



ENOCH CREE HOCKEY ASSOCIATION

BYLAWS

Approved: June 19, 2018

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1.0 Name

- 1.1 This organization shall be known as the “Enoch Cree Hockey Association” and referred to herein as “ECHA” or the “Association”;
- 1.2 ECHA has an office located at the Enoch Cree Nation Recreation Centre.
- 1.3 ECHA’s mailing address is: Enoch Cree Hockey Association, P.O. Box 150, Enoch, Alberta, T7X 3Y3
- 1.4 The website for Enoch Cree Hockey Association is www.enochcreehockey.com
- 1.5 The Enoch Cree Hockey Association shall abide by the rules and guidelines as set down from by Hockey Alberta and the Canadian Hockey Association and will remain a member in good standing of the hockey Alberta By-laws and Regulations.
- 1.6 The Bylaws of ECHA are available on the website of ECHA. The Bylaws are governed by the Societies Act of Alberta and can only be changed or amended by vote by the membership as outlined in the Bylaws at a General Meeting of the Association. Amendments to the ECHA By-Laws can only be made by a Special Resolution or Motion of the members at a duly convened Annual General meeting.

2.0 Membership

- 2.1 The members of the Association shall be the subscribers to the Association, the Bylaws and Regulations, such as other persons as subsequently become members of the Association in accordance with these Bylaws.
- 2.2 A person may become a member of the Association who has reached the age of eighteen years, and is a resident of the Enoch Cree Nation that make up the association as defined
- 2.3 Has been approved by the Executive Board of Directors.
- 2.4 Is a member of the coaching staff, manager, referee, and any other volunteer position, or parent/legal guardian (s), in good standing of a player currently registered with the Enoch Cree Hockey Association.

- 2.5** A person shall cease to be a member of the Association; Upon notification in writing to the Board of Directors of his withdrawal from membership or;
- 2.6** When they are expelled from membership in accordance with these Bylaws.
A RESIDENT shall reside within the boundaries of Enoch Cree Nation #440 (Appendix A) of which he or she is a member.
- 2.7** A NON-RESIDENT is not a member of the Enoch Cree Nation #440, and does not reside in the boundaries, and Enoch is not the closest arena.
- 2.8** Any player who wishes to play within the ECHA, must comply with Hockey Alberta Bylaw's and Regulations.

3.0 The Executive Board of Directors

- 3.1** The Executive Board of Directors shall ensure that the business and affairs of the Association are conducted in accordance with the Societies Act of Alberta, the ENOCH CREE HOCKEY ASSOCIATION Bylaws and the Operational Policies and Procedures that may be enacted by the Executive Board of Directors from time to time. In general, the Executive Board of Directors supports a position of open access by its members and shall give full consideration to the affairs brought to its attention by any Director or member.
- 3.2** The Executive Board of Directors shall:
- Determine the general policies and procedures with respect to the organization, administration and operation of the Association;
 - Operate hockey programs at all levels;
 - Provide for the development of players, coaches and officials;
 - Consider questions brought before it with due consideration of the opinions of petitioners.
 - Appoint operational responsibility (i.e., Director of equipment, Fundraising Director, special events/tournaments, etc.)
 - Shall have the authority to appoint any committee as deemed necessary.
 - Will supervise the collection and authorize the expenditure of funds coming into ECHA, will be allocated in accordance with the purpose so intended;
 - Unless authorized by a quorum of the Board of Directors at a duly convened ECHA Executive Board of Directors Meeting, no member

or Director of the ECHA shall receive any remuneration for his/her services.

- Adjudicate all disputes between members, which may arise.
- When a Board Member of the Association is in or believes they are in a conflict of interest position, they must remove themselves from all discussion and voting on the item.

4.0 Executive Board of Directors Positions

4.1 The ECHA Board of Directors shall have the power to appoint any vacant Director Position. That appointee will hold that office until the next AGM, unless deemed otherwise by the Board. The current positions and the responsibilities of the ECHA Executive Board of Directors are as follows:

a. PRESIDENT (CHAIR)

