

## **BY-LAWS OF THE FORT MCMURRAY MINOR HOCKEY ASSOCIATION (1981)**

### **NAME**

1. The name of the society shall be the "Fort McMurray Minor Hockey Association", hereinafter also referred to as "The Association" or "FMMHA".

### **AUTHORITY**

2. The Fort McMurray Minor Hockey Association will maintain and utilize a set of written policies know as "Rules and Regulations", which are consistent with these By-laws, to stipulate, guide and govern the operations and activities of the Association.
3. These by-laws have precedence over any policies, rules and regulations of the Association.

### **AFFILIATION**

4. The Fort McMurray Minor Hockey Association is affiliated with the Alberta Amateur Hockey Association (Hockey Alberta) and the Canadian Hockey Association (Hockey Canada).
5. The Association shall abide with the rules and regulations of Hockey Alberta and Hockey Canada.

### **OBJECTS**

6. The object of the Association shall be to:
  - a. promote hockey as a mean of providing an enjoyable and rewarding learning experience for players, to improve and maintain their fitness level and to lead an active life;
  - b. providing opportunities for players to learn the fundamental skills of hockey and acquired sport skills that will be the cornerstone of their future athletic development;
  - c. promote and develop sportsmanship, fair play, pride, self worth and confidence and learn life skills by participating in an organized team sport activity;
  - d. provide opportunities for coaches to improve their skills and abilities to teach players and become role models in the community;

- e. offer Minor Hockey Players the opportunity to participate in a recreational hockey program by operating a Fort McMurray House Hockey League from Initiation to Midget and ensuring all players have an equal opportunity to participate, play and develop their skills;
- f. establish and enforce policies, procedures and rules governing the operations of all Minor Hockey in the Regional Municipality of Wood Buffalo; and
- g. coordinate the conduct of fundraising activities to support the operations of the Association and its programs; and
- h. operate the Frank Lacroix Minor Hockey Arena under a lease agreement with the Regional Municipality of Wood Buffalo.

### **OPERATING/FISCAL YEAR**

- 7. The Association operating and fiscal year shall commence on June 1<sup>st</sup> of any given year and end on May 31<sup>st</sup> of the following year.

### **MEMBERSHIP**

- 8. The membership of the society shall consist of the following:
  - a. parents or guardians of all minor hockey players residing in the Regional Municipality of Wood Buffalo and registered with Hockey Alberta through the Fort McMurray Minor Hockey Association;
  - b. coaches and other team officials of hockey teams registered with Hockey Alberta through the Fort McMurray Minor Hockey Association; and
  - c. members of the community that are 18 year or older and interested in participating in the work of the Society and the promotion and achievement of its objectives that have submitted a membership application to the Association providing their name, address and reasons for becoming a member.

### **WITHDRAWAL OF MEMBERSHIP**

- 9. Members wishing to withdraw from membership may do so at any time upon written notice to the Secretary of the Association.
- 10. The effective date of withdrawal, as referred in article 9, will be the date of which written notice of such withdrawal is received by the Secretary.

11. Members in arrears for any fees or assessments at the end of the operating year shall automatically have their membership withdrawn as of that date, and shall, thereafter, not be entitled to any membership privileges in the Association until reinstated.
12. Any membership may be revoked as a result of actions by a member, clearly detrimental to the interest of the Association, or in violation of the By-laws or policies of the association.
13. Revoking of membership, for reasons outlined in paragraph 12, can be done only after said reasons are considered at a special Executive Committee meeting, where all executive committee members are in attendance, and, subsequently, after a 75% majority vote of the Executive Committee, taken at a second Executive Committee meeting at which all Executive Committee members are in attendance.
14. As per paragraph 13, the second special executive committee meeting, shall be called within seven (7) calendar days of the first special executive committee meeting.
15. The President shall cast a vote, where a membership revocation is being considered.
16. The individual, whose membership has been revoked, has the right to submit a written appeal, to the President within seven (7) calendar days of the date that the membership revocation was communicated. The President will then convene an Executive Committee meeting to consider the appeal.
17. Eligibility for refund of fees or deposits, upon withdrawal or revocation of membership shall be outlined in the Club Policies.

