



NORTHERN ALBERTA INTERLOCK

BYLAWS

DATE: September 9, 2017



NORTHERN ALBERTA INTERLOCK BYLAWS

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.



NORTHERN ALBERTA INTERLOCK BYLAWS

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:
 - (1) Call to order
 - (2) Additions to the agenda
 - (3) Reading of last minutes
 - (4) Treasurer's report
 - (5) Chair's report
 - (6) Vice-Chair's report
 - (7) Registrar's report
 - (8) Governors' reports
 - (9) Business arising from the minutes
 - (10) New business
 - (11) Correspondence
 - (12) Elections (AGM)
 - (13) Adjournment

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.
- d) Each minor hockey association with teams registered in the 1660 shall have one voting member.



NORTHERN ALBERTA INTERLOCK BYLAWS

- 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

- a) The Executive Committee shall consist of the Chair, one Vice-Chair, a Secretary, a Treasurer, a Discipline Co-ordinator, and the Past Chair (non-voting advisor).
- b) Elections shall take place at the AGM.
- c) All terms of office shall be two years.
- d) The Chair and Treasurer shall be elected in hockey seasons ending in even-numbered years, while the Vice-Chair, Discipline Co-ordinator, and Secretary 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.

Bylaw 7. EXECUTIVE/MEMBER DUTIES

CHAIR

- preside at all meetings and perform the duties usual of a Chair.
- 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.

VICE-CHAIR

- has the authority and performs the duties of the Chair in his/her absence.
- perform such duties as requested by the Chair.
- has signing authority on NAI cheques.
- be a member of appeals and discipline committee.
- assist in the registration of all teams with the NAI.
- work with the Discipline Co-ordinator(s) to assess suspensions and oversee any other league disciplinary issues



NORTHERN ALBERTA INTERLOCK BYLAWS

SECRETARY

- 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.

TREASURER

- 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 Chair, Vice-Chair 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.

DISCIPLINE CO-ORDINATOR

- oversee all disciplinary issues that deal with players, coaches, and teams
- issues suspensions to offenders and tracks cumulative suspensions
- is a member of 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

PAST CHAIR

- non-voting advisor available to provide continuity and offer guidance in policy.
- responsible for conducting the elections of executive officers.

GOVERNOR LIAISON

- has previous experience as a tier or senior governor
- has a good working knowledge of the NAI Bylaws and Regulations
- is not an executive member of the NAI board
- acts as an assistant to the league administrator
- is the "go to" person for tier and senior governors when they need clarification on Regulations or other league matters
- has access to all governor passwords
- transfers any unsolved issues to the Chair or Vice-Chair



NORTHERN ALBERTA INTERLOCK BYLAWS

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 Chair
- 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 Chair or Vice-Chair

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 annual meeting 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 and 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.



NORTHERN ALBERTA INTERLOCK BYLAWS

Bylaw 12. AMENDMENTS

- a) Amendments of the NAI Objectives and 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.