



NORTHERN ALBERTA INTERLOCK

BYLAWS

DATE: May 5, 2018



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Date: September 9, 2017

Article 1. NAME

This organization shall be known as the

"NORTHERN ALBERTA INTERLOCK" (NAI)

Article 2. OBJECTIVES

- a) To provide an opportunity for every child in the NAI area to play the game of hockey, regardless of gender, social standing, race, colour, creed, or ability.
- b) To organize, supervise, and govern minor hockey regular season games and playoffs in accordance with Hockey Alberta regulations.
- c) To stimulate the development of teams in the NAI area.
- d) To improve the calibre of minor hockey in the NAI area by upgrading the standards of coaches, players, and referees.
- e) To provide a united, recognized voice to Hockey Alberta.
- f) To assist with the aims and objectives of Hockey Alberta and Hockey Canada.
- g) To promote and encourage goodwill, sportsmanlike conduct and attitudes amongst players, coaches, spectators, and teams playing in the NAI.



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Bylaw 1. MEMBERSHIP and FEES

- a) The NAI shall be a recognized league within Hockey Alberta and Hockey Canada.
- b) All minor hockey associations with teams registered in the NAI shall be members of the NAI.
- c) Registration fees shall be set at the NAI Annual General Meeting (AGM) each Spring.
- d) Each member association shall provide one executive officer or league governor every year.

Bylaw 2. LOSS OF MEMBERSHIP

- a) Associations that fail to pay fees or fines, provide members, or league Governors, or follow NAI Bylaws or Regulations shall be suspended.
- b) Members can resign by providing written notice to the executive.
- c) Member associations that are in bad standing will not be permitted to attend the AGM or any other league meetings, and will not have a vote on any subject.

Bylaw 3. MEETINGS

- a) The NAI shall hold an annual general meeting (AGM) in the Spring and a general meeting in the Fall. Other meetings may be held if necessary as determined by the executive committee.
- b) The time and place shall be determined by the Executive committee, and e-mailed to the members 21 days in advance of the meeting. Meeting notifications shall also be posted on the NAI website.
- c) A special meeting shall be called any time two-thirds of the Executive committee or one-third of the members request one in writing.
- d) Notice of a special meeting will be e-mailed to the members a minimum of 7 days in advance of the meeting.
- e) The Executive committee shall meet as necessary to operate the NAI according to the Bylaws and Regulations.
- f) The order of business for meetings shall be:

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|--------------------------------------|---------------------------------------|
| (1) Call to order | () Governors' reports |
| (2) Additions to the agenda | () Business arising from the minutes |
| (3) Reading of last minutes | () New business |
| (4) Treasurer's report | (1) Correspondence |
| (5) President's report | (1) Elections (AGM) |
| (6) Vice-President's report | (1) Adjournment |
| (7) Discipline Co-ordinators' Report | |

Bylaw 4. QUORUM/VOTING

- a) A quorum shall be present before a vote is valid.
- b) A quorum shall be one more than half of the members at general or special meetings.
- c) A quorum shall be one more than half of the Executive at an Executive meeting.



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- d) Each minor hockey association with teams registered in the NAI shall have one voting member.
- e) Each executive officer shall have one vote except the President, who shall only vote in the event of a tie.
- f) Voting shall be by a show of hands unless a secret ballot is requested.
- g) Election of the Executive officers shall be by a show of hands unless a secret ballot is requested.

Bylaw 5. EXECUTIVE COMMITTEE/TERMS OF OFFICE/DUTIES

- b) The Executive Committee shall consist of the President, two Vice-Presidents, a Secretary/Treasurer, two Discipline Co-ordinators, and the Executive Advisor (non-voting advisor).
- c) Elections shall take place at the AGM.
- c) All terms of office shall be two years.
- d) The President, 1st Vice-President, and 1st Discipline Co-ordinator shall be elected in hockey seasons ending in even-numbered years, while the 2nd Vice-President, 2nd Discipline Co-ordinator, and Secretary/Treasurer shall be elected in hockey seasons ending in odd-numbered years.
- e) Since the integrity of the NAI and its Executive members are of the utmost importance, Executive Committee members shall be discouraged from being a member of any LMHA executive or board, and shall not be coaches at any level.
- f) The Executive Committee shall appoint a Senior Governor for each Division of the NAI.
- g) The Executive Committee shall appoint a league Governor for each tier of each division.
- h) The Executive Committee may appoint members to fill any vacancies until the next annual general meeting (AGM).

