

# **CNN SPURS MINOR HOCKEY ASSOCIATION BY- LAWS**

## **1 GENERAL MEMBERSHIP**

### **1.00 Boundaries**

CNN Spurs Minor Hockey Association boundaries are defined as:

East of Highway 28 and Legal road 803 and across 651 to TWP Rd 582.

South of the stair ladder to the eastern boundaries as indicated on attached map.

(east to R.Rd 234, south to 651, east on 651 to R.Rd 232, north to TWP Rd 572, then east to R.Rd 223, south on R.Rd 223 to 1mile south of TWP Rd 570. the east to R.Rd 221, then south 2 miles and east to the North Saskatchewan River.)

North of Highway 37 and the stair step ladder as indicated on the attached map.

(At R.Rd 232 go north 1 mile, then east to highway 28A, north 1 mile, east 1 mile to R.Rd 231, north 1 mile, east to R.Rd 230, north to TWP Rd 554, east to Sec 825, north to TWP Rd 560, then east to the North Saskatchewan River.)

West of Fort Saskatchewan River following the stair ladder as indicated on the attached map and above.

Boundary is centerline of highway or roadway.

Residence must be on the inside of boundary line.

### **1.01 Membership**

A Member shall be:

- a) Any family registered with the CNN Spurs Minor Hockey Association.
- b) Any coach, assistant coach or manager that is officially registered with the CNN Spurs Minor Hockey Association and in this capacity to a maximum of five (5) persons per team; or
- c) Any volunteer who has previously been a Member of the CNN Spurs Minor Hockey Association under Article 1.01(a) or 1.01(b) and who is approved by the Executive Committee to be a Member, or any other person who is approved by the Executive Committee to be a Member.

### **1.02 Membership Fees**

- a) The Membership Fee for Members under article 1.01(a) shall be the registration fee for a hockey player, such fee being determined by the Executive Committee before each new hockey year.
- b) There shall be no membership fee for a Member admitted under Article 1.01(b).
- c) The membership fee for a volunteer admitted under Article 1.01(c), shall be determined annually by the Executive Committee, before each new hockey year.

### **1.03 Withdrawal from Membership**

Any member wishing to withdraw from membership to the CNN Spurs Minor Hockey Association may do so upon written notice to the Executive Committee. The effective date of withdrawal shall be the date on which the President, Registrar or Administrator of the CNN Spurs Minor Hockey Association receives the Notice of Withdrawal.

### **1.04 Removal**

Any Member of the CNN Spurs Minor Hockey Association who does not conduct him or herself in accordance with the Rules and Regulations of the Alberta Hockey Association, the Canadian Hockey Association or either the By-Laws or Policies of the CNN Spurs Minor Hockey Association can, upon a 2/3 majority vote of the Executive Committee at an Executive Committee Meeting, be expelled as a Member of the CNN Spurs Minor Hockey Association for the remainder of the present hockey year or such longer period of time as the Executive Committee may decide upon.

### **1.05 Meetings**

#### **a) Annual General**

The CNN Spurs Minor Hockey Association shall hold their Annual General Meeting on or before the 31st day of May of each year. The President shall call such meeting and notice shall be given to the general membership in a weekly newspaper that is circulated within our boundaries, for 2 consecutive weeks prior to the meeting date.

Amendments to CNN Spurs Minor Hockey Policies and Procedures cannot be made at the annual general meeting. However, attendees at the annual general meeting can express their concerns and elect members dedicated to working on CNN Spurs Minor Hockey to promote and institute their concerns. CNN Spurs Minor Hockey Association Should use the annual general meeting to respond to concerns and report details as to their ideas, initiatives and policy changes in relation to the operations of the minor hockey program.

#### **b) General and Special Meetings**

General and Special Meetings of the general membership of the CNN Spurs Minor Hockey Association will be called at any time by the Secretary upon the instructions of the President, or on written request of three Members of the Executive Committee, or upon receipt by the Executive Committee of a petition signed by 1/3 of the Members of the CNN Spurs Minor Hockey Association who are in good standing, which petition shall set forth the reasons for calling the General Meeting. Notice of the General and Special Meetings shall be provided to the general membership by notice in a weekly newspaper that is circulated within our boundaries, for 2 consecutive weeks prior to the meeting date.