- The President shall be elected for a term of two years. No member may be elected for President unless that person has served as a member of the Board of Directors for a period not less than two years. If ECHA Members do not nominate a new President then the current President shall continue until such time a member is nominated for President.
- Shall arrange and organize regular Board meetings and notify the Board of their time and place;
- Shall be, ex-officio, a member of all committees;
- Shall preside over General Meetings, Executive Meetings and Senior Executive Committee Meetings;
- Shall be one of the three co-signers who have signing authority over all monies spent in the name of ECHA;
- Shall have authority to authorize payment of all budgeted expenditures required to sustain the orderly affairs of ECHA;
- Shall represent ECHA at all Hockey Alberta (Zone 3), Hockey Edmonton meetings but shall delegate this duty to another Board member if needed;
- Shall be responsible for all requirements and communications relating to the Enoch Cree Nation, its Policies and By-Laws;
- Shall have to power to discipline any player, coach, manager, parent/guardian, referee, linesman or hockey team for inappropriate conduct on or off the ice or for breach of the rules

and regulations, subject always to the right of appeal as hereinafter provided;

- Shall have the right to discipline a member for any reason, which, in the sole discretion of the President, is sufficient, and in the best interest of ECHA, subject always to the right of appeal as hereinafter provided.
- Shall have the authority to request any or all information, communications or other correspondence directed to individual members and be made available to the Board as a whole;
- Shall oversee and ensure committees, members and Directors are carrying out their duties in a professional and proper manner.

b. VICE PRESIDENT (VICE CHAIR)

- The Vice President shall, in the absence or inability of the President, assume the duties of the President and shall, have all the powers, authority and restrictions of the President. Must have been an active member of ECHA Executive Board of Directors for one year.
- Shall be responsible for the orientation of new Board Members as soon as possible following their election;
- Shall become familiar with the ECHA Operational Policies and Procedures
- Correspondence with Ice Allocator regarding ECHA Practice Ice Times and notify the ECHA Teams of upcoming practices
- Shall oversee and ensure the financial affairs of the ECHA are controlled and documented in an orderly fashion.

c. TREASURER

- The Treasurer shall perform the duties of the Vice President in their absence and must have been an active member of ECHA Executive Board of Directors for two years. The Treasurer shall ensure the financial affairs of the ECHA are controlled and documented in an orderly fashion.
- Shall maintain a close relationship with the Bookkeeper to ensure legible, accurate and commonly acceptable accounting ledgers to ensure that the financial affairs of the ECHA Board are properly documented;
- Shall make available to the membership a financial statement of the ECHA on request;
- Shall have the records and books of account of the Association audited at least once each year by either a qualified accountant who shall not be an officer of the Association. Such

a person(s) shall be appointed by the ECHA Board of Directors annually;

- Shall be one of the three co-signers who have signing authority over all monies spent on the name of ECHA;
- Coordination of referee payment with coaches managers
- Responsible for payments and deposits of ECHA
- Ensure the financial affairs of the ECHA are controlled and documented in an orderly fashion.
- Ensure legible, accurate and commonly acceptable accounting ledgers to ensure that the financial affairs of the ECHA Board are properly documented;
- Shall make available to the membership a financial statement of the ECHA on request;
- Responsible for receipt of registration fees
- Shall work together with the Registrar to maintain an accurate and up-to-date record of all player registration fees within ECHA

d. REGISTRAR

- The Registrar shall maintain an accurate and up-to-date record of all player registrations within ECHA. The Registrar shall be the liaison and resource person for all matters pertaining to Hockey Alberta and Edmonton Minor Hockey Association;
- Shall input ECHA Registrations into Hockey Canada Registry (HCR)
- Shall be one of the three co-signers who have signing authority over all monies spent in the name of ECHA;
- Shall ensure that all registrants have paid their appropriate fees owing and collect any outstanding registration fees owing to ECHA;
- Shall work together with the Treasurer to maintain an accurate and up-to-date record of all player registration fees within ECHA.
- Shall work together with the Treasurer for collection of outstanding Registration fees.
- Shall coordinate with the Secretary, allowing the Secretary to Shadow the Registrar and get familiar with the Registrars Role and Responsibilities.
- Responsible for ECHA Individual Player Transfers or Releases.

e. SECRETARY

- Shall ensure that accurate, legible and up to date records of the ECHA are available to those concerned.