#### **ANNUAL GENERAL, GENERAL AND SPECIAL MEETINGS**

18. The Association shall hold its Annual General meeting at any time between April and the end of June:
  - a. The meeting will be advertised by posting notices on the Bulletin Board of the Frank Lacroix Minor Hockey Arena and on the Web Page of the Association at least 21 days in advance;
  - b. Election for the Officers of the Association will take place at the annual general meeting.
19. The business of the annual general meeting shall include:
  - a. the election of officers;
  - b. any proposed bylaw amendments;
  - c. financial statements of the previous year;

- d. plans and budget for the upcoming year; and
  - e. discussions of any major issue in which all members should have input.
20. General and Special meetings may be held during the year at the discretion of the Executive Committee and shall be called by the President, or in his absence by the Vice President. Members of the Association shall be notified of such meetings at least twenty-one (21) days prior to the proposed meeting date. Notification shall be done by posting notices on the Bulletin Board of the Frank Lacroix Minor Hockey Arena and on the Web Page of the Association.
21. General Meeting may be held for the purpose of effective communication between the Executive Committee and the members and to report on or promote programs and activities.
22. Special Meetings may be held for the purpose of dealing with issues or matters that may arise during the course of an operational year and that cannot wait for an Annual General or a General meeting.
23. A quorum at the Annual General Meeting, General or Special Meeting shall be the presence of at least thirty (30) members.
24. If a quorum as per article 23 is not achieved, the President may declare a quorum of the voting members in attendance, provided this fact and the percentage of members in attendance are recorded in the meeting minutes.
25. All members in good standing are eligible to vote. No more than one vote shall be exercised by any one person at any meeting of the Association. Voting shall be done in person. Voting by proxy or any other similar means shall not be permitted.
26. Voting shall be done by “show of hands” or by “secret ballots” as the situation and members in attendance dictate at the discretion of the President or Meeting Chairperson.

#### **EXECUTIVE COMMITTEE**

27. The Association shall be governed and administered by an Executive Committee composed of elected Executive Officers. Executive Officers will be elected for a one-year term at the annual general meeting. The term of office for all Executive Officers shall be from June 1<sup>st</sup> to May 31<sup>st</sup>.
28. At its annual general meeting, the membership shall elect an Executive Committee that shall consist of the followings:
- a. President;

- b. Vice-President (Hockey Operations);
  - c. Vice-President (Administration);
  - d. Secretary;
  - e. Treasurer;
29. Every member of the Association in good standing is eligible to be elected as an Executive Officer.
30. The Office of the Secretary and Treasurer may be filled by one person if any annual meeting for the election of officers shall so decide.

### **REMOVAL OF EXECUTIVE OFFICERS AND VACANCIES**

31. The Executive Committee may suspend or remove an officer from their office for the following reasons:
- a. Gross misconduct or contravention of the Association By-Laws; or
  - b. Absence from three or more consecutive scheduled executive committee meetings without reasonable cause.
32. Removal of an elected Officer shall be authorized by special resolution with a 75% majority vote of the Executive Committee at a duly authorized meeting of the Committee where all other officers are in attendance. The officer whose membership on the committee is being considered for revocation shall have his voting privileges suspended until the matter is resolved.
33. An elected officer may resign from his elected office. The resignation shall only be effective if submitted in writing to the President and shall be effective as of the date the letter is received by the President.
34. The Executive Committee may appoint an interim officer to fill any vacancies occurring during the operational year. This officer shall serve as an ex-officio member of the committee and shall not have any voting right until elected by the membership at a General Meeting.

