

# **Grimshaw Minor Hockey Association Bylaws**

Revised April 2017



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## **1.0 Membership**

**Regular membership** of the G.M.H.A shall consist of:

- All of the hockey clubs team official and players participating within the jurisdiction of G.M.H.A
- The Executive Committee as defined in the Bylaws;
- Other officers appointed by the Executive Committee
- Parents or legal guardians of children registered to play within the G.M.H.A and for whom the prescribed fees have been paid;
- The G.M.H.A officers may assign any person who contributes the services voluntarily.
- Members must be 18 years of age.

### **Conditions of Membership**

Each prospective Member, as a condition precedent to membership in the G.M.H.A shall agree that:

- All members recognize the G.M.H.A as the highest authority concerning amateur hockey in the Town of Grimshaw and immediate surrounding area, subject only to the rights of appeal to the A.A.H.A.
- All Members shall unconditionally abide by the Bylaws and Special Rules of the G.M.H.A and any amendments.
- In order for the G.M.H.A. to function efficiently, properly and to the best advantage of all Members, teams, players, coaching staff, officials, as well as the sport and game of hockey, the Executive Committee shall be the sole and final interpreter of the Bylaws, Special Rules and Operating Guidelines of the G.M.H.A.

### **Refusal**

The Executive Committee of the G.M.H.A. shall have the sole and absolute right to accept or refuse an application for membership in the G.M.H.A.

### **Resignation**

Any Member may resign from membership in the G.M.H.A. by submitting his/her resignation in writing to the Executive Committee of the G.M.H.A. Upon such resignation becoming effective, such Member shall forfeit his/her rights and privileges in the G.M.H.A.

### **Expulsion**

A Member may be expelled from the membership in the G.M.H.A. by a resolution passed by two-thirds (2/3) of the Members present at a Special Meeting of the membership called for that purpose. No Member shall be expelled without just cause or without being notified of the complaint against that Member in writing from the Executive Committee or without being given the opportunity to be heard by the Executive Committee with rights of appeal or finally without having been given a final opportunity to be heard by the membership at the aforesaid Special Meeting.

### **Suspension of Members**

A Member may be suspended from the membership in the G.M.H.A. by a resolution passed by two-thirds (2/3) of the Members present at a Special Meeting of the membership called for that purpose. No Member shall be suspended without just cause or without being notified of the complaint against that Member in writing from the Executive Committee or without being given the opportunity to be heard by

the Executive Committee with rights of appeal or finally without having been given a final opportunity to be heard by the membership at the aforesaid Special Meeting.

## **2.0 Registration / Dues**

### **Registration**

- Registration is open to all children interested in the sport of hockey whose age is between four (4) and seventeen (17) years of age as of December 31st of the year in which one is registering.
- Registration dates are at the discretion of the Executive Committee.
- Registration forms for all minor hockey players shall be completed and signed by the parents or legal guardians. If registration is not completed, one does not become a member, and the minor hockey player shall not be allowed on the ice until the registration form is properly completed, all current and default charges are paid in full for that child and family, all major fundraising activities have been signed up for and the Registrar has accepted the application.
- All coaching staff must register with the Coaching Coordinator prior to the start of the hockey season. All coaches must complete a coaching application and must submit a Criminal Record check and be GMHA approved prior to being placed on a team and going on the ice.

### **Fees**

- The Executive Committee shall have the sole responsibility in setting the annual dollar amount for registration fees, late fees, fundraising fees and any default charges based on expected budgetary costs, anticipated fund raising revenues and the direction received from the membership at the Annual Meeting.
- The rationale for the annual fee structure shall be reviewed with the GMHA membership at the first General Meeting following registration. These fees shall cover as a minimum the costs such as ice rental, referee fees, insurance, equipment purchases, tournaments, referee and coaching clinics, and other operating expenses.
- If a member is not accepted, resigns, is expelled, or withdraws, a formal request in writing to the Executive Committee can be made to obtain a refund of all or part of any paid registration fees. The GMHA Executive Committee shall determine an equitable refund based on the circumstances and pro-rationing the amount of the season completed.
- Refunds or late registration fee will be pro-rated on the following basis:
  - Nov 01 - 15 - 80%
  - Nov 16 - Dec 15 - 50%
  - Dec 16 - Jan 7 - 30%
  - After Jan 08 - No Refunds

### **Commitment to Major Fundraising Activities**

- In an attempt to keep annual fees as low as possible, the GMHA Executive Committee shall determine by means of a two-thirds majority vote which major fund raising activities shall be compulsory for all members in the upcoming season.
- All major fund raising activities shall be signed up for at time of registration. Once one is signed up, it shall be that individual's responsibility to fulfill this obligation or find someone to fulfill it for them.

