

# **CONSTITUTION OF “BROOKS MINOR HOCKEY ASSOCIATION”**

**Revised March 16, 2018**

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“BROOKS MINOR HOCKEY ASSOCIATION”**

**ARTICLE 1 – NAME:**

The name of the Association shall be the **“Brooks Minor Hockey Association”**

Sometimes hereafter referred to as **“BMHA”**.

**ARTICLE 2 – OBJECTIVES:**

**2.1** To promote, encourage and facilitate the sport of hockey within the City of Brooks and the surrounding area.

**2.2** To exercise a general supervision, direction and control over the playing interest of its players, coaches, managers, with an emphasis on sportsmanship, discipline, and SAFETY while developing the proper fundamentals of the sport of hockey.

**2.3** To act as the governing body of amateur hockey in the City of Brooks and surrounding area in accordance with the rules and regulations prescribed by Hockey Alberta.

**BYLAW 1: INTERPRETATIONS**

**i.) Association** – shall be the Brooks Minor Hockey Association.

**ii.) Fiscal Year** - shall be from May 1 to April 30 of the following year.

**iii.) Board of Directors** – means the Officers and Directors of the Association.

**iv.) Executive** – shall be the elected representatives of the Association as elected at each Annual General Meeting.

**v.) Officer** – means President, Past-President (immediate), Vice-President Jr. Bandits, Vice President Prairie Thunder, Treasurer, Referee Director, Coach/Player Development Director.

**vi) Committee** – means a group of members voted or appointed to oversee the operations of the association.

**vii.) Committee Member** – voted or appointed means Governor, Coordinator, Manager, Committee Secretary, Committee Treasurer.

**viii.) Parent** – means the natural parent of the child or a legal guardian of the child.

**ix) Member in good standing** – shall be the parent of a child who has registered with the Association and has paid the annual fee and who has not withdrawn or been suspended by the Association during the fiscal year; or shall be a coach, assistant coach, or a manager in the fiscal year and who has not withdrawn or been suspended by the Association during the fiscal year.

**x) Associate Member** – An associate Member can be voted in by a majority vote by the board of directors. The reason that an associate member may be needed is when there is lack of members willing to fill board positions. All efforts to gain qualified board members from the membership group are to be exhausted prior to utilizing an associate member.

## **BYLAW 2: MEMBERSHIP**

**i.)** Any person being of the age of Eighteen (18) years and having a child registered with the Association and who has paid the annual fees shall be deemed to be a Member in good standing of the Association for the fiscal year in which the child is registered.

a.) All players must be properly registered before participating,

b.) Players shall register at the appointed time and place,

c.) All late registrations will be assessed a late fee, unless the late registration is because of relocation.

**ii.)** No child under the age of eighteen (18) years shall be registered by the Association as a hockey player if he/she has not secured written consent of his/her parents or legal guardian. An average application must be approved by Hockey Alberta as well as to the League for the child to be considered registered by the Association. The consent may be withdrawn at any time during the playing year by written revocation delivered by the Board of Directors, at which time the child shall be suspended from play.

**iii.)** Any coach, assistant coach or manager of a team registered with the Association shall be deemed to be a member in good standing of the Association for the fiscal year in which that person was a coach, assistant coach or manager.

**iv.)** All members in good standing of the Association shall be entitled to all the rights and privileges of such a member of the Association and shall be entitled to:

a.) vote at the Annual General Meeting of the Association for that fiscal year,

b.) vote at all special meetings of the Association during that fiscal year,

c.) attend any Board of Directors or Special Board of Directors meetings of the Association unless otherwise directed by the Board of Directors,

d.) hold any position of an Officer, Director, Governor, Coordinator or Manager of the Association unless otherwise specified elsewhere in the Constitution of the Association.

**v.)** An Associate Member shall not be required to pay the registration fee, but shall be entitled to hold an executive office and vote at the Annual General Meeting.

**vi.)** There may be one or more classes of fees for the membership in the Association and the fees will be set by the Board of Directors for each fiscal year.

### **BYLAW 3: EXPULSION AND WITHDRAWAL FROM THE ASSOCIATION**

i.) Membership in the Association shall cease:

- a.) if the annual membership fee for the child is not paid when due,
- b.) if the child withdraws from the Association during the fiscal year,
- c.) if the child is suspended by the Association during the fiscal year.

ii.) The Board of Directors of the Association shall have the right to expel or suspend any member, registered with the Association, who fails to comply with the rules, regulations, or Bylaws of the Association or where conduct is determined by the Board of Directors to be improper, unbecoming, or not in the best interests of the Association, or which conduct is likely to endanger the interest or reputation of the Association or safety of the membership. The board of directors will follow the current seasons Code of Conduct and Disciplinary Procedures document before handing out before said expulsions or suspensions.

