

**CLAIRMONT  
MINOR HOCKEY CLUB  
CONSTITUTION & BYLAWS  
INTRODUCTION AND PHILOSOPHY**

All organized sports for the 4 to 17 year old level give an individual the opportunity to compete in his\her own age group, under controlled conditions, that are designed to teach the basic fundamentals of the sport, develop personal skill, and develop an attitude of good sportsmanship.

These basic concepts apply to Minor Hockey, as they do to other sports. Each individual in an administrative position has his\her own personal viewpoint as to which area of these concepts he\she feels should be of major importance.

When interests such as developing a boy or girl for professional hockey begin encroaching on these fundamental ideas of Minor Hockey, then a serious second look must be taken at that person.

A talented person will develop into a good hockey player regardless of any special attention given him\her. This special attention in many instances is detrimental to the team. Junior "A" hockey is geared to develop professional hockey players; this need not be of prime importance at the minor level.

**SPORTSMANSHIP**

The term "sportsmanship" may be applied to life in general to persons who can win without boasting and lose without offering excuses.

Sportsmanship demands honesty, fair play, cooperation, competitive spirit, respect for authority and rules, acceptance or responsibility and respect for others.

A person can show good sportsmanship in many ways not connected with sports, because sportsmanship is an important part of citizenship.

## CONSTITUTION

### **ARTICLE 1 – NAME**

This organization shall be known as the Clairmont Minor Hockey Club

### **ARTICLE 2 – AIMS**

The Clairmont Minor Hockey Club is a volunteer not for profit organization whose purpose is to provide an opportunity to every person in Clairmont and surrounding area of suitable age to participate in hockey within his\her ability under controlled conditions. Should special circumstances prevent a person from paying the required registration fee, the Executive shall waive such registration fee, after consideration of a written request. The Executive may impose conditions.

To instil pride and satisfaction by teaching the responsibilities of working as a team, contributing equally to the team to the best of their ability and sharing equally the teams' accomplishments and failures.

To teach and impart the importance of fair play, good sportsmanship, socially acceptable behaviour and the necessity that all individuals must abide by the rules of the game and the regulations of the Clairmont Minor Hockey Club.

To enjoy and obtain satisfaction from participating in a worthwhile endeavour.

### **ARTICLE 3 – OBJECTIVES**

The objectives of the Clairmont Minor Hockey Club (hereinafter referred to as the CMHC) are to promote, govern and improve organized minor hockey in Clairmont.

- 1) To foster among the members, supporters and teams community spirit.
- 2) To promote, maintain and increase the interest in minor hockey in the community.
- 3) To establish procedures, policies and rules for achieving the aims and objectives of the CMHC.
- 4) To provide adequate playing facilities and equipment to operate the program.
- 5) To ensure the financial well-being of the CMHC.
- 6) To have and exercise a general care, supervision and direction of all teams, players and members in the CMHC.

## **ARTICLE 4 – DEFINITIONS**

Providing the context does not otherwise dictate, the terms listed shall be defined as;

Associations:	Alberta Amateur Hockey Association (Hockey Alberta) Canadian Hockey Association (C.H.A.)
Current Season:	Commences on registration date and terminates with Annual General Meeting
Members:	Members in good standing as set out herein, enjoying the benefits as Conferred herein.
Majority:	One vote more than Fifty percent (50%) of the votes casts.
Special Resolution:	Seventy five percent (75%) of the votes cast.
Players:	Registered player members in good standing.
Notice of Meeting:	Notice either given personally, in writing or by media advertising as decided by the Executive.
Rules:	All policies and directives approved by the Executive whether Written or not, governing the operation of the CMHC.

## **ARTICLE 5 – MEMBERSHIP**

Membership of the CMHC shall consist of three categories: Active Membership, Associate Membership and Honorary Membership.

- 1) **ACTIVE MEMBERSHIP** – Any Parent who is in good standing with the CMHC or any player registered with the CMHC.
  - i) Every member shall be bound by and submit to the Constitution and Bylaws of the CMHC
  - ii) A member shall be deemed to be in good standing when he or she has paid the current annual registration fee to the CMHC for one or more players, and has completed all required paperwork as outlined by the CMHC;
  - iii) Any member who desires to withdraw from membership in the CMHC may notify any member of the executive in writing to that effect and on receipt by the Executive of such notice the member shall cease to be a member.
  
- 2) **ASSOCIATE MEMBERSHIP** – Any person who holds the position of head coach or team manager or a position on the Executive during the current season. All Associate Members shall be entitled to all rights and privileges awarded to a member in good standing.

