



## **MILLET MINOR HOCKEY ASSOCIATION BYLAWS**

**February 2018**

### **ARTICLE 1 - NAME**

The name of the Association shall be the MILLET MINOR HOCKEY ASSOCIATION (herein referred to as MMHA or sometimes as the Association).

### **ARTICLE 2 - GOVERNANCE**

MMHA is the governing body for minor hockey in the Town of Millet and shall be registered under the Societies Act of Alberta. The Association shall abide by the rules of the Alberta Amateur Hockey Association and the Canadian Amateur Hockey Association.

### **ARTICLE 3 - MEMBERSHIP**

MMHA membership shall be open to the public and consist of Life members, Executive members, volunteers, team managers, coaches, players and their parents or legal guardians registered with the Association in the current hockey season.

3.1 Members shall abide by all Bylaws and resolutions of MMHA and the Executive to remain in good standing.

3.2 Members in good standing must pay an annual registration fee as established by the Executive no later than August 1<sup>st</sup> for a player to play hockey in the current season which shall expire October 1<sup>st</sup> of the following year.

3.3 Members not in good standing shall be suspended on written notice from the Executive and thereafter shall not be entitled to membership privileges until reinstated by written notice from the Executive.

3.4 Any member wishing to withdraw from membership may do so on written notice to the Executive.

3.5 Any member upon a special resolution of members in good standing at a General Meeting may be expelled from membership. Such member shall be given notice of the meeting and be allowed to attend and be heard with or without representation and may appeal such expulsion to the Appeals Committee

## **ARTICLE 4 – BOARD OF DIRECTORS**

The Board Of Directors ( herein called the Executive ) shall consist of the President, the Immediate Past President, Vice President, Treasurer, Secretary, Registrar, Referee in Chief, Ice Coordinator, Equipment Manager, Public Relations Coordinator, Bingo and Fundraising Coordinator, Player-Coach Development, Initiation Coordinator, Novice Coordinator, Atom Coordinator, Pee Wee Coordinator, Bantam Coordinator, and Midget Coordinator.

4.1 The Executive shall manage the affairs of the Association and shall have the following specific powers and duties:

### **4.2 President:**

The President shall generally perform the duties of the office of President and without limiting the generality of the foregoing shall have the powers to :

4.2.1 Preside at all General and Executive meetings

4.2.2 Exercise the powers of the Executive in case of an Emergency

4.2.3 Sit on all committees as an ex officio voting member

4.2.4 May appoint committee Chairmen.

4.2.5 Sign as one of the signing officers for the Association.

4.2.6 Shall attend Executive Meetings

4.2.7 Shall be the MMHA representative to Hockey Alberta and associated Leagues in which MMHA participates.

4.2.8 Suspend teams, team officials, members or players for unsportsmanlike conduct on or off the ice, for abusive language to any of the officials, or for any other violation of the Association Bylaws or Regulations, with such suspension to be effective until dealt with by the Discipline Committee pursuant to Bylaw 6.

4.2.9 To perform such other duties as shall be necessary for the good and welfare of the Association.

### **4.3 Vice-President:**

4.3.1 Shall act in the absence of the President.

4.3.2 In the event of the President's inability to act, the Vice-President shall have and exercise all of the powers of the President.

4.3.3 Shall be one of the signing officers of the Association.

4.3.4 Shall attend Executive Committee Meetings.

4.3.5 Shall chair Disciplinary Committee.

4.3.6 Shall sit on coaching selection committee

4.3.7 Shall help Player-Coach Development person develop a skills program as described in 7.13.1.

4.3.8 Shall fill the Player-Coach development role if that position was not filled.

4.3.9 To perform such other duties as shall be necessary for the good and welfare of the association.

#### **4.4 Past-President:**

4.4.1 Shall be a source of information and guidance to the Executive.

4.4.2 May attend Executive Committee Meetings.

4.4.3 To perform such other duties as shall be necessary for the good and welfare of the Association.

#### **4.5 Secretary:**

4.5.1 Shall keep an accurate record of the minutes of all Executive, Operational, General and Special meetings of the organization for the duration of tenure.