- In the event a member fails to fulfill his/her obligation, there shall be a default charge assessed against the member in addition to any wages that may have been paid out to cover this obligation.
- All prior default charges or portions thereof not paid shall become payable no later than at the next season's registration otherwise registration may be rejected.

### **3.0 Meetings**

#### **Annual Meetings**

An Annual Meeting shall be held each year in the Month of May pending any undue circumstances for the purpose of reviewing the past year's performance; presenting the Treasurer's and Auditor's reports; voting on major resolutions to the Bylaws; and electing the Executive Committee officers for the next hockey season.

#### **Notice of Annual Meeting**

At least 21 days' notice of an Annual Meeting shall be given to the membership via weekly subscriptions in the local newspaper, reminders on the local radio station and by posters at the arena with the date, time and place.

#### **Minimum Size of Quorum**

For a quorum, a minimum of 50% members shall be present. These meetings are open to all of the membership.

#### **Order of Business**

The order of business for an Annual General Meeting shall be as follows:

1. Call the meeting to order
2. Confirm a Quorum exists to proceed
3. Read and Adopt last year's Annual General Meeting minutes
4. Conclude any business from the old minutes
5. President's Report
6. Treasurer's and Auditor's report
7. Notices of Motions
8. Election of Officers
9. Appointment of Auditors
10. Fundraising Commitments for the next year
11. New Business
12. Adjournment

#### **General Meetings**

General Meetings shall be at the call of the Executive Committee for the purpose of sharing information, seeking direction in conducting the day-to-day business, allowing a forum for the membership to ask questions, adopting minor resolutions, and amending, adding or deleting Bylaws. There shall be as many General Meetings as deemed necessary by the Executive Committee but no less than one per season. General Meeting are to be held monthly shortly after registration, prior to the start of the regular hockey season.

### **Notice of Meetings**

At least 48 hours notice of a General Meeting shall be given to the membership via bulletins at the arena with date, time, place and any proposed major resolutions to the Bylaws.

### **Minimum Size of Quorum**

For a quorum, a minimum of 50% of Executive Committee officers must be present. These meetings are open to all of the membership.

### **Agendas**

An agenda shall be prepared by the Secretary, with copies available at the door for the Members.

### **Executive Meetings**

The President shall call Executive Meetings as required and the Secretary shall notify the Executive Committee officers of the time and place. The President and the Secretary prior to the meeting shall prepare the agenda.

### **Minimum Size of Quorum**

A quorum shall be 50% executive Committee officers. A regular member or an outside organization wishing to make a presentation at this meeting shall make arrangements with the Secretary ahead of time.

### **Motions**

During Executive Committee Meetings, only Executive Committee officers shall make motions and vote there upon.

### **Special Meetings**

The Executive Committee may at its discretion call Special Meetings with certain parties to address specific to those parties, which do not impact the general membership.

### **Minimum Size of Quorum**

A quorum of 50% of those impacted by the Special Meeting, must be present in order for the meeting to proceed. The Executive Committee must then ratify all decisions or motions adopted at this Special Meeting before acted upon to ensure consistency with the G.M.H.A. Bylaws and Special Rules.

### **Conflict of Interest**

Every officer who has, directly or indirectly, any personal interest in any contract, transaction, disciplinary action or complaint to which G.M.H.A. is or is to be a party other than a motion limited solely to his/her remuneration, shall declare the nature and extent of such interest to the Executive Committee. This officer shall then be excused from further discussion and voting on the matter in question.

## **4.0 Officers**

### **Qualifications**

To be eligible for election as an officer of the G.M.H.A, the following qualifications are required:

- A Member in good standing order for the current and the past hockey season.
- Of the age of 18 years or older.



- It is preferred that an individual seeking the President's position should have previously served as an Executive Committee officer for a period of one (1) year.

