



**CRMHA**

**By-Laws**

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## **By-Law 1**

### 1.0 General

#### 1.1 Definition

1. This by-law is to define the name, purpose, mission, and values of the organization.

#### 1.2 Name

1. The organization shall be called CR Minor Hockey Association here after referred to as 'the association.
2. The proper abbreviation for the Association is CRMHA.

#### 1.3 Purpose

1. The purpose of this document is to give players, parents and coaches a quick reference guide to the operation of the CRMHA.
2. This document outlines the most common operational issues about playing hockey in the CRMHA system.
3. All participants (individuals and teams) in CRMHA, all members of the Association (player, parent, Coach, and team official) as well as the member's invited guests are bound by the bylaws, policies, guidelines and regulations included in these By-Laws, and those of Hockey Alberta (HA), and the Hockey Canada (HC).

## **By-Law 2**

### 2.0 Governing Rules and Regulations

1. CHANGE TO CRMHA will adhere to all the rules and regulations of HC, HA and the League in which the individual teams are participating in, except where modified by CRMHA to suit our specific situations.
2. Such modified rules will not be in contradiction to the HC, HA, and league rules. CRMHA will also govern itself in accordance with the Societies Act of Alberta.

## **By-Law 3**

### 3.0 Membership

#### 3.1 Admission of Members

3.1.1 Any person, listed a parent or guardian on the CRMHA registration form, with a child participating in the CRMHA Program and is over the age of 18 will be considered a member in good standing for the duration of their child's participation in the program.

3.1.2 Include the ability to allow any person who is part of the coaching or management staff with CRMHA can apply to the executive in writing to become a member.

3.1.3 Any other individual who wishes to further the objectives of the Association and upon approval of the Executive Committee.

#### 3.2 Rights and Responsibilities of Members

3.2.1 Every Member of the Association has the Right to:

1. Attend all meetings excluding those for the Executive Committee
2. Volunteer for any position on the Association Committee
3. Put their name forward for a position on any team within the Association
4. Be afforded the opportunity to be heard at all meetings
5. Vote on all business conducted during the general meetings
6. Propose any changes to the by-laws that they believe will better the Association

3.2.2 Every Member of the Association has the Responsibility to:

1. Ensure the Association is run in accordance with its by-laws
2. Notify Executive Committee of any deficiencies in facilities, Association owned equipment, or unforeseen problems
3. Conduct themselves in accordance within the guidelines of the CRMHA

### 3.3 Resignation or Expulsion of Members

1. All members have the right to resign from the Association at any time provided their child is removed from the CRMHA Program prior to their resignation.
2. A member will be considered for expulsion when one or more of the following conditions have been violated:
  - a. Failure to meet financial obligations by December 31<sup>st</sup> of the current playing season.
  - b. Failure to comply with CRMHA By-Laws

### 3.4 Voting Rights

1. Every General Member has the right to one (1) vote at any general meeting or special meeting.
2. Any member of the Executive Committee unable to attend an Executive Meeting may give in writing their consent for a member in good standing to vote by proxy.
3. All Members of the Association Committee have the right to one (1) vote.
4. The President of the CRMHA will only vote in the event that his/her vote is needed to resolve a tie.

### 3.5 Voting Rights

1. Except in the case of Special Resolutions, all motions shall be adopted by a majority vote of those members in attendance at a meeting.

## **By-Law 4**

### 4.0 Meetings

#### 4.1 Calling Annual General Meeting

1. The Annual General Meeting will be held during the month of April. All members will be notified of the date the meeting is to be held no later than 21 days prior. Notice of the special resolution shall be posted in the arena, on the CRMHA association website, and communicated electronically for 3 consecutive weeks.

2. The meeting agenda including all proposed changes to the CRMHA By-Laws shall be posted in the main lobby of the arena(s) 7 days prior to the meeting for review.

#### 4.2 Calling Executive Meetings

1. All Executive meetings will be called by the President of the CRMHA.
2. During the Active Season there will be a minimum of 5 Executive Committee Meetings and during the off season there will be meetings as required.

#### 4.3 Calling Special Meetings

1. Special meetings may be requested by any member of the CRMHA in writing to the CRMHA President.
2. The President will confer with the Executive Committee on a case by case basis.
3. When a Special Meeting is to be convened the general membership will be notified no later than seven days prior to the meeting taking place.