- Shall be required to record minutes of the Board, AGM, and other general meetings, in an accurate and legible manner.
- Shall publish the notice of the AGM 3 three weeks prior to the said meeting, indicating date, time and place.
- Shall be the custodian of all meeting minutes.
- Shall follow Roberts Rule of Order when recording minutes.

f. ICE ALLOCATOR

- Shall coordinate with Hockey Edmonton Representative to review and ensure ice time is available for the league schedule.
- Shall, to the best of his/her ability, document ice usage over the season to ensure that all participants are receiving their appropriate allotment of ice.
- Shall be responsible for any changes to the schedules resulting from cancellation, inconvenience or league problems, provided seven (7) days notice is given.
- Shall have the authority to change any posted times in order to accommodate and/or correct unforeseen errors, omissions or league changes, If this situation arises, the Ice Allocator shall notify all affected coaches and level coordinators.

g. REFEREE IN CHIEF

- Shall ensure that all games under the jurisdiction of the Board are officiated by competent, responsible individuals who conduct themselves in accordance with the official rules of the game and the policies and procedures of ECHA.
- Must have full understanding of the rules and regulations pertaining to game officials.
- Shall assign and ensure a responsible substitute is delegated to assign appropriate officials for all sanctioned league, play off and exhibition games of the ECHA.
- Shall recruit interested persons as required to become officials of ECHA.
- Shall ensure that ECHA officials are notified of dates and times of referee clinics and that they are certified with Hockey Canada.
- Ensure Coordination of Referee payment with the Treasurer.
- Shall ensure that the ECHA teams pay referees with funds supplied from ECHA.
- Discipline Committee member

h. FUNDRAISING DIRECTOR

- Shall organize, arrange and coordinate all ECHA fundraising activities. These activities shall include AGLC correspondence on behalf of ECHA and teams, designated activities.
- Acquiring license numbers from AGLC to initiate ticket raffle sales.
- Shall be responsible for acquiring permits for special events.
- Shall coordinate with the Administrative Assistant, allowing the Administrative Assistant to Shadow the Fundraising Director and get familiar with the Fundraising Directors Role and Responsibilities.

i. INITIATION DIRECTOR

- Shall be present at the first Team/parent meeting, and available whenever issues or concerns arise.
- Shall ensure all policies of the Board are properly presented to the Initiation level teams/parents.
- Shall ensure that all correspondence, concerns, information and requests by the Initiation level team is presented to the Board for their information and/or action.

j. NOVICE DIRECTOR

- Shall be present at the Team/parent meeting, and available whenever issues or concerns arise.
- Shall ensure all policies of the Board are properly presented to the Novice level teams/parents.
- Shall ensure that all correspondence, concerns, information and requests by the Novice level team is presented to the Board for their information and/or action.
- Attend Tiering Meeting with Hockey Edmonton.

k. ATOM DIRECTOR

- Shall be present at the first Team/parent meeting, and available whenever issues or concerns arise.
- Shall ensure all policies of the Board are properly presented to the Atom level teams/parents.
- Shall ensure that all correspondence, concerns, information and requests by the Atom level team is presented to the Board for their information and/ or action.

- Attend Tiering Meeting with Hockey Edmonton.

I. PEEWEE DIRECTOR

- Shall be present at the first Team/parent meeting, and available whenever issues or concerns arise.
- Shall ensure all policies of the Board are properly presented to the Peewee level teams/parents.
- Shall ensure that all correspondence, concerns, information and requests by the Peewee level team is presented to the Board for their information and/ or action.
- Attend Tiering Meeting with Hockey Edmonton.

m. BANTAM DIRECTOR

- Shall be present at the first Team/parent meeting, and available whenever issues or concerns arise.
- Shall ensure all policies of the Board are properly presented to the Bantam level teams/parents.
- Shall ensure that all correspondence, concerns, information and requests by the Bantam level team is presented to the Board for their information and/ or action.
- Attend Tiering Meeting with Hockey Edmonton.

n. MIDGET DIRECTOR

- Shall be present at the first Team/parent meeting, and available whenever issues or concerns arise.
- Shall ensure all policies of the Board are properly presented to the Midget level teams/parents.
- Shall ensure that all correspondence, concerns, information and requests by the Midget level team is presented to the Board for their information and/ or action.
- Attend Tiering Meeting with Hockey Edmonton.

q. EQUIPMENT/APPAREL DIRECTOR

- Shall be responsible for purchasing, distributing and retrieving of the ECHA team Jerseys and socks, pant shells.
- Shall ensure that all teams under ECHA are supplied with team jerseys (home and away), socks (home and away), name bars and other ECHA apparel.

r. GUIDING ELDER

- Shall open and close all ECHA Meetings in Spiritual Prayer and provide guidance to the Board.
- Non-voting member.

The names and emails of the persons currently holding the above positions are available from the ECHA office and website.

