



**SOUTH EAST EDMONTON
Recreation Association**

**Bylaws
May 2010
June 2015 - revised**

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INTRODUCTION

NAME

In accordance with the Alberta Societies Act:

The name of the Society will be the “South East Edmonton Recreation Association”, herein after known as SEERA. (pronounced SEER-AH)

MISSION STATEMENT

To facilitate and implement the functions of the Edmonton Federation Hockey Council and the Edmonton Minor Hockey Association by coordinating operations for the two hockey organizations located within the geographic boundaries of the South East Zone, namely the Millwoods Hockey Association and the North SEERA Hockey Association, herein after known as Millwoods and North SEERA respectively. SEERA operates the Pee Wee 1, Bantam, Midget and Junior C programs in the South East Edmonton.

OBJECTIVES

To coordinate all hockey programs in the South East District as well as operate the Pee Wee 1, Bantam, Midget and Junior C Programs.

To encourage and promote sportsmanship and fair play for all players in the South East District.

To encourage and promote cooperation between Millwoods and North SEERA while allowing each association to maintain its identity and responsiveness to its community leagues.

To ensure equitable opportunity for all players to play in the program desired or most suitable.

ORGANIZATION

SEERA is the authorized governing body for all minor hockey for the South East District of Edmonton per mandated functions as prescribed by the Edmonton Federation Hockey Council and the Edmonton Minor Hockey Association, herein after known as Federation and EMHA respectively.

SEERA shall be subject to the rules, regulations and boundaries of the Federation and the EMHA.

BOUNDARIES

The boundaries of the South East District of Edmonton are the city limits in the east and south, the CPR tracks in the west and the North Saskatchewan river in the north. The South East Zone is divided into two hockey operating areas, namely:

MILLWOODS

The area in the district south of 51 Avenue to the city limits in the east and south and to the CPR tracks in the west.

NORTH SEERA

The area in the district north of 51 Avenue to the city limits in the east, the North Saskatchewan River in the north and the CPR tracks in the west with the exception of the area north of 82 Avenue and west of the Mill Creek Ravine.

MEMBERSHIP

1. Definitions and Interpretation

- (1) Definitions
 - (a) “Association” means the South East Edmonton Recreation Association;
 - (b) “Board” means the Board of the Association referred to in section 11;
 - (b) “hockey program” means all on-ice and off-ice activities administered by the Association;
 - (c) “hockey season” means the period that portion of a year commencing on August 1 in each year and ending on the following April 30;
 - (d) “Robert’s Rules” means Henry M. Robert III et al., Robert’s Rules of Order Newly Revised, 10th ed. (Cambridge, Mass.: Perseus Publishing, 2000);
 - (e) “Ballot” means a method of voting by way of a form and in secret using a sheet of paper

2. Membership

- (1) A Member is:
 - (a) the members of a family registered with the Association under section 3;
 - (b) Alumni registered with the Association under section 4.

3. Family Membership

- (1) To be registered with the Association, a family must:
 - (a) hold a valid membership in a Community League located within the boundaries of the Association; and
 - (b) pay the membership fee for that hockey season.

- (2) For the purposes of voting in any meeting of the Association, only one representative from each family is entitled to vote.

- (3) For the purposes of these Bylaws and the Policies and Procedures Manual, any reference to a Member includes any member of a family registered under this section.

4. Alumni/Associate

- (1) To be registered with the Association as an Alumni/Associate member, an individual must:
 - (a) be designated as an Alumni/Associate by the Board; and
 - (b) pay the Alumni/Associate fee established by the Board.

- (2) The Alumni/Associate fee will be determined by the Board prior to each hockey season.

5. Membership Fees

- (1) The membership fee is the Association registration fee for a hockey player in Millwoods, NSEERA or SEERA.
- (2) The registration fee for a hockey player will be determined by the Board prior to each hockey season.

(3) Alumni/Associate membership fee to be determined by the Board.

6. Withdrawal from Membership

(1) Any Member wishing to withdraw as a Member may do so upon written notice to the Hockey Commissioners, or President.

(2) The withdrawal will be effective on the date on which the Hockey Commissioners or President receives the notice of withdrawal.

7. Removal from Membership

(1) Any Member who does not conduct themselves in accordance with the Rules and Regulations of the Alberta Hockey Association or the Canadian Hockey Association, these Bylaws, or the Policies and Procedures Manual of the Association, may upon a 60% majority vote of the Board, be expelled from membership with the Association for the remainder of the then current hockey season or for such longer period of time as the Board may direct.