#### 4.4 Quorum at Annual General Meeting

1. For a quorum to be considered at the Annual General Meeting there must be a minimum of 5% of the members in good standing. Members may include the executive committee.

#### 4.5 Quorum at Executive Meetings

1. For a quorum to be considered at an Executive Meeting there must be a minimum of 5 members of the Executive.
2. One member of the quorum must be either the Association President or the Association Vice-President.

#### 4.6 Quorum at Special Meetings

1. For a quorum to be considered for a Special Meeting there must be a minimum of 5% of the members in good standing. Members may include the executive committee.

## **By-Law 5**

### 5.0 Association Committee Organization

#### 5.1 Association Executive Committee Positions

1. The CRMHA Executive Committee will consist of the following position:
  - a. President
  - b. Past President
  - c. Vice-President
  - d. Secretary
  - e. Treasurer
  - f. Registrar
2. The above mentioned positions as a collective will be known as the “Executive Committee”.
3. No Member of the Association for any reason may hold more than one (1) position on the Executive Committee.
4. A Member may however hold a position on the Executive Committee and the Hockey Operations Committee during the same period.
5. No member of the Executive Committee will be paid. If a position becomes a paid position, this paid position will become a non-voting member of the Hockey Operations Committee.

#### 5.2 Hockey Operations Committee Positions

1. The CRMHA Committee will consist of the following position:
  - a. Director of Coaches
  - b. Equipment Coordinator
  - c. Ice Scheduler
  - d. Referee in Chief
  - e. Member at Large
  - f. Director of Initiation
  - g. Director of Novice
  - h. Director of Atom
  - i. Director of PeeWee
  - j. Director of Bantam
  - k. Director of Midget



- l. Communication Administrator (non-voting)
  - m. Director of Managers
  - n. Director of Fundraising
  - o. Directors of Leagues
  - p. Director of Evaluations
2. The above mentioned positions as a collective will be known as the “Hockey Operations Committee”.

### 5.3 Appointment and Removal of the Executive and Hockey Operations Committees

#### 5.3.1 Appointment

1. The Positions on the CRMHA Executive Committee will be for a term of two (2) years from AGM to AGM.
2. At every year’s AGM the positions required to be filled for the Executive and the Hockey Operations Committee will be either elected or re-elected at that time.

Elected in even years (eg. 2000, 2002...) for two year term:

- a. Treasurer
- b. President (should the VP be deemed unfit to move to the President Role)

Elected in odd years (eg. 2001, 2003...) for two year term:

- a. Vice- president
- b. Secretary
- c. Registrar

Elected annually

- a. Director of Coaches
- b. Equipment Co-ordinator
- c. Ice Scheduler
- d. Referee in Chief
- e. Member at Large
- f. Director of Initiation
- g. Director of Novice
- h. Director of Atom
- i. Director of Peewee
- j. Director of Bantam
- k. Director of Midget
- c. Communication Administrator
- d. Director of Leagues
- e. Director of Fundraising
- f. Evaluation Director

3. When a Member in good standing wishes to seek appointment to the Executive Committee or the Hockey Operations Committee they must be nominated at an AGM.
4. In the case that there are no submissions, the current Executive Committee will seek nominations at the AGM.
5. If no nominations have been put forward the Current Executive Committee members or the Hockey Operations Committee member may continue in the role if desired.
6. A current Executive Committee member or current Hockey Operations Committee member may seek re-election if desired.

#### 5.3.2 Removal

1. The Members may, by resolution passed by a majority of the votes cast at a Special Meeting, duly called for that purpose, remove any member of the CRMHA Executive Committee before the expiration of their term of office and may, by a majority of the votes cast at the Special Meeting, elect any member in good standing in their stead for the remainder of the term of that Executive Committee Member so removed.
2. A Member of the CRMHA Board shall be relieved of his/her duties and removed as a Member of the Board in the following circumstances:
  - a. Upon the failure to attend 80% of the meetings without a reasonable excuse;
  - b. Upon 75% majority vote of the Member of the Executive Committee on the basis that a Member is doing an unsatisfactory job;
  - c. Upon a Special Resolution of the General Member.