5.0 Nominations and Elections

- 5.1** The Directors will appoint a nominating committee, which will be charged with the task of preparing a suggested slate of Directors and Officers who are to be nominated for election at the Annual General Meeting. The suggested slate will be submitted to the Directors together with the recommendation of the nominating committee, the written nomination of each individual by a Member in good standing and the qualifications and written consent of the suggested individual candidates.
- 5.2** 6 (six) Board of Directors shall be elected each year Odd/Even, which will result in staggered terms. The initial Board of Directors will be elected until 2018 after which, six Board of Directors shall be elected each year, for a term of 2 (two) years.

6.0 Qualifications

- 6.1** The following persons are disqualified from being a board of Director for ECHA:
- a. Anyone who is less than 18 years of age;
 - b. Anyone who:
 - is a represented adult as defined in the Adult Guardianship and Trusteeship Act or is the subject of a certificate of incapacity that is in effect under the Public Trustee Act,
 - Is a formal patient as defined in the Mental Health Act,

- Is the subject of an order under The Mentally Incapacitated Persons Act, RSA 1970 c.232, appointing a committee of the person or estate, or both, or
- Has been found to be a person of unsound mind by a court elsewhere than in Alberta;
- A person who is not an individual;
- A person who has the status of bankruptcy.
- A person who is elected or appointed a Director is not a Director unless:
 - The person was present at the meeting when the person was elected or appointed and did not refuse to act as a Director, or
 - If the person was not present at the meeting when the person was elected or Appointed:
 - The person gave written consent to act as a Director before the person's election
 - The person has acted as a Director pursuant to the election or appointment.
 - For the purpose of this subsection, a person who is elected or appointed to be a Director and refuses or fails to consent to or act as a Director is deemed not to have been elected or appointed a Director.

7.0 Resignation, Removal & Vacancies

- 7.1** A Director may resign from office upon giving notice thereof in writing to the Board and such resignation becomes effective in accordance with its terms or upon acceptance by the Board whichever may be the earlier date.
- 7.2** The Members may, by resolution passed by a majority of the votes cast at a General Meeting or Special Meeting duly called for that purpose, remove any Director before the expiration of his term of office and may, by a majority of votes cast at the meeting, elect any person in his stead for the remainder of the term of the Director so removed.
- 7.3** The Board may remove a Director for failing to carry out his or her duties or for conduct that, in the sole opinion of the Board, reflects poorly on the Board or Hockey Alberta. A Director who fails to

attend Board Meetings on two (2) consecutive occasions, without just cause, which shall be determined in the sole discretion of the Board, will be considered to have failed to carry out his or her duties.

- 7.4** The office of Director is vacated if he or she resigns, is removed or ceases to have the qualifications

8.0 Regular Executive Board of Directors Meetings

- 8.1** At any regular Board Meeting of the ECHA, the following, as appropriate, will be the order of business:

- Call meeting to order;
- Determine quorum;
- Introduction of guest;
- Approval of the Agenda;
- Approval of Minutes of previous regular or special meetings;
- Business arising from the Minutes;
- Reports by Directors;
- New business;
- Correspondence;
- Next meeting date;
- Adjournment;

- 8.2** A quorum of **six (6)** board members is required to be present at a meeting in order to validly conduct business. The business that is to come up in a meeting could be listed in an order of business or an agenda.

- 8.3** Business will be conducted by following Roberts Rule of Order.

- 8.4** A minimum of 12 meetings per year shall be held. At least once per month the Board shall meet. The Board may decide to meet more than once per month and may decide not to meet in a particular month.

- 8.5** At the request of three members of the Board of Directors, the President shall convene a special meeting of the Board of Directors.

The proceedings at such a meeting shall be confined to the matters specified in the request.

- 8.6** Association members may submit in writing, items for inclusion on the agenda of a Board of Directors meeting. These members shall be entitled to attend that portion of the meeting devoted to those agenda items but have no vote.
- 8.7** If there are agenda items, which require specific members to be present, and they are not present, the Chairperson shall immediately have those items tabled to the end of the meeting. If at the end of all other business, those members are still not present, those items shall be tabled until the next meeting;
- 8.8** Meetings of the Executive Board of Directors are open to any ECHA member upon 24 hours' notice to the President of ECHA. This will give the ECHA membership the opportunity to audit the meeting without making a presentation. There will be a 15 minute period, minimum, at the Executive Board of Directors meeting for questions from the General Membership.

