



**Bashaw Minor
Hockey Association
Bylaws**

Established 1967
Repealed April 2018

BASHAW MINOR HOCKEY ASSOCIATION BYLAWS AND CONSTITUTION

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BASHAW MINOR HOCKEY ASSOCIATION CONSTITUTION

ARTICLE 1 NAME OF ASSOCIATION

The name of the organization will be the BASHAW MINOR HOCKEY ASSOCIATION, hereafter referred to as the BMHA.

ARTICLE 2 LOCATION OF ASSOCIATION

The operations of the Association are to be chiefly carried out within our prescribed boundaries as outlined by Hockey Alberta and the Town of Bashaw, in the Province of Alberta.

ARTICLE 3 DISSOLUTION

In the event of dissolution of the Association, the funds and assets of the Association after the satisfaction of its debts and liabilities shall be given or transferred to such organization promoting the same purpose as this Association and may be determined by the members at the time of dissolution.

BASHAW MINOR HOCKEY ASSOCIATION BYLAWS

BYLAW 1 – INTERPRETATION

- 1.1 In these Bylaws and Regulations, unless the context otherwise requires, words importing the singular number of the masculine gender shall include the plural number or the feminine gender, as the case may be, and vice versa, and references to persons shall include firms and corporations.
- 1.2 When constructing these Bylaws and Regulations, reference shall be made to the Societies Act, the Bylaws and Rules and Regulations of Hockey Alberta and Hockey Canada. Words and expressions used in these Bylaws and Regulations shall, so far as the context does not otherwise require, have the same meaning, as would be the case when used under the Act, Bylaws, Rules and Regulations.
- 1.3 References to the "Association" in these Bylaws refer to the Bashaw Minor Hockey Association (BMHA).
- 1.4 The Association shall conform and comply with the Bylaws, Rules and Regulations as set forth by the Hockey Alberta and Hockey Canada.

The potential or actual conflict of interest exists when commitments and obligations to the association are likely to be compromised by that person's other interests or commitments. A conflict arises when a board member is or may be in a position to influence a specific hockey team, which may lead to any form of personal gain for themselves, family member or gives an improper advantage to others, to the association's detriment.

When a Board member of the Association is in or believes they are in a conflict of interest position, they must declare so and remove themselves from all discussion and voting on the item.

Situations may include but are not limited to:

- Discussions regarding a spouse or child
- Discussions regarding suspendable offences

- 1.5 Glossary
- "Annual General Meeting"** - the BMHA meeting open to all Members held on a date, to be determined by the Executive, at the end of each Hockey Season.

"Executive Board of Directors" - the elected members of the BMHA who are responsible for the overall management of the Association. Throughout this

document the Executive Board of Directors may be identified as the Executive or the Board of Directors.

“Hockey Season” - the period beginning August 1 and concluding April 30th of the following calendar year.

“In writing” shall refer to any of the following: typed letter; hand written letter or e-mail. Text messages will be considered insufficient.

“Majority” - one vote more than fifty per cent (50%) of the votes cast.

“NAI” Northern Alberta Interlock – the league in which the BMHA Atom, Peewee, Bantam and Midget teams play for.

“PTO” Permission to Try Out – A Hockey AB form for Peewee AA, Bantam AA and Midget AA, that must be presented to the Resident Recruitment Area team that the player is trying out for, before she/he is eligible to participate in the try-out camp. Form must be signed by the BMHA President.

“West Country” The league in which the BMHA Novice team plays for.

“Zone 7” The geographical boundary which BMHA is located within Hockey Alberta’s 9 zones.

BYLAW 2 – MEMBERSHIP

- 2.1 The members of the Association shall be the subscribers to the Application, the Bylaws and Regulations and such other persons as subsequently become members of the Association in accordance with these Bylaws.
- 2.2 A person may become a member of the Association:
 - 2.2.1 If they are a member of coaching staff, manager, referee, any other volunteer position, or parent/legal guardian, in good standing of a player currently registered with the BMHA.
 - 2.2.2 Are of eighteen (18) years of age and a resident of Bashaw as defined in Bylaw 2.4 and 2.5.
 - 2.2.3 Have been approved as a member by the Board of Directors.
- 2.3 A person shall cease to be a member of the Association:
 - 2.3.1 Upon notification in writing to the Board of Directors of his/her withdrawal from membership.
 - 2.3.2 When he/she is expelled from membership in accordance with these

Bylaws.