iii.) No member shall be expelled or suspended without first being notified of the allegation and without first having been given the opportunity to be heard by the Board of Directors at a meeting called for that purpose. The member will also be given a chance to appeal the decision of the Board of Directors as stated in the current seasons Code of Conduct and Disciplinary Procedures.

iv.) Any expulsion shall be by the majority vote of the Board of Directors of the Association.

v.) The Board of Directors of the Association shall decide whether upon withdrawal from membership, the member shall be entitled to a prorated refund of membership fees. **(Refunds shall not include the cost of insurance as insurance is non-refundable).**

vi.) All prorated refunds will be based on the hockey year, (Oct. 1 – March 15) 5.5 months, and any withdrawals after February 1 will forfeit their refund. Reimbursement is not mandatory but will be considered on an individual basis if the member submits a request in writing to the Board of Directors.

### **BYLAW 4: MEETINGS OF THE MEMBERSHIP**

i.) General and Special Meetings of the Association shall be held in the City of Brooks, in the Province of Alberta, at such time and place as the Board of Directors of the Association may determine.

ii.) The Annual General Meeting or a Special Meeting of the Association shall be publicized in one daily newspaper, published and circulated in the City of Brooks, advertising such meetings at least fourteen (14) days before the date of such meeting; or a notice may be e-mailed to the last known address of each member of the Association at least fourteen (14) days prior to the date of the Annual General Meeting or Special Meeting.

iii.) An Annual General Meeting of the Association shall be held in the months of March or April in each fiscal year.

**iv.)** A Special Meeting of the Association may be called any time by the Board of Directors of the Association or upon receipt of a petition signed by no less than ten (10) members in good standing. At a Special Meeting no business other than that stated as the purpose of the meeting shall be transacted there at.

**v.)** The order of the business at the Annual General Meeting shall include:

- a.) Minutes of the last Annual General Meeting,
- b.) Annual reports of the Board of Directors,
- c.) Financial reports of the Treasurer,
- d.) Financial statement prepared by the Treasurer,
- e.) Nomination for Board of Directors positions followed by the election by ballot/show of hands and/or acclamation of the Board of Directors,
- f.) New Business to be presented at the meeting.

**vi.)** Every member in good standing who has not withdrawn, been suspended or expelled from the Association, shall have the right to vote at the Annual General Meeting or Special Meeting of the Association.

**vii.)** Any member in good standing shall be entitled to one (1) vote.

**viii.)** Twenty (20) members in good standing shall constitute a quorum at the Annual General Meeting or Special Meeting of the Association.

**ix.) No motion** shall be received unless submitted in writing with the names of the mover and seconder thereon and said motion shall not be open for discussion until so stated by the Presiding Officer.

#### **BYLAW 5: BOARD OF DIRECTORS**

**i.)** The Board of Directors shall consist of:

- a.) President
- b.) Vice-President – Jr. Bandits
- c.) Vice-President – Prairie Thunder
- d.) Treasurer
- e.) Referee Director
- f.) Coach / Player Development
- g.) Central Alberta Hockey League Director
- h.) Rocky Mountain Female Hockey League Director
- i.) Secretary
- j.) Past President

**ii.)** At the Annual General Meeting the members in good standing shall elect the Board of Directors of the Association. Elections for the President, VP Prairie Thunder, CAHL Director and Secretary will take place in the odd number years. Elections for the VP Jr. Bandits, Coach Player Development Director, Referee Director, RMFHL Director and Treasurer will take place in the even number years. The Past President is exempt from the election process as this position will be filled by the outgoing President or may remain open if the current president is re-elected.

**iii.)** The Board of Directors of the Association shall be required to serve for a minimum term of two (2) years. (Except in the first year of inception the President, VP Prairie Thunder, CAHL Director and Secretary will only serve one year to coincide with the odd year).

**iv.)** Before being elected to President or VP Jr. Bandits/Prairie Thunder, the candidates shall have served at least a two (2) years on either member voted committee or has served two (2) years as a past BMHA board director. Before being elected to a board director position the candidates shall have served at least a one (1) year term on either member voted committee or has served a one (1) year term as a past BMHA board director. If the president and VP positions are unable to be filled by someone who has served two (2) years then consideration will be given to a voted committee or past board member who has served one (1) year. For all other board positions that are unable to be filled by someone who has served one (1) year then consideration will be given to a member in good standing that has completed at least one (1) year of BMHA membership. (Caveat to this requirement is the year of inception the current requirements of 1 year for both President and VP will be observed as well all other board positions open to Members in good standing that have been with BMHA for one year.)

**v.)** The Board of Directors shall manage the business and affairs of the Association which shall include but not be limited to the following:

- a.) determination of policies,
- b.) determination of programs,
- c.) determination of the annual operating budget,
- d.) report of its activities to the General membership,
- e.) carry out the objectives, Bylaws and Membership decisions of the Association,
- f.) ensure that the moneys and property of the Association are properly used and accounted for.