9.0 Annual General Meeting “AGM”/Special Meetings

- 9.1** At least twenty-one (21) days before every Annual General Meeting “AGM”/Special Meetings of ECHA, notice will be given to the membership specifying the date, time and location of said meeting. The members who were registered on an ECHA team in the previous year, will be notified by email. Advertisements will be made to the ECHA website and ECHA social media accounts.
- 9.2** At any annual meeting of the ECHA, the following, as appropriate, will be the order of business:
- Roll call of delegates;
 - Reading of the minutes;
 - Report of the President;
 - Report of the Secretary;
 - Report of the Treasurer;
 - Report of the Registrar;
 - Report of the Directors;
 - Amendments to ECHA By-Laws;

- Update of any changes to the ECHA Operational Procedures and Policies;
- Special Resolutions;
- Elections if necessary;
- General Business and other matters;
- Adjournment.

9.3 The AGM of the Association membership shall be held at the community of Enoch Cree Nation, in the Province of Alberta, during the period between March 30 and September 30, inclusive, in each year.

9.4 The President may, when deemed necessary, invite any member, or non-member to any meeting of the Association, to address a particular subject on the agenda.

9.5 Business will be conducted by following Roberts Rule of Order.

9.6 Voting on any issue arising at a meeting of the Members shall be decided by a simple majority of the eligible members present in person. A minimum number of eleven (11) members must be present in person to form a quorum to carry on business at the Annual or Special meetings of the Association. This number can include the members of the Board in attendance. There shall be no proxy votes. The Chairman of any meetings is not entitled to vote, unless it is to break a tie.

10.0 Minutes of Board Meetings

10.1 Include a record of attendance, motions considered and their disposition, reports received either explicitly or as attachments and shall be distributed to members as soon as possible and at the latest prior to the onset of the next regular meeting;

10.2 Be presented for approval at the next scheduled Executive Board of Directors meeting;

10.3 Shall be posted on the ECHA website within 7 days of the Minutes being adopted by The Executive Board of Directors;

10.4 Minutes from Executive Board of Directors meetings held within 30 days prior to the

10.5 Annual General Meeting ("AGM") shall be ratified and posted 7 days prior to scheduled AGM;

11.0 Motions

- 11.1** Each Executive Board of Directors' member shall have the privilege of proposing motions for consideration by the Executive Board of Directors. Each Executive Board of Directors' member, with the exception of a member proposing a motion, shall have the privilege of being a seconder of the motion;
- 11.2** The Chairman shall rule on the validity of any question in terms of order. If a motion is ruled "out-of-order" by the Chairman, it shall be so recorded in the minutes along with the reasons stated for the ruling;
- 11.3** On any questions, members shall observe parliamentary courtesy as provided for in "Roberts Rules of Order, Revised". The proposer of any motion shall have the right to open and close debate; however, closure shall not take place until every member choosing to speak has had an opportunity to do so;
- 11.4** No member shall speak more than twice to the same question (only once to a question of order), or no longer than ten (10) minutes at one time. No member shall speak a second time to a question until every member choosing to speak has spoken;
- 11.5** A proposer shall not speak against a motion, even though he shall have the privilege of casting a vote against;
- 11.6** Where the right to speak on a question is itself a matter for debate, the Chairman shall poll each member to ensure opportunity has been granted;
- 11.7** A proposer has the right to withdraw the motion at any time, in which case it shall not be recorded in the minutes and business shall proceed as if the motion had never been proposed.
- 11.8** Amendments to motions:
- Each member shall have the right to propose amendments to a question under consideration, providing the amendment enhances the intent of the original motion, and does not attempt to contradict its application;
 - An amendment, if accepted by the proposer of the original motion, becomes part of the motion, and is not recorded separately in the Minutes;

- When the proposer of the original motion does not accept an amendment, all debates shall be confined to the merits of the amendment, unless it is of such nature that its determination practically decides the main question.