Bylaw 7. EXECUTIVE/MEMBER DUTIES

PRESIDENT

- preside at all meetings and perform the duties usual of a President.
- act for the Executive Committee when it is impossible to obtain a committee or board vote. Such decisions must then be presented at the next general meeting for ratification.
- be responsible for assembling the agenda for all general and special meetings.
- be responsible for the proper and efficient operation of the NAI.
- have signing authority on NAI cheques.
- be chairman of any appeals and/or discipline committee.
- be a member of all committees.
- assist in the registration of all teams with the NAI.
- oversee the hiring of the league Administrator and Schedulers
- has full voting rights

VICE-PRESIDENTS



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- has the authority and performs the duties of the President in his/her absence.
- perform such duties as requested by the President.
- has signing authority on NAI cheques.
- be a member of appeals and discipline committee.
- assist in the registration of all teams with the NAI.
- 1st Vice-President
 - has a good working knowledge of the NAI Bylaws and Regulations
 - acts as an assistant to the league Administrator
 - works closely with the President to ensure common understanding on decisions
 - does not have the authority to grant playoff series extensions, 4-point games, or forfeits without consultation with the President
 - is the “go to” person for Senior and Tier Governors when they need clarification on Regulations or other league matters
- 2nd Vice-President
 - works with the Discipline Co-ordinator(s) to assess suspensions and oversee any other league disciplinary issues
 - is able to fill the role of DC should one of them be away
 - has a good working knowledge of the NAI Bylaws and Regulations
 - respond to questions and concerns arising from the assessment of suspensions or other forms of discipline
 - works closely with the President to ensure common understanding on decisions
 - does not have the authority to grant playoff series extensions, 4- point games, or forfeits without consultation with the President
- have full voting rights

SECRETARY/TREASURER

- attend all NAI meetings and keep accurate minutes of the same.
- send minutes and meeting notices to all involved.
- is responsible for all NAI correspondence.
- prepare contact lists of association directors, coaches, managers, league Governors, and Executive members and post them on the website.
- assist in the registration of all teams with the NAI.
- be a member of appeals and discipline committee.
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- record all receipts and expenditures.
- prepare financial statements for general meetings.
- prepare a year-end financial statement which shall be reviewed before the Fall meeting.
- prepare and present a budget for the next season, at the AGM.
- have signing authority on NAI cheques. Any two signatures of the President, Vice-President and the Treasurer are required on all cheques.
- assist in the registration of all teams with the NAI.
- be a member of appeals and discipline committee.
- has full voting rights



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DISCIPLINE CO-ORDINATORS

- oversee all disciplinary issues that deal with players, coaches, and teams
- issue suspensions to offenders and track cumulative suspensions
- are members of any appeals and discipline committee.
- track suspensions and any that may carry over from one season to the next
- maintain contact with Hockey Alberta's disciplinarian
- will also perform the role of Coach/Manager Liaison
 - has previous experience as a Governor or other mentorship role
 - has a good working knowledge of the NAI Bylaws and Regulations
 - is not a member of any NAI LMHA board
 - is not a coach or manager of any NAI team
 - acts as a buffer between coaches and managers and the President
 - is able to have positive interaction with members of the NAI teams
 - offers creative solutions to ensure win/win situations
 - does not have the authority that a Governor has; this is an advisory position only
 - transfers any unsolved issues to the President or a Vice-President
- both have full voting rights

EXECUTIVE ADVISOR

- non-voting advisor available to provide continuity and offer guidance in policy.
- may serve on any appeals or discipline committee at the request of the President, but will not have a vote in the decision
- must be very knowledgeable of the NAI Bylaws and Regulations
- if requested, may perform some of the President's duties such as dealing with LMHA Presidents or reps
- may be available to all Governors for advice
- the person that fills this role will be appointed by the NAI Executive
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LEAGUE ADMINISTRATOR

This is a year-round (almost) full time position. It requires late nights and full days during the week and weekends, however there are certain times that are busier than others.

