

**Barrhead Minor Hockey Association
Bylaws
Revised & Amended April 2017**





Barrhead Minor Hockey Association Bylaws
(April 2017)

ARTICLE I - GENERAL

1. These bylaws, in the future, may only be amended by a Special Resolution of the members. A Special Resolution may only be passed by majority vote (75% minimum) at the Annual General Meeting. Notice of any proposed amendments shall be presented in a notice of motion twenty-one (21) days, or greater, prior to the annual general meeting and shall be displayed via the Barrhead Minor Hockey Association website.
2. These bylaws are designed for the matters which relate to the functioning of the board and its relationship to its members
3. Where the term "he" appears, it shall also be construed to mean "she".
4. All General, Special and Annual General Meetings shall be conducted under the Robert's Rules of Order, unless specifically contradicted in the bylaws stated hereafter.

ARTICLE II - NAME

The Minor Hockey Association shall be known as the "Barrhead Minor Hockey Association" and may be referred to herein as the "Association" or "BMHA".

- 2.1 Barrhead Minor Hockey Association is a member of Hockey Alberta (hereafter referred to as "HA") in affiliation with the Canadian Hockey Association (hereafter referred to as "CHA") and shall operate within the rules and regulations set forth by these organizations.

ARTICLE III- MEMBERSHIP

3.1 Membership

A member shall be defined as:

- a. In good standing and should conduct themselves in accordance with the rules of Hockey Canada, Hockey Alberta, and Barrhead Minor Hockey Association
- b. Player – registered hockey player
- c. Parent/ Guardian – parents or guardians of such registered hockey player
- d. General – General membership shall be open to any adult over 18 years of age who resides in Alberta and who supports the objectives of the Association. Membership will be ratified at the next annual general meeting
- e. Executive – members of the Board of Directors of Barrhead Minor Hockey Association
- f. Lifetime or Honorary – lifetime or honorary membership shall be granted to persons who have made outstanding contributions to BMHA and to the game of hockey. Membership will be ratified at the next annual general meeting

3.2 Rights and Responsibilities of Members:

Every member of the association has:

- a. the privilege to attend the Annual General Meeting, make suggestions and recommendation and vote on all business conducted during the Annual General Meeting
- b. the liberty to volunteer for any position in the Association, including the Executive Committee
- c. the right to propose any changes to the BMHA By-laws that they believe will better the Association
- d. the responsibility to ensure the Association is run in accordance with the BMHA By-Laws
- e. the duty to conduct themselves in accordance within the BMHA By-Laws and BMHA Policy & Procedures.

3.3 Membership Fees:

- a. Membership (Registration) fees shall be set by the Executive.
- b. Payment of registration fees are to be completed online by use of credit card only. Special situations in which payment is received by cheque or cash must be pre-approved by the Executive prior to October 1st of the current season. All



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registrations must be paid in full by October 1st of the current season. Returning BMHA players will incur late fees if not registered by July 31st of the current season.

- c. Players wishing to take part in the hockey program must be paid as per the payment terms prior to participating in any programs established by BMHA.
- d. Each family shall participate in fund-raising activities as directed by the Executive unless choosing the fundraising opt out fee.

3.4 Withdrawal from Membership

Any Member wishing to withdraw from membership of the Barrhead Minor Hockey Association may do so upon written notice to the Board of Directors. The effective date of withdrawal shall be the date on which the President or Registrar of the Barrhead Minor Hockey Association receives the Notice of Withdrawal.

3.5 Removal from Membership

- a. Any Member of Barrhead Minor Hockey Association who does not conduct themselves in accordance with the Rules and Regulations or the Codes of Conduct of Hockey Alberta, the Canadian Hockey Association, or the Barrhead Minor Hockey Association may, upon a two-thirds (2/3) majority vote of the Board of Directors may be suspended or expelled as a member of the Association for such a period of time as the Executive may decide.
- b. Any member may be expelled or suspended by special resolution of the Association, for any reason, which may be determined to be detrimental to the association's well-being, by a two thirds (2/3) vote of the Board of Directors.

