of the program President and Board of Directors prior to implementation.
- (3) A comprehensive training curriculum and skill development plan must be submitted to the Board of Directors, in writing, prior to September 30 of each new season. Any proposed plan or training program requires the approval of the program President and Board of Directors prior to implementation.

COACHES REPRESENTATIVE

- (1) This position will be filled by one of the coaches of Melrose Youth Hockey to represent their position on the Board of Directors.
- (2) The individual to fill this position will be chosen by the members of the coaching staff.
- (3) This term of office shall officially begin with the election of the coach's representative and terminate upon the conclusion of the Annual Business Meeting in May.

DISTRICT 10/MASSACHUSETTS HOCKEY REPRESENTATIVE

- (1) Shall attend all District, state, national and other meetings as deemed necessary.
- (2) Shall file a report of all meetings to the Executive Board at each meeting.
- (3) Shall, with the assistance of the Treasurer, register all of the MYH participants.

EQUIPMENT MANAGER

- (1) Shall be the only authorized person to purchase equipment on behalf of the Association with Executive Board approval.
- (2) Shall advise the Executive Board of equipment inventory, arrange for handling, storage, repairing and cleaning of equipment.
- (3) Shall submit a list of equipment requirements for each division.
- (4) Shall recommend the type of equipment to purchase considering quality, safety factors, price, and colors.
- (5) Shall solicit three (3) estimates, in writing, before any purchase over one hundred dollars (\$100).



MELROSE YOUTH HOCKEY ASSOCIATION, INC.

BY-LAWS

INSTRUCTIONAL PROGRAM DIRECTOR

- (1) Elected from the Executive Board.
- (2) Supervise the Learn to Skate and Learn to Play Hockey programs as well as additional programs established by the board determined to be part of the instructional program.
- (3) Shall inform the equipment manager of equipment requirements to operate the division.
- (4) Shall have the authority to enforce the roles, regulations, and guidelines established by the Association.

LEVEL DIRECTORS

- (1) Elected from the Executive Board.
- (2) A separate director will be elected for each travel team level: Mite, Squirt, PeeWee, Bantam, Midget and Girl's.
- (3) Shall be the means by which information and communication will flow between the Executive Board and teams.
- (4) Shall serve the Association by trying to resolve issues or problems involving players, parents and coaches from teams at his/her level. In the event that an issue or problem cannot be resolved, it will be forwarded to the Executive Board to be acted upon.

Section 5: Non-Voting Members

Each head coach of a team shall be a non-voting member of the Executive Board entitled to attend Executive Board meetings, participate in discussions, but will not be allowed to vote.

ARTICLE VIII – ASSETS/FINANCE

Section 1: Cash Accounts

The Treasurer shall manage all bank accounts including any and all monetary contributions to Melrose Youth Hockey Organization and/or any of the teams of this organization. In the event that any team waives a contribution, the head coach or team manager is required to deposit this contribution with the Treasurer and such contribution will be held aside for the team in a special account and such contributions be made available to that team at the discretion of the head coach for any exempt purpose. Fundraising activities performed for a specific team must be represented as such, and not solely as for MYH. All these accounts must be liquidated by the fiscal year-end. Upon liquidation of one of these accounts all monies shall revert back to the original team prior to the end of the season. All monies to be withdrawn from these special accounts should be in writing from the head coach for any exempt purpose. In the event of the Treasurer's absence the President will manage all bank accounts.

Section 2: Ownership of Assets

This being a non-profit corporation, the ownership of assets rests with the current membership. In the event of dissolution of the group, or suspension of its functions, disposition of all net assets shall be decided by a 2/3 vote of the entire voting membership, but in any event, assets shall be distributed for one or more purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of the Court of Common Pleas of the county which the principal office of the corporation is located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Section 3: Fiscal Period

The fiscal period shall be one (1) year beginning on June 1 and ending on May 31.

Section 4: Audit

An annual internal audit shall be made by qualified people, appointed by the Executive Board in March, who shall not be members of the Executive Board. They shall be provided free and convenient access to all Association records, assets and other information and shall make an appropriate statement at the Annual Business Meeting.