This person is in a key position and must be very familiar with all of the league's Bylaws and Regulations

- sets up e-mail addresses, website security, and passwords for teams, associations, Governors, and the league Executive
- works with the league Executive, including discipline and scheduling committee, ensures that the information on the website is accurate and posted in a timely manner.
- uploads league tiering, regular season, and playoff games to the website and ensures they are up to date with changes and results, which also



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means notifying those that have not posted things in a timely or proper manner (via communication with Senior Governor/Tier Governors)

- works with RAMP to ensure that the website is working properly.
- maintains website and helps if problems arise.
- works closely with the league Secretary in order to post meeting minutes and maintain database of our membership.

- helps with registration process recording team numbers initial tier placements, and adjustments that happen after registration day

- post meeting notices, minutes, and advertising of events, season timeline and calendar
- maintaining guidelines for Governors, managers, Presidents and associations changing things as they need (especially due to changes in RAMP system) and making sure that the guidelines are aligned with our current regulations
- because this role is the website role, needs to assist Senior Governors, Governors, and anyone else that uses the website to ensure they know what they are doing and that they are doing it correctly
- update and correct all contact information
- monitor and help update playoff game changes and formats
- works with the league President to make PowerPoint presentations for meetings (AGM, Fall Registration, and Governors meetings)

- assists the league President with wording and updating of the Bylaws and Regulations and posting to the website
- orders Game Sheet books and Referee Incident Report books before the season begins
- orders playoff banners before the playoffs begin

- is a paid position does not have voting rights

ADMINISTRATIVE ASSISTANT

- not an advertised position on the NAI board
- non-voting position
- at the beginning of the year, helps with background checks of team matchups to original registration requests, that games are not duplicated, travel consideration and blackouts are met as much as possible, game numbers make sense, tiers have the correct teams, the correct number of teams for each association are booked, assists with scheduling and tiering
- at the end of the year, helps to update playoff formats as games are played, double check the input of games, helps to keep track of changes in series, helps with reconciliations as needed
- position is subject to an honourarium of up to \$500/season as approved by the Executive



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MEMBERS

- be responsible to the NAI for their minor hockey association.
- represent and vote for their association at NAI general meetings.
- ensure that their association's executive, coaches, and managers know and understand the NAI Bylaws and Regulations.
- be prepared to serve as a league governor on their association's behalf, until they can fill that position with a suitable volunteer.

Bylaw 8. BORROWING POWERS

- a) The NAI may not borrow money without a special resolution of the association.

Bylaw 9. FISCAL YEAR/REVIEW OF FINANCIAL ACCOUNTS

- a) The NAI fiscal year shall be from May 1st to the following April 30th.
- b) Two NIA members or an accountant shall be appointed at the AGM to review the financial statements and records for the following year.

Bylaw 10. ASSOCIATION SEAL

- a) If a seal exists, the Executive shall keep and use the NAI seal as necessary.

Bylaw 11. LEAGUE RECORDS

- a) The Secretary/Treasurer shall keep past records of the NAI in a safe place.
- b) NAI members may inspect minute books and financial records at any time.

Bylaw 12. AMENDMENTS

- a) Amendments to the NAI Bylaws shall only be made by a special resolution of the NAI. That means a resolution passed:
 - (i) at a general meeting with 21 days notice to propose the resolution given, and
 - (ii) where at least 75% of eligible voters have voted.
- b) A resolution proposed and passed as a special resolution at a general meeting with less than 21 days notice given if the eligible voters agree to it.
- c) A copy of any amendments shall be sent to Hockey Alberta.

Bylaw 13. AMENDMENTS

Should there be a new league that replaces NAI, all monies, including outstanding expenses, balances, and bonds will be transferred and assumed by the new league. Upon total dissolution of the league as directed by our governing body, Hockey Alberta, all expenses must first be paid to debtors and then bond refunds will be issued to each association according to what they originally paid. Any excess, after all expenses are paid, will be held in trust by Hockey Alberta for future league startup considerations



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