(2) For the purposes of subsection (1), in the case of a Member is a family, the conduct of any member of the family may, in the discretion of the Board, result in the expulsion of all family members from membership with the Association for the remainder of the then current hockey season or for such longer period of time as the Board may direct.

ANNUAL OR OTHER GENERAL MEETINGS

8. Annual General Meeting

(1) There must be an Annual General Meeting of the Association held in the month of June in each year at a date, time, and place to be determined by the Board.

(2) The Board must provide at least 21 days notice of the Annual General Meeting to all Members.

9. Other General Meeting

(1) The Board may call other General Meetings of the Association at times and places to be determined by the Board.

(2) The Board must call a General Meeting of the Association upon written request of at least 25 Members setting out the reasons for calling the meeting.

(3) Upon receiving a request for a General Meeting under subsection (2), the Board must call a General Meeting within 60 days at a time and place to be determined by the President.

(4) The Board must provide at least 15 days notice of any other General Meeting to all Members which must outline in general terms the business to be conducted at that meeting.

10. Conduct of Annual or Other General Meetings

- (1) The Board may determine the procedures to be used at Annual or other General meetings.
- (2) If the Board does not establish procedures under subsection (1), the provisions of Robert's Rules govern the procedure at the Annual or other General meeting.
- (3) The Secretary must record the attendance of all Members at the start of any Annual or other General meeting.
- (4) The Ten (10) Members present at any Annual or other General meeting constitutes a quorum.
- (5) Unless otherwise required by these Bylaws, all matters or questions at an Annual or other General meeting are to be determined by the majority of the votes cast on the matter or question by the Members present at the meeting.
- (6) For the purposes of voting at an Annual or other General Meeting each Member present at the Annual or other General Meeting has one vote, and in the case where the Member is a family, only one representative from that family, over the age of 18 years of age, may vote. Members must be in good standing and have a paid membership from either SEERA, North SEERA or Millwoods.
- (7) Subject to subsections (8) and (9), each matter or question to be determined at an Annual or other General meeting must be decided by a show of hands.

(8) Before a vote has been taken upon any matter or question, any Member may demand a ballot on the matter or question.

(9) If a ballot is required, the President must direct the manner and timing in which the ballot is to be taken.

(10) (a) Following a show of hands or count of a secret ballot a declaration by the President that a resolution has been:

- (i) carried;
- (ii) carried unanimously;
- (iii) carried by a particular majority; or
- (iv) lost,

and

- (b) an entry to that effect in the minutes of the Annual or other General meeting, or a certificate of the President to that effect is conclusive evidence of that fact, without proof of the number or proportion of the votes cast in favour or against the resolution.

(11) The Board must establish the agenda to be followed at any Annual or other General Meeting.

THE BOARD

GENERAL DUTIES

The SEERA Executive shall serve as the administrative body for the district. The SEERA Executive is charged with the responsibility of carrying out the mandated functions of the district as required by the Federation and EMHA.

The SEERA Executive shall be responsible for decisions on policy and procedure for the district, and shall set fees, make payments and disburse revenues as required.

The SEERA Executive may create ad hoc or standing committees to perform specific tasks as necessary.

All SEERA Executive members are expected to attend all SEERA meetings. If a member can not attend a meeting they are to notify either the Association President or Secretary.

11. Composition of the Board

- (1) The Board of the Association consists of:
 - (a) the Executive Committee;
 - (b) the individuals elected or appointed to the positions set out in subsections 12(1)(b) and 12(1)(c), in accordance with these Bylaws;

12. Election of Executive Committee and Directors

- (1) At every Annual General Meeting there must be an election for members of the Board as follows:
 - (a) Elected on odd numbered years:

- (i) President,
 - (ii) Vice-President,
 - (iii) Secretary, and
 - (iv) Treasurer;
- (b) Elected on even numbered years:
- (i) Ice Allocator and
 - (i) Hockey Commissioner
- and
- (c) Elected or appointed every year:
- (i) Equipment Director,
 - (ii) Assistant Hockey Commissioner,
 - (iii) Gaming Director,
 - (iv) Referee-in-Chief,
 - (v) Assistant Referee Assignor,
 - (vi) Junior C Director,
 - (vii) Assistant Junior C Director,
 - (viii) Communications Coordinator,
 - (ix) Personnel Development Director,

North SEERA and Millwoods will submit three names for Category Directors one for Pee Wee 1, Bantam and one for Midget. These names will then be ratified by the board at the Annual Meeting. If the operating areas do not submit a name SEERA will fill the position internally.