2.3.3 Upon withdrawal of player from Association or registration fees unpaid.

2.4 A RESIDENT shall:

Reside within the Town of Bashaw or reside outside the Town of Bashaw, but inside the BMHA boundaries as approved by Hockey Alberta.

2.5 A NON-RESIDENT shall:

Not reside within the Town of Bashaw and not reside within the BMHA boundaries as approved by Hockey Alberta. Any player, who wishes to play within the BMHA boundaries, must comply with Hockey Alberta Bylaws, Section A, 5.2.

2.6 CODE OF CONDUCT

All members are subject to the BMHA Code of Conduct guidelines. It is mandatory that all members sign BMHA pledge forms. Failure to do so could result in a loss of membership in the Association.

Refer to BMHA Policies 5 e,f, Code of Conduct for further clarification.

2.7 BMHA BOUNDARIES

BMHA boundaries have been clearly defined and approved by Hockey Alberta. Any changes to these boundaries are the sole responsibility of the BMHA President, in conjunction with other associations.

BYLAW 3 – TERMINATION OF MEMBERSHIP

3.1 Any member may resign from the Association at any time by notifying the Secretary in writing.

3.2 Any member who, in the opinion of the BMHA Board, fails to maintain an acceptable Standard of Conduct may be asked to resign in written form after at least one previous written warning. That decision will result in the loss of voting privileges, unless the member wins a successful appeal.

3.3 Any member who, in the opinion of the BMHA Board, fails to comply with the Bylaws or the Policies and Procedures of the Association may be asked to resign, in written form after at least one previous written warning. That decision will result in the loss of voting privileges, unless the member wins a successful appeal.

3.4 Any member who has been requested to resign may exercise the right to appeal

the decision provided the written request is received by the Executive Committee within (7) days of the request to resign. Any member that refuses to resign on written request will be considered expelled from the Association.

- 3.5 The Executive claims the rights and interests as the Rental contract Carrier to bar any expelled or resigned member from any or all facilities where Association functions including meeting, games and practices are taking place for a specified period of time.
- 3.6 A member, who ceases to be a member, is expelled or suspended from the Association, shall forthwith forfeit all rights and interests arising from dealings with the membership of the Association. This means the suspended or expelled member cannot coach or manage a team, hold an elected or appointed position until the suspension is served or waived upon successful appeal.
- 3.7 The member can be suspended or expelled for a time frame deemed appropriate and ratified by the BMHA Board.

BYLAW 4 MEETINGS OF THE ASSOCIATION

4.1 ALL MEETINGS OF THE ASSOCIATION

- 4.1.1 Shall be at the call of the President
- 4.1.2 When required, or desired the Board of Directors may call a meeting of the Association membership.
- 4.1.3 At the written request from one third of the Association membership, a special meeting shall be convened. The proceedings of such a meeting shall be confined to the matters specified in the request.
- 4.1.4 The President shall chair the meeting. In the event the President is unable to fulfill this responsibility, the Vice-President will fill in.
- 4.1.5 Business will be conducted by following the Roberts Rules of Order.
- 4.1.6 The President may, when deemed necessary, invite any member or non-member to any meeting of the Association, to address a particular subject on the agenda.
- 4.1.7 Voting on any issue arising at Meetings of the Members shall be decided by a simple majority of the eligible members present in person. Each eligible member in attendance is entitled to only one vote per family registered and only one vote per issue, regardless of the number of

positions they may occupy on the Board of Directors or other committees. There shall be no proxy votes. The Chairman of any meeting is not entitled to vote on an issue, unless it is to break a tie.

4.2 ANNUAL GENERAL MEETINGS OR SPECIAL GENERAL MEETINGS

4.2.1 The Annual General Meeting (AGM) of the BMHA membership shall be held in the Town of Bashaw, in the Province of Alberta on or before the 31st of August, unless otherwise voted, to be held at a different time, by the board of directors.

4.2.2 Notice of BMHA Annual General Meeting or any Special General Meeting will be given in writing through electronic mail at least fourteen (14) days in advance of the meeting to the whole membership.