12.0 Voting

- 12.1** Every member present shall vote on every matter unless excused by resolution of the Executive Board of Directors from voting on a specific motion, or unless disqualified from voting by reason of a conflict of interest as contemplated pursuant to below list;
- 12.2** At all meetings of the Executive Board of Directors every question shall be decided by a majority of the votes cast on the question. Each Member of the Executive Board of Directors shall be entitled to one vote on every question. In the case of a tie vote, the President of Enoch Cree Hockey Association, or acting Chairperson of the meeting, shall be entitled to a second or casting vote;
- 12.3** Members of Executive Board of Directors shall not vote on any question:
- Affecting a private company of which they are shareholders;
 - Affecting a public company in which they hold more than one percent of the number of shares;
 - Effecting a partnership or firm of which they are members;
 - A contract for the sale of goods, merchandise, or services to which they are a party;
 - On any question in which they have direct or indirect pecuniary interest, except questions of general benefit to a class of which they are by statute necessarily members;
 - Any question directly effecting the placement or discipline of any player to whom they are directly related. (Immediate family as determined by Board of Directors)
 - Any member excluded by virtue of the above, shall so declare before discussion of the question and shall not participate in the debate, and shall be deemed absent for that specific question;
 - Affecting a team him or her coaches or manages

12.4 No absentee voting shall be allowed;

12.5 An Executive Board of Directors' member may request their vote to be recorded in the minutes

13.0 Decorum

13.1 In debate, a member shall confine comment to the question, and shall not reflect on any act of the Committee, unless to give notice of intent to rescind a previous motion;

13.2 The nature or consequences of a motion may be stated or condemned in strong terms. However, a member shall not arraign the motives of a proposer or other member during debate;

13.3 A speaking member shall respect the Chairman's right to speak or recognize a point of order or information. The speaking member shall defer to the Chairman on such points;

13.4 Calling for the previous question may be ruled out of order by the Chairman if, in their opinion, the motion is being made in a frivolous manner, or in an attempt to suppress normal debate.

13.5 A member may participate in a meeting of the Executive Board of Directors by means of telephone or other communication facilities that permits all persons participating in the meeting to hear each other, and the member participating in such a meeting by such means shall be deemed to be present at the meeting.

13.6 A resolution signed by all members of the Executive Board of Directors, as such, shall be as validated effectual as if it has been passed at a meeting of the Executive Board of Directors, duly called and constituted, and shall be held to relate back to any date therein stated to be the date thereof

14.0 Board Code of Conduct

14.1 All Directors of the Association must adhere to their signed code of conduct (Appendix B) and will be accountable and responsible to uphold such conduct. A Commissioner of Oaths must sign board Code of Conduct. In the event of a breach of the conduct an investigation will be done and will be adhered to the same By-laws and policies as if they were not a Director of the Association.

- 14.2** These standards of conduct shall apply to all Directors of the Association, whether elected or appointed, and shall specifically apply to the members of the Executive Board of Directors. This statement does not attempt to define all items of acceptable conduct. These items are minimum standards of behaviour, which Directors are expected to observe. Violation of the standards by a Director may lead to a review by the Executive Board of Directors resulting in subsequent exoneration, reprimand or expulsion.
- 14.3** Members of the Executive Board of Directors must be members in good standing with ECHA.
- 14.4** Members of the Executive Board of Directors must be members in good standing with Hockey Alberta. In the event a member of the Executive Board of Directors is found to be not a member in good standing with Hockey Alberta, as determined by Hockey Alberta, such member shall not be permitted to serve as an officer or director of ECHA. In the event a member is found to be not in good standing with Hockey Alberta and should that member currently hold a position on the Executive Board of Directors, that member shall be required to resign from their position.
- 14.5** Members of the Executive Board of Directors shall adhere to Association policy and seek to change such policy through the proper channels of the Association.
- 14.6** Members of the Executive Board of Directors shall maintain the integrity of the Association at all times, and do not initiate or participate in any activity that will place the Association in ill repute.
- 14.7** Members of the Executive Board of Directors shall honour commitments made on behalf of the Association.
- 14.8** Members of the Executive Board of Directors shall not divulge to members of the general public any item raised at Executive Board of Directors' meeting while in Committee of the Whole.
- 14.9** An Executive Board of Directors' member shall resign from their position immediately if they become unable to fulfill the duties or obligations of the position.
- 14.10** In relation to other members of the Executive Board of Directors, a member shall:

- Not criticize the sphere of operation of another Director except to that Director or the President. Criticism or reports to the President shall only be made after the Director has been made aware of the nature of the criticism to be leveled;
- Not comment, render opinion or decisions, with respect to operations not under their control, to members of the general public;
- Refer to appropriate Association Director's issues arising in the community with respect to their sphere of operation;
- Not undermine the confidence of Association members in other offices.