Millwoods President or his/her designate will hold a voting position on the SEERA Board.

North SEERA President or his/her designate will hold a voting position of the SEERA Board.

This brings the total voting representation of the operating areas to four members each.

13. Nomination to the Board

- (1) Only Members may be nominated for election to the Board.
- (2) A nomination is only valid if it:
 - (a) is made by a Member who is not the nominee;
 - (b) is made during the Annual General Meeting; and
 - (c) is for a specific position on the Executive Committee which is open for nomination in that year.
- (3) To be eligible for nomination for the position of President, a Member must have previously served at least one year as a member of the Board.
- (4) A Member may only hold one SEERA Executive position at any time.
- (5) A Member may hold no more than two Board Positions at any time.

14. Conduct of Election

- (1) For elections taking place on even numbered years, the Vice-President must conduct the elections for members of the Board taking place that year.
- (2) For elections taking place on odd numbered years, the Commissioner must conduct the elections for members of the Board taking place that year.
- (3) Only Members may vote in an election for members of the Board and each Member is entitled to one vote.

15. Acclamation

(1) If only one valid nomination is received for any position on the Board, the nominee is elected by acclamation.

16. Election Procedure

(1) If more than one valid nomination is received for a given position on the Board, the Vice-President or Commissioner, as the case may be, shall cause a vote to be taken in a form of a secret ballot.

(2) The nominee receiving the greatest number of votes must be declared elected as member of the Board for that position.

17. Term of Office

- (1) Subject to subsection (2), the term of a member of the Executive:
- (a) commences on the first day immediately following the Annual General Meeting in which the individual was elected; and
 - (b) terminates at the end of the last day of the second Annual General Meeting after that individual's term commenced.
- (2) Subject to subsection (3), the term of a member of the Board:
- (a) commences on the first day immediately following the Annual General Meeting in which the individual was elected; and
 - (b) terminates at the end of the last day of the first Annual General Meeting after that individual's term commenced.

- (3) The term of a member of the Board terminates, and that position becomes vacant:
- (a) if the member of the Board resigns;
 - (b) if the member of the Board ceases to hold membership in the Association;
 - (c) upon the failure of the member of the Board to attend three consecutive meetings without reasonable cause;
 - (d) upon $\frac{3}{4}$ of the members of the Board voting to remove the member of the Board;
 - (e) upon a Special Resolution of the general membership at an Annual or other General Meeting to remove the member of the Board; or
 - (f) if the member of the Board dies.

18. Filling Vacancies

- (1) Subject to subsections (2), if there is a vacancy in any Board position, or if a Board position is not filled during an election at an Annual General Meeting, the Board may fill the vacant position from among the general membership.
- (2) If the position of President becomes vacant, the Vice-President will assume the position of President for the remainder of the President's term.

19. Powers of the Board

- (1) The Board will, subject to these Bylaws, have:
- (a) full control over, and management of, the affairs of the Association;
 - (b) the power to adopt or amend policy, guidelines, procedures or regulations, at any Board Meeting or Special Meeting of the Board, which will be binding upon all members of the Association;

- (c) the power to establish policies to ensure allotted ice time is distributed on a fair and equitable basis;
- (d) the power to suspend or discipline any player, team official, team follower, parent or Member; and
- (e) the power to establish and enforce rules governing the enrollment of players and their access to the hockey program.

20. Duties of Members of the Board

- (1) Members of the Board must:
 - (a) perform all duties and obligations required by these Bylaws, the Policies and Procedures Manual, and applicable legislation;
 - (b) ensure that the business and affairs of the Association are conducted in accordance with these Bylaws, the Policies and Procedures Manual, and any applicable legislation;
 - (c) participate in developing and evaluating policies and programs of the Association including policies respecting the organization, administration and operation of the Association;
 - (d) participate in Board meetings, committee meetings and meetings of other bodies to which they are appointed by the Board;
 - (e) operate the hockey program at all levels; and
 - (f) participate in providing for the development of players, coaches, managers, trainers and team officials in the South East District.

21. Meetings of the Board

- (1) Meetings of the Board will be held as often as may be required.
- (2) Despite subsection (1), there must be at least one meeting of the Board per month during the hockey season.

(3) Despite subsection (1), there must be a minimum of nine meetings of the Board, other than Special Meetings, held each membership year.

(4) Any meetings of the Board will take place at a date, time and place to be determined by the President, acting reasonably.