### **DUTIES OF THE EXECUTIVE OFFICERS**

35. The duties and responsibilities of the Executive Officers shall be as follow:

#### **PRESIDENT**

36. The President shall:

- a. supervise the work of the Association;
- b. be responsible for planning the agenda for all meetings;
- c. when present, preside at all meetings of the Association and of the Executive Committee;
- d. act as the sole spokesperson for the Association;
- e. present the annual report to the membership at the Annual General meeting;
- f. act as the direct supervisor for all paid employees of the Association except when otherwise defined in the Rules and Regulations of the Association;
- g. review alleged violations or breaches of the Rules and Regulations of the FMMHA and impose disciplinary measures or sanctions as deemed appropriate.

#### **VICE-PRESIDENT (HOCKEY OPERATIONS)**

37. The vice-president (Hockey Operations) shall be responsible for:

- a. the operations of the Fort McMurray House League including:
  - i) the recruitment, selection and appointment of directors for each division;
  - ii) the selection and appointment of coaches and other team officials;
  - iii) the establishment and coordination of a player evaluation system to ensure the proper placement of players in divisions, categories based on their skill level;
  - iv) the establishment of a player assignment or draft system supporting the make up of balanced divisions;
  - v) coordinating the allocation of practice times and the scheduling of games for the regular season, playoffs and the Minor Hockey Week Tournament;
  - vi) issuing and monitoring of suspensions for league play; and
  - vii) other activities to ensure the proper operation of the league.
- b. the coordination of coaching clinics and coach mentorship programs to provide opportunities for coaches to improve their skills;
- c. the coordination of Hockey Skills Development Programs for players; and
- d. in the absence of the President, assume the duties of the President.

#### **VICE-PRESIDENT (ADMINISTRATION)**

38. The Vice-President (Administration) shall be responsible for:

- a. The establishment and maintenance of a Rules and Regulations Manual for the Association;
- b. appointing, training and supervising Managers for each teams and ensuring the administrative practices of each team is compliant with the rules and regulations of the Association;
- c. act as the Registrar for the Association ensuring players and teams are registered in compliance with the Rules and Regulations of Hockey Alberta;
- d. the administration of travel and special event permits;
- e. establishing and implementing an annual fundraising plan to support the operations of the Association;
- f. organization of the Annual Year End Minor Hockey Banquet;
- g. the maintenance of the Web Site of the Association;
- h. in the absence of the President and Vice-President (Hockey Operations), assume the duties of the President

#### **SECRETARY**

39. The secretary shall:

- a. Attend the meetings of the Association and the Board and keep accurate minutes of the same;
- b. have charge of all correspondence of the Association;
- c. keep an accurate list of names and addresses of the Association's members;
- d. organization of the Annual General Meeting and other general meetings of the Association;
- e. prepare and submit the Annual Report of the Association and other notices in accordance with the Alberta Societies Act and Regulations.

#### **TREASURER**

40. The treasurer shall be responsible for:

- a. The receipt of all monies paid to the Association and the deposit of the same in whatever Bank, Trust Company, Credit Union or Treasury Branch the Board may order;
- b. the care and custody of funds and securities of the Association and financial deposits;
- c. the proper accounting for the funds of the Association and keeping such books as may be directed;
- d. the preparation an the annual budget of the Association and its presentation to the Executive Committee for approval;
- e. the proper authorization of all disbursement of funds on behalf of the Association provided they are included in the approved budget of the Association and consistent with the Rules and Regulations of the Association;
- f. presenting a full detailed account of receipts and disbursements to the Executive Committee whenever requested;
- g. preparing for submission to the Annual General meeting of a statement duly audited of the financial position of the Association and providing a copy of the same to the Secretary for the records of the Association;
- h. Prepare and file all financial and other reports in compliance with the requirements of the Alberta Gaming and Liquor Commission and other agencies;

#### **EXECUTIVE COMMITTEE MEETINGS**

41. The Executive Committee shall meet at least five times during the year. The quorum for meetings of the Executive Committee shall be set at 50 per cent of the officers.