**vi.)** No contract, debt or obligation shall be binding except under authority of its Board of Directors and no member of its Board of Directors shall be held personally liable for such obligation.

**vii.)** The Board of Directors may hire and employ an Office Administrator and Ice Assignor, with the term of employment to be decided by the Board. The positions will have defined roles developed by the Board of Directors. The Board of Directors will review the rolls and the remuneration on annual basis.

- viii.)** The Board of Directors may appoint, create and dissolve sub-committees as it deems necessary in carrying out the work of the Association.
- ix)** The Board of Directors may hold or dispose of property, either real or personal, as may be given, purchased or bequeathed to or by the Association as the Board of Directors deems in the best interest of the Association and as required in carrying out the purpose of the Association.
- x.)** The Board of Directors shall have the power to fill any vacancy for the unexpired Term of the office, provided that should the term of the expired office extend beyond the next Annual General Meeting, the selection must be ratified by election of the members in good standing at the next Annual General Meeting.
- xi.)** A regular meeting of the Board of Directors shall be held each month unless otherwise determined by the Board of Directors.
- xii.)** The Board of Directors may hold its meetings at any place or places within the City of Brooks as it from time to time shall determine.
- xiii.)** No formal notice of any such Board of Directors meeting may be necessary if all the Board of Directors are present or if those absent have signified their consent to the meeting called in their absence.
- xiv.)** All Board of Directors meetings must have a quorum of five (5) members of the Board of Directors for the transaction of Business.
- xv.)** Special Meetings of the Board of Directors may be called by the President or his/her designate. At a Special Meeting no business other than that stated as the purpose of the meeting shall be transacted there at.
- xvi.)** Each member of the Board of Directors that hold voting positions shall have the right to vote on all matters put before the Board of Directors. Questions arising at any meeting of the Board of Directors shall be decided by a majority vote. In the case of an equality of votes, the President shall cast the deciding vote.
- xvii.)** A declaration by the President or his/her designate that a Resolution has been carried or defeated and an entry to that effect in the minutes shall be prima face evidence of the fact without proof of the number or proportion of votes recorded in favor or against such Resolution.
- xviii.)** The minutes of the proceedings of the Board of Directors meetings shall be prepared and kept in such a manner as it is declared by the Board of Directors.
- xix.)** A Resolution in writing signed by all the Board of Directors personally shall be valid and effectual as if it had been passed at the meeting of the Board of Directors duly called and constituted.
- xx.)** The Board of Directors of the Association shall be deemed to have assumed office on the express understanding and agreement and condition that every Officer/Director and his/her

heirs, executors and administrators respectfully, shall from time to time and at all times be indemnified and saved harmless out of the funds of the Association from and against all costs, charges, and expenses whatsoever, which such Board of Directors sustains or incurs in or about any actions, suits, or proceedings which are brought, commenced or prosecuted against him/her for or in respect of any act, deed, matter or thing whatsoever, made done or permitted by him/her or any other Board of Directors in or about the execution of the duties of their offices and also from and all other costs, charges and expenses which they sustain or incur in relation to the affairs thereof.

**xxi.)** The Officers and Directors will be reimbursed for reasonable expenses as so approved by the general membership.

**xxii.)** Any Officer or Director missing three (3) consecutive Board of Directors meetings without sufficient or reasonable cause shall be automatically suspended from the Board of Directors.

**xxiii.)** No member of the Board of Directors shall hold more than one (1) office.

**xxiv.)** The Board of Directors with a motion and majority vote may, from time to time, enact such regulations as they may consider appropriate with respect to the affairs of the Association. Any such regulations are effective only until the Annual General Meeting.

**xxv.)** All board members will have an opportunity to share their views on motion brought forward. Once the motion has been read the Director to the left of the President will start and share their view with the room. Once completed this will continue in a clockwise motion until everyone has had their turn.

**xxvi.)** At the discretion of the board they may request or invite other party representatives to present or update the board of directors.

## **BYLAW 6: DUTIES OF THE BOARD OF DIRECTORS**

**i.)** The **President** shall:

- a.) preside at and chair all meetings of the Board of Directors, General and special meetings of the members of the Association.
- b.) prepare in consultation with the secretary the agenda for all meetings.
- c.) appoint members to any committees and serve as an ex-officio member of all committees.
- d.) approve the Annual Report of the activities of the Association for presentation to the Annual General Meeting.
- e.) execute all Resolutions of the Association along with the Vice President from each voted committee
- f.) ensure that all the bylaws, rules & regulations of the Association are carried out.
- g.) sign as a signing officer of the Association.



h.) shall cast the deciding vote in the case of an equality of votes at board meetings.