22. Special Meetings of the Board

(1) The President may call a Special Meeting of the Board at such time and place as the President determines, acting reasonably.

(2) The President must call a Special Meeting of the Board at such time and place as the President determines if any seven members of the Board notify the President in writing of their desire to call a Board meeting setting out the reasons for calling the meeting.

(3) The President must call a Special Meeting of the Board upon written request of at least 25 Members setting out the reasons for calling the meeting.

(4) Upon receiving a request for a Special Meeting under subsection (2) or (3), the President must convene a Special Meeting of the Board within 30 days, at a time and place to be determined by the President.

(5) If a Special Meeting is called under subsection (3), the President must give the Members signing the request under subsection (3), notice of the meeting.

(5) Only matters or questions relating to the reason for calling the meeting may be considered or discussed at the meeting.

(6) At any Special Meeting of the Board, Members can make motions relating to the reason for calling the meeting, but only members of the Board can vote.

23. Conduct of Board Meetings

- (1) Quorum of the Board is 50% of the Board.
- (2) The Board may meet in person, by teleconference, or by any other communications technology that permits all persons participating in the meeting to communicate with each other.
- (3) The President must notify all members of the Board of a Board meeting at least 24 hours before that meeting.
- (4) Despite failure to give notice within the time required under subsection (3), a Board meeting may proceed if approved by a quorum of members of the Board at the start of the meeting.
- (5) Each elected and appointed member of the Board, is entitled to one vote.
- (6) Unless otherwise required by these Bylaws, a majority vote of those members of the Board present at the meeting decides any issue before the Board.
- (7) In the event of a tie vote, the President must cast a second or casting vote.
- (8) A resolution is as valid as if it had been passed at a Board meeting if it is:
 - (a) in writing; and
 - (b) signed by a majority of members of the Board.

- (9) Notice of meetings may be issued to members of the Board by:
 - (a) mail;
 - (b) courier;
 - (c) telephone;
 - (d) facsimile transmission; or
 - (e) electronic mail.

- (10) The President must establish the agenda to be followed at any Board meeting.

- (11) The Board may determine procedures to be used at Board meetings.

- (12) If the Board does not establish procedures under subsection (11), the provisions of Robert's Rules will govern the procedures at Board meetings.

- (13) If under subsection (12), Robert's Rules govern at Board meetings, the Board may waive these requirements for one or more meetings.

24. VOTING

All members shall be entitled to one vote at any general meeting. Voting by proxy shall not be permitted.

All SEERA Board members, except the President shall be entitled to vote at any meeting. SEERA Board members may vote by proxy at any board meeting if necessary. In the event of a tie vote at any meeting the President shall cast the deciding vote.

- (1) Subject to subsection (2), every member of the Board present at a meeting of the Board must vote on every matter.

- (2) A member of the Board must not vote on any question or matter:

- (a) if excused by resolution of the Board from voting on a motion;
 - (b) affecting a private company of which they are a shareholder;
 - (c) affecting a public company in which they hold more than one percent of the shares in that company;
 - (d) affecting a partnership or firm of which they are a member;
 - (e) concerning a contract for the sale of goods, merchandise or services to which they are a party;
 - (f) in which they have direct or indirect pecuniary interest, except questions of general benefit to a class in which they are included through the operation of law; and
 - (g) directly affecting the placement or discipline of any player to whom they are directly related.
- (3) Any member of the Board falling within subsection (2) must so declare before discussion of the question or matter and must leave the room and not participate in the debate, and shall be deemed absent for that question or matter.

THE EXECUTIVE COMMITTEE

25. The Executive Committee

- (1) The Executive Committee is comprised of:
- (a) the President;
 - (b) the Vice President;
 - (c) the Treasurer;
 - (d) the Secretary;
 - (e) the Hockey Commissioner and

26. President

- (1) The President:
 - (a) is responsible for the general supervision, administration, and direction of Association operations;
 - (b) is responsible for the supervision and direction of all members of the Board including standards of performance, sphere of control, and disciplinary action;
 - (c) is responsible, along with the Secretary, for the preparation of the agenda for Board meetings;
 - (d) provides written reports to the Board at every Board meeting;
 - (e) chairs and directs the order and conduct of business at Board meetings and Annual or other General Meetings of the Association;
 - (f) schedules all meetings;
 - (g) serves as the representative for the Association at all external meetings where this responsibility has not been given to another member of the Board or Presidents of the Operating Areas;
 - (h) serves as an ex-officio voting member on all standing committees;
 - (i) serves as a member of the Grievance and Disciplinary Committee;
 - (j) serves as a Past President in an advisory capacity for one year after the end of the person's term;
 - (k) is a signing authority on all bank accounts;
 - (l) exercises the powers of the Board in an emergency situation;
 - (m) attends all EMHA meetings and casts the vote for SEZ for major issues at EMHA and Federation.
 - (n) at the conclusion of the person's term as President, turns over all Association records and resources to the incoming President.