4.5.2 Shall be responsible for all other books and records of the Association.

4.5.3 Shall notify the executive of the time and place of meetings.

4.5.4 Shall publish the notice of the annual meeting at least two weeks in advance.

4.5.5 May function as liaison with the League to which MMHA participates.

4.5.6 Shall be one of the signing officers of the Associations

4.5.7 Shall attend Executive, General and Special Committee meetings.

4.5.8 To perform such other duties as shall be necessary for the good and welfare of the Association.

#### **4.6 Treasurer:**

4.6.1 Shall keep an accurate record of all monies received and disbursed in a timely manner.

4.6.2 Shall present at the Annual Meeting, a report of the year's operations to date and printed Year to Date financial statement and shall provide an audited financial statement at the Fall General Meeting.

4.6.3 Shall handle all liability claims, seeing they are all processed properly and settled.

4.6.4 Shall be one of the signing authorities of the Association.

4.6.5 Shall attend all Executive Committee Meetings.

4.6.6 Shall serve on the Budget Committee.

4.6.7 To perform other such duties as shall be necessary for the good and welfare of the Association.

#### **4.7 Registrar:**

- 4.7.1 Shall coordinate all phases of player registration in accordance with Hockey Alberta.
- 4.7.2 Shall ensure all conditions of registration for each individual are met.
- 4.7.3 Shall maintain a list of all members of the Association and their addresses.
- 4.7.4 Shall attend all Executive Committee meetings.
- 4.7.5 To perform other such duties as shall be necessary for the good and welfare of the Association.
- 4.7.6 Shall collect coach criminal record checks and keep all information secure.

#### **4.8 Referee-in-Chief:**

- 4.8.1 Shall be a qualified referee as certified by Hockey Alberta.
- 4.8.2 Shall maintain a list of qualified referees, certified by Hockey Alberta, to referee all league and play-off games. (Preference being given to local referees if possible) and oversee Referee Assignors.
- 4.8.3 Shall through the aid of clinics, train and supply sufficient referees to satisfy the demands of the Association.
- 4.8.4 Shall have the authority to remove an incompetent referee from the list.
- 4.8.5 Shall secure an official interpretation of all contested rule interpretations if requested.
- 4.8.6 Should a referee contest being removed from the list, he may appeal to the Executive of the Millet Minor Hockey Association.
- 4.8.7 Shall attend Executive Committee Meetings.
- 4.8.8 Shall provide supervision and encouragement for younger officials.
- 4.8.9 Shall sit on the Disciplinary Committee and may act as Referee Assignor.
- 4.8.10 To perform other such duties as shall be necessary for the good and welfare of the association.
- 4.8.11 Can nominate to the executive for their approval one person to act as assignor.
- 4.8.12 Shall oversee assignor who:
  - I. Shall assign all referees for all MMHA games.
  - II. Shall be compensated as are other Hockey Alberta assignors.
  - III. The amount of such compensation shall be reviewed and agreed to annually by the Executive.
  - IV. The assignor is not a member of the executive.

#### **4.9 Ice Coordinator**

- 4.9.1 Shall be responsible for the acquisition and scheduling of ice time for each hockey season.
- 4.9.2 Shall be responsible for re-scheduling and cancellation of ice time.
- 4.9.3 Shall serve on the Budget Committee.
- 4.9.4 Shall coordinate and schedule ice times in cooperation with Public Relations Person for special events.
- 4.9.5 Shall attend Executive Committee Meetings.
- 4.9.6 To perform such other duties as shall be necessary for the good and welfare of the Association.

#### **4.10 Equipment Manager**

- 4.10.1 Shall be responsible for purchasing, controlling inventory, arranging repair, maintaining all equipment.
- 4.10.2 Shall maintain a ledger, in which present equipment, shape and estimated dollar value will be entered as well as new equipment purchases and contacts through which equipment may be purchased.
- 4.10.3 Shall submit a list of equipment requirements for each team to the Executive.
- 4.10.4 Shall be authorized to purchase equipment approved by the Executive.
- 4.10.5 Shall serve on the Budget Committee.
- 4.10.6 Shall attend Executive Committee Meetings.
- 4.10.7 To perform such other duties as shall be necessary for the good and welfare of the Association.