4.2.3 At any special meetings and all annual meetings of the BMHA, the following, as appropriate, will be the order of business:

- Call meeting to order
- Approval of agenda
- Reading of the minutes of the previous annual general meeting
- Treasurer's report
- New business
- Election of officers
- Adjournment

4.2.4 A minimum of ten (10) association members in attendance shall constitute an annual general meeting of the association.

4.2.5 A quorum for the transaction of business shall consist of not less than six (6) members of the Board of Directors. All members of good standing within the association, present in person, are eligible to vote.

4.3 MEETINGS OF THE BOARD OF DIRECTORS

4.3.1 Regular Board of Director meetings shall be held 7 times a year, from August through to March, at the discretion of the President.

4.3.2 At the request of three members of the Board of Directors, the President shall convene a special meeting of the Board of Directors. The proceedings at such a meeting shall be confined to the matters specified in the request.

- 4.3.3 Association members may submit, in writing, items for inclusion on the agenda of a Board of Directors meeting. These members shall be entitled to attend that portion of the meeting devoted to those agenda items but have no vote.
- 4.3.4 A quorum for the transaction of business shall consist of not less than six (6) members of the Board of Directors. Only members of the Board of Directors, present in person, are eligible to vote.
- 4.3.5 Upon instruction from the President, the Secretary shall notify the appropriate members of the time and place of each meeting. Notification may be by phone or by electronic mail, or by any other methods deemed appropriate by the BMHA Board of directors a minimum of seven (7) days in advance.
- 4.3.6 At BMHA Board meetings, the following, as appropriate, will be the order of business:

- Call meeting to order
- Approval of agenda
- Reading of the minutes of the previous board meeting
- Directors reports
- Old business
- New business
- Adjournment

BYLAW 5 – THE EXECUTIVE BOARD OF DIRECTORS

- 5.1 The Board of Directors shall consist of the following positions:

Executive Officers

- President
- Vice President
- Past President
- Secretary
- Treasurer
- Co-treasurer
- Registrar

Directors

Referee Director
Concession Director
Discipline Director
Coaching Director
Fundraising Director
BARB Representative Director
Northern Alberta Interlock (NAI) Director
West Country Director
Communications Director
Apparel/Photography Director
Player Movement Director
Directors At Large (two positions)

BYLAW 6 – DUTIES OF THE EXECUTIVE AND DIRECTORS

- 6.1 The Board of Directors shall have the power to appoint to any vacant Director Position. That appointee will hold that office until the next AGM unless deemed otherwise by the Board. A maximum of two vacancies can be filled in this manner. A larger number of vacancies shall necessitate the calling of a Special Meeting for the purposes of by-election.
- 6.2 The Board of Directors shall have control of the affairs of the Association.
- 6.3 The Executive Committee will have the power to impose and enforce penalties for violations of the constitution, Bylaws or Policies and Procedures of the BMHA.
- 6.4 The Executive Officers and Directors shall be elected at the BMHA Annual General meeting.
- 6.5 All Board Members are elected for terms as follows:
 - 6.5.1 The President shall be elected to a 2 year term every even year with the President serving no more than two consecutive terms. The President shall remain on the Board of the Directors in the Past President Position for at least one year following the President term.
 - 6.5.2 The Vice-President shall be elected to a 2 year term every odd year.
 - 6.5.3 The Secretary and Treasurer shall serve two-year terms, preferably on an alternate year basis.

- 6.5.4 The Registrar may be elected for a two year term.
- 6.5.5 Directors are elected for a one-year term.
- 6.6 Each member of the Board of Directors shall be elected or appointed to hold office until the conclusion of the next AGM. If any member of the Board of Directors resigns his office, ceases to be a member of the Association, or without valid reason misses three consecutive meetings, they may be dismissed from their duties at the discretion of the executive. The secretary will make notification in writing. The Executive Committee shall then be in charge of filling the vacant position subject to Bylaw 6.1.
- 6.7 REMUNERATION
- 6.7.1 BMHA will not provide any monetary compensation to any executives or directors.
- 6.7.2 Every season, each board member, coach and manager will qualify for a reduction of five (5) concession hours per category listed.
- 6.8 The Board of Directors shall have the authority to appoint any committee as deemed necessary.
- 6.9 The Board of Directors, may, by two-thirds vote, forthwith remove from office any member of the Board for neglect of duty, or for conduct tending to impair such member's usefulness – not meeting the responsibilities of the position.
- 6.10 The Board of Directors will supervise the collection and authorize the expenditure of the funds of the BMHA provided all funds coming into the BMHA will be allocated in accordance with the purpose so intended.
- 6.11 The Board of Directors will interpret, define and explain all provisions of the Constitution and Bylaws of the BMHA.
- 6.12 The Board of Directors will adjudicate all disputes between members, which may arise between Annual Meetings.
- 6.13 The Board of Directors will appoint delegates to attend all meetings of NAI, West Country and Zone 7 as well as any Hockey Alberta meetings that need to be attended.
- 6.14 The Board of Directors will attend all BMHA board meetings.