**ii.) The Vice-President Jr. Bandits shall:**

a.) lead the Jr. Bandits committee operation and report the committee's operations to the Board of Directors.

b.) exercise all powers of the President and at times be an ex-officio voting member.

c.) work with the directors in the selection of the Coaches and Managers for teams.

d.) have the authority to enforce the Constitution, Bylaws and Rules & Regulations established by the Association.

e.) process the travel permits for exhibition games and tournaments for the Association.

f.) oversee registration procedures.

g.) perform duties as designated by the President.

h.) would be a candidate to assume the office of the President in the absence of the President and/or Past President. As well consult with the VP Prairie Thunder and the Past President in the event of the Presidents inability to act.

**iii.) The Treasurer shall:**

a.) be one of the three designated officers empowered to sign cheques

b.) maintain detailed records of the accounts, receipts and disbursements of the Association.

c.) receive and deposit all moneys of the Association to the credit of the Association in a bank or financial institution designated and approved by the Board of Directors.

d.) disburse moneys only on the authority of the Board of Directors and all cheques must be signed by two (2) officers, one of which may be the Treasurer.

e.) prepare financial reports accounting for all transactions of the Association setting forth the financial position of the Association for presentation at the regular meetings of the Board of Directors.

f.) present the Financial Statement to the Annual General Meeting including a Statement of Account and the balance of funds in the treasury of the Association.

**iv.) The Vice-President Prairie Thunder shall:**

a.) lead the Prairie Thunder committee operation and report the committee's operations to the Board of Directors.

b.) exercise all powers of the President and at times be an ex-officio voting member.

c.) work with the directors in the selection of the Coaches and Managers for teams.

- d.) have the authority to enforce the Constitution, Bylaws and Rules & Regulations established by the Association.
- e.) process the travel permits for exhibition games and tournaments for the Association.
- f.) oversee registration procedures for their committee.
- g.) perform duties as designated by the President.
- h.) would be a candidate to assume the office of the President in the absence of the President and /or the Past President. As well consult with the VP Jr. Bandits and the Past President in the event of the Presidents inability to act.

**v.) The Referee Director shall:**

- a.) appoint Referee assignor.
- b.) through the aid of clinics, train and supply sufficient referees to satisfy the demands of the Association.
- c.) deal with all referee problems such as failure to show up for a game, etc.
- d.) together with the Referee Assignor, deal with all complaints concerning a referee.
- e.) monitor throughout the season, the progress and competency of all referees.
- f.) ensure officials conduct themselves in a proper manner on and off the ice when officiating at a game.
- g.) conduct regular meetings with all referees and other game officials.
- h.) attend all executive meetings.
- i.) attend the Annual General Meeting and present a yearly report.

**vi.) The Past President shall:**

- a.) help in the transition and counsel to the new president and or new board members.
- b.) exercise all powers of the President and at times be an ex-officio voting member.
- c.) assist the directors in the selection of the Coaches and Managers for teams.
- d.) counsel the board to enforce the Constitution, Bylaws and Rules & Regulations established by the Association.
- e.) perform duties as designated by the President.
- f.) would assume the office of the President in the absence of the President. As well consult with the VP Jr. Bandits and VP Prairie Thunder in the event of the Presidents inability to act.

**vii.) Coach/Player Development shall:**

- a) conduct a preseason meeting with coaches and managers.
- b) facilitate coach clinics to ensure all team personnel have proper qualifications.
- c) assist with the set-up of player development (ie power skating, goalie clinics, hockey school).
- d) provide resources for coaching staff.
- e) attend all executive meetings with a prepared interim report.
- f) attend the Annual General Meeting and present a yearly report.
- g) perform other duties as agreed upon by the Board of Directors.
- h) set up a coach player development committee with members from the Jr. Bandits and Prairie Thunder Committees.

**viii.) Secretary shall:**

- a.) perform all general secretarial duties, attend all board and Jr.Bandits committee meetings, record the minutes of all meetings and process them for the records of the Association.
- b.) notify the Board of Directors and all personal deemed necessary of the time, locations and the date of the meetings.
- c.) distribute the typed copies of the minutes of all Board of Directors meetings to each Board of Director/Officer prior to the next Board of Directors Meeting.
- d.) perform other duties as agreed upon by the Board of Directors.

**ix.) The Central Alberta Hockey League Representative shall:**

- a.) oversee the operations of the Central Alberta League teams.
- b.) represent the Association at all league meeting.
- c.) Submit minutes to the Executive for approval.
- d.) may delegate authority to an Assistant Director for the division.
- e.) conduct a preseason meeting with the directors in all his/her divisions.
- f.) attend all Executive meetings with a prepared interim report.
- g.) attend the Annual General Meeting and present a yearly report.