#### **4.11 Publicity and Public Relations**

- 4.11.1 Shall be responsible for liaison with the press to coordinate reporting of minor hockey.
- 4.11.2 Shall be authorized to issue press releases on minor hockey happenings.
- 4.11.3 Shall organize picture evening.
- 4.11.4 Shall solicit corporate sponsorships.
- 4.11.5 Shall provide liaison between groups in regards to fund raising activities.
- 4.11.6 Shall coordinate and organize special events including but not limited to Minor Hockey Week.
- 4.11.7 Shall be recognized as public relations officer with all sponsors, service clubs and agencies that conduct business with the association.
- 4.11.8 To perform other such duties as shall be necessary for the good and welfare of the Association.

4.11.9 Shall be a member of the Budget Committee.

4.11.10 Shall attend Executive Meetings.

#### **4.12 Bingo and Fundraising Coordinator**

4.12.1 Shall organize Bingos and other fund raising events in coordination with AGLC for the Association.

4.12.2 Shall assign workers for each bingo.

4.12.3 Shall be a delegate for the Peace Hills Bingo Association.

4.12.4 Shall serve on the Budget Committee.

4.12.5 Shall have signing authority for gaming accounts.

4.12.6 Shall track and provide reports to the Executive.

4.12.7 Shall liaise with AGLC for all gaming activities.

4.12.8 Shall attend Executive Committee Meetings.

4.12.9 To perform such duties as shall be necessary for the good and welfare of MMHA.

#### **4.13 Player - Coach Development**

4.13.1 In cooperation with the Executive and coaches, shall develop a skills program to meet the needs and abilities of the participants of the Association following the Canadian Amateur Hockey Association's certified programs and the Governments National Certification Program.

4.13.2 Shall chair coaching selection committee

4.13.3 Shall organize player evaluations and team selections in accordance with Millet Minor Hockey Evaluation process.

4.13.4 Shall conduct pre-season meetings with coaches and managers

4.13.5 Shall be responsible for the coordination of coaching and player development clinics for MMHA

4.13.6 Shall be responsible for sending out mid-season coaching evaluations to all members and providing report to Executive at Executive Committee Meeting.

4.13.7 To perform other such duties as shall be necessary for the good and welfare of the Association.

4.13.8 Shall sit on the disciplinary committee.

4.13.9 Shall attend Executive Committee meetings.

#### **4.14 Level Coordinators (Initiation, Novice, Atom, Pee Wee, Bantam, Midget)**

4.14.1 Shall assist the registrar in the registration of players in their division.

- 4.14.2 Shall serve on the Team's Selection Committees.
- 4.14.3 Shall inform Equipment Manager of equipment requirement.
- 4.14.4 Shall have the authority to call team meetings and submit minutes to the Executive for Approval.
- 4.14.5 Shall consult with the President to determine the league and level at which the Association teams will compete.
- 4.14.6 Shall function as a liaison between the Executive Committee and their respective division.
- 4.14.7 Shall obtain from the Association the necessary requirements to operate a successful league.
- 4.14.8 Shall attend Executive Committee meetings with a prepared interim report.
- 4.14.9 It is suggested to have one coordinator for each level.
- 4.14.10 Shall have the authority to enforce the Rules, Regulations, and Guidelines established by MMHA for their appropriate level.
- 4.15 Executive members shall not be entitled to remuneration, but may be reimbursed for expenses incurred on behalf of the Association.
- 4.16 Executive members shall be elected for a two year term at a general Meeting (herein called the Annual General Meeting) except that the Level Coordinators shall be elected annually. In the event of a vacancy occurring in the Executive from any cause whatsoever, the Executive members shall have the power to appoint a person to fill such vacancy until the next Annual General Meeting when such appointment shall expire and the vacancy shall be filled by election at that meeting.
- 4.17 Any member of the Executive upon a resolution of the Executive or of the members in good standing at a General Meeting may be removed from office. Such Executive member shall be given notice of the meeting and be allowed to attend and be heard with or without representation and may appeal such removal to the Appeals Committee.

## **ARTICLE 5 - MEETINGS**

### **5.1 General Meetings**

- 5.1.1 The Annual General Meeting (AGM) of the MMHA membership shall be held in the Town of Millet between April 1 to June 30 in each year. The Secretary shall give notice of the AGM by advertisement in local media and posting in the concession area at least 30 days prior to the meeting date.
- 5.1.2 Special General Meetings (SGM) of the Association shall be at the call of the President, or upon the written request of the Executive, or of at least 20 members in good standing. The Secretary shall give notice of the SGM by advertising in local media and posting in the concession area of the Millet Agriplex, at least 14 days prior to the meeting date.