- 3) HONORARY MEMBERSHIP – Any person who has made an outstanding contribution to the CMHC may be granted honorary membership by the Executive. Any member in good standing may submit nominations for Honorary Membership in writing to the Secretary of the Executive. All Honorary Members shall be entitled to all rights and privileges awarded to a member in good standing.

#### **ARTICLE 6 – SUSPENSION & EXPULSION OF MEMBERS**

- 1) The President shall have the right without notice to suspend any member of the CMHC for any violations of the Constitution or Rules of the CMHC and the member so suspended shall have all his\her rights of membership in the CMHC suspended until the suspension has been approved by the Executive as provided in Article 6.
- 2) The Executive shall have the power by a vote (special resolution) to expel or suspend any member whose conduct shall have been determined by the Executive to be improper, unbecoming or likely to endanger the interest or reputation of the CMHC or who wilfully commits a breach of the Constitution or rules of the CMHC. No member shall be expelled without having been given the opportunity to be heard by Executive at a meeting specifically called for that purpose, and the said members and all Executive shall be given not less than seven (7) days notice of the date at which this meeting shall be held, and if the member does not attend pursuant to that notice without having given reasonable excuse, the Executive shall proceed with the meeting and the member shall be subject to the ruling made thereat.

#### **ARTICLE 7 – AFFILIATION**

- 1) The CMHC shall maintain good standing and affiliation with the Alberta Amateur Hockey Association and shall observe all laws, rules and all regulations as set forth by Hockey Alberta and in conjunction with the Canadian Hockey Association.
- 2) The Executive shall have representation or liaison as required during Hockey Alberta or Hockey Canada meetings.

## ARTICLE 8 – MEETINGS

- 1) Annual General Meeting: the CMHC shall have two Semi-Annual General Meetings. The Semi-Annual General Meetings shall be held in the spring, on or before April 15, and in the fall, on or before September 15, in each year, of which notice in writing but not given to each member will be issued 10 days prior to the date of the meeting. A quorum shall consist of 4 of the members of the CMHC. The main purpose of this meeting shall be for:
  - Executive reporting on past season.
  - Electing a slate of executive officers for the upcoming season.
  - Amendments to the Constitution & Bylaws to be dealt with.
  - Presentation of financial statement of the current season.
  - Member input.
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- 2) The Fiscal Year End of the CMHC shall be April 30 of each calendar year.
- 3) Special General Meetings: May be called by a quorum of the Executive with not less than Twenty Four (24) hours notice. A quorum shall consist of 4 members of the CMHC. Executive Meeting: Meetings of the Executive shall be held as often as the business of the CMHC requires and shall be called by the President (or any three members) of the Executive. A quorum for the Executive meeting shall be 4 members out of the President, Vice President, Secretary, Treasurer, Registrar, Fundraising Director, team managers, equipment manager, and the All Peace representative (s), Ice Scheduler

## ARTICLE 9 – VOTING

- 1) Executive members only shall have the power to vote at Executive or Special Meetings of the Executive
- 2) All members in good standing at that time within the CMHC shall be eligible to vote at any General Meeting.
- 3) A voting member of the CMHC must be 18 years or over; players are not eligible to vote at any meeting of the CMHC.
- 4) There will be no proxy votes allowed at any Executive or Special meeting of the Executive or at any General meeting or at any meeting of the CMHC.
- 5) Except where the president deems it appropriate voting shall be a show of hands.

- 6) At the Annual General meeting nominees receiving the most votes shall be elected.

#### **ARTICLE 10 – NOMINATIONS**

- 1) Each member in good standing shall have the privilege of nominating a representative for each elected office of the CMHC.
- 2) Nominations may come from the floor only in the case of a position not being slated by the Nominating Committee. Nominations must be filed with the CMHC executive at least 48 hours prior to the date of the AGM. Where the nominee is not in attendance, his\her written consent to stand must be presented.

#### **ARTICLE 11 – EXECUTIVE OFFICERS AND STAFF**

The Executive shall consist of the President, Vice President, Secretary, Treasurer, Registrar, Fundraising Director, team managers, equipment manager, a minimum of one and a maximum of two All Peace representatives, Ice Scheduler, and Past President.