### **1.06 Voting Rights**

- a) In the case of a family membership as specified in Article 1.01(a), voting rights are restricted to persons over the age of eighteen (18) years with only one vote per family.
- b) Voting rights for the Members identified in Article 1.01(b) shall be one vote per person.
- c) Voting rights for those Members identified in Article 1.01(c) shall be one vote per member.

No person attending any meeting shall be entitled to more than one vote on each motion at the meeting. Where a person is entitled to vote as a Member in more than one capacity, they must select in which capacity they are voting as a Member.

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

### **1.07 Quorum**

A quorum at any General Meeting, Special Meeting or Annual General Meeting shall be equal to Fifteen (15) voting Members. This number can include the members of the Executive committee in attendance.

### **1.08 Majority Vote**

Except in the case of a Special Resolution, all motions shall be adopted by majority vote of those Members in attendance at a meeting.

### **1.09 Special Resolution**

A “**Special Resolution**” means:

- a) A resolution passed:
  - i. at a General Meeting of which not less than fourteen (14) days notice specifying the intention to propose the Resolution has been duly given, and
  - ii. by the vote of not less than 75% of those Members who, if entitled to do so, vote in person or by proxy.
- b) A resolution proposed and passed as a Special Resolution at a General Meeting of which less than 14 days notice has been given, if all Members entitled to attend vote at the General Meeting so agree, or
- c) A resolution consented to by all Members who would have been entitled at a General Meeting to vote on the resolution in person or, whose proxies are permitted, by proxy.

Notice of the Special Resolution shall be provided to the General Membership by notice in a weekly newspaper for 2 consecutive weeks prior to the meeting date.

### **1.10 Nominations**

Every Member of the CNN Spurs Minor Hockey Association shall have the privilege of nominating a qualified representative for each Executive Committee position open for election in any given year.

### **1.11 Qualifications of Executive Members**

Any person nominated for an Executive position must be a Member in good standing under Article 1.01. In addition, the President (elected) must have worked with the CNN Spurs Minor Hockey Association for a minimum of 1 year prior to being allowed to hold this position. Notwithstanding the foregoing, any person may be nominated for any Executive position without the requisite qualifications so long as the Executive Committee has approved the nominated person based on their expertise in Minor Hockey.

### **1.12 Election of Executive Committee**

At every Annual General Meeting there shall be an election of Officers as follows:

- a) Elected on odd numbered years (2005,2007, etc.) shall be the President, Vice President 2.
- b) Elected on even numbered years (2006, 2008, etc.) shall be the Vice President 1, Treasurer, Registrar, Secretary, Equipment Coordinator, Evaluation Coordinator.
- c) Reps for each hockey age category may be elected or appointed by the President.
- d) The elected officers shall form part of the Executive Committee until their successors are elected and installed.

### **1.13 Conduct of Meetings**

All General and Annual General Meetings shall be conducted under the Robert's Rules of Order.

## **2 THE EXECUTIVE & OPERATIONS COMMITTEE**

### **2.01 Composition**

The Executive Committee (also referred to as the Board of Directors) of the CNN Spurs Minor Hockey Association shall consist of the President, Vice President 1st and 2nd, Past President, Secretary, Treasurer, Registrar, *Fundraising Coordinator(max. 2)* and 1 or 2 Representative(s) from each age category of hockey offered by the association.

The Operations Committee will consist of Equipment Coordinator, Development & *Coach Coordinator(Mentor)*, Referee-in-Chief, *Ice Allocator*, *Grant Coordinator*, *Disciplinary Committee*, Evaluation Coordinator(s), Representative for each League (we participate in) and *Fundraising Committee members when needed*.

The board shall have the authority to form ad hoc committees to carry out specific duties.

### **2.02 Withdrawal**

Any Member of the Executive and Operations Committee can withdraw from the Executive and Operations Committee by providing to the President or Secretary of the Executive Committee written notice of withdrawal. The effective date of the withdrawal shall be the date on which the President or the Secretary of the CNN Spurs Minor Hockey Association receives the notice of withdrawal.