#### **VOTING PROCEDURES – EXECUTIVE COMMITTEE**

42. Decisions at Executive Committee meetings will be made by consensus as much as possible. Decisions made by consensus must be stated clearly and recorded as such in the minutes of the meeting. If a vote is taken, the motion must be moved and seconded and pass by a 50 per cent plus one majority.

#### **POWER OF THE EXECUTIVE COMMITTEE**

43. For the purpose of carrying out the objects of the Fort McMurray Minor Hockey Association, the Executive Committee shall manage the affairs of the Association, and shall implement all of the resolutions, exercise all of the powers and do all such acts and things as may be exercised or done by the Association and are not by these Bylaws expressly directed or required to be done at a meeting of the members or



otherwise. The powers and duties of the Executive Committee include, without limiting the generality of the foregoing, the following:

- a. To establish, approve and implement an annual budget for the operations of the Association that includes a fee structure and fund-raising activities that allows sufficient funding to support the activities of the Association;
- b. supervision of the collection of fees and funds of the FMMHA;
- c. supervision of the expenditure of funds of the FMMHA;
- d. to establish and define the Rules and Regulations of the FMMHA, solely, finally, absolutely and exclusively, to the exclusion of any interference from any other body, subject always to the constitution, bylaws and rules and regulations of the Alberta Amateur Hockey Association and the Canadian Hockey Association;
- e. to borrow, raise or secure the payment of monies in such manner as the Executive Committee deems necessary, except that the Association shall not borrow funds without the sanction of a special resolution at a General Meeting;
- f. to discharge all the duties and responsibilities entrusted to Local Minor Hockey Associations as per the By-laws and Rules and Regulations of Hockey Alberta for all Minor Hockey activities in the Regional Municipality of Wood Buffalo;
- g. to coordinate and approve all schedules and the allocations of ice to all minor hockey users from the general allocation provided for Minor Hockey by the Regional Municipality of Wood Buffalo;
- h. to interpret and enforce the Rules and Regulations of the FMMHA, Hockey Alberta and Hockey Canada for the betterment of hockey in the Regional Municipality of Wood Buffalo;
- i. to recommend, draft and prepare changes to Bylaws for approval of the members at the annual meeting;
- j. to impose and enforce penalties upon the members, hockey teams, players, coaches, officials or other persons for violation or breaches of the Bylaws, Rules and Regulations of the FMMHA, Hockey Alberta or Hockey Canada, or for any violation or breach of a decision or ruling of the FMMHA;
- k. to appoint members to positions that are not elected and for which the roles and responsibilities are defined in the rules and regulations of the FMMHA, provide directions and supervise their work;

- l. to create sub-committees for which the roles and responsibilities are defined in the rules and regulations of the FMMHA, appoint their members, provide directions and supervise their operations;
- m. to define the duties of paid employees of the FMMHA in its Rules and Regulations and act as the employer with the power to hire, fire and supervise such employees;
- n. to classify teams, in its sole discretion, in all categories of the Divisions;
- o. to establish and define Rules and Regulations for the FMMHA House League including the selection and placement of players on teams.

## **RULES AND REGULATIONS**

- 44. The Executive Committee may from time to time pass rules and regulations for the betterment of Minor Hockey in the Regional Municipality of Wood Buffalo, including, without limiting the foregoing, the better government, organization and administration of Minor Hockey, as the Executive Committee, in its sole and absolute opinion and discretion may consider desirable.
- 45. All members, players, coaches, managers and other officials, as a condition precedent to their membership with the FMMHA, unconditionally agree to obey and abide by the Rules and Regulations of the FMMHA as the same may be amended or added from time to time.

