



# *North Central Minor Hockey Association*

## **BYLAWS**

April 12, 2015

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### *Bylaw 1. **MEMBERSHIP & FEES***

- a) The NCMHA shall be a member of Hockey Alberta and Hockey Canada.
- b) All minor hockey associations with teams registered in the NCMHA shall be members of the NCMHA.
- c) Registration fees shall be set at the annual meeting in the spring.

### *Bylaw 2. **LOSS OF MEMBERSHIP***

- a) Associations that fail to pay fees, provide directors, executive or follow NCMHA Bylaws / Regulations shall be suspended.
- b) Directors can resign by providing written notice to the executive.

### *Bylaw 3. **MEETINGS***

- a) The NCMHA shall hold an annual general meeting (AGM) in the spring, a general meeting in January, if deemed necessary by the executive, and a general meeting in the fall.
- b) The executive shall announce the time and place of these meetings at the spring AGM and post them on the website, providing at least 4 months' notice.
- c) The executive shall call a special meeting any time two-thirds of the executive committee or one-third of the directors request one in writing.
- d) The secretary shall post notice of a special meeting on the NCMHA website and email or fax directors 7 days in advance of the meeting.
- a) The executive committee shall meet as necessary to operate the NCMHA according to the Objects, Bylaws and Regulations.
- b) The order of business for meetings shall be:
  - (1) Call to order
  - (2) Additions to the agenda minutes
  - (3) Reading of last minutes
  - (8) Governor's reports
  - (9) Business arising from the
  - (10) New business

- (4) Treasurer's report
- (5) President's report
- (6) Vice President's report (B/M)
- (7) Vice President's report (A/PW)

- (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 directors 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 NCMHA shall have one voting director.
- e) Each executive officer shall have one vote except the chairman, 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 secret ballot.

**Bylaw 5. EXECUTIVE COMMITTEE / TERMS OF OFFICE / DUTIES**

- a) The executive committee shall consist of president, two vice presidents, secretary, and treasurer.
- b) Elections shall take place at the annual general meeting.
- c) All terms of office shall be two years.
- d) The president and treasurer and vice president, Atom/Pee Wee division shall be elected in even-numbered years, while the secretary and vice president, Bantam/Midget/Female division, shall be elected in odd-numbered years.
- e) The executive committee shall be responsible to the board of directors.
- f) The executive committee shall appoint league governors as needed.
- g) The executive committee may appoint directors to fill any vacancies until the next annual general meeting.

**Bylaw 6. BOARD OF DIRECTORS / TERM OF OFFICE / DUTIES**

- a) The board of directors shall consist of the executive committee and one director from each minor hockey association with teams registered in the NCMHA.
- b) Each association shall appoint one director annually, from their board to the NCMHA board of directors to be named at the fall general meeting.
- c) All positions in the NCMHA shall be without salary, although expenses and honoraria may be paid.
- d) The board of directors shall operate the NCMHA according to the objects, bylaws and regulations.
- e) The board of directors may, by a two-thirds majority vote, suspend any director or officer whose conduct is considered detrimental to the best interests of the NCMHA.

## **Bylaw 7. EXECUTIVE / DIRECTOR DUTIES**

### **PRESIDENT**

- a) preside at all meetings and perform the duties usual of a president.
- b) act for the executive committee and/or board of directors, when it is impossible to obtain a committee or board vote. Such decisions must then be presented at the next general meeting for ratification.
- c) be responsible to assemble the agenda for all general and special meetings.
- d) be responsible for the proper and efficient operation of the NCMHA.
- e) have signing authority on NCMHA cheques.
- f) be chairman of any appeals and/or discipline committee.
- g) be a member of all committees.

### **VICE PRESIDENT, ATOM/PEE WEE DIVISION**

- a) have the authority and perform the duties of the president in his/her absence.
- b) perform such duties as requested by the president.
- c) have signing authority on NCMHA cheques.
- d) be a member of appeals and discipline committee.
- e) oversee the Atom and Pee Wee divisions of NCMHA

### **VICE PRESIDENT, BANTAM/MIDGET/FEMALE DIVISION**

- a) have the authority and perform the duties of the president in his/her absence.
- b) perform such duties as requested by the president.
- c) have signing authority on NCMHA cheques.
- d) be a member of appeals and discipline committee.
- e) oversee the Bantam and Midget and Female divisions of NCMHA

### **SECRETARY**

- a) attend all NCMHA meetings and keep accurate minutes of the same.
- b) send minutes and meeting notices to all involved.
- c) be responsible for all NCMHA correspondence.
- d) prepare contact lists of executive members and association directors, and post them on the website.
- e) email or fax a reminder notice 7 days in advance of general meetings.

### **TREASURER**

- a) record all receipts and expenditures.
- b) prepare financial statements for general meetings.
- c) prepare a year-end financial statement which shall be reviewed before the fall meeting.
- d) prepare and present a budget for the next season, at the annual general meeting.
- e) have signing authority on NCMHA cheques. Any two signatures of the president, vice presidents and the treasurer are required on all cheques.
- f) be responsible for the registration of all teams with the NCMHA.

## **DIRECTORS**

- a) be responsible to the NCMHA for their minor hockey association.
- b) represent and vote for their association at NCMHA general meetings.
- c) ensure that their association's executive, coaches and managers know and understand the NCMHA Bylaws and Regulations.

### *Bylaw 8. **BORROWING POWERS***

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

### *Bylaw 9. **FISCAL YEAR / AUDIT OF FINANCIAL ACCOUNTS***

- a) The NCMHA fiscal year shall be from May 1st to the following April 30th.
- b) Two NCMHA directors or an accountant shall be appointed at the annual meeting to audit the financial statements and records at least once a year.

### *Bylaw 10. **ASSOCIATION SEAL***

- a) The executive shall keep and use the NCMHA seal.

### *Bylaw 11. **ASSOCIATION RECORDS***

- a) The secretary and treasurer shall keep past records of the NCMHA in a safe place.
- b) NCMHA directors may inspect minute books and financial records at any time appropriate to the secretary and treasurer.

### *Bylaw 12. **AMENDMENTS***

- a) Amendments of the NCMHA objects and/or bylaws shall only be made by a special resolution of the NCMHA. 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 Corporate Registry and Hockey Alberta.