14.11 In relation to the Membership, a member of the Executive Board of Directors shall:

- Fulfill the duties and obligations of their position to the best of their ability, always serving the best interests of all participants registered with the Association;
- Treat members with dignity and respect and be considerate of their circumstances;
- Not use their position for personal profit, or for the profit of immediate family members;
- Not use their position to influence the placement of any players;
- Not use their position to influence the selection of any coach or team official.

15.0 Officers

15.1 The officers of ECHA consist of the following:

- President (Chair) - The Chair shall preside and chair all General Meetings and Special Meetings and meetings of the Board and shall represent The Association at all Hockey Alberta meetings.
- Vice President (Vice Chair) - The Vice-Chair shall, in the absence or inability of the Chair, assume the duties of the Chair and shall, in that event, have all the powers, authority and restrictions of the Chair.
- Treasurer (Finance Director) - The Finance Director will be responsible for ensuring that proper books and records are kept and maintained and that audited financial statements are prepared and available to the Members.

- Secretary – The Secretary will be responsible for all Executive Board of Directors correspondence; maintain the safekeeping of all committee reports and Minutes; and perform such other duties as designated by the President.

16.0 Expenses

- 16.1** All members of the Executive Board of Directors shall be entitled to reimbursement for reasonable expenses incurred while engaging in business approved by the Executive Board of Directors. The President and Treasurer shall countersign all expense claims and ensure their validity;
- 16.2** Expense claims for the Treasurer or President shall be approved by the Executive Board of Directors;
- 16.3** An individual having a cheque issued to them personally cannot sign the cheque;
- 16.4** ECHA cheques will not be issued without a detailed receipt;
- 16.5** Once ECHA has the Invoice for payment, cheques will be payable once a week on Thursday's.

17.0 Term of Service

- 17.1** Board members are appointed to Two-year terms of service on the board as voted in by the membership at the Annual General meeting.
- 17.2** 6 (six) Board of Directors shall be elected each year Odd/Even, which will result in staggered terms. The initial Board of Directors will be elected until 2018 after which, six Board of Directors shall be elected each year, for a term of 2 (two) years.
 - On Even numbered years, the President and Secretary will be elected on years ending on even years (i.e. 2020,2022...)
 - On Odd numbered years the Vice President and Treasurer will be elected on years ending in odd numbered years (i.e. 2019, 2021...)

18.0 Committees & Sub Committees

- 18.1** The Executive Board of Directors shall be at liberty to appoint Committees or Sub-Committees to assist in carrying out the operations of the Association. Such Committees or Sub-Committees shall be composed of Members of the Association and all Committees or Sub-Committees shall report to and be governed by

the Executive Board of Directors. Notwithstanding the foregoing, all Members of Committees or Sub Committees must be Members in good standing of the Enoch Cree Hockey Association and of Hockey Alberta.

18.2 Current ECHA Committees are as follows:

- Discipline Committee
- Nomination Committee

19.0 Finances

19.1 The Fiscal year of The Association shall commence the 1st day of May of every year to and including the 30th day of April of the following year.

19.2 Books and Records the Executive Director will maintain a record of the decisions and proceedings of the Members and the Directors in the form of minutes and will maintain such minutes together with its financial statements, auditor's reports and other books and records at the head office. To the extent to which Members are entitled to inspect the books and records of ECHA, they will be available for inspection by Members. With reasonable notice, a request in writing to inspect the books and records must be provided to the head office, during regular business hours.