#### 5.3.3 Filling of Vacancies

In the event that the President is unable to perform the required duties, the Vice President will assume the position of President for the balance of the term or until the next Annual General Meeting, whichever event occurs first. In the event that any other member of the Executive Committee withdraws or is removed from the Executive Committee, or should an executive committee position not be filled by an election of the general membership at an Annual General Meeting, then the Executive Committee shall elect a member from the general membership to fill the vacancy until the next Annual General Meeting. Any such executive position filled will be up for election at the next Annual General Meeting with the balance of the length of the term for the position decided in accordance with the time limitations.

## 5.4 Duties of Committee Members

### 5.4.1 President

1. To the best of his/her ability oversee, direct, co-ordinate, and control the affairs of the CRMHA through the responsible co-operation and teamwork of the Association Committee
2. Arrange and organize regular Executive Committee meetings and notify the Executive Committee of their time and place
3. Prepare and distribute the agenda for the Executive Committee meetings
4. Together with the Vice-President and Treasurer have joint signing authority over all monies spent in the name of CRMHA
5. Cast deciding vote when either Executive or Association Committee votes end in dead locked
6. Ensure all members of CRMHA Committee conduct their duties in accordance with the By-Laws of this association
7. Act on behalf of CRMHA at all League, Zone, and Hockey Alberta meetings. If unable to attend the President must insure a suitable replacement to represent the Association will attend in his/her place.

### 5.4.2 Vice-President

1. To the best of his/her ability carry out the duties of the CRMHA President in the absence of the President
2. When it is clear that the President of the Association can no longer carry out the duties of his/her office or is absent from their position the Vice-President will arrange a General Meeting to elect a new President.
3. Assist the President in the running of the Association as directed by the President.
4. After completion of a 2 year term as Vice-President, take over the position of President for a 2 year term. If the elected Vice President is deemed unsatisfactory to serve the 2 year President Term, procedures laid out in Section 5.3.2-2 will be invoked.

### 5.4.3 Past President (non-voting)

1. Will attend meetings of the executive committee when requested by the executive committee.

2. Will report to the President

#### 5.4.4 Secretary

1. To the best of his/her ability record and compile all meeting minutes and ensure they are properly documented
2. Assist CRMHA President with preparing agenda for all meetings as well as all pertinent documentation for such meetings.
3. Send all AGM meeting notice, agendas and minutes to all members.
4. Assist the President in the running of the Association as directed by the President.

#### 5.4.5 Treasurer

1. To the best of his/her abilities ensure the financial affairs of the CRMHA are controlled and documented in an orderly fashion.
2. Ensure accurate, legible, and up to date records are available for review in a timely fashion
4. Prepare for all Executive Committee Meetings a concise brief financial report to assist in ascertaining the Association's financial position
5. Only release Association Funds on the approval of the Executive Committee and with a proper Receipt
6. At the AGM present a financial report for all members. This statement will be as up to date as possible.
7. Finalize the previous year's accounts prior to the following season
8. Prepare the Annual Financial Report to be submitted in accordance with the Societies Act
9. The Treasure shall compile all accounts using Quickbooks and will advise the executive when new software is required.
10. Servus Credit Union in Morinville will be used for banking services. An account for operations shall be maintained as well as a second account for all fundraising from AGLC. All accounts will require two of three signatures from the President, Treasurer, or Secretary.

#### 5.4.6 Registrar

1. To the best of his/her ability oversee, direct, co-ordinate, and control the Annual Registration of the CRMHA
2. Ensure all participating teams are duly registered in accordance with HA
3. Keep an up to date listing of all Coaches and Team Staff including all qualifications.
3. Inform the Executive Committee of any issues dealing with registration in a timely fashion
4. Shall assist the Director of Coaches with ensuring all teams and coaches are aware of and meet all coaching qualifications.

