

CONSTITUTIONS & BYLAWS

2017/18



BYLAW I – INTERPRETATIONS

1.1 In these Bylaws and in the Policies and Procedures of the Fairview & District Minor Hockey Association unless the subject matter of the context requires a different interpretation:

- a) “Association” shall be defined as the Fairview & District Minor Hockey Association, or FMHA.
- b) “Member in Good Standing” shall be defined as a parent or legal guardian, eighteen (18) years of age or older, having a properly registered player, that is not in arrears to the association or any team or member of a team of the association.
- c) “HA” shall be defined as Hockey Alberta.
- d) “HC” shall be defined as Hockey Canada.
- e) “General Member” shall be defined as any member in good standing not holding a position on the executive board.
- f) “Executive” shall be defined as the President, Vice-President, Secretary, Treasurer, Registrar, Equipment Coordinator, Ice Coordinator, Coach/Manager Coordinator, Ref Coordinator, Fundraising Coordinator, Goaltender Coordinator, League Division Coordinator (Atom – Midget), and Non-League (Novice/Initiation) Coordinator.
- g) “Term” shall be defined as the commencement date in which an executive member was elected to their current position within the association at the Annual General Meeting and shall run until the mandatory re-election of that position.
- h) “Ex-Officio” shall be defined as a member of the board who is part of it by virtue of holding another office.
- i) “Team Official” shall be defined as the Head Coach as appointed by the FMHA executive, as well as the Assistant Coach(s) Team Trainer and/or Team Manager as appointed by the respective team’s Head Coach.

BYLAW II – MEMBERSHIP

2.1 Membership of the association shall consist of:

- a) Any FMHA registered player within the prescribed HA boundaries or any exceptions agreed to by HA and the FMHA executive.
- b) Any parent or legal guardian, eighteen (18) years of age or older, having a player properly registered within the association as per Hockey Alberta regulations.
- c) Any person holding a position on the board of directors or executive in the association or in a “ratified” position is automatically a Member of the Association and must be a member in good standing for the current operating year.

2.2 Withdrawal

- a) A member may withdrawal from membership within this Association by submitting his withdrawal in writing to the Registrar. Reimbursement is not mandatory but may be considered on an individual basis, based on the “Registration Refund” policy, then forfeited.

2.3 Removal

- a) The executive may, by written notice, terminate the membership of a member for acting contrary to the Rules and Regulations of the HC, HA, FMHA and the League in which they play. The Executive shall give to the individual a written explanation for the termination of

membership. The individual, if he so desires, shall have a one-time right of appeal to the Executive within two (2) weeks of the date of the issuance of the letter of termination.

BYLAW III – MEETINGS OF MEMBERS AND VOTING

1) Executive Meetings

- a) Executive meetings shall be held at least once per month. General Members are welcomed to attend Executive meetings. If an issue is to be addressed, General Members must contact the secretary, giving at least one week's notice, to include said topic on the agenda, and specify that the General Member will be there as a delegation only to present and discuss their topic. The meetings will be held on dates designated by the Executive.
- b) Half of the executive plus one (1) member will constitute a quorum at an Executive Meeting.

2) Annual General Meetings

The Annual General Meeting of the Association shall be held within 30 day of the end of the season, however no later than April 30th. Due notice of the AGM will be advertised to all participating members and those interested in the hockey program, with a minimum of one (1) week notice.

- a) The order of business for the Annual General Meeting shall be as follows:
 - a. Review/adopt the agenda
 - b. Review/adopt the minutes from the previous AGM and any special meetings held during the current playing year;
 - c. Business arising from the minutes
 - d. Reports:
 - i. Treasurer
 - ii. Registrar
 - iii. Fundraising
 - iv. Communications (secretary)
 - v. Ice Coordinator
 - vi. Equipment Coordinator
 - vii. Coach Coordinator
 - viii. Goaltender Coordinator
 - ix. Ref Coordinator
 - x. Division Coordinators
 - xi. Vice President
 - xii. President
 - e. New Business
 - f. Adjournment
- b) The minutes of the FMHA meeting shall include a record of those in attendance, motions considered and their disposition, and reports received either explicitly or as attachments. The minutes shall be distributed to Executive members at the next regular meeting. Copies of the minutes shall be kept on file with the secretary and posted to the website for review by any

FMHA member. Records retention for FMHA meeting minutes is three (3) years plus the current year.