BYLAW 7– DUTIES AND POWERS OF THE PRESIDENT

- 7.1 The BMHA Board, under the direction of the President will have the power to suspend summarily any, team, player, legal guardian, coach, trainer, manager or team follower of any team under the auspices of membership in the BMHA. Suspensions will be assessed for misconduct on or off the ice, for abusive language to any official, consumption of alcohol or illegal substances during any

BMHA event, or for any other infraction, which in the sole discretion of the members of the Board is deemed to be detrimental. Such suspension to be effective until dealt with by the Discipline Director within a reasonable period of time with involvement from the BMHA Board.

- 7.2 To be elected into the President position it is preferred that person has served on the Board of Directors previously and/or has served as the Vice President for a period of at least one year.
- 7.3 The President, within the jurisdiction of the Association, shall:
 - 7.3.1 Be a signing officer for the Association.
 - 7.3.2 Preside and act as Chairman at all meetings.
 - 7.3.3 Shall be elected for a term of two years.
 - 7.3.4 Exercise the powers of the Executive, in case of emergency.
 - 7.3.5 Discipline up to and including suspension of any team, player, legal guardian, coach, trainer, manager, team follower or other official connected within the Association, subject to ratification at the next meeting of the Executive.
 - 7.3.6 Generally manage and supervise the affairs and operations of the Association.
 - 7.3.7 Together with the Registrar, or other officer appointed by the Board of Directors for that purpose, shall sign all resolutions, transfers, and releases.

BYLAW 8 – DUTIES AND RESPONSIBILITIES OF EXECUTIVES

8.1 PAST-PRESIDENT

Shall be a source of information and guidance to the Executive.

8.2 VICE-PRESIDENT

8.2.1 In the absence of the President, or in the event of his/her inability to act, the Vice-President shall have and exercise all the powers, authority and restrictions of the President, The Vice-President will be appointed by the executive committee to be ratified at the next Board of Directors meeting.

8.2.2 The Vice President shall be the Chairperson of the Discipline Committee and Grievance Committee.

8.3 SECRETARY

8.3.1 The Secretary shall be clerk of the board of directors and shall attend all

meetings of the board of directors, general and special meetings and record all facts and minutes of all proceedings in the books kept for that purpose.

8.3.2 The Secretary will give all notices required to be given to the board and shall be the custodian of all books, papers, records, correspondence, contracts, and other documents belonging to the association.

8.3.3 The Secretary will perform other duties from time to time as may be determined by the board.

8.3.4 Shall notify the executive of the time and place of meetings.

8.3.5 Shall collect coach criminal record checks and keep all information secure.

8.3.6 Will be responsible for keeping BMHA Bylaws and other forms and documents up to date.

8.4 TREASURER / CO-TREASURER

8.4.1 The Treasurer shall keep full and accurate accounts of all receipts and disbursements of the association in proper books of accounts.

8.4.2 The Treasurer will be responsible for the handling and management of all association monies, including deposit and disbursement, and other valuable effects under the direction of the board of directors.

8.4.3 The Treasurer shall have a monthly financial statement available to the directors.

8.4.4 Will submit an Annual Report each year, on or before the last day of the month immediately following its anniversary month in accordance with Societies Act, 26 (2).

8.5 REGISTRAR

8.5.1 The registrar shall coordinate all phases of player registration in accordance with Hockey Alberta.

8.5.2 Receive and certify all certificates submitted to him/her on behalf of the players and teams applying for registration in the Association.