27. Vice-President

- (1) The Vice-President:
 - (a) in the absence of the President:
 - (i) chairs and directs the order and conduct of business at Board meetings or any other meeting of the Association that the President ordinarily chairs, and
 - (ii) otherwise performs the duties of the President;
 - (b) serves as an alternate representative for external meetings where the President is unable to attend;
 - (c) oversees the following positions:
 - (i) Registrar, and
 - (ii) Ice Allocator;
 - (d) is a signing authority on all bank accounts; and
 - (e) at the conclusion of the person's term as Vice-President, turns over all Association records and resources to the incoming Vice-President.

28. Secretary

- (1) The Secretary:
 - (a) records the minutes of all meetings and circulates them to all members of the Board and to SEERA;
 - (b) is in charge of photocopying and mailing of same;
 - (c) maintains a file cabinet with previous pertinent data (licenses, permits, etc. with photocopies of same);
 - (d) compiles up to date contact lists of the SEERA Board and key members of Millwoods and North SEERA Operating Areas.
 - (e) contacts all Board members relative to specific meetings in accordance with the notice provisions;
 - (f) attends all Board meetings;

- (g) has charge of all Executive Committee records;
- (h) maintains and updates the Policy & Procedure Manual as required;
- (i) is responsible for all Board correspondence;
- (j) is responsible for providing notice of Annual and other General Meetings;
- (k) performs such other duties as designated by the President;
- (l) is a signing authority on the general account;
- (m) publicizes needs and results of all functions;
- (n) acts as a liaison with community members;
- (o) makes use of community-oriented media facilities;
- (p) works with special events committees to ensure adequate coverage;
- (q) in conjunction with the Treasurer, maintains the Association's society renewal with Alberta Registries in accordance with the Societies Act, including Annual Returns and Notices of Change of Directors; and
- (r) at the conclusion of the person's term as Secretary turns over all Association records and resources to the incoming Secretary.

29. Treasurer

- (1) The Treasurer:
 - (a) maintains accounting records and back-up data;
 - (b) is responsible for all banking functions;
 - (c) prepares monthly financial statements for presentation at Board meetings;
 - (d) Stores board financial records for the previous three years;
 - (e) is a signing authority on all bank accounts;
 - (f) presents an annual audit of current hockey season at the Annual General Meeting;
 - (g) serves on the Budget Committee;
 - (h) assists the Gaming Director in applications for bingo, raffle and casino licenses;
 - (i) issues all payments for goods and services received;
 - (j) in conjunction with the Secretary, maintains the Association's society renewal with Alberta Registries in accordance with the Societies Act, including Annual Returns and Notices of Change of Directors; and
 - (k) at the conclusion of the person's term as Treasurer turns over all Association records and resources to the incoming Treasurer.

30. Hockey Commissioner

- (1) The Hockey Commissioner:
 - (a) coordinates SEERA team selection;
 - (b) coordinates SEERA coach selection;
 - (c) meets with the Ice Allocator to obtain best results regarding practice times;
 - (d) prepares and submits to the Board, proposed changes or amendments to Hockey Operations;
 - (e) is responsible for SEERA Coaches/Managers pre season meeting;

- (f) works with the EMHA Discipline Chair, Tribunals and City Category Directors.
- (g) serves as the head of the South East District Grievance and Disciplinary Committee unless in a conflicting position;
- (h) is responsible for written reports to the Board;
- (i) is responsible for the review of Coach/Player evaluations;
- (j) if a SEERA Category Director position is not filled by the commencement of the hockey season, it is the responsibility of the Hockey Commissioner to fill the position at the earliest opportunity;
- (k) has the final approval, in consultation with the Category Directors, on the selection of SEERA coaches;
- (l) attends all City of Edmonton tiering meetings; and
- (m) at the conclusion of the person's term as Hockey Commissioner turns over all Association records and resources to the incoming Hockey Commissioner.

The Commissioner should be notified of any infractions or incidents happening on or off the ice that involve ANY of the South East District Players, Teams, Parents or Officials.