ARTICLE IV- ANNUAL GENERAL MEETINGS AND SPECIAL MEETINGS

4.1 Meetings

- 4.1.1 Barrhead Minor Hockey Association shall hold an Annual General Meeting (hereafter "AGM") before April 30 of the current hockey season. The AGM shall be called by the President and shall advertise the date of the AGM in the local newspaper for three (3) consecutive weeks (21 days) prior to the meeting date. Notice shall also be given via the Association website for three (3) consecutive weeks (21 days) prior to the meeting date.
- 4.1.2 Special Meetings of the general membership of Barrhead Minor Hockey Association will be called at any time by the President, or upon written request of two-thirds (2/3) of the Members of the Board of Directors, or upon two-thirds (2/3) of general membership. Notice of the Special Meeting shall be advertised in the local newspaper for three (3) consecutive weeks (21 days) prior to the meeting date. Notice shall also be given via the Association website for three (3) consecutive weeks (21 days) prior to the meeting date.

4.2 Voting

- 4.2.1 Voting rights are restricted to persons over the age of eighteen (18) years.
- 4.2.2 No person attending any meeting shall be entitled to more than one vote on each motion at the meeting. Where a person is entitled to vote as a member in more than one capacity, they must select and clearly state in which capacity they are voting.
- 4.2.3 Every motion shall be decided by a show of hands. A declaration by the President that a motion has been carried or not carried shall be sufficient evidence without proof of number or proportion of the votes accorded in favor of or against such motion. A member may demand a poll on any vote which then the vote shall submitted & counted by a written ballot.
- 4.2.4 No proxy votes shall be recognized at any meeting of the Association.
- 4.2.5 Except in the case of a Special Resolution, all motions shall be adopted by majority vote of those members in attendance at a meeting.
- 4.2.6 A quorum at the Annual General Meeting or any Special Meeting shall be equal to twenty-five (25) voting members. If after fifteen (15) minutes of a meeting being called to order, a quorum of twenty-five (25) voting members does not exist, those Members in attendance shall be declared a quorum.



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- 4.3 Nominations
Every Member of Barrhead Minor Hockey Association shall have the privilege of nominating a member in good standing to serve on the Board of Directors for a position open for election in any given year.

ARTICLE V- FISCAL

- 5.1 The financial operating year of the Association shall be from May 1st of one year to April 30th of the next year.
- 5.2 The financial audit shall be done once a year by two volunteer members of the Board of Directors of BMHA. An external audit shall be completed every 4 years by a duly qualified accountant.
- 5.3 Should the Association dissolve, after payment of all debts and liabilities, any assets remaining shall be donated to a charitable organization.
- 5.4 Financial statements of the association will be kept by the Treasurer and shall be made available to any member in good standing upon request. Written notice to the Board of Directors must be given and a mutually satisfactory date & time will be arranged within 15 days of receiving notice.
- 5.5 All record books of the Association will be kept for a minimum of six (6) years. All outgoing members of the Executive must turn over all documentation related to their position in BMHA to the President at the end of their tenure.
- 5.6 The records of the Association shall be available to the President and Vice-President of Hockey Operations at all times.
- 5.7 At times the Board of Directors may, for the purpose of best serving its members, consider contracting certain services. The fee for such services shall be determined by request for proposals ("RFP"). Such RFP shall be advertised in the local newspaper and on the BMHA website for a period of fourteen (14) days.
- 5.8 Persons providing contracted services shall not attend meetings of the Board of Directors, nor shall such persons be considered a Member of the Association by virtue of the provision of contracted services.
- 5.9 The Association may not borrow money without special resolution and a seventy-five (75%) majority vote of the members present at a Special Meeting.

ARTICLE VI- BARRHEAD MINOR HOCKEY BOARD OF DIRECTORS/OFFICERS

- 6.1 Qualifications of Board of Directors Members
Any person nominated for a position must be a member in good standing as defined in Article 3.1 (a)

6.2 Structure

The Executive Officers of the Board of Directors of Barrhead Minor Hockey Association shall consist of the following positions:

- a. President
- b. Vice-President of Hockey Operations (VP #1);
- c. Vice-President of Policies and Procedures and Discipline (VP #2)
- d. Director of Systems Management
- e. Treasurer
- f. Registrar
- g. Secretary

The Executive Directors of the Board of Directors of Barrhead Minor Hockey Association shall consist of the following positions:

- h. Equipment Manager
- i. Initiation Delegate
- j. Novice Delegate
- k. Atom Delegate
- l. Pee Wee Delegate
- m. Bantam Delegate
- n. Midget Delegate
- o. League Delegate



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6.3 Board of Directors/Officers Vacancies