Section 5: Financial Considerations

Any family that has three (3) or more players participating will be eligible for financial consideration by the Board of Directors. All travel team payments are due no later than by March 1 of each year. The Board of Directors will consider special financial situations on an individual basis. There shall be a nominal late fee charged for all late payments. This fee will be determined by the Board of Directors each year. All income realized from such fees will go into the General Fund. Any travel team that qualifies and wins entry into the Massachusetts Hockey State tournament for their respective level will be eligible for financial consideration by the Board of Directors.



MELROSE YOUTH HOCKEY ASSOCIATION, INC.

BY-LAWS

ARTICLE IX - ANNUAL BUSINESS MEETING

Section 1: General

A General Business Meeting of the membership will be held on Sunday, once a month, September through April, with the exception of December. The meetings will start at 7:30PM and end at 9:30PM. The location of the meeting will be posted in the MYH Bulletin Board (currently located at Flynn rink) and the MYH website (www.melroseyouthhockey.com). There will be a closed Board Meeting separate from the Open Meeting at least every other month. There will be no smoking allowed at any General Business Meeting or at any Board Meeting.

Section 2: Annual

The President shall call a general meeting of the entire membership each year, not later than the second week in May, at a convenient time and place. At this meeting, to be called the "Annual Business Meeting", the Association shall elect directors for the following year, hear reports of outgoing officers and the audit committee, consider general programs for the following year and consider any other business which may be introduced by the incumbent officers, the officers-elect or any other motion from the floor. All members eligible to vote must be on the premises in order to vote - no absentee ballots may be cast. The President shall be the chairman of the meeting and the usual Robert's Rules of Order shall apply to its conduct.

ARTICLE X - TEAMS

Section 1: Team Organization

Each team in Melrose Youth Hockey Association, Inc. shall have the following organization positions filled by November 1:

(a) Head Coach

The head coach is responsible for the team's activities, staying within the framework of the by-laws of the Association as determined by the Executive Board. The coach may not enter additional league tournaments or incur additional expenses without the approval of the Executive Board. He will be responsible to follow all USA and Massachusetts Hockey rules and regulations. The head coach must attend ninety (90) percent of the teams games and practices to remain in good standing. Failure to comply with this attendance requirement may result in disciplinary action.

(b) Assistant Coach

The assistant coach shall work under the direction of the Head Coach and fill in as the head of the team when the Head Coach cannot be present. He will be responsible to follow all USA and Massachusetts Hockey rules and regulations.

(c) Team Manager

The team manager will be responsible for the administration of the team including keeping of ice records, team registration, collection of ice payments, team shirts and assisting in publicity functions for the team.

(d) The head coach, assistant coach or team manager from each team must attend all Coach's meetings. This requirement is also in effect for all monthly Open Meetings held throughout the season. In addition, it will be the responsibility of the head coach to ensure a representative from his/her team is present at any organization meeting held during the current season in the event he/she is unable to attend.

Section 2: Team Rosters

(a) Each team shall consist of at least ten (10) skaters but no more than fifteen (15) skaters and two (2) goaltenders provided there are a sufficient number of players available. The coaching staff's appraisal of the ability of players to compete at each level will determine the roster size. At any time should a team become short a sufficient number of players (10), then all teams at that level will be reworked based on player evaluation scores to even out the team numbers on all teams at that level. No team within a particular level will go without a goaltender while another team at the same level has two (2) goaltenders. Each goaltender will be placed on a team based on player evaluation scores. The player forms provided by Massachusetts or USA Hockey will be completed for each team. This form will be the official roster for a team. Exceptions to the number of players are to be decided by the Executive Board.

(b) There will be no changes to travel team rosters without Executive Board approval.

(c) A travel team vacancy must be filled from the team roster classified immediately below the team with the vacancy.



MELROSE YOUTH HOCKEY ASSOCIATION, INC.

BY-LAWS

Exceptions are to be decided by the Executive Board. All affected coaches must be notified prior to filling the vacancy.