### **2.03 Removal**

A Member of the Executive and Operations Committee shall be relieved of his duties and removed as a Member of the Executive or Operations in the following circumstances:

- a) upon the failure to attend 3 consecutive meetings without a reasonable excuse;
- b) upon 75% majority vote of the Members of the Executive Committee on the basis that a Member is doing an unsatisfactory job;
- c) upon a Special Resolution of the general membership at a Regular Meeting.

## 2.04 Filling of Vacancies

In the event that the President is unable to perform the required duties, the Past President will assume the position of President for the balance of the term or until the next Annual General Meeting, whichever event first occurs. In the event that the Past President cannot assume the President's position, or in the event that any other Member of the Executive Committee withdraws or is removed from the Executive Committee, or should an Executive Committee position not be filled by an election of the general membership at an Annual General Meeting, then the Executive Committee shall elect a Member from the general membership to fill the vacancy until the next Annual General Meeting. Any such executive position filled will be up for election at the next Annual General Meeting with the balance of the length of the term for the position decided in accordance with the time limitations in Article 1.12.

## 2.05 Meetings

### a) Regular (General) Meetings:

There shall be a minimum of 10 regular meetings of the **Executive Committee** held each year with at least 1 regular meeting being held each month during the hockey season. The President shall set the date and time of such meetings.

### b) Special Meetings:

The President may call a Special Meeting at any time or the President upon receipt of a written notice shall call a Special Meeting of the Executive Committee from any 3 Members of the Executive Committee. Upon receipt of written notice from any 3 Members of the Executive Committee, the President shall call a Special Meeting within 7 days of the date of receipt of the notice. No subject shall be discussed or considered at any Special Meeting except those matters specified in the Notice or those matters stated by the President at the time of calling the meeting.

## 2.06 Voting

Each Member of the Executive Committee shall be entitled to one vote. In the case of a Tie vote the President of the CNN Spurs Minor Hockey Association shall be entitled to a Second or casting vote.

## 2.07 Quorum

A quorum at any Executive Committee Meeting shall be a majority of the Members of the Executive Committee.

## 2.08 Powers

The Executive Committee shall, subject to the By-Laws or directions given by majority vote at any Regular Meeting of the CNN Spurs Minor Hockey Association properly called and constituted:

- a) have full control and management of the affairs of the CNN Spurs Minor Hockey Association;
- b) have the power to adopt or amend by-laws, policy, guidelines, procedures or regulations, at any Regular or Special Meeting, by motion, which shall be binding upon all members of the CNN Spurs Minor Hockey Association;
- c) have the power to establish policies to ensure allotted ice time is distributed on a fair and just basis to all teams.

## **2.09 Majority Vote**

On any general motion a majority vote of the quorum shall pass the motion. A motion to adopt a by-law, policy, guideline, procedure or regulation requires a 2/3 majority vote of the **quorum** to pass the motion.

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

## **2.10 Conduct of Meetings**

All meetings shall be conducted under the Robert's Rules of Order.

## **2.11 Duties of the Executive & Operations Committee**

### **2.11.01 President:**

- a) will be responsible for general administration of the Minor Hockey League Operations.
- b) will be a signing authority along with the Vice Presidents, Secretary and Treasurer.
- c) will preside at all meetings.
- d) will exercise the powers of the Executive Committee in case of emergency.
- e) will suspend teams or coaches, subject to ratification at the following meeting of Executive Committee.
- f) will serve on all committees as an ex-officio voting Member.
- g) will liaise directly with the Community Services department.
- h) will attend or appoint a designate to attend all Alberta Hockey Association meetings.
- i) will ensure that all team coaches are selected and/or approved by the Executive Committee.

### **2.11.02 Vice President**

- a) will assume responsibility of duties of the President in the absence of the President.
- b) will receive the reports from the Discipline Committee and the Hockey Operations Committee in respect to disciplinary actions within the Operational Policies, Rules and Guidelines of the Association.
- c) will be responsible for developing and maintaining the association's administrative operating policies and procedures.
- c) will attend league meetings at the request of the President.
- d) will be a signing authority along with the President, Secretary and Treasurer.
- e) will report to the President.

### **2.11.03 Past President:**

- a) will attend meetings of the Executive Committee.
- b) will fill the vacancy in the office of the President.
- c) will report to the President.