**x.) The Rocky Mountain Female Hockey League Representative shall:**

- a.) oversee the operations of the Rocky Mountain League teams.
- b.) represent the Association at all league meeting.
- c.) Submit minutes to the Executive for approval.
- d.) may delegate authority to an Assistant Director for the division.
- e.) conduct a preseason meeting with the directors in all his/her divisions.
- f.) attend all Executive meetings with a prepared interim report.
- g.) attend the Annual General Meeting and present a yearly report.

**xi.) Non-voting Office Administrator shall;**

- a) act as a liaison between the Minor Hockey Board and the Recreation Center.
- b) be one of three empowered to sign cheques.
- c) book necessary rooms for all meetings.
- d) receive and process all incoming correspondence and distribute to proper Board Directors.
- e) prepare all correspondence for signature of the Board of Directors.
- f) obtain the necessary stationery, registration forms for the Association.
- g) publish notice of the Annual General Meeting four (4) weeks in advance of the meeting and put ads in the local paper two (2) weeks in advance of the Annual General Meeting or of any Special Meetings.
- h) handle all player/team registration with Hockey Alberta and Leagues within the association.
- i) monitor and keep records of all "Permission to tryout" and "Release" forms
- j) receive and deposit all monies of the Association to the credit of the Association in a bank or financial institution designated and approved by the Board of Directors.
- k) attend all executive meetings.
- l) attend the Annual General Meeting.
- m) perform other duties as agreed upon by the Board of Directors.

**xii.) Non-Voting Ice Coordinator shall;**

- a) book and assign all ice times, for all Minor Hockey Teams.
- b) arrange for all ice times needed in out-of town arenas.
- c) deal with the Governors from each division and with team personal to ensure they have adequate ice time.
- d) cancel all ice times not needed or assign the ice time to another team.
- e) attend all ice-user meetings on behalf of Brooks Minor Hockey Association.
- f) report activities to the Board of Directors on a monthly basis.

**BYLAW 7: Voted in – JR. BANDITS & PRAIRIE THUNDER COMMITTEES**

**i.) The Jr. Bandits & PT Committees shall consist of:**

- a.) Governors for Initiation, Novice, Atom, Peewee, Bantam and Midget
- b.) League Representatives, Central Alberta Hockey League, Rocky Mountain Female Hockey League.
- c.) Coordinators for Coach/Player, Fundraising, Media and Tournament
- d.) Equipment Manager
- e.) Treasurer / Secretary

**ii.)** After Annual General Meeting the VP for the Committee will have a meeting for members in good standing to elect the Jr. Bandits and Prairie Thunder Committees. These meetings are to be held within one (1) week of the Annual General Meeting and will be conducted on separate nights to accommodate members that need to attend both meetings. The meetings will also be attended by the President.

**iii.)** All Committee Members shall be elected to a minimum term of one (1) year.

**iv.)** The Committees shall manage the operations of the Association which shall include but not be limited to the following:

- a.) operation of their divisions
- b.) convey league news and information to the members
- c.) Help organize and oversee home tournament for their division
- d.) report of divisions to the General membership,
- e.) carry out fundraising and promotion for their divisions
- f.) ensure that the property of the Association is properly used and accounted for.

- v.)** No contract, debt or obligation shall be binding except under authority of its Board of Directors and no member of its Committees shall be held personally liable for such obligation.
- vi.)** The Committee shall have the power to fill any vacancy for the unexpired Term of the committee, provided that should the term of the expired committee member extend beyond the next Annual Committee Meeting, the selection must be ratified by election of the members in good standing at the next Annual Committee Meeting.
- vii.)** A regular meeting of the Committee shall be held each month unless otherwise determined by the Committee.
- viii.)** The Committee may hold its meetings at any place or places within the City of Brooks as it from time to time shall determine.
- ix.)** No formal notice of any such Committee meeting may be necessary if all the Committee members are present or if those absent have signified their consent to the meeting called in their absence.
- x.)** All Committee meetings must have a quorum of eight (8) members of the Committee for the transaction of Business.
- xi.)** Each member of the Committee that hold voting positions shall have the right to vote on all matters put before the Committee. Questions arising at any meeting of the Committee shall be decided by a majority vote. In the case of an equality of votes, the VP shall cast the deciding vote.
- xii.)** A declaration by the VP or his/her designate that a Resolution has been carried or defeated and an entry to that effect in the minutes shall be prima face evidence of the fact without proof of the number of proportion of votes recorded in favor or against such Resolution.
- xiii.)** The minutes of the proceedings of the Committee meetings shall be prepared and the VP will review these minutes with the board of directors. Once reviewed the minutes kept in such a manner as it is declared by the Board of Directors.
- xiv.)** The Committees of the Association shall be deemed to have assumed office on the express understanding and agreement and condition that every Governor/Coordinator and Representative and his/her heirs, executors and administrators respectfully, shall from time to time and at all times be indemnified and saved harmless out of the funds of the Association from and against all costs, charges, and expenses whatsoever, which such Committee Members sustains or incurs in or about any actions, suits, or proceedings which are brought, commenced or prosecuted against him/her for or in respect of any act, deed, matter or thing whatsoever, made done or permitted by him/her or any other Committee Member in or about the execution of the duties of their offices and also from and all other costs, charges and expenses which they sustain or incur in relation to the affairs thereof.
- xv.)** Any Committee Member missing three (3) consecutive Board of Directors meetings without sufficient or reasonable cause shall be automatically suspended from the Committee.