31. Assistant Hockey Commissioner

- (a) assists the Hockey Commissioner as required; and
- (b) in the absence of the Hockey Commissioner, assumes the role of the Hockey Commissioner

32. Category Directors for Pee Wee 1, Bantam, Midget and Junior C

- (1) Each Category Director, in consultation with the SEERA Hockey Commissioner for their category:
 - (a) is responsible for ensuring that all coaches in their category fulfill their obligations;

- (b) coordinates and implements player evaluations;
- (c) coordinates team selection;
- (d) coordinates coach selection;
- (e) meets with the City Category Director;
- (f) prepares and submits proposed changes or amendments to the hockey program applicable to their category through the Hockey Directors Council;
- (g) is responsible for monthly reports to the Board;
- (h) is responsible for enforcing all discipline and suspensions;
- (i) ensures that each coach/manager has an up-to-date Rule Book, Policy & Procedure Manual and any other Association direction or documentation;
- (j) ensures team budgets are submitted in compliance with fund raising guidelines;
- (k) assists in pre-season meetings;
- (l) Ensures all teams have affiliate lists and the hard cards are correct.

33. Equipment Director

- (1) The Equipment Director:
 - (a) is responsible for the purchase and maintenance of all equipment;
 - (b) is responsible for documentation relating to team allocation;
 - (c) prepares budget requirements for equipment to be submitted prior to budget meetings;
 - (d) maintains reasonable hours for equipment room access;
 - (e) reports to the Board on needs or changes to equipment budget;
 - (f) obtains the best prices possible for equipment with preference given to South East businesses if their prices are competitive;
 - (g) submits a list of equipment required to the Board;
 - (h) meets with the Hockey Commissioners to ascertain equipment requirements;

- (i) arranges for handling, storage, repairing, cleaning and inventory of equipment;
- (j) ensures that all equipment is returned to stock by April 30th of each year;
- (k) is responsible for the co-ordination and oversight of the Association's apparel and branding;
- (l) facilitates access of teams to Association apparel;
- (m) ensures selected apparel suppliers are providing competitive pricing, product quality and delivery periods;
- (n) at the conclusion of the person's term as Equipment Director turns over all Association records and recourse to the incoming Equipment Director..

34. Ice Allocator/Referee Assignor

- (1) The Ice Allocator:
 - (a) is responsible for obtaining all indoor ice for the Association;
 - (b) schedules practice ice as received from the City of Edmonton and Edmonton Minor Hockey Association;
 - (c) ensures that ice is allocated on a pro-rata basis to the Operating Area in accordance with team numbers;
 - (d) attempts to provide ice allocation to Category Directors within 72 hours of receiving same;
 - (e) reports to the Board concerning any problems;
 - (f) allocates extra ice, for special events such as the Christmas and Spring tournaments, extra practice ice, etc.;
 - (g) participates actively on the Budget Committee;
 - (h) coordinates ice times to provide appropriate times relative to age and category;
 - (i) follows up on use of ice by teams and ensures full utilization;

- (j) ensures accuracy of invoices for ice utilization by the Association and passes on approved invoices to Treasurer for payment;
- (k) attends EMHA Ice Allocator meetings;
- (l) attends City of Edmonton Community Services Arena Strategy meetings;
- (m) responsible for allocating officials to all South East District Hockey assignments including regular season, exhibition, tournament, playoff and Minor Hockey Week games;
- (n) works closely and direction from the Referee and Chief;
- (o) at the conclusion of the person's term as Ice Allocator will turn over all Association records and resources to the incoming Ice Allocator.

35. Referee In Chief

(1) Referee and Chief:

- (a) Responsible for allocating officials to all South East Zone Hockey Assignments including regular season, exhibition, tournament, playoff and Minor Hockey Week games;
- (b) maintains a zone referee roster and contact list;
- (c) promotes referee skill improvement through cooperation and programs provided by the Alberta Referee's Association;
- (d) liaise with EMHA officials and Alberta Referee Association representatives on an ongoing basis;
- (e) organize the South East District Referee Clinic at the appropriate time of year;
- (f) at the conclusion of the person's term as Referee and Chief will turn over all Association records and resources to the incoming Referee and Chief.