- (d) Unregistered, non-roster players will not be allowed to participate in games, scrimmages, or practices under any circumstances.
- (e) The Executive Board must be notified and must approve before a player from a lower level team who, when skating for a higher-level team, approaches the number of games which would cause a permanent roster change.
- (f) Player registrations will be accepted up to November 15 for all travel team rosters. A player who registers after the cut-off date for a travel level team must obtain approval of the Executive board in order to be placed on a team roster. The Director of Hockey Operations, in cooperation with the Board of Directors, the responsible Level Director and head coach shall determine the suitability of adding a player to a respective level and/or team.
- (g) When a player shortage occurs the replacement player will be determined by the lower level coach. When movement occurs between age groups, players should come from second year players on Melrose Youth Hockey travel teams.

Section 3: Playing Rules

- (a) All Players will play at their proper age level as specified by USA/Massachusetts Hockey rules.
- (b) Any player on a Melrose Youth Hockey Association, Inc. team cannot play for any additional non-certified or approved team without the Executive Board's approval. Any player failing to comply with the rules as stated will be subject to suspension from his or her team for a period of time specified by the Executive Board. If a player skates for a team from an outside program, the player is obligated to attend all MYH games and practices in the event of conflicting schedules.
- (c) All players on a team will receive equal playing time as is reasonably possible. This ruling will be in effect for all games, including play-offs, state tournaments, and other tournaments - the exception being in the last two (2) minutes of play. For tournament games, goalies must be played subject to USA/Massachusetts Hockey rules. Players not conforming to team rules may lose playing time as administered by the head coach.
- (d) Players may be suspended for disciplinary reasons or for failure to pay past due ice charges. Additionally, players may be suspended for behavior of parents/guardians deemed detrimental to MYH.
- (e) Any coach suspending a player must submit, in writing within three (3) days, the reason for the suspension and the length of the suspension. This information must be forwarded to the individual in charge of the respective level. A copy of the letter must also be sent to the parents or guardians. Suspension of a player because of parent/guardian behavior will be submitted in writing. In either case, the parents may request a review by the Grievance Committee.
- (f) Referees for all non-scheduled, scrimmage, exhibition or makeup games must be obtained by contacting the Referee-in-Chief for the local district or the league affiliated with the originally scheduled game. In all cases, patched and certified officials must be used.
- (g) Any Active member who compromises the safety or well being of any youth hockey player, or knowingly engages in actions that are deemed to be detrimental to the coaching staff or any part of the MYH organization, may be subject to disciplinary action and/or dismissal from the program per the Board of Directors.
- (h) Any player who is suspended for disciplinary reasons for a third time within the same season will automatically be dismissed from the program for the remainder of the current season. This will include suspensions issued by a coach and/or the Board of Directors. The Board of Directors reserves the right to extend any dismissal incurred under the guidelines of this article into the following season, if necessary. In addition, any player who is dismissed from the program under the guidelines of this article must apply for reinstatement with the program. This request must be submitted in writing and must be reviewed and approved by Board of Directors before the applicant will be allowed to rejoin the program.

Section 4: Safety

- (a) Hockey Equipment Certification Council (H.E.C.C.) certified helmets with straps and facemasks shall be worn at all times while on the bench and on the ice. Timekeepers and referees who are a youth member of MYH shall wear helmets without masks as supplied by MYH.
- (b) Players on all levels are required to use mouth guards.
- (c) No player or coach will be allowed on the ice while resurfacing is going on.
- (d) Players on all levels are required to use neck guards.



MELROSE YOUTH HOCKEY ASSOCIATION, INC.

BY-LAWS

- (e) All players participating in any Melrose Youth Hockey activity must be fully equipped before on-ice participation will be allowed. At no time will any player be allowed any on-ice participation, with the player's assigned team and/or other MYH team, without full hockey gear. Full hockey gear includes, but is not limited to, helmet with facemask, mouthpiece, shoulder and elbow pads, protective cup, hockey pants and shin guards, hockey gloves and skates. This requirement includes all ice surfaces available at the location of the practice or activity.