5.1.3 The proceedings of such a meeting shall be confined to the matters specified in the request and business shall be conducted by following Robert's Rules of Order.

5.1.4 A Quorum for all general and special meetings shall consist of not less than 20 members in good standing.

5.1.5 The President shall chair all meetings. In the event the President is unable to fulfill this responsibility the Vice-President will fill in.

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

## **5.2 Executive Meetings**

5.2.1 Shall be held at the call of the President.

5.2.2 At the request of 3 members of the Executive, the President shall convene a special meeting of the Executive. The proceedings at such a meeting shall be confined to the matters specified in the request.

5.2.3 Association members may submit, in writing, items for inclusion on the agenda of an Executive meeting. These members shall be entitled to attend that portion of the meeting devoted to those items on the agenda but have no vote.

5.2.4 A quorum for the transaction of business shall consist of not less than one half of the total number members of the Executive.

5.2.5 Only members of the Executive, present in person, are eligible to vote.

5.2.6 The President is entitled to invite any member to be present or to make presentation to the Executive when deemed necessary.

5.2.7 The Executive shall develop Rules, Policies and Regulations for the management and operation of the Association, including a Disciplinary Procedure.

5.2.8 All meetings shall be open unless a majority vote to go in camera.

5.2.9 All meetings shall be convened promptly at the appointed time or when the President calls the meeting to order, and in the event a quorum is not present, the meeting shall be adjourned to the date and time designated by the President.

5.2.10 All meetings shall be governed by Robert's Rules of Order.

## **ARTICLE 6 – VOTING**

6.1 Only members in good standing shall be entitled to vote.

6.2 There will be no proxy votes except as required by the Societies Act of Alberta.

6.3 No person shall have more than one (1) vote.

6.4 The Chairperson of the meeting shall not be entitled to vote except to cast the deciding vote in case of a tie.

6.5 Voting at all meetings may be by show of hands, standing vote, or by secret ballot, but only those persons present and entitled to vote shall be recognized. Any two (2) persons present and entitled to vote may demand a vote by secret ballot.

6.6 In all votes a simple majority shall be sufficient, except where a Special Resolution is required by the Bylaws or by the Societies Act.

## **ARTICLE 7 – NOMINATIONS FOR EXECUTIVE**

7.1 Nominations may be made by 2 eligible voters (with consent of the nominee) on the floor of the AGM, or in abstentia if in writing received by the Secretary 14 days prior to the AGM, together with written acceptance of the person so nominated.

7.2 A list of candidates may be nominated by the Executive if submitted to the Secretary and then presented at the Annual General Meeting (AGM).

7.3 A short biography, verbally or in writing, may accompany each nomination, and to be eligible for election to the Executive a candidate must:

- (a) be a member in good standing;
- (b) be over the age of 18 years;
- (c) have a clear criminal record and be bondable.

## **ARTICLE 8 - LIFE MEMBERSHIP**

Life membership is the highest honor that can be bestowed by this Association, and it is awarded only for very distinctive service to the Association. Life members shall be elected at the Annual General Meeting of the Association by two-thirds majority of the members voting thereon. A life member shall have full voting rights at all meetings.

## **ARTICLE 9 - COMMITTEES**

Committees shall be established by the Executive and shall report to Executive meetings. The decisions and resolutions of all Committees are subject to approval of the Executive, except the decisions of the Appeals Committee which shall be final and binding. Standing committees are as follows:

### **9.1 Budget Committee**

- To be chaired by the Treasurer
- To include the Ice Coordinator, The Equipment Coordinator, Bingo Coordinator and Public Relations Coordinator.
- Shall prepare a budget for the upcoming season for approval by the Executive prior to August 1st of each season.

## **9.2 Team Selection Committee**

- To be chaired by the Vice President
- To include all Level Coordinators & Player Coach Development person
- Shall meet and prepare for approval of the Executive all team lists for the upcoming season (including coaches) prior to October 15.