3.1 Half of the Executive and General Membership in attendance plus one (1) member will constitute a quorum at an Executive Meeting.

3.2 Special Meetings

- a) Notice of a Special Meeting shall be publicly advertised one (1) week in advance. The notice shall include time, place, and agenda of the meeting. No subjects shall be discussed or considered at the Special Meeting, except that specified in the notice.
 - i) Half of the Executive and General Membership in attendance plus one (1) member will constitute a quorum at an Executive Meeting.

3.2.1 Special Meeting may be called by:

- a) The Executive
- b) A written request of 50.1% of the voting membership.

3.3 Voting

3.3.1 The following shall be eligible to vote at the Annual General Meeting and Special Meetings:

- a) Executive Members.
- b) Members who are in good standing and are eighteen (18) years of age or older.

3.3.2 There shall be no proxy votes

3.3.3 No person shall have more than one (1) vote

3.3.4 Executive Members shall be eligible to vote at Executive Meetings

3.3.5 Every Executive Member present shall vote on every matter unless excluded by a majority of the Executive from voting by reason of perceived conflict of interest

3.3.6 The only time the President will vote is in the event of tie vote by the Members present. He/she will cast their vote in order to break a tie.

3.4 Rule of Order

- a) No motion shall be received without the mover and a seconder thereon and said motion shall not be open for discussion until so stated by the presiding officer.
- b) All motions shall be decided by a majority vote.
- c) No delegate shall speak twice on the same subject without the permission of the president, unless in explanation, or the mover of a motion.
- d) A resolution in writing, signed by all the officers and placed within the minutes of the Executive Board, is as valid and effective as if regularly passed at a meeting of the Executive Board.
- e) The FMHA will follow the Robert's Rule of Order in all meetings.

BYLAW IV – EXECUTIVE

4.1 General Duties of the Executive

- a) The Executive shall be responsible to the General Membership and shall have control and management of all areas of operation of the Association within the bylaws and shall serve in the best interest of the majority of the Members.
- b) Should a vacancy occur during the year, the executive shall be empowered to appoint a member of the Association to fill the position for the balance of the term.
- c) The Executive shall ensure that all funds belonging to the Association are deposited at an appropriate financial institution. No funds shall be withdrawn without the signature of two (2) designated members of the Executive.
- d) Shall attend all Executive meetings with a prepared report if required.
- e) Shall attend Annual General Meeting and present a yearly report.
- f) Shall serve on one or more committees.
- g) Shall prepare an annual budget at least one (1) week prior to the Annual General Meeting.
- h) All Executive positions will serve a two (2) year term with staggered terms. It is desired for the Board terms to be staggered so that approximately half of the Board positions are up for re-election at every AGM. This will promote continuity from year to year.

4.2 Removal

- a) Any appointed Board Member who fails to attend board meetings on three (3) consecutive occasions, without just cause, which shall be determined by the Board, on motion passed by the majority of the Board, may be removed as Executive Member.
- b) The Members may, by resolution passed by a 50.1% majority of the votes cast at a Special Meeting of Members duly called for that purpose, remove any Executive Member before the expiration of his term of office and may, by a two thirds (2/3) majority of votes cast at the meeting, elect a new Member to replace him.
- c) The Board may, by a two thirds (2/3) vote, remove an Executive Member who, in the opinion of the Board has been or is being remiss or neglectful of duty, or whose actions, in the opinion of the Executive, has been damaging to the Association, or by conduct tending to impair his usefulness and/or discretion as an Executive Member.
- d) The Board may, by two thirds (2/3) vote, remove an Executive Member who has been found guilty of having failed to abide by the rules and regulations of the HC, HA, FMHA, or the League in which they play.