Section 5: Team Selection

- (a) Player evaluations will be held in the spring for all teams.
- (b) Player evaluations will consist of at least three (3) hours of ice sessions to evaluate player's skills and will include drills and scrimmages.
- (c) Player evaluations for positions on travel teams will be open to players from lower age groups by Executive Board approval only, with selections based on their ability to perform at the higher level.
- (d) No team selections will be announced until reviewed and approved by the Executive Board. At such time the results shall be posted.
- (e) At the conclusion of the player evaluations, all evaluators will meet to make the final selections which will be submitted to the Executive Board for approval no later than 24 hours after the conclusion of the last tryout. No player will be informed as to his or her assignment prior to the Executive Board approval of the final list.
- (f) Evaluators will make their evaluations on a record provided by MYH based only on the player's assigned numbers. No evaluator shall have a list of corresponding names. All evaluation records must be turned in to the representative indicated by the Executive Board at the conclusion of each tryout hour.
- (g) Every attempt shall be made to provide independent evaluations conducted by evaluators outside the organization.
- (h) Players shall be selected by their skill, and no player will be guaranteed a position on a team regardless if a player were on said team in the preceding year.
- (i) In the event of any error, paperwork or administrative, made by the board regarding the process of team selections no player will be penalized because of this mistake. Players will return to their previous level if age appropriate.
- (j) Players injured prior to tryout time, and unable to participate in player evaluations, will return to the team they played for this current year. Players moving up a level will go no higher than the B team until the next year's parity round.
- (k) In order to be eligible for participation in the program each player and parent (or legal guardian) must complete and submit all the forms and materials required by the Executive Board for participation in the program. These requirements will also apply to all players and parents (or legal guardians) who may request admission to the program at any point during the current season. Failure to comply with these requirements will result in the affected player and parent (or legal guardian) being declared ineligible to participate in any Melrose Youth Hockey activity. A player/parent can be fully reinstated at any time, with all the rights and privileges of membership in the program, upon submittal of the required forms and with Executive Board approval.

Section 6: Select Players

- (a) MYH rostered players are eligible for Massachusetts Hockey Select teams.
- (b) Players are governed by the rules provided in the Massachusetts Hockey Guide Book.

ARTICLE XI - AMENDMENTS

The Executive Board shall annually, in January, appoint a by-laws committee consisting of five (5) members - two (2) from the Executive Board and three (3) from the membership at large. This committee shall consider proposals for amendments to the Association's by-laws. Proposals must be read at the February Business Meeting, distributed at the March Business Meeting and voted on without further debate or inclusions at the April Business Meeting. Approval shall be a majority vote of the members present providing that a quorum of 1/3 of the current membership is present. Any proposed by-law amendments approved by the general membership during the April Business Meeting shall be effective immediately. In the event the immediate implementation of a by-law change is not feasible or will cause undue hardship or difficulty for the program for any reason the Board of Directors shall have the authority to review all the facts available related to the situation and determine the effective date of the change.



MELROSE YOUTH HOCKEY ASSOCIATION, INC.

BY-LAWS

ARTICLE XII - GRIEVANCE COMMITTEE

The Grievance Committee will be made up of the Vice-President, who will chair the committee, the District 10/Mass Hockey Representative and the Coaches Representative.

A grievant (the person initiating the grievance) will adhere to the following steps when processing a grievance for arbitration:

- (a) Discuss the grievance with the head coach, if unsatisfied with the coach's decision, then
- (b) Provide the grievance in writing to the Level Director. If the Level Director is unsure of the appropriate course of action, or the grievant is unsatisfied with the decision, then either party can
- (c) Discuss the written grievance with the Grievance Committee. The Grievance Committee will then
- (d) Recommend action to the Board of Directors or request that the Board of Directors make a decision in the grievance matter.
- (e) If an action has been recommended to the Board of Directors, and the Board of Directors acts upon that grievance, or if the Board of Directors makes its own decision, then that decision must be placed in writing and distributed to both the grievant and the person who the grievance was leveled on.
- (f) Any written grievances and written decisions provided by the Board of Directors must be kept for a period of five (5) years.

Every attempt must be made to address the grievance and the resulting arbitration process in a timely fashion.