36. Gaming Director

- (1) The Gaming Director:
 - (a) coordinates all casino's and bingo activities approved by the Board and obtains Licensing numbers for said function;
 - (b) in conjunction with the Treasurer, files for necessary government licensing;
 - (c) reports to the Board on every Association fundraising activity held and submits a budget for approval;
 - (d) arranges for volunteer workers and ensures there are sufficient workers for bingos and casinos;
 - (e) oversees applications for government grants;
 - (f) submits photocopies of all required government reports to the Treasurer upon completion of any fundraising activity;
 - (g) attends bingos and casinos to supervise volunteers;
 - (h) Pays bingo and casino operating expenses as required;
 - (i) Represents SEERA at Bingo Association meetings;
 - (j) Has signing authority on Casino and Bingo bank accounts;
 - (k) at the conclusion of the person's term as Gaming Director turns over all Association records and resources to the incoming Gaming Director.

37. Professional Development Director

- (1) The Personnel Development Director:
 - (a) arranges for and supervises the training for all coaches or assistant coaches and trainers in order that technical knowledge is conveyed at the necessary level of instruction to ensure compliance with EMHA and Hockey Alberta standards;
 - (b) reports to the Hockey Commissioners;

- (c) provides information to Board members regarding training available to them;
- (d) at the conclusion of the person's term as Personnel Development Director turns over all Association records and resources to the incoming Director.

38. Communication Director

- (1) The Communication Director:
 - (a) is responsible for the day to day maintenance of the Association's website;
 - (b) co-ordinates and oversees the web host of the Association's website to ensure proper operation of the website;
 - (c) ensures web hosting fees are appropriate;
 - (d) is responsible to maintain website security;
 - (e) is responsible for maintaining the ownership and control of www.seerahockey.ca web address IPs as well as any other IP addresses owned and controlled by the Association from time to time;
 - (f) reports to the Board on website updates or changes;
 - (g) provides and co-ordinates training and access information for the SEERA teams;
 - (h) monitors the Association's websites for inappropriate information postings;
 - (i) at the conclusion of the person's term as Communication Director turns over all Association records and resources to the incoming Director.

GENERAL

39. Committees

- (1) The Board may establish Committees of the Association as required by these Bylaws and as it deems necessary.

- (2) Subject to subsection (3), the Board may establish the:
 - (a) composition of Committees;
 - (b) terms of reference for Committees; and
 - (c) terms of office for members of Committees.

- (3) All members of Committees must be Members of the Association.

40. Budget

- (1) At the beginning of each fiscal year, a projected budget must be developed for that fiscal year and must include the membership fee for that membership year.

- (2) The following individuals must participate in the budget procedure
 - (a) President;
 - (b) Vice-President;
 - (c) Treasurer;
 - (d) Hockey Commissioner;
 - (e) Gaming Director
 - (f) Ice Allocator;
 - (g) Equipment Director; and

- (h) any other member of the Board requested to be involved in the budgeting process.
- (3) The projected budget must be prepared on or before May 31 of each year.
- (4) The projected budget is to be reviewed at the June Board meeting and must be approved in its original or an amended form.

41. Remuneration and Expenses

- (1) Members of the Board are not entitled to receive any remuneration or compensation for their services unless authorized by the board.
- (2) Subject to subsection (3), Members are entitled to be reimbursed for reasonable expenses incurred while engaged in business approved by the Board
- (3) Approval by the President and Treasurer of expenses under subsection (2) must be obtained by the Member prior to incurring the expense and the President and Treasurer must countersign the expense claim prior to reimbursing the Member.

42. Indemnity

- (1) The Association must indemnify any of the following in respect of any legal action taken against any of the following for anything done or omitted to be done in the course of their duties while acting in good faith under these Bylaws:
 - (a) members of the Board;
 - (b) employees of the Association;
 - (c) agents of the Association;
 - (d) members of committees appointed under these Bylaws; and

- (e) any person who acts on the instructions of any of individual or committee referred to in subclause (a) through (c).

43. Seal

- (1) The Seal of the South East Edmonton Recreation Association shall be in the custody of the Secretary or other SEERA Executive member, and the Seal shall only be used at such times and under such circumstances as directed by the SEERA Executive..

44. Fiscal and Membership Year

- (1) The fiscal year commences June 1 and ends the following May 31.
- (2) The membership year commences June 1 and ends the following May 31.

45. Auditing

- (1) The books and records of the Treasurer shall be audited once each year, normally after the fiscal year end, by a duly qualified accountant or by two (2) SEERA members appointed for that purpose by the SEERA Executive. The Executive will set a date by which the annual audit shall be completed and the findings submitted to the SEERA Board.
- (2) The Auditor must, every year,
 - (a) examine all accounts, books, and securities of the Association; and
 - (b) prepare, audit and sign a financial statement setting out the Association's income, disbursements, assets and liabilities.