BYLAW V – POWER OF THE EXECUTIVE

5.1 Executive Authority

- a) The FMHA Executive shall ensure that the business and affairs of FMHA are conducted in accordance with the FMHA Policies and Procedures Manual. In general, the Executive supports a position of open access to FMHA members and shall give full consideration to the affairs brought to its attention by any Member as long as it is in writing.
- b) Should any discrepancies or gaps exist in the FMHA Policies and Procedures Manual, then Hockey Alberta Bylaws and Regulations will become the governing document.

- c) The FMHA Executive shall have the authority to suspend or discipline any player, team official, team follower, parent, Executive Member, or FMHA Member for conduct in contravention of FMHA Policies and Procedures, as well as those of the HC, HA, or League in which they play.
- d) The FMHA Executive shall have the authority to rescind, alter, or add to its main Policies and Procedures Manual at General or Special Meetings. Such a resolution must be passed by a majority of not less than two thirds (2/3) of the FMHA Executive present, and a minimum of one (1) week notice has been provided concerning the nature and details of the change.

BYLAW VI – OFFICERS

6.1 Election and/or appointment of officers

- a) Each Member shall have the privilege of nominating a representative for each elective office of the Association subject to the following provisions:
 - (1) A nomination shall not be accepted for the Office of the President who has not served on the Board of Directors prior to his/her nomination, unless special circumstances arise, requiring immediate attention.
 - (2) No person shall be nominated for any Executive position unless he/she is a member in good standing of the Association.
 - (3) Any member nominated for an Executive position, if unopposed by another nomination of a person in attendance, shall be considered elected by acclamation. A person cannot be nominated for an Executive position unless that person is in attendance or has signed a nomination acceptance.
 - (4) No household shall have more than one member on the Executive.

6.2 President

6.2.1 The President, within the jurisdiction of the Association, shall:

- a) Attend all meetings.
- b) Preside over Executive meetings of FMHA, ensure agendas are prepared and a proper record of proceedings is maintained.
- c) Preside over Annual General Meetings of FMHA, ensure agendas are prepared and proper record of proceedings are maintained.
- d) Supervise all committees, ensuring that the business of FMHA is conducted in a prudent, organized, and efficient manner.
- e) Serve as a member of Coach Selection and Disciplinary Committees
- f) Along with the Treasurer, act as a signing officer for FMHA financial matters.
- g) Preside at all Hockey Alberta, or League meetings as a representative of FMHA.
- h) Maintain an organized structure to the inbox of the email address provided from FMHA.
- i) Serve a two (2) year term.

6.3 Vice President

In the absence of the President or in the event of his/her inability to act, shall have and exercise all of the powers of the president.

6.3.1 The Vice-President within the jurisdiction of the Association, shall:

- a) Attend all meetings.
- b) Have the authority to enforce Objectives, Bylaws, Policies and Procedures established by the Association.
- c) Along with the Treasurer and President, act as a signing officer for FMHA financial matters.
- d) Sit on the Disciplinary Committee.
- e) Perform duties as designated by the President.
- f) Maintain an organized structure to the inbox of the email address provided from FMHA.
- g) Serve a two (2) year term.

6.4 Past President

6.4.1 The Past President shall be considered a member and act in an advisory capacity upon request.

6.5 Treasurer

6.5.1 The Treasurer shall perform all duties implied in the title and more practically shall:

- a) Attend all meetings.
- b) Be one of two signors on FMHA cheques.
- c) Keep records of all monies received and disbursed, and shall deposit all monies in the bank account of the Association, and shall ensure all disbursements are made by cheque.
- d) Notify Registrar of any Player arrears accumulated from previous years via Financial Deficiency form.
- e) Present at the Annual General Meeting a report of the year's operations and shall present a financial statement of all accounts at the AGM.
- f) Shall present at each Executive Meeting an up-to-date financial report of the Association.
- g) Receive authority from the Equipment Coordinator before paying invoices for equipment.
- h) Whenever required by the Executive, submit or turn over to the Executive all monies, accounts, books, papers, vouchers, and records, including bank and cheque books pertaining to his/her office and shall turn over same to his/her successor when elected or appointed.
- i) Complete any and all documentation or correspondence as required by AGLC.
- j) Ensure that the fees for payment of referees coincide with Hockey Alberta rules and regulations and may not exceed the fees outlined in Hockey Alberta.
- k) Maintain an organized structure to the inbox of the email address provided from FMHA.
- l) Serve a two (2) year term.