- 1) The Executive shall hold office until the next following Annual General Meeting.
- 2) No member of the Executive of the CMHC shall be paid for his\her services.
- 3) The Executive shall be responsible for conducting the business and administration of the CMHC.
- 4) The Executive shall have complete control of all minor hockey activities including minor hockey teams, minor hockey team officials, referees, parents, players, and all other members of the CMHC.
- 5) The Executive shall be empowered to carry out and enforce policies, and make such rules as are required.
- 6) The Executive shall have the authority to remove or dismiss any member of its own body by special resolution whose conduct shall have been determined by the Executive to be improper, unbecoming or likely to endanger the interest or reputation of the CMHC or who wilfully commits a breach of the Constitution or Rules of the CMHC.
- 7) The Executive shall be empowered to establish registration fees for all players.
- 8) The Executive is empowered to appoint and remove coaches, players, and team officials to and from the teams.
- 9) The Executive shall appoint a person to review the financial records of the CMHC annually.
- 10) The signing officers of the CMHC shall be any two of the President, Vice President, Secretary, Treasurer, or Registrar. There must be 2 of the above officer's signatures on every cheque.

## **SPECIFIC DUTIES OF THE EXECUTIVE**

### **President**

The president, within the jurisdiction of the CMHC, shall have the powers to:

- 1) Preside over all executive, general and special meetings and all CMHC functions, or delegate authority if absent.
- 2) Decide all questions of order and conduct all meetings in a businesslike manner.
- 3) Ensure all members of the Executive perform their duties in adherence to the Constitution.
- 4) Acts as an ambassador representing the CMHC and is the main spokesperson for the CMHC.
- 5) Sign as a signing officer of the CMHC.
- 6) Exercise the powers of the Executive in case of emergency.
- 7) Suspend teams, team officials, players, or parents at any time and notify the Executive of such action.
- 8) Not vote on any question unless all members are equally divided in which case the president shall cast the deciding vote.
- 9) Sit on all committees as an ex-officio member during his/her term as President.

### **Vice President**

The Vice President shall:

- 1) In the absence of the President or in the event of his\her inability to act, have and exercise all the powers of the President.
- 2) To Chair and represent the nominating Committee and report findings to the Executive.
- 3) Coordinate all technical programs outlined by the Executive and shall serve as Technical Director.
- 4) Ensure the annual financial review is performed on the finances of the CMHC prior to the General Meeting.
- 5) Sign as a signing officer of the CMHC.

### **Secretary**

The Secretary shall:

- 1) Perform all general Secretarial Duties, attend, record, prepare all agendas and maintain a record of all minutes and correspondence of all executive, special, general or Annual General Meetings as designated by the President.
- 2) Ensure all agendas and minutes are complete and circulated to the Executive two days before and after all meetings.
- 3) Sign as a signing officer of the CMHC.

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(Approved at CMHC Semi-Annual AGM - September 14, 2010)

### **Treasurer**

The Treasurer shall:

- 1) Maintain an accurate set of records of all financial transactions that have taken place within the organization.
- 2) Be responsible for all deposits to the organizations financial institution and pay all payables that the organization has incurred during the season.
- 3) Must have a paper copy of all executive members at each meeting listing all transactions that have occurred up to the date of the meeting.
- 4) Sign as a signing officer of the CMHC.

### **Registrar**

The Registrar shall:

- 1) Annually coordinate the registration process.
- 2) Annually coordinate the registration of players and team officials for all teams within the organization to Alberta Amateur Hockey Association.
- 3) Be the liaison with Alberta Hockey Association.
- 4) Sign as a signing office of the CMHC.

### **Sponsorship\Fundraising Director**

The Sponsorship\Fundraising Director shall:

- 1) Recruit team sponsors.
- 2) Maintain accurate records regarding sponsors and contacts.
- 3) Coordinate timely correspondence to all sponsors including team photos, etc.
- 4) Individual team fundraisers must be coordinated through this director. Fundraisers to be monitored to ensure all rules are followed and licenses obtained.
- 5) Ensure 50/50 and raffle licenses are obtained and that reports to Gaming Commission are completed.
- 6) The director should always have an interest in new and innovative projects to raise money.

### **Team Managers**

The Team Managers shall:

- 1) Represent team at Executive meetings.
- 2) Schedule exhibition games with other teams within the proper age division unless participating in the All Peace League.
- 3) Give assistance to coaches and other team officials.
- 4) Ensure coaches attend necessary clinics.

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- 5) Be involved in tournament organization.
- 6) Coordinate information received and discussed at executive meetings and pass along to the parents (parent/coach to Executive liaison and vice versa).