46. Policies and Procedures Manual

(1) The Policies and Procedures Manual of the Association may be rescinded, altered or amended by a 60% majority vote of the Board, which shall be binding on all Members.

(2) Any changes to the Policies and Procedures Manual must be reported at the following Annual General Meeting.

(3) In the case of a conflict between these Bylaws and the Policies and Procedure Manual, the provisions of these Bylaws prevail.

47. Financial Records

(1) The Treasurer is responsible for the maintenance of the financial records and bank accounts.

(2) The Treasurer must submit a complete financial statement for the previous fiscal year to the Annual General Meeting.

48. Inspection of Books and Records

(1) The books and records of the Association may be reviewed by any Member at the Annual General Meeting or at any time upon giving reasonable notice and arranging a time satisfactory to the member of the Board having charge of same.

(2) Each member of the Board shall have access to the books and records of the Association at all times.

49. Borrowing Powers

(1) For the purposes of carrying out its objects, the Association may borrow, raise, or secure the payment of money in such a manner as it deems appropriate.

(2) The Association may issue Debentures or General Security Agreements only under the sanction of a Special Resolution passed at an Annual or Other General meeting.

50. Official Forms and Documents

(1) The Board may by resolution, prescribe the forms of any document that may be required for the purposes of these Bylaws or as the Board deems necessary.

51. Signing Authority

(1) Money may be withdrawn from the Association's account by cheque signed by two people with signing authority.

(2) For the purposes of this section, the following people have signing authority:

- (a) President (all accounts);
- (b) Vice-President (all accounts);
- (c) Treasurer (all accounts);
- (d) Secretary (general account);
- (e) Gaming Director (bingo and casino accounts only); and
- (f) any other person appointed by a resolution of the Board.

52. Spending

(1) No officer or any other SEERA member shall spend in excess of two hundred (\$200) dollars, or incur any indebtedness on behalf of SEERA without the express prior authority from the SEERA Executive.

- (2) President has the authority to spend up to five hundred (\$500) dollars on behalf of SEERA and must be reported to the board at the next meeting. He/She can not incur any indebtedness on behalf of SEERA without the express prior authority from the SEERA Executive.

53. Delegation

- (1) The Board may delegate any power or duty to a person or Committee.
- (2) Where the Board has delegated a power or duty to a person or Committee, that person or Committee may not delegate that power or duty to any other person or Committee unless expressly authorized to do so by the Board.

54. Notices

- (1) Unless otherwise required in these Bylaws or legislation, any notice or document that may be given or required to be given may be given by:
 - (a) mail;
 - (b) electronic mail;
 - (c) fax; or
 - (d) publishing an ad in a local newspaper for one week.
 - (e) displayed on the SEERA website
- (2) If notice or a document is provided by mail, the notice or document is deemed to be received seven days after it was placed in the mail.
- (3) If a notice or document is provided by fax, the notice or document is deemed to be received seven days after it was transmitted.

(4) Subject to subsection (5), if a notice or document is provided by electronic mail, the notice or document is deemed to be received seven days after it was sent.

(5) In the case of notice provided to members of the Board, if a notice is provided by electronic mail, the notice is deemed to be received 48 hours after it was sent.

(6) If a notice or document is given by publishing in a local newspaper for one week, the notice or document is deemed to be received seven days after it was last published.

(8) If one or more Members does not receive notice of an Annual or other General Meeting, the meeting may proceed as if that Member or those Members did receive notice.

(9) If one or more members of the Board does not receive notice of any meeting, that meeting may proceed as if the member of the Board did receive notice, provided a quorum of the Board is present.

(10) In the case of provision of any notice or document to the Association, if the time for delivery expires on a weekend, holiday, the notice must be provided on the last business day prior to the expiry of the time for providing notice.

55. Winding-up, Dissolution, or Liquidation

(1) Upon winding up, dissolution, or liquidation of the Association, if assets (including gaming proceeds) are remaining after the paying of debts and liabilities, these assets shall be transferred to Edmonton Minor Hockey Association also known as Hockey Edmonton.

- (2) The Board at the commencement of the winding up, dissolution, or liquidation shall be responsible for the selection of the recipient or recipients, subject to the approval of the Alberta Gaming and Liquor Commission, of such assets of the Association.

These Bylaws cannot supercede EMHA, Hockey Alberta or Hockey Alberta Bylaws.