- 6.3.1 The Board of Directors/Officers for Barrhead Minor Hockey shall be elected at the Annual General Meeting.
- 6.3.2 Should any Board of Director/Officer position not be filled by election at the AGM or become vacant during the term of office, the Board of Directors/Officers may appoint a person to fill the office for the remainder of the term.
- 6.3.3 All Board of Directors members, either elected or appointed shall have full voting powers, except the President who shall only vote to break a tie.
- 6.3.4 In the event that the President is unable to perform the required duties, the Vice-President of Hockey Operations will assume the position of President for the balance of the term or until the next Annual General Meeting.
- 6.3.5 At any given time, no more than one adult person per family unit may serve on the Board of Directors/Officers of Barrhead Minor Hockey Association.

6.4 Indemnity of the Board of Directors

No member of Barrhead Minor Hockey Association is, in his/her individual capacity, liable for a debt or liability of Barrhead Minor Hockey Association. Barrhead Minor Hockey Association shall indemnify all Board of Directors members, his/her heirs, legal representatives and assigns from and against any and all claims, costs, charges, expenses and losses including payment of legal fees on a solicitor and client basis necessary to settle or defend an action or satisfy a judgement reasonably incurred by such person as a result of them having been a member of the Board of Directors in those cases where he/she was acting in his/her course and scope of duty and acted honestly and in good faith with the view to the best interests of Barrhead Minor Hockey Association.

6.5 Remuneration

At no time shall any member of the Board of Directors/Officers receive remuneration for duties outlined in the Association By-Laws unless authorized by the Board of Directors/Officers with a two-thirds (2/3) majority vote. Members of the Board of Directors/Officers shall be entitled to reimbursement for reasonable expenses incurred while engaging in business approved by the Board of Directors/Officers by filling in an Expense Claim sheet and providing original receipts. The President or his delegate and the Treasurer shall ensure the validity of and approve all expense claims.

6.6 Withdrawal

Any member of the Board of Directors/Officers can withdraw from the Executive Committee by providing the President a written notice of withdrawal. The effective date of the withdrawal shall be the date on which the President of Barrhead Minor Hockey Association receives the notice of withdrawal.

6.7 Removal

A member of Board of Directors/Officers may be relieved of his/her duties and removed as a member of the Board of Directors/Officers in the following circumstances:

- a. upon the failure to attend three (3) consecutive meetings
- b. upon two-thirds (2/3) majority vote by secret ballot of the members of the Board of Directors/Officers on the basis that such member is not performing satisfactorily in their position
- c. upon two-thirds (2/3) majority vote by secret ballot of the members of the Board of Directors/Officers on the basis that a member is not acting according to the best interests of the Association
- d. upon being found to have breached the standards of acceptable conduct expected of a member of the Board of Directors/Officers, as per the Rules and Regulations or the Codes of Conduct of Hockey Alberta, the Canadian Hockey Association, or the Barrhead Minor Hockey Association

6.8 Meetings of the Board of Directors

- 6.8.1 There shall be a minimum of ten (10) meetings of the Executive Board of Directors held each year. The date and time of such meetings shall be set by the President.
- 6.8.2 All members of the Board of Directors are required to attend the Annual General Meeting unless notice is given to the President a minimum of 48 hours in advance.

6.9 Voting

- 6.9.1 On any general motion to adopt a policy, guideline, procedure or regulation, a majority vote of the quorum shall pass



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the motion.

6.9.2 Every motion shall be decided by a show of hands, written ballot or confidential email. A declaration by the President or his delegate that a motion has been carried or not carried shall be sufficient evidence of the fact without proof of number or proportion of the votes accorded in favor of or against such motion. A member of the board of directors may demand a poll on any vote which vote shall then be counted by a written ballot.

6.9.3 In the case of a tie vote, the President of Barrhead Minor Hockey Association shall be entitled to one vote.

6.9.4 A quorum at any Board of Directors Meeting shall be 2/3 of the Members of the Board of Directors.

6.10 Duties of the Executive Officers of the Board of Directors:

6.10.1 The **President** shall be elected on odd numbered years for a three (3) year term with the third year acting as **Past President** and shall:

6.10.1.1 be responsible for general administration of the Minor Hockey League Operations:

6.10.1.2 have financial signing authority along with the Treasurer and Director of Operations:

6.10.1.3 preside at all meetings;

6.10.1.4 serve on all committees as an ex-officio voting Member

6.10.1.5 attend or appoint a designate to attend all Hockey Alberta meetings

6.10.1.6 ensure that coaches are ratified by the Coaches Selection Committee

6.10.1.7 receive the reports from any Discipline Committee with respect to disciplinary actions within the Operational Policies and Procedures of the Association; providing he/she is not named in the actions or is not in conflict with the actions brought forward.