### **Roles and Responsibilities**

Without limiting the generality of the following, the key responsibilities of the Executive Committee officers shall be to:

#### **President**

- 2-year term
- Manage and supervise the operations and affairs of G.M.H.A.
- Ensure that G.M.H.A. Bylaws and Operating Guidelines are followed.
- Sign as one of the signing officers of the G.M.H.A.
- Exercise the powers of the Executive Committee in case of emergency.
- Refrain from voting except to cast a deciding vote.
- Represent the G.M.H.A. whenever formally dealing with outside agencies.
- Ensure that all the duties of the G.M.H.A. officers are fulfilled.
- Preside at all Annual, General and Executive meetings of the G.M.H.A.
- Promote the objectives of the G.M.H.A. to the fullest.

#### **Vice President**

- 2-year term
- Exercise all powers of the President in the event of the President's absence or inability to act.
- Represent the G.M.H.A. in the All Peace Minor Hockey League if no other member assumes the role.
- Act as the Appeal Committee Chairman.
- Sign as one of the signing officers of the G.M.H.A.

#### **Secretary**

- 2-year term
- Responsible for the preparation and custody of minutes of proceedings of the Association, including Executive Committee meetings.
- Maintain accurate records of the proceedings of the G.M.H.A. and issuance of any notices of meetings, registration or other information.
- Retain up-to-date copies of the G.M.H.A. Bylaws, Special Rules and Operating Guidelines.
- Process all liability claims, seeing they are processed properly and settled.

#### **Treasurer**

- 2-year term
- Maintain or cause to be maintained a record of all monies received and disbursed and be entrusted with the banking of all monies and securities.
- Sign as one of the signing officers of G.M.H.A.
- Within 7 days of receiving a written request, arrange a time and place at which the member in good standing within the Association who has submitted a request may inspect the books and records of the Society.
- Ensure an Audit of all bank accounts and assets is complete prior to and is presented at the Annual Meeting.

- Obtain all necessary insurance coverage.
- Filing of the G.M.H.A. Annual return to Consumer & Corporate Affairs.
- Prepare an Annual Financial Statement and a Report for presentation at the Annual Meeting.
- Prepare a financial statement for each General Meeting.

#### **Coaches Coordinator**

- 2-year term
- Obtain coaches applications for all teams within the G.M.H.A, and make sure they are qualified by the Hockey Alberta deadline.
- Pick Evaluators for any team tryouts.
- Arrange for any Coaching Clinics.

#### **Bingo Coordinator**

- 2-year term
- Ensure Bingo's are staffed with the required number of members throughout the entire year.
- The Bingo Coordinator shall make "reminder calls" 1 week prior to the scheduled bingo.

#### **Registrar**

- 2-year term
- Maintain a register of all players/coaches in the G.M.H.A.
- Coordinate all phases of player registration and affiliation for Hockey Alberta purposes.
- Collect all registration fees.
- Apply for all game and tournament sanctions.

#### **Referee Coordinator**

- 2-year term
- Make sure referees are supplied for all games; league and exhibition as well as all team tournaments.
- Arranges for any Referee courses; at the G.M.H.A. Board discretion.

#### **Ice Time Coordinator**

- 2-year term
- Arrange all ice time for the G.M.H.A.
- Disperse ice time fairly amongst the various teams in the G.M.H.A.
- Responsible for scheduling, rescheduling of ice time, exchange and cancellation of ice time.
- Approve and record all ice time used by teams under the jurisdiction of the G.M.H.A. regardless of purpose and means of payment.

#### **Equipment Coordinator**

- 2-year term
- Maintain an inventory of all hockey equipment and what is disbursed to each team.
- Recommend new equipment purchases and oversee actual purchases following approval by the Executive Committee.
- Keep track of all jerseys handed out to teams. Each team must have a jersey person. Players are not allowed to take jerseys home and jerseys are not to be utilized for games and not practices.

- G.M.H.A. will provide goal sticks and equipment (pads, chest protectors, glove and blocker) for Tom Thumb, Novice and Atoms level only.
- Each team will be supplied with a Coaches Bag, a puck bag with pucks, and team jerseys with a jersey bag.
- Equipment supplied by G.M.H.A. is to be obtained from the Equipment Manager each season. Coaches are responsible for the team's equipment. Equipment is to be maintained in good condition and returned to the Equipment Manager at the end of every season but no later than March 31.