6.6 Secretary

6.6.1 The Secretary shall perform all the duties implied in the title and more practically shall:

- a) Attend all meetings.
- b) Perform all general secretarial duties at all meetings.

- c) Notify the Executive and other hockey personnel deemed necessary of the time, location, and date of all meetings.
- d) In consultation with the President, prepare an agenda for each Executive meeting, and ensure that all Executive members have a copy of the agenda and minutes at least one (1) week prior to each meeting.
- e) Record the minutes of all Executive Meetings and prepare them for the records of the Association.
- f) Record the minutes of the Annual General Meeting and prepare them for the records of the Association.
- g) Prepare correspondence for the signature of the Executive Members.
- h) Receive and process all incoming mail and distribute to the proper Executive Member.
- i) Maintain a record of the rules, regulations, guidelines, and policies of FMHA.
- j) Retrieve emails from the FMHA website and reply or distribute accordingly.
 - i) admin@fairviewminorhockey.com
 - ii) secretary@fairviewminorhockey.com
 - iii) discipline@fairviewminorhockey.com
- k) Maintain the FMHA website, Facebook page, Dropbox account and provide new Executive with email addresses and passwords and instructions for installing on their devices.
- l) Post appropriate documents such as policies and procedures, bylaws, handbooks and guides, and meeting minutes to the website.
- m) Arranges photographer for FMHA team photos.
- n) With assistance from the Executive, prepares newsletter to send to general public.
- o) Maintain an organized structure to the inbox of the email address provided from FMHA.
- p) Serve a two (2) year term.

6.7 Registrar

6.7.1 The registrar shall perform all duties implied in the title and more practically shall:

- a) Attend all meetings.
- b) Advertise registration dates as set by the Executive.
- c) Ensure that all players and coaching staff in the Association are registered with Hockey Canada in accordance with Hockey Canada and FMHA regulations.
- d) Set up a registration committee to assist with registration.
- e) Collect and distribute all registration fees to the Treasurer prior to the beginning of the season.
- f) Notify the Treasurer of any player registration withdrawals.
- g) Supply the Coach Coordinator with all coach certifications as recorded in the HCR and read-only access to the HCR.
- h) Maintain an organized structure to the inbox of the email address provided from FMHA.
- i) Serve a two (2) year term.

BYLAW VII – Coordinators / Committees

7.1 Ice Coordinator

7.1.1 The Ice Coordinator shall perform all duties implied in the title and more practically shall:

- a) Attend all meetings.
- b) Attend town ice allotment meeting.
- c) Recommend practice times for all teams to the Executive.
- d) Book any ice required by FMHA for hockey clinics, referee clinics, coaching clinics, etc.
- e) Act as a liaison between FMHA and the team coordinators for all ice allocation problems or conflicts with regards to ice scheduling.
- f) Book ice times for all tournaments approved by the Executive.
- g) Attend the League Scheduling Meeting with the Manager from each team.
- h) Maintain an organized structure to the inbox of the email address provided from FMHA.
- i) Attend team parent meetings with the President.

7.2 Referee Coordinator

7.2.1 The Referee Coordinator shall:

- a) Attend all meetings as required.
- b) Book a referee clinic each year as required.
- c) Ensure that the scheduling of all certified referees is fair and equal.
- d) Keep an inventory of sweater, whistles, and other required supplies in the referee room.
- e) Recruit all former and current Minor Hockey players, parents, JR. B, or other interested parties to attend the referee clinic.
- f) Be responsible for hearing complaints, resolving concerns, and be accountable to the Executive for any action taken.
- g) Educate and mentor newer referees.
- h) Approve all payment requests and forward them to the Treasurer for payment.
- i) Ensure that all games are officiated by certified and carded referees.
- j) Maintain an organized structure to the inbox of the email address provided from FMHA.
- k) Serve a two (2) year term.