**2.11.04 Secretary:**

- a) will attend all General Membership, Annual General membership and Executive Committee Meetings and shall maintain accurate minutes of same.
- b) will be a signing authority along with the President, Vice President, and the Treasurer.
- c) will have charge of all Executive Committee records.
- d) will maintain and update the By-Laws as required.
- e) will be responsible for all Executive Committee correspondence.
- f) will work with the President on safekeeping of all committee reports, minutes, By-Laws and Policies.
- g) will perform such other duties as designated by the President.
- h) will report to the President.

**2.11.05 Treasurer:**

- a) will be a signing authority along with the President, Vice President, and Secretary.
- b) will have charge of all Executive Committee financial records.
- c) will present an annual statement of all operations.
- d) will work in co-operation with the Vice President and/or registrar in developing the Associations operating budget.
- e) will report to the President.

**2.11.06 Registrar:**

- a) will be responsible for registration of all participants in Minor Hockey including players and coaches.
- b) will register all players and teams in the Association.
- c) will handle all necessary insurance and liability claims.
- d) will compile a directory of players, coaches, managers, and trainers, with names, addresses and telephone numbers.
- e) will obtain tournament and travel permits.
- f) will apply for player cards from Hockey Alberta.
- g) will be responsible for developing and maintaining the association's operating budget in cooperation with the Treasurer.
- h) will report to the President.

**2.11.07 Ice Allocator:**

- a) will schedule all game and practice ice times for CNN Spurs Minor Hockey Teams.
- b) will report on a regular basis, to the Executive concerning problems.
- c) will follow up on ice use by teams and ensure full utilization.
- d) will distribute extra/available ice among minor hockey teams.
- e) will oversee scheduling of special events. (skate-a-thon, schools, clinics, tournaments, etc)
- f) will follow up on complaints by ice users.
- g) will report to the President.

**2.11.08 Category Director(s):**

- a) will prepare or propose changes or amendments to hockey program as needed.
- b) will over see registration procedures.
- c) will ensure tryout polices are followed.
- d) will review and notify the board of discipline problems, suspensions, etc. as reported the manager.
- e) will approve affiliation requests and ensure affiliation policy is followed.
- f) will act as liaison between manager, league and teams(s) in that category
- g) will advise and encourage team officials to receive required certification as per Hockey Alberta.
- h) will work with ice allocator as required to assure teams have adequate practice and game ice allocation.
- i) will report to the President.

**2.11.09 Evaluation Coordinator \*\*\***

- a) will be responsible for organizing all evaluation programs.
- b) will ensure the association has clear policies and procedures for the evaluation of all players at all levels.
- c) will ensure each Category director understand and follows the evaluation policies.
- d) will report to the President.

**2.11.10 Equipment Coordinator:**

- a) will ensure that, if equipment is released during the off-season, a substantial deposit is paid.
- b) will submit a list of equipment required.
- c) will meet with the President, Treasurer, and Fundraising Coordinator to select the equipment requirements.
- d) will arrange for handling, storage, repairing, cleaning and inventory of equipment as required.
- e) will ensure that all equipment is returned to stock by May 1.
- f) will report to the President.

**2.11.11 Development Coordinator:\*\*\*\*\***

- a) will arrange and supervise a definite period of training for all coaches, and players, in order that technical knowledge is conveyed at the necessary level of instruction, that is:
  - i. coaches' clinics (N.C.C.P.);
  - ii. players clinics;
  - iii. sport medicine clinics.
- b) will establish and maintain a coach mentoring system for all levels in the Association.
- c) will report to the President.

**2.11.12 Fundraising Coordinator(s):**

- a) will solicit and secure a sponsor(s) for Fundraising.
- b) will establish fundraising events to help with player credits for fundraising.
- c) will be responsible to coordinate special hockey event(s).
- d) will be responsible for application and licensing for Alberta gaming for special events e.g. Raffles, Bingo, Casino, etc.
- e) will communicate (fundraising credits) and deposit all monies to General Account through the Treasurer.
- f) will monitor marketplace and propose annual budget adjustments and sponsorship fees.
- g) will report to the Executive Committee and/or President.