## **BYLAW 8: DUTIES OF THE JR. BANDITS & PRAIRIE THUNDER COMMITTEE**

### **i.) The Vice President shall:**

- a.) see Vice President for Jr. Bandits & Prairie Thunder for Board of Directors.
- b.) hold the deciding vote in a tie.

### **ii.) The Treasurer / Secretary shall:**

- a.) be one of the three designated officers empowered to sign committee cheques.
- b.) maintain detailed records of the accounts, receipts and disbursements of the Committee.
- c.) receive and deposit all moneys of the Committee to the credit of the Committee in a bank or financial institution designated and approved by the Board of Directors.
- d.) disburse moneys only on the authority of the committee and all cheques must be signed by two (2) officers, one of which may be the Treasurer.
- e.) prepare financial reports accounting for all transactions of the Committee setting forth the financial position of the Committee for presentation at the regular meetings of the Committee and to the Association Treasurer.
- f.) perform all general secretarial duties, attend all meetings, record the minutes of all meetings and process them for the records of the Committee.
- g.) notify the Committee Members and all personal deemed necessary of the time, locations and the date of the meetings.
- h.) distribute the typed copies of the minutes of all Committee meetings to each Committee Member prior to the next committee Meeting.

### **iii.) The Equipment Manager shall:**

- a.) be authorized to purchase equipment under \$500.00 without the approval of the Committee.
- b.) purchase all equipment over \$500.00 with the approval of the committee.
- c.) control and keep inventory of all equipment whether it is being used by a team or is in storage.
- d.) have all teams sign for the equipment loaned to them.
- e.) recommend and arrange for handling, storage, repair and cleaning of equipment.
- f.) have all equipment returned to storage at the end of the current playing year and shall report any shortages or damage to the executive immediately.

**iv.) The Midget, Bantam, Peewee, Atom, Novice & Initiation Governors shall:**

- a.) oversee the operations for the local house league teams, and any other, and all league teams with members registered too, and within our association. Unless it is otherwise voted on by the committee at the monthly meetings, and the motion is recorded by the secretary in detailed form.
- b.) recommend to the Board of Directors the appointment of qualified coaches and managers along with required information.
- c.) assist with player registration for the division.
- d.) convey the Rules, Regulations and Guidelines established by the Association.
- e.) call group meetings if necessary and submit the minutes to the committee for approval.
- f.) obtain from the committee the necessary requirements to operate a successful division.
- g.) attend the pre-season meeting with coaches and managers.
- h.) attend all committee meetings with a prepared interim report.
- i.) oversee and delegate responsibilities for their divisions own home tournament.
- j.) All division governors will ensure that each/all league teams within their own division, have their own team bank account, along with a team treasurer, and a second signer. Each team's treasurer will be required to distribute at least once a month to their parent group a print off their team's bank account transactions for each month until the end of their current season. Unless it is otherwise voted on by our board of executive's at the monthly meetings, and the motion is recorded by the secretary in detailed form.

**v.) Coach/Player Development Coordinator shall:**

- a) assist the Coach / Player director with the preseason meeting with coaches and managers.
- b) assist the Coach/Player director facilitate coach clinics and ensure all team personal have proper qualifications.
- c) assist Coach/Player director with the set-up of player development programs (ie power skating, goalie clinics, hockey school).
- d) provide resources for coaching staff.
- e) attend all committee meetings with a prepared interim report.
- f) attend the meetings set out by the Coach/Player director with a prepared interim report.



**vi.) Media Coordinator shall:**

- a) maintain applicable websites (update and add new features when necessary).
- b) provide and maintain information, news and oversee social media sites.
- c) attend the committee meetings and present interim report.
- d) All members to provide the coordinator with team news and results to be posted to media sources.

**vii.) Tournament Coordinator shall;**

- a) set up tournament formats and rules to be followed by all divisions.
- b) work with Governors on their division tournaments.
- c) help with sponsorship and procurement of items for all tournaments.
- d) facilitate awards and gifts for tournaments.
- e) attend all committee meetings.