20.0 Audit

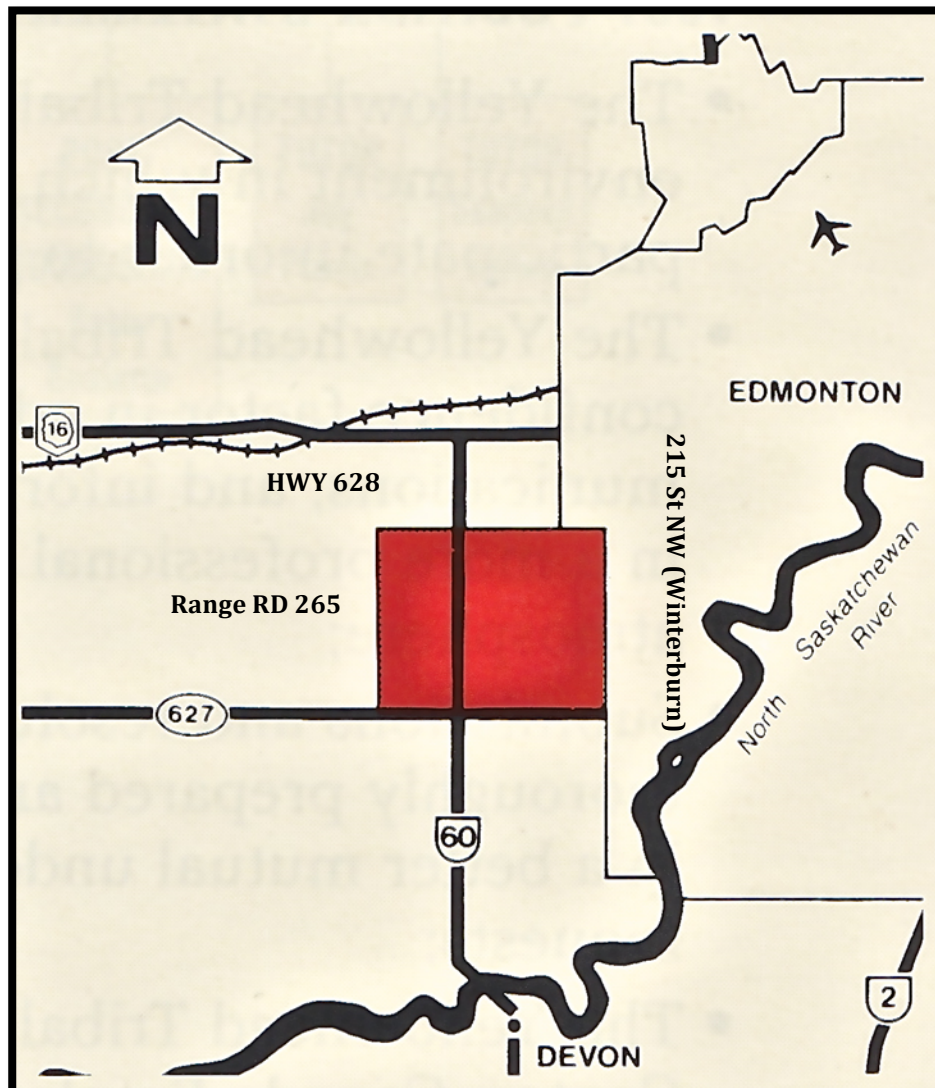
20.1 A person or firm qualified to do so and as designated by the ECHA Board of Directors, shall make an audit of the financial transactions of the Association at the end of each fiscal year.

Appendix A

Boundaries

The boundaries of the Enoch Cree Hockey Association consist of the Enoch Cree Nation #440.

- The North Boundary consists of Hwy 628 from Range RD 265 to the City of Edmonton boundary at 215 St NW (Winterburn RD).
- The East Boundary consists of 215 St NW (Winterburn RD) from Hwy 628 to Hwy 627.
- The South Boundary consists of Hwy 627 from 215 St NW (Winterburn RD) to Range RD 265.
- The West Bound consists of Range RD 265 from Hwy 627 to Hwy 628.



Appendix B



Enoch Cree Hockey Association Board of Directors Code of Conduct

As an Executive Board member of the Enoch Cree Hockey Association I agree to:

- Make decisions for the good of all players, parents and the Association.
- Help create an atmosphere where there is a high level of cooperation and trust.
- Put my personal differences aside so that I can work with others towards a common goal knowing that each person must support the group consensus.
- Respect the dignity of others and ensure that I am criticizing the ideas presented rather than the person presenting them. Personal attacks are unacceptable.
- Be knowledgeable, well organized and research facts, as well as listen to each and every person, before making a decision.
- Carry out the duties assigned, to the best of my abilities, with the experienced helping the inexperienced. I will ensure that the tasks is clearly understood, accepted and completed.

Undertaking of Executive Board Position Enoch Cree Hockey Association

I, _____, acknowledge that as a member of the Board of Directors of Enoch Cree Hockey Association I may receive personal information and other confidential information relating to members of the Enoch Cree Hockey Association and other people. I agree to hold all such information strictly confidential. I acknowledge and agree that the Board of Directors of the Enoch Cree Hockey Association may remove me from my position as a Director of the Association if I fail, refuse or neglect to comply with this undertaking.

Signed at _____, Alberta, this _____ day of _____, _____.

Name: _____ (please print)

Signature: _____

Sworn (or affirmed) before me at _____
Province of Alberta this _____ day of _____, 20__

A Commissioner for Oaths in and for Alberta