**2.11.13 Referee-in-Chief:**

- a) will appoint the referees for all League, Playoff, Provincial and exhibition games.
- b) will arrange training programs for all referees and assure proper accreditation.
- c) will monitor supervisions on all referees.
- d) will see that all games are handled in accordance with the CNN Spurs Minor Hockey Association Rules and the Canada Amateur Hockey Association hockey rules.
- e) will suspend or discipline referees as required.
- f) will submit to the Executive Committee in writing the details of any disciplinary action taken.
- g) will forward to the Executive Committee the Rules and Regulations governing the referees.
- h) will assist in setting referee fees for the current year.
- i) may serve on the discipline committee.
- j) will report to the President.

**2.11.14 Administrator\*\*\*\***

*The Association may employ an Administrator whose remuneration shall be set by the Executive. The Administrator will report directly to the President. The Administrator will be responsible for all ice allocations, registration record management, equipment record management and general office duties as designated by the Executive Committee through the President. The Administrator will be a non-voting member of the Executive Committee.*

**2.12 Committees**

The Executive Committee or a Committee thereof may create Committees or Subcommittees including a nominating Committee. Such Committees may be composed of Members or non-members of the Executive Committee. Notwithstanding the foregoing all Members of Committees or Sub-Committees must be Members in good standing of the CNN Spurs Minor Hockey Association.

**2.13 Eligibility to Coach**

Members must submit resume to the Executive Committee of CNN Spurs Minor Hockey and complete the appropriate training required by December 31 of the current hockey season. Each coach must get a security check, from the RCMP, annually and prior to December 31.

## **2.14 Indemnity of Executive Committee, Members, Directors and Officers**

- a) No Member of the CNN Spurs Minor Hockey Association is, in his individual capacity, liable for a debt or liability of the CNN Spurs Minor Hockey Association.
- b) The CNN Spurs Minor Hockey Association shall indemnify an Executive Committee Member, Director or Officer, his heirs, legal representatives and assigns from and against any and all claims, costs charges, expenses and losses including payment of legal fees on a solicitor and client basis necessary to settle or defend an action or satisfy a Judgment reasonably incurred by such person as a result of them having been an Executive Committee Member, Director or Officer in those cases where they were acting in their course and scope of duty and acted honestly and in good faith with the view to the best interests of the CNN Spurs Minor Hockey Association.
- c) The CNN Spurs Minor Hockey Association shall indemnify a Discipline Committee Member, his heirs, legal representatives and assigns from and against any and all claims, costs charges, expenses and losses including payment of legal fees on a solicitor and client basis necessary to settle or defend an action or satisfy a Judgment reasonably incurred by such person as a result of them having been an Discipline Committee Member in those cases where they were acting in their course and scope of duty and acted honestly and in good faith with the view to the best interests of the CNN Spurs Minor Hockey Association.

## **2.15 Remuneration**

No Directors, Officers or members of the Executive Committee shall receive any remuneration for their services.

## **3 Discipline**

- a) The Operational Policies, Rules & Guidelines adopted by the Association provide for the general rules of conduct for all members including Directors and Officers, Coaches, Assistant coaches, Managers, Players, Parents or Fans.
- b) Any Officer, Executive Committee Member, Team Player, Coach, Assistant Coach, Trainer, Manager, Parent or Spectator who violates the By-Laws, Code of Conduct or Operational Policies, Rules & Guidelines of the Association is subject to discipline under the Discipline Procedure.
- c) The Discipline Procedure shall be administered by the Disciplinary Committee.
  - i. Discipline matters relating to activities governed by the rules of the league in which a particular team participates or which is specifically covered by Hockey Alberta or Canadian Hockey Association rules shall be subject to discipline by the CNN SPURS MINOR HOCKEY ASSOCIATION Hockey Operations.
  - ii. Discipline matters relating to issues not covered by the rules of hockey as set out by the League, Hockey Alberta or the Canadian Hockey Association, that is involving the application of the rules governing the game of hockey, shall be subject to discipline by the Disciplinary Committee.