8.5.3 Maintain a list of all members of the Association and their addresses.

8.5.4 Will securely keep copies of all birth certificates.

8.6 REFEREE DIRECTOR

- 8.6.1 Shall maintain a list of qualified referees, certified by Hockey Alberta, to referee all league and play-off games. (Preference being given to local referees, if possible.)
- 8.6.2 Shall through the aid of clinics, train and supply sufficient referees to satisfy the demands of the Association.
- 8.6.3 Will have the authority to remove an incompetent referee from the list.
- 8.6.4 Secure an official interpretation of all contested rule interpretations if requested.
- 8.6.5 Provide supervision and encouragement for younger officials.
- 8.6.6 Appoint the referees for all home games and his appointment shall be final.
- 8.6.7 Shall engage in communication with all team managers regarding referees, will include schedules and attendance.

8.7 CONCESSION DIRECTOR

- 8.7.1 Shall manage the concession after successfully obtaining the contract with the Town of Bashaw.
- 8.7.2 Acquire up to date Canadian Food Safety Course certification.
- 8.7.3 Shall liaise with Alberta Health Services to maintain food license.
- 8.7.4 Obtain, schedule and train paid workers for games.
- 8.7.5 Organize and stock all needed supplies. May delegate a volunteer member to assist with purchasing. At end of hockey year will clean out concession and from April to September will store stock while concession is closed.
- 8.7.6 Manage all finances of the concession to include bank deposits, pay bills, pay staff. All cheques will have two signatures as designated in Bylaw 9.2.
- 8.7.8 Keep all records for the concession.
- 8.7.9 Shall track all volunteer hours for completion and report back to the board of directors.
- 8.7.10 Liaise with the Town of Bashaw with any concerns
- 8.7.11 Open the concession for other functions held at the arena, not just hockey events.
- 8.7.12 Liaise with all team managers to coordinate concession hours with game times.

8.8 DISCIPLINE DIRECTOR

- 8.8.1 Receive all concerns from BMHA members regarding conduct of members, players or coaches.
- 8.8.2 Convene discipline meetings as needed according to Bylaw 17, 18 & 19.

8.9 COACHING DIRECTOR

- 8.9.1 Liaison between Board of Directors and the coaches.
- 8.9.2 Responsible for the recruitment of coaches.
- 8.9.3 Ensure the coaches obtain their required training certificates and provide to registrar for submission to Hockey Alberta.
- 8.9.4 Ensure Criminal Record/Vulnerable Sector Checks are complete.
- 8.9.5 Maintain an accurate inventory of all BMHA equipment.
- 8.9.6 Ensure skill development opportunities are available to the association. These may include, goal-tending clinics, skills and drills clinic, coaching clinics.

8.10 FUNDRAISING DIRECTOR

- 8.10.1 Shall organize all BMHA fundraising activities.
- 8.10.2 Shall keep fundraising records for two (2) years and provide to the board.
- 8.10.3 Shall provide assistance and guidance to each team's tournament coordinator.
- 8.10.4 Shall obtain all licensing through AGLC and keep records.

8.11 BASHAW AREA RECREATION BOARD (BARB) REPRESENTATIVE DIRECTOR

- 8.11.1 Attend BARB meetings.
- 8.11.2 Liaison between BMHA and BARB.
- 8.11.3 Responsible for obtaining ice time from the Town of Bashaw.

8.12 NORTHERN ALBERTA INTERLOCK (NAI) DIRECTOR (recommended 2 year position)

- 8.12.1 Attend all NAI meetings and report back to the board.
- 8.12.2 Volunteer as a Tier Governor for the NAI.

8.13 WEST COUNTRY DIRECTOR

8.13.1 Attend all West Country meetings and report back to the board.

8.13.2 Volunteer as a Governor for the West Country League if BMHA selected to provide a governor for the current season.

8.13.3 Provide available ice times to the league.

8.14 COMMUNICATIONS DIRECTOR

8.14.1 Maintain and update the BMHA website and social media.

8.14.2 Advertise games, tournaments and events.

8.14.3 Shall compose and/or send communication to all BMHA members.

8.14.5 Manage music on tablet/updates.

8.14.6 Manage any communication with the media.

8.15 APPAREL/PHOTOGRAPHY DIRECTOR

8.15.1 Shall organize with an apparel company to provide an apparel night to the association.

8.15.2 Liaise with the apparel company for all orders to include: order submission, money collected and order fulfillment.