6.10.1.8 be responsible for developing the Agenda for all board of Director Meetings and the Annual General Meeting

6.10.1.9 authorize player movement and affiliations forms in conjunction with the Registrar

6.10.1.10 arrange for attendance at various league meetings.

6.10.1.11 Working as **Past President** for the third term, the President shall:

6.10.1.11.1 help provide guidance for incoming President or Board members, when called upon

6.10.1.11.2 attend BMHA Board meetings when requested to and their calendar permits

6.10.1.11.3 attend League or Hockey Alberta meetings if requested to and their calendar permits

6.10.1.11.4 volunteer at BMHA events if requested to and their calendar permits

6.10.2 The **Vice-President of Hockey Operations (VP #1)** shall be elected on even numbered years for a two (2) years term and shall:

6.10.2.1 assume responsibility of duties of the President in the absence of the President;

6.10.2.2 have financial signing authority along with the President and the Treasurer;

6.10.2.3 undertake all Game and Conduct Management (*GCM*) Responsibilities for the Association as defined by Hockey Alberta and represents the Association at Hockey Alberta Zone GCM Seminars

6.10.2.4 fosters and development of the Canadian Hockey Safety Program

6.10.2.5 oversee the day to day hockey operations both internally and externally for the Association



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- 6.10.3 **Vice-President of Policies and Procedures and Discipline (VP #2)** shall be elected on odd numbered years for a two (2) year term and shall:
- 6.10.3.1 attend all meetings of the Association in the absence of the President or Vice-President of Hockey Operations
 - 6.10.3.2 have the authority to suggest the suspensions of coaches, players or team officials subject to ratification at the following meeting of the BMHA Board of Directors
 - 6.10.3.3 monitor and liaison with all Category Delegates, Hockey Alberta and other Associations, all discipline actions and suspensions issued to members of Barrhead Minor Hockey Association
 - 6.10.3.4 oversee the application of all policies and procedures of the Association
 - 6.10.3.5 draft and propose policies and procedures on behalf of the Association
 - 6.10.3.6 facilitate a review of the BMHA Bylaws every second year to determine any amendments for consideration and voting
 - 6.10.3.7 chair all Disciplinary Committees; providing he/she is not named in the actions or is not in conflict with the actions brought forward.
- 6.10.4 **The Director of Systems Management** shall be elected on even numbered years for a two (2) year term and shall:
- 6.10.4.1 coordinate and schedule all special events including organizing fundraising activities for the Association
 - 6.10.4.2 arrange and supervise training for the following:
 - a. approved and accredited coaches' clinics
 - b. approved and accredited referee clinics
 - 6.10.4.3 be responsible for all (BMHA) travel permits
 - 6.10.4.4 promote Barrhead Minor Hockey to the community and be responsible for the Association publicity and advertising
 - 6.10.4.5 responsible for applications for grants and the management of related projects
 - 6.10.4.6 Applications for special hockey events and major tournaments.
 - 6.10.4.7 Responsible for Delegate at Large duties
- 6.10.5 **The Treasurer** shall be elected on odd numbered years for a (2) year term and shall:
- 6.10.5.1 have financial signing authority along with the President and Vice-President of Hockey Operations
 - 6.10.5.2 keep an accurate record of all monies received and disbursed
 - 6.10.5.3 have charge of all BMHA financial records, bank accounts and ATM machine. There must be two Board Members (one being the Treasurer) withdraw and transport cash from the bank to the ATM machine.
 - 6.10.5.4 present an annual Treasurer's Report at the Annual General Meeting and monthly statements at monthly Board Meetings
 - 6.10.5.5 be responsible for filling out and submitting the annual return to Alberta Registries
- 6.10.6 **The Registrar** shall be elected on even numbered years for a two (2) years term and shall:
- 6.10.6.1 be responsible for all registration issues for all participants in the Association:



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- 6.10.6.2 monitor and liaison with all delegates, Hockey Alberta and other Associations, all discipline actions and suspensions issued to Members of Barrhead Minor Hockey Association
- 6.10.6.3 be the second signing authority next to the President for player releases
- 6.10.6.4 approve all players registered in the Association in accordance with Hockey Alberta criteria and BMHA residential boundaries;
- 6.10.6.5 ensure all players, coaches and teams are registered correctly with Hockey Alberta;
- 6.10.6.6 to verify qualifications of coaches
- 6.10.6.7 provide final verification that a player within BMHA is eligible for release;
- 6.10.6.8 be responsible for inter-branch and association transfers through Hockey Canada Registry (HCR);
- 6.10.6.9 liaison with Zone Registrar
- 6.10.6.10 responsible for all player affiliation and final approval
- 6.10.6.11 work in conjunction with the Treasurer for player registration

6.10.7 The **Secretary** shall be elected on odd numbered years for a two (2) year term and shall:

- 6.10.7.1 Attend all meetings of the Association and keep accurate records/minutes of all proceedings
- 6.10.7.2 prepare and have charge of all minutes, correspondence and records and maintain the safekeeping of such in the BMHA Google drive
- 6.10.7.3 notify the Board of Directors with the date, time and place of the regular monthly meetings and/or special meetings as they arise
- 6.10.7.4 shall publish the notice of the Annual General meeting in the local newspaper as per Article 5.1.1
- 6.10.7.5 Ensure that a current copy of the BMHA By-laws and Policies and Procedures are posted on the BMHA website
- 6.10.7.6 Design, develop and maintain the BMHA website
- 6.10.7.7 Liaise with team managers for posting of schedules, scores, and news
- 6.10.7.8 Ensure website is up to date and all links are working

6.11 Duties of the Executive Directors of the Board of Directors of Barrhead Minor Hockey Association

6.11.1 The **Equipment Manager** shall be elected on even numbered years for a two (2) year term and shall:

- 6.11.1.1 liaise directly with the Director of Community Services for the Town of Barrhead
- 6.11.1.2 conduct, record and submit a report to the Board of Directors, an inventory of all Barrhead Minor Hockey equipment prior to July 31 of each season
- 6.11.1.3 submit a list of required equipment to the Board of Directors for the upcoming season by August 15th of each season
- 6.11.1.4 arrange for the handling, storage, repairing and cleaning of BMHA owned equipment
- 6.11.1.5 responsible for collecting from each team, the post-dated equipment deposit cheques



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- 6.11.1.6 ensure all equipment is returned at the end of the season
- 6.11.1.7 conduct, record and submit a report to the Board of Directors, an inventory of all BMHA equipment at the end of each season. This report shall be submitted prior to the Annual General Meeting of each season.
- 6.11.2 The **League Delegate** shall be elected on odd numbered years for a two (2) year term and shall:
 - 6.11.2.1 Have responsibilities as set forth by the league
- 6.11.3 **Division Delegates shall** be elected for a two (2) year term and will liaise between the teams to which they are assigned and the BMHA Board of Directors and shall represent their group level within the Association by carrying out the following duties:
 - 6.11.3.1 Conduct meetings and attend meetings regarding their group level as required
 - 6.11.3.2 responsible to see all coaches get a team roster sheet, affiliates list, and any information required pertaining to the Association
 - 6.11.3.3 responsible for handling complaints in their respective category and recommend remedial action to the Board of Directors
 - 6.11.3.4 Work closely with the Registrar to ensure all coaches, assistant coaches, managers and trainers have completed required programs, clinics and training.
 - 6.11.3.5 give a report at each monthly meeting of the Board of Directors
 - 6.11.3.6 Division Delegates shall be elected according to the following schedule:
 - a. Initiation Delegate
 - b. Novice Delegate
 - c. Atom Delegate
 - d. Pee Wee Delegate
 - e. Bantam Delegate
 - f. Midget Delegate

ARTICLE VII - COMMITTEES

- 7.1 The Board of Directors shall be at liberty to appoint Committees or Sub-Committees to assist in carrying out the operations of the Association. Such Committees or Sub-Committees shall be composed of members in good standing of the Association and all Committees or Sub-Committees shall report to and be governed by the Board of Directors.
- 7.2 Where deemed by the Board of Directors a conflict exists, or where additional expertise is required, the Board of Directors can appoint an outside person or persons to a committee. The person appointed shall be over the age of 18.

This "Special Resolution Document" was accepted and ratified by the general Membership of the Barrhead Minor Hockey Association the 27th day of April 2017 at the Town of Barrhead, in the Province of Alberta.