**viii.) Fundraising Coordinator shall;**

- a) coordinate and execute fundraising ideas and ventures for the committee.
- b) assist Tournament Coordinator.
- c) attend all committee meetings.

**BYLAW 9: AUDIT OF ACCOUNTS**

**i.)** The financial year of the Association shall run from May 1 to April 30 of the following year.

**ii.)** The books, accounts and records of the Association shall be audited annually by a duly qualified auditor that is appointed by the Board of Directors.

**iii.)** All Committees of the association that have their own accounts and records must have full disclosure to the board no later than April 30<sup>th</sup> of each year. All accounts and records of the committee will be reviewed by the board of directors and shall be audited annually by a duly qualified auditor that is appointed by the Board of Directors.

**iv.)** A copy of the audited Financial Statement for the previous financial year shall be presented by the Treasurer at the Annual General Meeting if available. If it is not available, the audited Financial Statement shall be available for the first Executive meeting after the year end and shall be available.

## **BYLAW 10: ASSOCIATION RECORDS**

- i.)** The Office Administrator shall ensure that all necessary books and records of the Association, including all Committees, as required by the Bylaws or by statute are regularly and properly kept.
- ii.)** The books, accounts and records of the Association shall be the custody of the Treasurer and Office Administrator.
- iii.)** A member of the Association may inspect the books, accounts and records at the Annual General Meeting and may also inspect the books, accounts and records of the Association at any Board of Directors Meeting upon giving fourteen (14) days notice to the Board of Directors. However, any matter which the Board of Directors unanimously resolves to keep confidential, shall be designated as such and the records shall not be opened for inspection membership.
- iv.)** Each member of the Board of Directors may inspect the books, accounts and records of the Association upon reasonable notice to the Treasurer or the Secretary.

## **BYLAW 11: SUSPENSIONS, PROTESTS AND APPEALS**

- i.)** The President or his/her delegate shall have the power to suspend or discipline any coach, manager, player, trainer, referee or other official under the jurisdiction of the Association.
- ii.)** Any violation of the Constitution, Bylaws or Regulations of the Association, Code of Conduct or decision of the Executive, by any member of the Association, shall render such member liable to suspension by the acting Board or Directors within BMHA.
- iii.)** All suspensions handed out during league play will be dealt with immediately from that director of the appropriate league utilizing Hockey Alberta's minimum suspension guidelines. The suspension then goes to the league and the league decides whether or not the minimum suspension is enough. If the league does not feel the minimum suspension is adequate, they may add to the suspension.
- iv.)** All suspensions handed out during exhibition or tournament play will be dealt with immediately by the CAHL or Female Director, utilizing Hockey Alberta's minimum suspension guidelines. The suspension then goes to the Zone 6 Director and he/she decides whether or not the minimum suspension is enough. If the Zone 6 Director does not feel the minimum suspension is adequate, they may add to the suspension.
- v.)** Any decision during league play can be appealed. The appeal shall be in writing, original to the league and a copy to the Director of the league. The appeal shall set forth the decision appealed from and a concise statement of the alleged grievance. The appeal will cost the person or persons putting forth the appeal \$150.
- vi.)** If an appeal is over a decision during exhibition or tournament play, the appeal shall be in writing, the original to the Zone 6 Director and a copy to the CAHL Director. The appeal shall set forth the decision appealed from and a concise statement of the alleged grievance. The appeal shall cost \$150.

**vii.)** To protest a game, the protest shall be in writing and done in the same manner as the appeal. The only exception to this, is that a protest over a tournament game shall be given to the Tournament Committee.

**viii.)** A protest on the referee's decision will not be considered unless it concerns a question of interpretation of the rules of the game.

**ix.)** BMHA adopts the Code of Conduct, Zero Tolerance Policy.

**x.)** All Members shall commit to obey and abide by the Constitution, objectives, Code of Conduct, Bylaws and Regulations of the Association and any amendments thereto and shall agree to be bound by the said Bylaws, Regulations and Rules of the Association and that the Bylaws, Regulations and Rules are to be interpreted by the Board;

#### **BYLAW 12: TEAM SELECTION, TIERING AND AFFILIATION**

**i.)** The membership of the Association shall be divided into teams and these teams shall be designated to play in leagues approved by the Board of Directors of the Association. The method for team selection must also be approved by the Board of Directors of the Association.

**ii.)** All teams must be registered (carded/team sheeted) by either November 15 or by their first league game, whichever comes first.

**iii.)** All Named Player Affiliation and Team to Team Affiliation must be filed by December 15. Although the coaches choose who they want to be affiliated with, the decision must be approved by the Board of Directors.

**iv.)** When a team requests use of an affiliated player, both division Governors must be informed by the Coach requesting the affiliation. The requesting Coach must obtain consent first from the Coach of the affiliated players team and then from the Parents / Guardian of the affiliated player.