#### **All Peace Representative**

- 2-year term
- Attend all yearly All Peace League meetings and represent G.M.H.A.

#### **Fundraising Coordinator**

- 2-year term
- Submit association wide fundraising items to the Executive Committee for approval
- Acquire all necessary licences, in accordance with AGLC
- Submit funds collected to the Treasurer for deposit
- Keep accurate record of who has or hasn't completed their fundraising commitment and provide report to Executive Committee.
- Work with each team to make sure all fundraising is completed, that is appointed by the G.M.H.A. Executive Committee.
- Work with each team to make sure all fundraising is completed, that is appointed by the G.M.H.A. Executive Committee.

#### **Director**

- 1-year term from October to October.
- Each team in GMHA must have a member on the Executive Committee, if not an officer already they must become a Director.

#### **Elections**

- All officers of the Executive Committee should be elected each year at the Annual Meeting. As a minimum, the President, Vice President, Secretary and the Treasurer.

#### **Vacant Positions**

- Any positions on the Executive Committee, which remain vacant or become vacant after the Annual Meeting, shall be filled for the remainder of the term:
  - By appointment by the Executive Committee
  - The duties reassigned by the Executive Committee amongst the newly elected and appointed officials, or
  - By holding a by-election at the next General Meeting
- The Executive Committee shall determine the best alternative in order to conduct its business. All appointments or assignments of duties shall be maintained by the Secretary and shall be approved by the Executive Committee officers by majority vote. Any by-elections shall be conducted in a similar manner to the elections held at the Annual Meeting.

### **Call for Nominations**

- The Executive Committee shall prepare a slate of members who would like to let their names stand for election to a specific office prior to the Annual Meeting. In the event a potential nominee cannot attend the Annual Meeting due to extenuating circumstances which are acceptable to the Executive Committee but wishes his/her name to be nominated for a specific office and this request is received in writing, that individual's name shall be nominated by the Executive Committee. Failure to be present otherwise shall result in the missing member's name being removed from the nominee list.

### **Eligibility for Nomination**

- All adult members of the Association shall be eligible to nominate candidates for an office of the Executive Committee at the Annual Meeting.

### **Requirements of Acceptance**

- Any member nominated at the Annual Meeting for an office of the Executive Committee shall be in attendance, and shall be given the opportunity to decline or agree to run for election prior to the vote being taken for that position.

### **Returning Officer**

- The President shall act as the Returning Officer for any Annual election or by-election. He/she shall make any rules which he/she believes are necessary for the proper and efficient conduct of the election provided such rules are not contradict or nullify the Bylaws of the Association.

### **Presidential Election**

- The nomination and election for the office of President, if an election is required, shall be conducted first and the result of the vote, if any, shall be announced before proceeding with the election of Vice President, Treasurer, Secretary in that order, followed by the remaining officers.

### **Determining Elected Officers**

- He candidate who received the number of votes which is greater than the number received by any other candidate for that office shall be deemed, elected.

### **Election Tie-Breakers**

- In the event that two or more candidates receive the same greatest number of votes and the number of tied candidates is less than the original number of candidates, another vote shall be conducted to decide the successful candidate. Otherwise, the Returning Officer shall place the names of the candidates who have received the greatest number of votes in a suitable container from which one name shall be drawn and the person whose name is drawn shall be declared elected.

### **Removal**

- The Executive Committee may, by two-thirds majority vote of all eligible Committee officers, remove a fellow officer who, in the opinion of the Executive Committee has been or is being remiss or neglectful of duty or by conduct tending to impair his usefulness and/or discretion as an Executive Committee officer.

### **Attendance Requirements**

- Any Executive Committee officer who fails to attend three (3) consecutive Executive Committee Meetings, without just cause as determined by the Executive Committee, on a motion passed by two-thirds majority of all eligible Executive Committee officers, shall be removed from office.

### **Removal by Resolution**

- The members may, by resolution passed by a majority of the votes cast a General Meeting of members duly called for that purpose, remove an Executive Committee officer 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 officer so removed.