#### 5.4.7 Director of Fundraising

1. To the best of his/her ability oversee, direct, co-ordinate, and control the fundraising activities of the CRMHA
2. Ensure that all team fundraising done at the team level is recorded and reported in a timely fashion
3. At the AGM present a fundraising report for all members. This statement will be as up to date as possible.
4. Ensure all licences are dealt with and inform the President of any shortcomings

#### 5.4.8 Director of Coaches

1. shall to the best of his/her ability recruit, direct and oversee the coaches under the jurisdiction of the executive to ensure all registered players in CRMHA receive the highest standard of coaching and leadership available. He or she must have or attain a minimum of coach's level certification at the earliest possible opportunity if not certified already.
2. Shall work with the Registrar to ensure all teams and coaches are aware of and meeting all coaching qualifications.
3. Shall notify all potential and active coaches are notified of coaching clinics being offered in the affected season. Also assist in methods, literature and other aids during his tenure.

4. Shall form part of the Coaches selection committee and be the official spokesperson when presenting names of coaches to the board for approval
5. Shall evaluate all coaches in practice and game situations to ensure proper techniques, leadership, sportsmanship and manners are being displayed to the best of the coaches ability.
6. Shall not be responsible for selecting assistant coaches or team managers and shall not be responsible for player discipline, officiating complaints or player/coach disputes.
7. Shall inform all coaches of a minimum coaching requirements and methods for each level of team skill.

#### 5.4.9 Equipment Coordinator

1. To the best of his/her ability oversee, direct, co-ordinate, and control the distribution of all CRMHA Equipment (including Jerseys)
2. Ensure all equipment shortcomings are reported to the Executive Committee for correction
3. Clear all purchases with the Executive Committee prior to taking delivery
4. Keep an up to date inventory of all CRMHA holdings including where all equipment is at all times

#### 5.4.10 Communications Administrator

1. To the best of his/her ability maintain CRMHA website and oversee, direct, co-ordinate, and control all publicity and advertising for CRMHA.
2. Prior to submitting any correspondence on behalf of the Association ensure the CRMHA President is informed.

#### 5.4.11 Ice Scheduler

1. To the best of his/her ability oversee, direct, co-ordinate, and control all matters dealing with the equitable distribution of ice for the CRMHA
2. Co-ordinate with managers all discrepancies in regards to ice time
3. Consult with Executive Committee when situation warrants

4. Ensure that teams participating in the Provincial play downs are afforded every concession in regards to scheduling provincial games
5. Collect from Head Coaches their monthly ice usage including their unusable ice times

#### 5.4.12 Referee in Chief

1. To the best of his/her ability oversee, direct, co-ordinate, and control all referees within the CRMHA
2. Ensure all referees used in the CRMHA are Fully Qualified for the games they are officiating in
3. Evaluate all officials under his/her jurisdiction; abide by the policies and procedures set forth by the Referees Association
4. Notify the Director of Coaches of any rule changes as soon as possible
5. If unavailable for a portion of the active season inform the Executive Committee of the suitable replacement
6. Make available to the Executive Committee a list of all officials used within the Association including

#### 5.4.13 Member at Large

1. Be required to act for members of the Association Committee when current members are unavailable

#### 5.4.14 Director of Leagues

1. Will represent CRMHA at all league meetings or appoint a designate from the Executive committee.
2. Shall ensure all concerns of the Executive committee are properly presented to the leagues and shall act as the official voice of the Executive committee relating to any information, rulings, and votes affecting the Executive committee.
3. Shall ensure any and all correspondence, concerns, information and requests by all Leagues is presented to the Executive Committee for their information and/or action.

4. Shall ensure the ice scheduler receives copies of all schedules pertaining to participating teams under the Executive committee's jurisdiction as soon as possible.
5. Shall be present at the general coaches meeting to explain any rules and regulations to the coaches, as required by the Executive committee.

#### 5.4.15 Director of Initiation/Novice/Atoms/Peewee/Bantam/Midgets

1. Shall assist the registrar to ensure all players within their division have received proper registration/carding with Hockey Alberta prior to the 1<sup>st</sup> league game or November 15 of the Active Season, whichever comes 1<sup>st</sup>.
2. Shall ensure all players in their respective division have received proper carding by Hockey Alberta through the CRMHA Provincial representative.
3. Act as liaison between the coaches of their respective division and the Director of Coaches during a dispute.
4. Shall attend the 1<sup>st</sup> coach/parent meeting on behalf of the Executive committee so as to introduce any and all information as may be required.
5. Reports to the Director of Hockey Operations.