8.15.3 Keep record of BMHA team hockey socks stock and order as required.

8.15.4 Organize with a photographer, a night for pictures and orders.

8.15.5 Shall liaise with the photographer for all orders and fulfillment.

8.16 PLAYER MOVEMENT DIRECTOR

8.16.1 Liaison between BMHA and the players and families requesting player movement.

8.16.2 Required to be knowledgeable about Hockey Alberta rules and regulations.

8.16.3 Experience with conflict resolution and be able to communicate assertively with all involved parties.

8.17 DIRECTORS AT LARGE (2 POSITIONS)

8.17.1 Serve as a liaison between the membership and the board of directors.

8.17.2 As new unassigned board tasks arise, the president may assign duties to the directors at large.

BYLAW 9 - BANKING

- 9.1 The Signing officers of the Association for the purpose of drawing cheques on the account or accounts of the Association shall be the President, Secretary, Treasurer and Co-treasurer. All cheques require two signatures from these approved officers.
- 9.2 Signing officers for the concession account shall be the concession manager, and two out of the three officers listed in 9.1, with two signatures on each cheque.

BYLAW 10 SEAL

There is no seal for the Bashaw Minor Hockey Association.

BYLAW 11 AUDIT

Two persons designated by the Board of Directors shall make a review of the financial transactions of the Association at the end of each fiscal year, July 31st, and report back to the Board before August 31st of the same year.

BYLAW 12 AMENDMENTS

- 12.1 No amendments to the Bylaws of the Association, whether by way of new provision, amended provisions, or to rescind any of the provisions in these bylaws, shall be made except at the Annual Meeting, or other general meeting of the Association membership, and then only by "Special Resolutions". Notice of any proposed amendment or amendments must be filed with the Secretary in writing at least fourteen (14) days prior to the meeting, The Secretary shall cause the contents of the resolution, or a summary thereof to be posted on the BMHA bulletin board, and sent by email with the notice of the Annual Meeting, or any other general meeting at which it is proposed to consider the resolution.
- 12.2 The Board of Directors is empowered to amend or alter the Policies and Procedures as adopted by the Association at any regular board meeting.

BYLAW 13 – MINUTES OF MEETINGS AND OTHER BOOKS AND RECORDS

- 13.1 The minutes of the meetings of the Association and of the Board of Directors shall be taken and prepared by the Secretary. After approval of the minutes the President and Secretary shall first sign them. The Secretary shall keep a record of all minutes arising out of meetings of the Association and the Board of Directors and shall have custody of all such minutes, as well as other books, records, and documents of the Association.
- 13.2 All board meeting minutes and documents are to be kept in the Minor Hockey Locker for seven (7) years, then to be destroyed.

BYLAW 14 INSPECTION OF BOOKS AND RECORDS

The President shall make available for inspection, the books and records of the Association to a member of the Board of Directors at any time and to all other members of the association, in good standing at the Annual General Meeting of the Association.

BYLAW 15 BORROWING POWERS

For the purpose of carrying out its objects, BMHA may borrow or raise or secure the payment of money in such manner as it thinks fit, and in particular by the issue of debentures, but this power shall be exercised only under the authority of the society, and in no case shall debentures be issued without the sanction of a special resolution of the association.

BYLAW 16 PLAYER MOVEMENT AND PERMISSION TO TRY OUT

(Refer to Hockey AB Bylaws & Regulations, Section A, Bylaw 5)

- 16.1 All player movement requests and permission to try out (PTO) forms shall be submitted to the player movement director.
- 16.2 For Initiation & Novice, no PTO's will be issued.
- 16.3 All player movement at the Atom level, will also require a written request from the parent/player. A discussion during a board meeting and a majority vote by the board of directors needs to occur before the form will be signed by the president.
- 16.4 For Peewee, Bantam, and Midget level, a PTO will be signed by the President for one tryout at a Hockey Alberta recognized AA/AAA Centre, for a AA/AAA team. Refer to Hockey AB Bylaws and Regulations, Appendix II, "AA" HOCKEY MODEL RECRUITMENT AREAS for a list of recognized centres.
- 16.5 If the player is not successful in their tryout for the AA/AAA team designated on the PTO form, then the player must return to play with BMHA in accordance with Hockey AB Bylaws and Regulations, Appendix II, NOTIFICATION OF TRY-OUT PROCEDURE.
- 16.6 All PTO forms submitted, will require paid registration with BMHA on or before June 30th, prior to the President signing the form.
- 16.7 Player Movement requests will not be signed unless a team does not exist within the association for the player. Aforementioned teams will include: Initiation, Novice, Atom, Peewee, Bantam, Midget or female teams. The board of directors will determine, within 30 days of the start of the season,

if a team will exist for the season. Refer to BMHA Policies for team requirements.