7.3 Equipment Coordinator

7.3.1 The Equipment Coordinator shall:

- a) Attend all meetings
- b) Keep an inventory of the Association's equipment (ie. Pucks, goal equipment, practice aids, jerseys, first-aid kits, etc.).
- c) Make requests to the Executive to replace old and worn out equipment.
- d) Deliver jerseys to Mad Dog Cresting for name bars prior to the first games of the season and again at the end of the season for proper name bar removal.
- e) Check all equipment listed on inventory at the beginning and end of each year.
- f) Identify with markings all FMHA equipment with the name of the Association.
- g) Maintain an organized structure to the inbox of the email address provided from FMHA.
- h) Serve a two (2) year term.

7.4 Coach / Manager Coordinator

7.4.1 The Coach / Manager Coordinator shall:

- a) Attend all meetings.
- b) Solicit coaches and managers each season.
- c) Hold regular coach / manager meetings with reference to their responsibilities.
- d) Arrange coaching clinics if required.
- e) Ensure that all coaches are coaching age appropriate hockey according to Hockey Alberta regulations.
- f) Ensure that all coaches have obtained the required certification as set out by Hockey Alberta and the FMHA by working with the Registrar and obtaining read-only access to the HCR.
- g) Ensure that all team officials have obtained a current criminal background check at least every three years.

- h) In conjunction to the Registrar, maintain a directory of coaches, managers, and trainers according to the team.
- i) Educate managers to keep the FMHA website information current for their teams.
- j) Maintain an organized structure to the inbox of the email address provided from FMHA.
- k) Serve a two (2) year term.

7.5 Goaltending Coordinator

7.5.1 The Goaltending Coordinator shall:

- a) Attend all meetings.
- b) Act as a liaison between the goalies in our program and FMHA.
- c) Enhance the goaltenders of FMHA by providing specialized goalie camps.
- d) Provide coaching officials with practice plans and drill for goalies.
- e) Keep up to date with Hockey Alberta goaltender training opportunities.
- f) Maintain an organized structure to the inbox of the email address provided from FMHA.
- g) Serve a two (2) year term.

7.6 Division Coordinators

7.6.1 Each Division Coordinator shall:

- a) Attend all meetings.
- b) Act as a liaison between each team and the Executive.
- c) Ensure that all of the team's officials are properly registered with the Registrar.
- d) Make sure that each player is properly registered and paid before attempting to go on the ice.
- e) Ensure that all teams are abiding by the Bylaws, and Policies and Procedures of FMHA.
- f) Attend all team and parent meetings.
- g) Forward all communications from the Executive to the appropriate team.
- h) Aid in team conflict resolution by directing parties to the appropriate course of action.
- i) Division Coordinators are elected to be a representative for various divisions. Any Executive vote shall be in the best interest of the Association as a whole and not only for the interest of a division of which they represent.

- j) Oversee the tournament committee in their division.
- k) Maintain an organized structure to the inbox of the email address provided from FMHA.
- l) Serve a two (2) year term.

7.7 Fundraising Coordinator

7.7.1 The Fundraising Coordinator shall:

- a) Attend all meetings.
- b) Be responsible for organizing the Casino.
- c) Provide a Fundraising summary from the past season at the AGM.
- d) Provide a Fundraising budget and plan to the Executive at the AGM for the upcoming season.
- e) Work with the team Fundraiser volunteers to ensure all efforts are being put into our fundraisers.
- f) Ensure that all team fundraising activities are properly communicated and licensed.
- g) Be responsible for working with ALGC to ensure all FMHA fundraising activities are properly sanctioned and legal.
- h) Be the AGLC liaison for the FMHA.
- i) Maintain an organized structure to the inbox of the email address provided from FMHA.
- j) Serve a two (2) year term.

7.8 Bylaws and Regulations Committee

- a) Shall consist of:
 - i) The President and/or the Secretary
 - ii) Two (2) other Executive Members as appointed by the Executive.
- b) Shall review the Bylaws and bring forth any amendments in which 7 days written notice is given to propose the amendments as a special resolution.
- c) Shall review the Policies and Procedures and bring forth amendments in writing.