### **Resignation**

- An Executive Committee officer may resign from office upon giving notice thereof in writing to the G.M.H.A. and such resignation becomes effective in accordance with its terms or upon acceptance by the Executive Committee.

### **Presidential Vacancy**

- In the event of a vacancy in the office of the President, the Vice President shall assume the duties of and the title of the President for the balance of the term.

### **Other Executive Member Vacancies**

- In the event of a vacancy occurring in the office of any other Executive Committee officer, the vacancy shall be filled by election at the next General Meeting or a special meeting can be called if deemed necessary by the Executive Committee.

### **Remuneration**

- Unless authorized at any meeting and after it shall have been given, no officer, director or member of the G.M.H.A. shall receive any remuneration for his/her services.

## **5.0 Executive Committee**

### **Executive Committee**

- The Executive Committee shall be comprised of the following officers: President, Vice President, Secretary, Treasurer, Ice Time Coordinator, Equipment Coordinator, Bingo Coordinator, Fundraising Coordinator, Registrar, Referee Coordinator, All Peace Representative and Coach Coordinator.

### **Responsibilities**

- The key responsibilities of each officer are provided in the Bylaws and or the guidelines. A detailed job description for each officer shall be maintained in the Operating Guidelines.

### **Duties**

- The Executive Committee shall be charged with the duties to interpret and administer the objectives of the Association in accordance with the Bylaws. The Executive Committee has the authority to develop Operating Guidelines and adopt Special Rules that build upon the intent of the Bylaws to assist in implementation and provide consistency in approach for the day to day operation of G.M.H.A.

### **Special Committees**

- The Executive Committee may establish special committees from time to time as it decides necessary by adoption of a motion.
- The Executive Committee shall duly establish the chairperson, the special committee's expectations, power, and reporting requirements.

## **6.0 Complaints/Violations**

### **Investigation Reporting**

- Any complaints against G.M.H.A. or its members, abuse of a arena facilities or any violations of the G.M.H.A Bylaws or Special Rules or the Rules and Regulations of Hockey Alberta shall be made in writing and submitted to the Secretary before the Executive Committee will deal with it.

### **Violation of Hockey Alberta Rules & Regulations**

- Any violations of the Rules and Regulations of the Hockey Alberta shall normally by dealt with by the appropriate channels within Hockey Alberta, however G.M.H.A. may in addition to any Hockey Alberta ruling, also investigate and deal with a significant violation when the G.M.H.A. President deems it to be in the best interest of the G.M.H.A. to do so.

### **Reporting Channels**

- Any of the Executive Committee members may be approached if guidance on making a complaint or reporting a violation is desired.
- All complaints involving coaching staff, parents or players should be dealt with at the level first by talking with a team manager or liaison,secondly with the Executive Committee by submitting a letter to the Secretary.

### **Notification of Complaints**

- The Secretary shall notify the President/Vice President immediately of any compliant or violation received in writing and shall forward a copy to the President to initiate action.

### **Complaints and Violations**

- All complaints and violations shall be investigated with the findings and recommendations documented. Every attempt shall be made to provide a written response to the originator within 30 days of receiving a written complaint or violation notification.
- The G.M.H.A. shall issue a final written report to the originator.

### **Hockey Alberta Complaints or Appeals**

- All complaints or appeals to the Hockey Alberta shall be made by the G.M.H.A., as it is the recognized member of Hockey Alberta.
- Individual teams, parents or players within the G.M.H.A. must first approach the Executive Committee.

### **Presidents Authority**

- The President, upon receiving a written complaint or notification or a violation shall:

- Establish a special Investigation Committee to pursue the matter and report to the Executive Committee within 7 days.
- Convene the Executive Committee within 7 days if further direction on the matter is warranted, or
- Without further investigation, determine that there was a serious violation or breach of the Bylaws or Special Rules requiring immediate action and impose such disciplinary measures, as the President deems appropriate until the Executive Committee can address the matter.

### **Disciplinary Actions/Suspensions**

- Every effort shall be made to obtain input from all parties involved in an alleged complaint or violation of the Bylaws or Special Rules of the G.M.H.A. or Hockey Alberta's Rules/Regulations in order to ascertain whether disciplinary action is warranted.