BYLAW 17 – DISCIPLINE PROCEDURE AND DISPUTE RESOLUTION PROCESS

- 17.1 General Policy – The Bashaw Minor Hockey Association expects all team officials to exhibit leadership qualities that promote player sportsmanship and decorum, as well as acceptable levels of propriety, towards opponents, game officials and spectators.
- 17.2 It is recognized, however, that from time to time, sanctions may be necessary, from an external source, for behavior, which transgresses acceptable standards. Such sanctions may be applied to any player, team official, team follower, parent/legal guardian, or member, and may take the form of:
1. A verbal reprimand
 2. A written reprimand
 3. A Suspension
 4. An Expulsion
 5. A combination of the above
- 17.3 The BMHA through its elected or appointed officials, have the authority to discipline any player, team official, team follower, parent/legal guardian, or member. The President shall specify that written policy or regulations exist with respect to the application of discipline that ensure that each disciplinary incident is dealt with consistently within the process set out below:

Three different Discipline Stages are possible, namely:
STAGE 1 - The Informal Process
STAGE 2 - The Formal Process
STAGE 3 - The Appeal Process

Some incidents that may warrant disciplinary action are as follows:

1. Profanity by players, team officials or club representatives.
2. A player who receives a game misconduct, gross or match penalty.
3. A team assessed two or more bench minors in one game.
4. A coach or bench assistant who is ejected from a game.
5. A team, who in the opinion of the Discipline Committee, is being assessed too many penalties of a serious nature.
6. A team member or team follower who repeatedly brings discredit to the team and the Hockey Association, through violent, abusive, or gross behavior, on or off the ice.

7. Use of alcohol or other illegal substances while representing BMHA through participation in any team activities.
 8. A parent/legal guardian who exhibits conduct unbecoming to the integrity of BMHA program.
 9. Any team that fails to utilize ice time without prior notification.
- 17.4 Two BMHA Executive situations that will warrant disciplinary actions are:
1. Any elected or appointed member of the BMHA Board of Directors who does not attend three consecutive meetings may be relieved of his or her duties.
 2. Any elected or appointed member of the BMHA Board of Directors who, by vote of the Board of directors, is deemed to be doing an unsatisfactory job, shall by a three-quarter majority vote be relieved of his or her duties.

BYLAW 18 – DISCIPLINE STAGES:

18.1 STAGE 1 – THE INFORMAL PROCESS

Standard Suspensions

Where the Hockey Canada or Hockey AB current rule book dictates a suspension for a player for a rule transgression, and game officials determine by a write-up, that such a transgression took place, the coach in consultation with the Discipline Director, as a matter of routine will implement the suspension.

Non-Standard Suspensions

When incidents occur which may warrant disciplinary action the coach(es) shall report the incident as quickly as possible, and at least prior to the next game, for action.

The Coaching Director and coach(es) shall meet, investigate the incident, and determine the sanction to be applied. In investigating the incident, they may consult such game officials, players, parents/legal guardians, or other observers that they may deem necessary to gain the relevant facts of the incident.

The coach(s) implements the sanctions with the player(s). A file must be created and established with the Coaching Director until the end of the season when the file will be maintained with the Secretary of BMHA. The Director must inform the Vice President of the sanction or discipline as soon as it is possible.

Appeal of Discipline

Notwithstanding the above, should a coach, player, or parent/legal guardian feel that Stage 1 has not satisfactorily resolved the issue, it may be appealed to

Stage 2 in writing. However, Stage 1 sanctions remain in effect until Stage 2 is complete.

For incidents of a very serious nature, the Coaching Director in conjunction with the President may elect to suspend the player(s) indefinitely and proceed to Stage 2.

Any appeal of discipline must occur within 72 hours of notification of the original discipline being communicated. The appeal must be in writing to the Vice President.

18.2 STAGE 2 – THE FORMAL PROCESS

The Vice President, on receiving a written appeal or request shall convene a Discipline Committee Meeting.

The Discipline Committee shall consist of the Vice President, and 2 Board members not in conflict with the situation, appointed by the Discipline Chair and approved by the President, and shall be no less than 3 people.