#### **BYLAW 13: PLAYER MOVEMENT & RESPONSIBILITIES**

**i.)** A player who has received parental consent and desires to participate in a category which is one above his/her age group must be approved by the Board of Directors.

**ii.)** Any requests for movement of players of the above nature must be made, in writing, and submitted to the Board of Directors before registering that player.

**iii.)** Any other requests for movement of players, either by the parents or the coaches of that player, must be made in writing and submitted to the Board of Directors.

**iv.)** All players are responsible to conduct themselves in a sportsmanlike way. They are representatives of their community and are responsible for conducting themselves, on and off the ice, in a manner benefiting the Association.

**v.)** The players are responsible to attend all practices and games organized for their respective teams.

**vii.)** Each player is responsible to return all equipment loaned to him/her by the Association.

## **BYLAW 14: RESPONSIBILITIES OF COACHES, MANAGERS AND TRAINERS**

- i.)** The coach and manager shall assume the responsibility for the conduct of their Players and all other team officials (ei. trainer, timekeepers, etc.).
- ii.)** Coaches, managers and trainers may only head coach, or manage one team in any hockey season. They may be an assistant coach on a secondary BHMA team during that same hockey season.
- iii.)** All teams and team officials are warned relative to unbecoming conduct and causing damage to arenas in which they play. Teams or officials offending in this respect will be barred from further competition and also be assessed with the expenses.
- iv.)** The use of alcoholic beverages or drugs by Team officials or players prior to or during an official function of the Association is strictly prohibited.
- v.)** Team managers or their delegated authority shall be responsible to see injured players receive medical attention and incident report is forwarded to the Office Administrator and affected Division director.
- vi.)** Team managers or their delegated authority shall be responsible to see that injured players wanting to return to play, have the proper approval from their doctor, if medical attention was required and /or the player misses any further practice/game/dryland/team training from the date of injury.
- vii.)** Any association team or group of teams wishing to raise funds must submit a request in writing and signed by the team manager, to the committee for approval.
- viii.)** All team officials must accept the responsibility and follow the four steps of Risk Management:
  1. Identify the risks connected with any activity (ie. game, practice, dressing rooms, parking lot, travel plans, fund-raisers, dry land training).
  2. Assessing for relative significance of all on-ice and off-ice risks.
  3. Eliminating or minimizing identified risks.
  4. Ensuring all players and team officials are carded/team sheeted (insurance) as protection against unavoidable risks.

## **BYLAW 15 HOME TOURNAMENTS**

- i.)** All divisions of the Association may use their specified weekend to host a tournament.
- ii.)** The Tournament Coordinator and the Governor of that division shall be responsible for the following. (If there is no Tournament Coordinator, the Division Governor will be responsible):
  - a.) Make any rules, regulations required for the tournament.
  - b.) Obtain from the Association a tournament sanction from Hockey Alberta.
  - c.) Make the draw for the teams and be responsible for all game sheets.
  - d.) Ensure all invited teams are of the same level (ie. No „A“ teams in a „AA“).
  - e.) Delegate responsibilities of the tournament to parents of that division.
  - f.) Assign a Disciplinary Committee for the tournament who will be responsible to settle any disputes during the tournament.
  - g.) Submit a financial statement of income and disbursements to the Association.
- iii.)** No division shall have more than a 14 team tournament (this includes home teams), as this monopolizes the arenas in our area.
- iv.)** All monies made over and above the cost of the tournament shall be turned over to the Association. Any loss incurred by the Tournament Committee will be brought to the executive of the Association immediately. If the loss is found to be of no fault of the Tournament Committee, the executive may approve the payment of the accounts from the Association funds.

## **BYLAW 16: BYLAWS**

- i.)** The bylaws of the Association may be amended, enlarged, altered or rescinded by means of a Special Resolution passed by a majority of not less than seventy- five (75) percent of such members entitled to vote as are present at the Annual General Meeting or Special Meeting. All changes to any bylaws (prior to an Annual General Meeting) are only in effect until the next Annual General Meeting, where they may be passed by a majority of voters.
- ii.)** Written notice specifying the intention to propose a Special Resolution must be given at least fourteen (14) days in advance.
- iii.)** For the purpose of these bylaws the term “Special Resolution” has the meaning attributed to it by the SOCIETIES ACT R.S.A. 1980, c. S-18 and amendments thereto.
- iv.)** The Association may be dissolved by a Special Resolution of the membership at a special meeting. Upon dissolution of the Association, the assets, after payment of all liabilities, shall be distributed amongst such charitable organizations as shall be determined by the Board of Directors. The Association shall abide by the Constitution, Rules, Regulations and Guidelines of the Canadian Hockey Association and of Hockey Alberta.