### **Disciplinary Decisions**

- If disciplinary action is to be imposed or levied against a member(s) of the G.M.H.A. by the President or by the Executive Committee, the member(s) shall be notified by the President in person or by telephone as to the nature of the offence, extent of the disciplinary action, and the term involved subject to the rights appeal.
- Verbal notification shall be followed up in writing within 10 days.

### **Failure to Comply**

- Failure to comply with the disciplinary action shall result in the immediate suspension of membership until such time as the Executive Committee deems appropriate with no recovery of fees or expenses and no rights of appeal.

### **Player Suspension Notifications**

- When hockey players are suspended, the coach shall be notified of all terms and conditions by the All Peace Rep.
- The Coach shall uphold any suspension as laid out by Hockey Alberta, the League of the G.M.H.A. or himself become liable for disciplinary action.

### **Coach Suspension Notification**

- When coaches are suspended, the Executive Committee shall be responsible for finding a replacement as soon as possible.
- The team shall be informed as to the terms and conditions only as deemed appropriate by the Executive Committee.

### **Rights of Appeal**

- Any member of the G.M.H.A. that is dissatisfied with a decision or disciplinary action, in whole or in part, of the G.M.H.A. Executive Committee shall have the right of appeal to the President.

### **Appeal Requirements**

- If a member wishes to appeal a decision or disciplinary action, he/she shall submit an appeal in writing to the Secretary within 14 days of receiving the written notification from the Executive Committee.
- The appeal shall contain the following:

- A statement of the decision which is being appealed or a copy of the written notification received.
- A concise statement of the grounds for appeal in numbered paragraphs.
- A concise statement of the facts as alleged by the Appellant.
- A summary of the evidence, the Appellant intends to produce at the Appeal hearing.

### **Notification of Appeal**

- The Secretary shall notify both the President and the Vice President immediately of any appeal received in writing and shall forward a copy to each.
- The Vice President shall select his Appeal Committee members and schedule an Appeal Hearing within 14 days.

### **Appeal Committee**

- The Appeal Committee shall obtain any information, call witnesses, consider both sides of the appeal, and document their findings as required in order to make a ruling.

### **Reporting Requirements**

- The Appeal Committee shall issue a final report within 10 days of the Appeal Hearing to the Appellant with copies for the Appeal Committee members and the Executive Committee officers.

### **Appeal Committee Authority**

- The Appeal Committee shall give a decision based on majority votes whether to:
  - Allow the Appeal
  - Dismiss the Appeal
  - Give any decision or ruling, which ought to have been made and make sure such further or other decision(s) and/or ruling, as the circumstance require.

### **Appeal Committee Decision**

- The decision of the Appeal Committee shall be considered final subject only to a right of appeal to the Hockey Alberta as may be allowed according to the Hockey Alberta's Bylaws, Rules and Regulations.

## **7.0 Bylaw Amendments**

### **Amendment Procedures**

- A Special Resolution Section 1(d) of the Societies Act can only amend Bylaws of G.M.H.A.
- A minimum of 75% of the members present at the meeting must vote in favor of this Special Resolution.
- In the future the Bylaws can only be changed by a special resolution of its members.



## **8.0 Rules and Regulations**

### **Requirements**

- The G.M.H.A. and all of its members shall abide by the Rules and Regulations as established by Hockey Alberta.

### **G.M.H.A. Rules**

- The G.M.H.A. may amend, add, or delete Special Rules by passing a minor resolution at either a General or Annual Meeting or at an Executive Committee Meeting.
- A G.M.H.A. Rule shall be deemed passed if it received majority votes cast by those members or officers present and in good standing.

### **Coming into Effect**

- G.M.H.A. shall come into force on the day following the day on which they are adopted or amended or on the date specified in the G.M.H.A. rule.

### **Communicating G.M.H.A. Rules**

- All newly adopted or amended G.M.H.A. Rules shall be posted at the Grimshaw Arena for a minimum period of two weeks for general awareness of all G.M.H.A. members.

## **9.0 Operating Guidelines**

### **Details**

- Operating Guidelines shall provide a means for capturing various processes, procedures, logistics, detailed job descriptions, sample forms, typical agendas, special notices or advertising, etc., and other reference material of the Association to facilitate consistency and fairness in the application of our Bylaws on a day to day and year to year basis and to speed up the learning curve for new members.