The Discipline committee shall establish a hearing and invite such persons, as they deem necessary to provide information to the Committee.

The Discipline Committee shall, with all dispatch, render a decision and communicate that decision to the offending party(ies). Such communication may be verbal at the outset but shall be confirmed in writing with copies logged with the BMHA Secretary.

The Vice President reports the outcome of the hearing to the President.

APPEAL OF DISCIPLINE

Notwithstanding the above, should a coach, player, or parent/legal guardian feel that Stage 2 has not satisfactorily resolved the issue, it may be appealed to Stage 3 by writing the BMHA Secretary, requesting an appeal to the decision. This appeal must occur within 72 hours of the decision being communicated.

18.3 STAGE 3 – THE APPEAL PROCESS

The BMHA Secretary on receiving a written request for an appeal shall call an emergency meeting to be held within 7 days, of the Board.

The BMHA executive may provide up to thirty minutes of meeting time for the person making the appeal to state their case. After the statement has been given, the executive will discuss the case in private.

The BMHA executive shall render its decision by motions, and a simple majority of those members in attendance shall suffice.

APPEAL OF DECISION

Notwithstanding the above, should a coach, player or parent/legal guardian feel that Stage 3 has not satisfactorily resolved the issue and new evidence has emerged, it may be appealed by writing to the BMHA Secretary, requesting an Appeal to the decision. This appeal must occur within 72 hours of the decision being communicated.

The BMHA Secretary on receiving a written request for an appeal shall place the item on the agenda for a special meeting of the Board of Directors. The secretary must inform the President, Vice President and the respective Category Director of its receipt.

The BMHA Executive may provide up to thirty minutes of meeting time for the person making the appeal to state their case.

The Board of Directors shall render its decision by motion, and a simple majority of those members in attendance shall suffice.

The decision of the Board of Directors shall be final and binding on all parties, except for those avenues of recourse provided by Hockey Alberta and Hockey Canada.

Without restricting the foregoing the following general guidelines apply:

- a. First infractions by players will normally be satisfactorily concluded at Stage 1.
- b. Second infractions by players could proceed directly to Stage 2 under extreme circumstances.
- c. Infractions that involve coaches, team followers, or parents will normally proceed directly to Stage 2.
- d. Suspensions when applied to players shall specify:
The number of games to which the suspension applies, will include league, exhibition and tournament games.
The time period for which the suspension applies
- e. Player suspension includes no activity in bench area, prior to or after the specified games, or during the specified time period.
- f. Suspensions when applied to parents/legal guardians, coaches, or team followers shall normally restrict the access of those persons to dressing rooms, bench areas, and possibly spectator areas of arenas.

BY-LAW 19 – GREIVANCES PROCEDURES (24 – 48 HOURS TIME OUT)

- 19.1 Parental/legal guardian, player, or team problems not resolved by the Team Manager and/or coach shall be addressed to the Discipline Director and Coaching Director.
- 19.2 Resolution not received at the above level shall be directed to the Grievance Committee via the Coaching Director.
- 19.3 All Grievances shall be initiated in writing to the Grievance Committee, refer to Bylaw 19.5
- 19.4 Upon receipt of written notification, a Grievance hearing date shall be set within seven (7) days.
- 19.5 The Vice President of the Association shall convene the Grievance Committee. Members of the Grievance Committee shall be the Vice President, Secretary, Coaching Director and the Referee Director. In the event of conflict of interest, the Board of Directors will name another designate.
- 19.6 The decision of the Grievance Committee shall be given in writing within forty-eight (48) hours.
- 19.7 All decisions shall be subject to appeal to Hockey Alberta as provided for in Appendix IV of Hockey Alberta Bylaws.

BYLAW 20 – COURT AND LEGAL ACTION

Pursuant to Hockey Alberta Bylaws and Regulations, Appendix VI, 11 COURT ACTIONS

All Member MHA's, Member Hockey Teams, Players, Team Officials, or Officials, by virtue and because of their status as such, agree that any recourse to the law courts of any jurisdiction before all rights and remedies as provided by these Bylaws and the Bylaws of Hockey Canada have been availed and utilized, shall be prohibited. Further, any such recourse to the law courts as aforesaid shall be deemed by Hockey Alberta to be unsportsmanlike conduct enabling the Board to suspend and/or disqualify the said persons.