## **9.3 Discipline Committee**

- To be chaired by the Vice President
- To include the Referee in Chief, Player-Coach Development, and the Level Coordinator of the affected Level
- Shall meet as soon as possible at the request of the President following receipt of a complaint in writing which in the opinion of the President may adversely affect the right of any member (including and executive member), team, team official or player as a result of conduct on or off the ice.
- Shall follow the Discipline Procedure established by the Executive.
- Any person who is the subject of a Disciplinary Committee Meeting shall be entitled to 24 hours notice of the time and place of the meeting, shall be entitled to attend the meeting with or without legal representation, and shall be entitled to be heard and present witnesses and ask questions if they so wish.
- A Disciplinary Committee meeting may proceed in the absence of the person who is the subject of the meeting if that person is given 24 hours notice and fails to attend the meeting.

## **9.4 Appeals Committee**

- Any person, player, team or combination thereof, feeling aggrieved by a decision of any person or meeting pursuant to the Resolutions or Bylaws may appeal to the Appeal Committee. The appeal shall be in writing addressed to the President setting forth the decision appealed and a concise statement of the alleged aggrievement.
- All Notices of Appeal must be made in writing within 30 days following the Executive Meeting in which any decision of the Disciplinary Committee is approved, and must be accompanied by a fee the amount of which is set from time to time by the Executive. Such fee shall be returned to all successful applicants.
- Shall consist of one (1) member of the Executive, one (1) member at large, and a third party mutually selected by the first two (2) committee members. The committee members shall not be actively connected with the teams or Individual(s) involved.
- The President shall forthwith direct the three (3) members of the tribunal to hold a hearing at the appointed time and place and notify the appellant and any other person who has an obvious interest in the same thereof.

- The Appeals Committee shall, at the conclusion of the hearing, or as soon thereafter as is practicable, in written form, render its decision, which shall be final and binding on all persons involved.

#### **9.5 Other Committees**

- Shall be struck by the Executive to accomplish such special tasks as may from time to time be necessary.

### **ARTICLE 10- CHANGES TO BYLAWS**

These Bylaws may only be changed by a Special Resolution of the members as defined by Section1 (d) of the Societies Act, being :

- (A) at a general meeting of which not less than 21 days' notice specifying the intention to propose the resolution has been duly given, and
- (B) by the vote of not less than 75% of those members who, if entitled to do so, vote in person or by proxy.

### **ARTICLE 11 - AUDITING:**

11.1 Subject to paragraph 11.2 hereof, the books and records of MMHA shall be audited every year by a duly qualified accountant.

11.2 Two members may be elected at the Annual General Meeting to audit and approve the annual financial statements.

11.3 The books and records of MMHA may be inspected by any member at the Annual General Meeting or at any time upon giving reasonable notice to the Treasurer.

11.4 Each member of the Executive shall, at all reasonable times, have access to such books and records, including bank statements which shall be made available at all Executive meetings.

### **ARTICLE 12 - BORROWING POWER:**

For the purpose of carrying out its objectives, the Association may borrow and raise or secure the payment of money in such a manner as it seems fit, and in particular by the issue of debentures, but this power shall be exercised only under the authority of the Association, and in no case shall debentures be issued without the sanction of a Special Resolution of the Association.

## **ARTICLE 13 – CONFLICT OF INTEREST**

Any member who has a private or personal interest sufficient to appear to influence the objective exercise of his or her official duties shall not be entitled to act on behalf of MMHA, or vote on any matter that might reasonably be construed to be a conflict of interest, such as:

- obtaining a significant financial or other beneficial interest from any of MMHA's members or suppliers;
- engaging in a significant personal business transaction involving MMHA for profit or gain;
- accepting money or gifts of more than nominal value exceeding \$100, or other special accommodations from any supplier, customer or competitor;
- benefiting personally in any sale, loan or gift of MMHA property;
- benefiting from any transaction that would ordinarily be for the benefit of MMHA.

## **ARTICLE 14- DISPOSITION OF ASSETS UPON DISSOLUTION**

In the event of the dissolution of MMHA, any assets remaining after paying debts and liabilities shall be transferred in trust to the Town of Millet until such time as the assets can be transferred from the Town of Millet to a charitable or religious group approved by the Board of the Alberta Gaming and Liquor Commission.

## **ARTICLE 15- SEAL**

The MMHA shall have no seal.