### **Development**

- The Executive Committee shall be empowered to develop these guidelines and amend or add as required.

## **10.0 General**

### **Fiscal Year**

- The fiscal year of the G.M.H.A. shall commence on the 1<sup>st</sup> day of June every year running up to and including May 31<sup>st</sup> of the following year.

### **Budgets**

- The Executive Committee shall prepare a Budget at the beginning of each hockey season including recommended registration fees, anticipated expenditures, expected fund raising revenues, and any other special expenses.

### **Audit Schedule and Methodology**

- At the end of the fiscal year, the new Treasurer must arrange for the Auditors to audit all records, books, accounts and vouchers of the G.M.H.A. for the preceding year and prepare their report.
- The Auditors shall be entitled from the Executive Committee officers such information and explanations as may be necessary for the performance of their duties as the Auditor.
- The books and records of the Association may be inspected by any member of the Association at the Annual Meeting, or at any time upon giving reasonable notice and arranging a time satisfactory to the officer put in charge of it,
- Each member of the Executive Committee shall at times have access to such books and records.

### **Bank Accounts**

- Funds of the G.M.H.A. shall be retained in two separate accounts:
  - For normal G.M.H.A. receipts/expenditures
  - One for revenue generated from Casino Operations. The Casino account is to be operated as defined in the G.M.H.A. licence from the Alberta Gaming and Liquor Commission.

### **Account/Payment Requirements**

- These two separate accounts shall be kept on deposit in a chartered bank account or Treasury Branch in Grimshaw, and all expenses are to be paid by cheque.
- The two accounts are to be managed by the Treasurer with all cheques against these accounts signed by the Treasurer and one other of the President, the Vice President or Secretary co-signing.

### **Team Accounts**

- All teams within G.M.H.A. having individual bank accounts shall submit to the Treasurer by March 31<sup>st</sup> each year their current bank account information, balance, and the names of all signing officers to the Treasurer.

### **Asset Inventory**

- The Treasurer with support from the Equipment Coordinator, ~~Food Booth Coordinator~~ and Secretary shall maintain an inventory of all Association Assets.

### **Annual Reports**

- The Treasurer shall prepare a Financial Report for the main, ~~bingo and~~ Casino accounts at the end of each fiscal year.
- The Treasurer shall prepare an income statement and balance sheet for the G.M.H.A. for the past fiscal year, make copies for the members, and present it at the Annual meeting.

### **Acquisitions or Disposal of Assets**

- The Treasurer shall present a summary of the Associations Inventory with any acquisitions for the current year and present them at the Annual meeting.

### **Financial Reports**

- The Treasurer shall report to members at the Annual Meeting regarding the Financial Statements of the G.M.H.A. for the preceding fiscal year.

### **Audit Reports**

- The Audit will be presented to the members at the Annual Meeting regarding the Financial Statements of the G.M.H.A. for the preceding fiscal year.

### **Investments**

- The Executive Committee shall be authorized to invest surplus funds in securities maturing within two years, issued or guaranteed by the Government of Canada or any of the provinces of Canada, or the Alberta Treasury Branches.

### **Borrowing**

- For the purpose of carrying out its objectives, the G.M.H.A. may, by minor resolution of the Executive Committee, borrow or raise or secure monies, and the repayment thereof, in such a manner as is required. In no case shall any debentures of the G.M.H.A. be issued without a special resolution of the general membership requiring the support of 75% of the members present at a duly constituted General Meeting at which 21 days of notice of such meeting has been given.

### **Records**

- All G.M.H.A. correspondence, files, minutes of meetings, register of members, financial reports, inventory of assets, original copies of the Bylaws, Special Rules and Operating Guidelines, etc shall be retained in the G.M.H.A. office at the Grimshaw Arena.

### **Dissolution**

- Upon dissolution of the Grimshaw Minor Hockey Association, any assets remaining after paying debts and liabilities, are to be disbursed to eligible charitable groups, or purposed as approved by the Executive Board, or transferred in trust to the Town of Grimshaw until such time as the assets can be transferred from the Municipality to a charitable groups or purpose, as approved by the Executive Board.

### **Seal of Society**

- G.M.H.A. does not have a society seal.