### **All Peace Representative(s)**

The All Peace Hockey league representative(s) shall:

- 1) Attend All Peace league meetings on behalf of the CMHC. If they cannot attend a meeting they shall arrange for someone from the Executive as their replacement.
- 2) Communicate with the team managers and coaches of the CMHC teams within the All Peace league with respect to the decisions of the All Peace league, changes to rules, and scheduling of regular season and playoff games.
- 3) Report to the Executive on the meetings of the All Peace hockey league.

### **Ice Scheduler**

The Ice Scheduler Shall:

- 1) Attend all ice scheduling meeting with Clairmont Agricultural society, all peace league or any one CMHC needs ice from for the hockey season.
- 2) Coordinate ice times and schedule with CMHC teams, Executive and Clairmont Agricultural society. Including communication with website coordinator for CMHC.

### **Equipment Manager**

The Equipment Manager shall:

- 1) Be responsible for the coordination of all CMHC equipment during the hockey season.
- 2) Provide a report to the Executive at the beginning and end of each season of the equipment inventory.
- 3) Be responsible for signing in and out of all CMHC equipment to coaches and team managers at the beginning and end of each season.
- 4) Obtain Executive approval before ordering new equipment.

### **Past President**

The Past President shall:

hold an advisory position on the executive for a term of one year only following his last year as President. The Past President will not have voting rights.

**ARTICLE 12 – MOTIONS TO RECONSIDER**

- 1) In all matters brought before the CMHC, decisions and rulings of the executive are final and there is no recourse for any appeal. However, any person, player or team may apply in writing to have the issue reconsidered at the next following Executive Meeting.
- 2) The Executive, at its discretion, may grant a hearing to any such person and may, at their discretion, alter any previous decision or ruling.

**ARTICLE 13 – SIGNING AND MOVEMENT OF PLAYERS**

- 1) Players shall play at the level of hockey within the CMHC as determined by their age, using the age determination date as adopted by C.H.A. This date is December 31 of the current season.

Initiation Division	Ages 4 to 6	Peewee Division	Ages 11 to 12
Novice Division	Ages 7 to 8	Bantam Division	Ages 13 to 14
Atom Division	Ages 9 to 10	Midget Division	Ages 15 to 17

- 2) MOVEMENT UP to a team in the next division. A written request for movement up must come to the CMHC Executive at least two (2) full weeks prior to the start of the season for the division the player is applying to move up to. Such requests must be for the good of the CMHC and the player. Each case will be treated on an individual basis.
- 3) MOVEMENT DOWN from one division to another may be permitted in exceptional cases only. A written request must come to the CMHC executive by November 1 of the current season. This request must also include a completed Hockey Alberta Overage Application that must be submitted to Hockey Alberta along with the written request.
- 4) Final approval rests with Hockey Alberta in the case of any movement down, except for movement within Novice.
- 5) A birth certificate or proof of birth must be produced upon initial registration of a player.

**ARTICLE 14 – AUDITORS**

The Executive shall have the authority to select a reviewer or reviewers to make in writing to the Executive on the account examined by them an on every balance sheet and statement of income and expenditures at the Annual General Meeting.

**ARTICLE 15 – CORPORATE SEAL**

The CMHC does not have a corporate seal.

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(Approved at CMHC Semi-Annual AGM - September 14, 2010)

## **ARTICLE 16 – BOUNDARIES**

The boundaries of the CMHC shall be in accordance with Hockey Alberta regulations.

North of Clairmont - 1 mile north of TWP Rd 730 and 1 mile south of TWP Rd 732  
East of Clairmont to the Smoky River  
South of Clairmont to TWP Rd 722 from the Smoky River to the south corner of Bear Lake  
West of the Clairmont to Bear Lake, on the north end of Bear Lake to ½ mile west of  
Range Rd 71 and ½ mile east of Range Rd 72

## **ARTICLE 17 – INSPECTION OF BOOKS AND RECORDS OF THE CMHC**

The Executive shall from time to time, determine whether and to what extent and at what time, place and under what conditions or regulations, the accounts and books of the CMHC shall be open to inspection by members not being Executive members.

## **ARTICLE 18 – RULES OF ORDER**

The official rules of order for the transaction of business at all meetings shall be the Robert Rules of Order. In those instances where Robert Rules of Order conflicts with the CMHC Constitution or Rules of the CMHC, the CMHC Constitution or Rules of the CMHC shall take precedence.

## **ARTICLE 19 – DISSOLUTION**

Upon the dissolution of CMHC and after the payment of all debts and liabilities, the remaining property of CMHC shall be distributed or disposed of to charitable organizations, the objects of which are beneficial to the community.

**CLAIRMONT MINOR HOCKEY CLUB  
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