7.9 Disciplinary Committee

- a) The President shall be notified of any disciplinary matters, before the Disciplinary Committee convenes to deal with the issue, to ensure there are no potential conflicts of interest.
- b) Any disciplinary matter involving the conduct of a player, coach, team official, parent Executive member, or any other individual whose conduct falls under the jurisdiction of the FMHA shall be dealt with by the Disciplinary Committee which shall be established by the Board in accordance with the provisions of this article.
- c) The Disciplinary Committee will consist of the following three (3) Executive members: Vice-President, Division Coordinator, Coach Coordinator, plus two members of the public at large as selected by the Executive. If the Executive positions are not filled at the AGM the President shall appoint three alternate Executive members to sit on the Disciplinary Committee.
- d) Quorum for the Disciplinary Committee shall be three (3) with no less than one (1) member at large in attendance.
- e) If the disciplinary matter involves a player or parent/guardian, the relevant Division Director shall sit on the Disciplinary Committee.

- f) Notwithstanding the above positions, any individual in a position of conflict shall not sit on the Disciplinary Committee. In the event of a conflict, an alternate board member shall be appointed by the President.
- g) Disciplinary Committee meetings are to be held separate from the FMHA regular meetings.
- h) The Disciplinary Committee may suspend or expel a club, team, coach, manager, player, Executive member, or member of the association for notorious and continued foul play or unfair, unsportsmanlike, or ungentlemanly conduct. This may be individually or collectively on the ice or in any rink where a hockey match is being played, or at any meeting or gathering in the interest of the game, for neglecting or refusing to pay assessments or for a persistent infringement of the laws of the game or the Bylaws, Policies and Procedures of the Association or for refusing to accept and obey a proper and valid ruling of the Executive.
- i) Upon receipt of a signed written complaint, a meeting of the Disciplinary Committee may be called to deal with conduct concerns.
- j) The Disciplinary Committee will investigate the incident to the best of their abilities and shall provide a signed written report that outlines their recommendations for the members involved with every effort to do so within fifteen (15) days of receiving the complaint letter.
- k) The Disciplinary Committee shall meet as soon as can reasonably be expected if a signed written complaint or protest is submitted and will render its decision after any necessary consultation with Hockey Alberta or the League in which they play.
- l) All persons involved in the disciplinary issue shall be given equal opportunity to explain their particular position in relation to the matter being discussed.
- m) In the event the individual that will be subject to the decision of the Disciplinary Committee is under the age of eighteen (18) years, a parent or legal guardian of such individual shall be entitled to attend with him or her at any Disciplinary Committee proceedings. In all other cases, other individuals will only be allowed to attend during the preceding of the Disciplinary Committee.
- n) The decision of the Disciplinary Committee will be issued in writing and will be binding pending its appeal.
- o) Any suspension or expulsion shall be by a majority vote of the Disciplinary Committee and any suspension or expulsion may be revoked at the will of the Executive.
- p) An appeal to the ruling of the Disciplinary Committee must be made in writing to the President within seven (7) days of notification of the ruling. This stipulation shall be brought to the attention of all parties involved at the time of the hearing.
- q) All decision shall be subject to appeal to Hockey Alberta as provided for in By-Law XUI of Hockey Alberta.

7.10 Coach Selection Committee

- a) Shall consist of:
 - i) The Coach/Manager Coordinator and the President.
 - ii) Two (2) other Executive members as selected by the Executive.
- b) Shall execute the Coach Selection Process.
- c) Shall review the Coach Selection Process and bring forth amendments in writing as required.
- d) Shall not have a child playing in that division.
- e) Shall not be related to any coaching applicant.

7.11 Player Evaluation Committee

- a) Shall consist of:
 - i) President, and Equipment Coordinator.
 - ii) Three (3) other Executive members as appointed by the Executive.
- b) Shall execute the Player Selection Process.
- c) Shall review the Player Selection Process and bring forth amendments in writing as required.
- d) Shall not be related to a child playing in the divisions being evaluated.