## **VIOLATIONS OF BYLAWS, RULES AND REGULATIONS**

- 46. Any member, hockey team, player, coach, manager, trainer or other official that violates or breaches a Bylaw, Rule and/or Regulations is subject to discipline as set out herein.
- 47. Upon receiving a report or of learning of an alleged violation, the President or his designate shall:
  - a. Refer the violation or breach of the Rules and Regulations to an investigator or an investigating committee; or
  - b. without any further investigation, determine whether such violation or breach of the Rules and Regulations and impose such disciplinary measures and sanctions as the President may deem appropriate.
- 48. In the event that the President should refer the violation or breach of the Rules and Regulations to an Investigating Committee, the committee shall within 15 working days of receiving the President's direction, investigate the circumstances of the alleged violation or breach and report its finding in writing to the President, at which

time the President shall determine whether there has been a violation or breach and impose or levy such discipline measures and sanctions as the President may deem appropriate.

49. All members, Hockey Teams, Players, Coaches, Managers, Trainers and other officials, by virtue and because of their status as such, shall accept as final and binding the decision of the President, including, without limiting the generality of the foregoing, the President's interpretation or construction of the Rules, Regulations and Bylaws of the FMMHA subject only to a right of appeal to Hockey Alberta as provided in the bylaws of Hockey Alberta (HA Bylaws 13.03 – Appeal from decision of a Local Minor Hockey Association)

## **FINANCE AND ADMINISTRATION**

50. Unless authorized at any General meeting and after notice of the same shall have been given, no officer or member of the Association shall receive any remuneration for his services.
51. Directors and other members may be reimbursed for out-of-pocket expenses incurred while representing the Association on official business as authorized by the President.
52. All monies received by or on behalf of the Association shall be deposited to Association Accounts in a branch of a chartered bank, Credit Union in the Regional Municipality of Wood Buffalo.
53. All disbursements from Association Accounts shall be authorized, or signed as required, by two Board Members, or designated members, who are appointed by resolution of the Executive Committee to have signing authority. The President and the Treasurer shall be two of the members to have signing authority.
54. All capital expenditures in excess of \$ 30,000 shall be referred to a General meeting for approval by a single majority of the voting members in good standing present.
55. The books, accounts and records of the Association shall be audited at least once per fiscal year by an appointed audit committee or a qualified independent Accountant. The Auditing committee shall consist of at least two members in good standing. The Treasurer shall not be permitted to sit on the auditing committee.
56. The latest available Audited Financial Statements shall be made available to the general membership at any time. The Financial Statements shall be presented at the Annual General meeting.
57. The books and records of the Association may be inspected by any member of the Association at the annual general meeting provided for in these by-laws or at any time upon giving reasonable notice and arranging a satisfactory to the elected member having charge of the same. Directors shall at all times have reasonable access to such books and records.

58. The President shall have custody of the Association's Seal of Incorporation, in the event it is ever deemed necessary to purchase one. Use of the Seal shall be restricted to the Board of Director in the conduct of official Association Business.

#### **DISSOLUTION CLAUSE**

59. In the event that the Association ceases its activities and/or that it be dissolved for any reasons, the assets remaining after paying debts and liabilities shall be transferred in trust to the Regional Municipality of Wood Buffalo until such time as the assets can be transferred from the Regional Municipality to a not-for-profit group whose purpose is to support minor hockey in the Regional Municipality.

#### **AMENDMENTS TO THE BYLAWS**

60. These bylaws shall remain in force from year to year unless amended at the annual meeting:

61. The bylaws of the Association may be rescinded, altered, or added to only after a special resolution is approved at an annual general, general or special meeting of the Association by at least three quarters (3/4) of the voting members in good standing present at an Annual General, General or Special meeting of the Association.

62. Notice of proposed bylaw amendments must be circulated with the notice of meeting and Special Resolution(s) at least 21 days in advance of the meeting. The Executive Committee shall restate the special resolution(s) and make a motion to approve such special resolution at the general meeting of the Association.

#### **ADOPTION**

63. These bylaws were approved by special resolution at a special general meeting of the Fort McMurray Minor Hockey Association on January 11, 2007.

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Tim Hayward  
Secretary-Treasurer

Francois Gagnon,  
President

11 January 2006