### 5.5 Powers of Committee Members

#### 5.5.1 Executive Committee Members

1. Shall to the best of their ability manage the daily operation of the CRMHA in accordance with all by-laws, regulations and policies of CRMHA, Hockey Canada (HC), Hockey Alberta (HA), and the Leagues in which they are part of.
2. Shall carry out their appointed duties in a manner respectful of the Association

#### 5.5.2 Hockey Operations Committee Members

1. Shall to the best of their ability manage their appointed office duties in a manner respectful of the Association
2. Shall operate their appointed position in accordance with all by-laws, regulations and policies of CRMHA, Hockey Canada (HC), Hockey Alberta (HA), and the Leagues in which they are part of.



## 5.6 Payment of Committee Members

### 5.6.1 Expenses

1. All members of the Association Committee shall receive reimbursement for all expenses incurred during their tenure on the committee in accordance with association expense/reimbursement policies.
2. Receipts must be presented to the Treasurer and one other signatory is needed to approve the expense for reimbursement.

## **By-Law 6**

### 6.0 Financial

#### 6.1 Review Engagement

The financial records, books and accounts of the treasurer and the Director of Ways and Means shall be submitted for review engagement at least once a year. A complete financial statement shall be submitted by the treasurer at the Annual General Meeting.

#### 6.2 Borrowing of Money

1. The Executive Committee has no power or authority to borrow money.

#### 6.3 Grant Application

The Executive Committee may apply for any grant that is voted upon in majority to be of the best interest of the CRMHA

#### 6.4 Signing Authority

1. The President, Vice-President, Treasurer and shall have signing authority for financial matters with two signatures required for a transaction.
2. All financial matters must be approved by the Treasurer and one other signatory prior to issuing reimbursements in accordance with association expense/reimbursement policies.

#### 6.5 Financial Disclosure

1. In the event that the CRMHA dissolves all funds remaining in the Association Bank Accounts are to be donated to a non profit organization to be determined at the final AGM.

## 6.5 Year End

1. April 30th shall be the fiscal year end for the association.

## **By-Law 7**

### 7.0 Association Records

#### 7.1 Minutes

1. All minutes of Executive Committee Meetings, Hockey Operations Committee Meetings, Special Meetings, and the AGM will be taken and recorded by the Secretary (or designate).
2. The minutes will be submitted to the President in a timely fashion for review and approval.

#### 7.2 Registration

1. All registration records will be collected by the Registrar.
2. Copies of all pertinent documents will be forwarded to the President as soon as possible.
3. Distribute registration documents in accordance with all by-laws, regulations and policies of CRMHA, Hockey Canada (HC), Hockey Alberta (HA), and Leagues will be the responsibility of the Registrar.

#### 7.3 Financial Reports

All financial reports will be the responsibility of the Treasurer

#### 7.4 Record Inspection

1. All Members in good standing have the right to inspect records of the Association. FOIP will use all efforts to follow guidelines laid out in the privacy act.
2. A Member in good standing must request in writing to the Executive Committee all documents they wish to review.
  - 2.1 The Executive Committee after receiving the request will have sixty (60) days to present the requested documents.
  - 2.2 Records not pertaining to request will not be reviewed.

2.3 The Executive Committee have the right to deny any request that is not in the best interest of the Association.

2.4 The Executive must answer the Member in writing within the sixty (60) day time limit.

## By-Law 8

### 8.0 Other

#### 8.1 Society Seal

1. The President of CRMHA will keep the Seal of the Association.
2. Only the President and the Vice-President may use the seal in the course of their duties.

#### 8.2 Changing By-Laws

1. In the future By-Laws can only be changed by a Special Resolution of the Members.
2. Special Resolution is defined in Section 1 (d) of the *Societies Act*
3. "special resolution" means
  - (i) a resolution passed
    - (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 10% of members vote in person, Members of a committee may vote in Proxy
  - (ii) a resolution proposed and passed as a special resolution at a general meeting of which less than 21 days' notice has been given, if all members entitled to attend and vote at the general meeting so agree, or

#### 8.3 Association Boundaries

The RQBMHA Boundaries are defined as the map and written description found in section 3-C of the CRMHA Policies and procedures.