BYLAW VIII – VIOLATIONS OF BYLAWS, POLICIES, RULES AND REGULATIONS

- 8.1** The Executive shall have the power to discipline or suspend any coach, manager, player, parent or guardian, trainer, referee, or other official under the jurisdiction of the FMHA.
- 8.2** Any member or group as specified under Bylaw II – Membership may be suspended or expelled from the association for failure to comply with the Association’s Bylaws, Policies, Rules and Regulations, for misconduct or for any other cause which, in the opinion of the Executive, is not in the best interest of the Association.
- 8.3** No “one” individual, other than the President of the FMHA or his/her delegate may have contact with the All Peace Hockey League or any Hockey Alberta Zone Representative be it verbally or in writing, regarding any matter pertaining to the FMHA, other than what is required by those associations. All concerns will be channeled through the proper authorities and dealt with in the proper manner. Any breach of this policy will be dealt with according to the Executive of the FMHA.

BYLAW IX – APPEALS

- 9.1** Any appeal from a disciplinary action will be brought forward to the Executive.
- 9.2** Any appeal or protest shall be in writing and shall set out the Bylaw, Policy and Procedure Involved, supported by any evidence and shall be signed by the appellant.
- 9.3** A protest on a referee’s decision will not be considered unless it contains a question of interpretation of the rules of the game.
- 9.4** The Executive shall hold a hearing at the appointed time and place and notify in writing the appellant and any other person who has obvious interest in the same thereof within seven (7) days after receiving the written appeal.

BYLAW X – GENERAL

10.1 Fiscal Year

FMHA fiscal year shall commence on June 1st and end on May 31st of the following year.

10.2 Audit and Auditors

- a) The accounts and the financial records of the Association shall be audited once a year by an Auditor appointed by the Executive.

- b) Auditor means a person who examines the organization's financial records and reports. If the person is a member of the organization being audited, he or she is known as an internal auditor. If the Auditor is not a member of the organization, he or she is known as an external auditor.
- c) A complete and proper statement of the standings of the books from the previous year shall be present at the Association's Annual General Meeting each year.
- d) The books and records of the association may be inspected by any member of the Association at the Association's Annual General Meeting each year provided for herein, or at any time satisfactory to the officer or office having charge of same. Each member of the Executive shall at all times have access to such books and records.

10.3 Borrowing Powers

- a) For the purpose of carrying out its objectives, the Association may borrow, raise, or secure the payment of money in such a manner as it deems fit. In no case shall debentures be issued without the sanction of a Special Resolution of the Association.

10.4 Amendments to the Bylaws

- a) The Bylaws may be rescinded, altered, or added to by a "Special Resolution" passed by a vote of no less than seventy five percent (75%) of those members entitled to vote as are present in person, at a General meeting of which twenty one (21) days written notice specifying the intention to propose the resolution as a special resolution has been duly given.
- b) Any amendment in the Bylaws which may have been adopted in the manner provided for in the Bylaws shall not be negated by reason of error or omission which may occur from time to time.

10.5 Dissolution

- a) The property and assets of the Association shall belong to the Association as a corporate entity, shall not constitute the property of any individual member and no person shall have any claim upon the property and assets of the Association on ceasing to be a member or at any time thereafter.
- b) Upon dissolution of the Association, any assets including gaming proceeds remaining after all debts of the Association are paid shall be:
 - i) Disbursed to eligible charitable or religious groups or purposes; or
 - ii) Transferred in trust to a municipality until such time as the assets can be transferred from the municipality to a charitable or religious group or purpose approved by the Executive.

BYLAW XI – RULES AND REGULATIONS

- 11.1** The Association shall abide by the rules and regulations set down by Hockey Alberta, Canadian Hockey Association, and the league in which the Association operates and shall ensure that it remains in good standing with them.
- 11.2** The rules and regulations of the Association shall be as set in the FMHA Policies and Procedures Manual and in the FMHA Bylaws.
- 11.3** From time to time, the Executive will find it expedient to adopt policies and guidelines, other than those contained in the Bylaws, which will govern the conduct of players, coaches, referees, and others involved in FMHA.

- 11.4** Such policies and guidelines may be adopted, rescinded or amended at the discretion of the Executive.
- 11.5** A written record of all current policies and guidelines is to be maintained by the secretary of FMHA who will be responsible for updating such after each Executive Meeting, Special Meeting, and Annual General Meeting, or from time to time as additions, deletions and amendments are made.
- 11.6** A current listing of all policies and guidelines in force shall generally be made available to all those individuals that are subject to the rules, regulations, policies, and guidelines.