- d) Disciplinary Committee:
  - i. shall be appointed by the Executive Committee
  - ii. shall consist of five (5) members of the association - involved participant(s) (official, category director, coach, parent) cannot be involved in the decision making.
  - iii. The Executive Committee will appoint the Chairperson.
  - iv. The Disciplinary Committee shall report findings or decisions to the Executive Committee.
- e) The Chairperson shall be responsible for the conduct of meetings of the Disciplinary Committee within the Operational Policies, Rules and Guidelines of the Association and is required to provide information regarding the Disciplinary Committee.
- f) The Disciplinary Committee shall conduct its meetings as required. During such meetings a quorum shall be comprised of three members.
- g) Disciplinary hearings and investigations conducted by the Disciplinary Committee shall be conducted in accordance with the Disciplinary Policy, Rules and Guidelines established by the Association for such deliberations.
- h) The Disciplinary Committee, in conjunction with the Vice President of the Association, shall make recommendations for any changes to the Disciplinary Policy, Rules and Guidelines to the Executive relating to the Discipline Procedure. The Executive Committee shall ensure that such policies exist and that such policies ensure that:
  - i. The Disciplinary Committee deals with each disciplinary incident in a timely manner.
  - ii. Not less than three members of either the Disciplinary Committee, as applicable, deal with each disciplinary incident.
  - iii. Fairness and consistency is maintained in the application of the disciplinary procedure and policies.
- i) The Disciplinary Committee shall be empowered to issue discipline against any Manager, Officer, Executive Committee Member, Team Player, Coach, Assistant Coach, Trainer, Parent or Spectator which it determines is guilty of a breach of the By-Laws, Code of Conduct or Disciplinary Policy, Rules & Guidelines as adopted by the Association. Such discipline may take the form of:
  - i. A verbal reprimand
  - ii. A written reprimand.
  - iii. A demand for an apology, either written or verbal, to any affected party.
  - iv. A suspension from participation in or at Association activities.
  - v. An expulsion from the Association.
  - vi. A combination of two or more of the above.
- j) The individual receiving such discipline has the right to appeal to an Appeal within seven (7) days.
- k) The hearing process will be that as set out in the Disciplinary Policy, Rules and Guidelines of the Association.

## **4 Miscellaneous**

### **4.01 Seal**

There is no seal for the CNN Spurs Minor Hockey Association.

### **4.02 Fiscal Year End**

April 30th in each year shall be the fiscal year end for the CNN Spurs Minor Hockey Association.

### **4.03 Auditing**

The financial records, books and accounts of the Treasurer shall be audited at least once each year by a duly qualified accountant or by any two members of the Executive Committee who do not have signing authority. A year-end report shall be available to the membership at the Annual General Meeting.

### **4.04 By-Laws**

The By-Laws of the CNN Spurs Minor Hockey Association may only be rescinded, altered or added to by a Special Resolution passed at a regular meeting of the Executive and Operations Committee. Such resolution must be passed by a majority of not less than 2/3 of the CNN Spurs Executive and Operations Committee present, and a minimum of 2 weeks notice has been provided concerning the nature and details of the changes.

### **4.05 Inspection of Books and Records**

The books and records of the CNN Spurs Minor Hockey Association may be inspected by any Member in good standing at the Annual General meeting or any other time upon giving reasonable notice to the Executive Committee and arranging a mutually satisfactory time with the Member of the Executive Committee having charge of same. The books and records of the CNN Spurs Minor Hockey Association will be available at all Executive Committee meetings for review by the Executive Committee Members. The books and records of the Association shall be available to the President at all times.

### **4.06 Borrowing Powers**

For the purpose of carrying out its objects, the Association may borrow, raise or secure the payment of money in such manner as it thinks fit. The CNN Spurs Minor Hockey Association may issue Debentures or General Security Agreements only under the sanction of a Special Resolution passed at a general meeting of the General Membership.

### **4.07 Dissolution**

All income and assets of CNN Spurs Minor Hockey Association shall be used exclusively for the purpose of the association and no part of the same shall be distributed to the members upon the dissolution of the association but shall be transferred to such charitable organization as the Board may direct but failing such direction, shall be transferred to a recognized charitable institution in Canada having similar bylaws, objects in nature and content to those of the association.

**By-Laws as amended at the Annual General Meeting held May 12, 2005 and added amended with disillusion clause (4.07) on November 7, 2005.**

**By-Laws as amended at the November 1, 2009 Executive meeting with the amendment to clause (2.01).**