ST. CHARLES HOCKEY CLUB

BY LAWS

May 1, 2016

1. PREAMble
   1. St. Charles Hockey Club (“SCHC”) is a society duly registered pursuant to the Societies Act (Alberta).
   2. This document is the Bylaw of SCHC.
   3. SCHC may prescribe policies and procedures consistent with this Bylaw relating to the management and operation of SCHC, and all policies and procedures shall be available to all Members to review.
   4. Where the Bylaw is silent, reference shall be made to the Societies Act, or other governing legislation.
   5. The provisions of this Bylaw are independent and severable. Should any part of the Bylaw be deemed invalid, the remainder of the Bylaw shall continue in full force and effect.
   6. Notwithstanding the above, the rules and regulations of KC, EMHA, Hockey Alberta, Hockey Canada and the Societies Act shall take precedence over this Bylaw.
2. Definitions
   1. “SCHC” means St. Charles Hockey Club.
   2. “KC” means Knights of Columbus Hockey.
   3. “EMHA” means Edmonton Minor Hockey Association.
   4. “Societies Act” means *Societies Act*, RSA 2000 c S-14.
   5. “Bank Act” means *Bank Act* SC 1991 c 46.
   6. “Member” refers to any of the three categories of memberships, being Active Member, General Member or Honorary Member.
3. Membership
   1. The classes of membership, eligibility and privileges shall include Active Membership, General Membership and Honorary Membership.
      1. Active Membership: All amateur minor hockey players who have registered with SCHC. These members have no vote, but are represented by General Members.
      2. General Membership: Parent(s) and/or legal guardian(s) of legally underage Active Members who have paid the registration and other fees as set forth by SCHC.
      3. Honorary Membership: Any person over the age of eighteen (18) years may be granted an honorary membership in SCHC by a two thirds (2/3) majority vote of the SCHC Executive.
   2. All Members shall uphold, observe and conform to the rules of KC, EMHA, Hockey Alberta, Hockey Canada, the Societies Act and the By-Law and policies and procedures of SCHC.
   3. Active Members of SCHC shall be registered with KC and EMHA by SCHC.
   4. General Members shall pay such registration and other fees for Active Members as are set forth by SCHC at the beginning of each hockey season, within the time limits set forth by SCHC, or have payment options agreed to by SCHC.
   5. Members in arrears or without payment options agreed to by SCHC after the first game of the current hockey season will not be permitted to take part in any hockey programs run by SCHC. Members will be refused admittance at ice level.
   6. Members in arrears at the close of that current hockey season shall be denied access to the following season's hockey program until all arrears have been paid in full.
   7. General Members in arrears shall not run for election to the SCHC Executive, nor will they be able to serve as assistants in any capacity.
   8. SCHC shall endeavor to arrange affordable, mutually agreeable payment options for those Members in arrears or suffering from financial hardship.
   9. Any Member wishing to withdraw their membership may do so upon written notice to SCHC. In such cases, SCHC is under no obligation to refund membership fees. The effective date of the withdrawal shall be the date on which SCHC receives the notice of withdrawal.
   10. SCHC may terminate membership of any Member for significant breach of the rules of KC, EMHA, Hockey Alberta, Hockey Canada or the Bylaw or policies and procedures of SCHC. SCHC shall give a written explanation for the termination of the membership to the Member.
   11. SCHC has the right to expel any Member who has their membership terminated from any and all facilities where SCHC operates, including but not restricted to the facilities where meetings, games and practices are taking place for the benefit of SCHC.
   12. Any Member who in respect of any dispute or issue with SCHC seeks recourse to any other sport governing body, commission or the Courts of any jurisdiction prior to exhausting all of the Members’ rights and remedies through SCHC, and thereafter all of the Members’ rights and remedies through EMHA, Hockey Alberta and Hockey Canada, shall be deemed to be in violation of SCHC’s Bylaw and policies and procedures, and shall be immediately suspended as a Member of SCHC as advised in writing until further notice in writing.
   13. A Member terminated pursuant to Article 3.10 shall, as a pre-condition of consideration for reinstatement of membership in SCHC, reimburse SCHC for all expenses actually incurred by SCHC and/or the SCHC Executive, and/or any other organization in which SCHC is a member to deal with such suspension.
4. Article 4 - Rights of Membership
   1. General and/or Honorary Members in good standing shall be provided with notice of the SCHC Annual General Meeting in accordance with the Societies Act.
   2. General and/or Honorary Members in good standing shall be entitled to attend the SCHC Annual General Meeting and vote on each matter for which a vote is required to be taken, to a maximum of one vote per family.
   3. General and/or Honorary Members in good standing shall be entitled to inspect the financial records of SCHC at a mutually agreed upon time, place and date.
   4. General and/or Honorary Members in good standing shall be entitled to copies of any records of SCHC, which may be redacted to exclude personal information in accordance with SCHC policies and procedures.
   5. General and/or Honorary Members in good standing shall be entitled to request attendance at a SCHC Executive Meeting to discuss any issue by providing notice to any of the SCHC Executive, who in turn must provide notice to the SCHC President. Such matters will be dealt with immediately after the meeting has been called to order. Members are permitted to remain at the meeting, however at the discretion of the President the member will be asked to leave prior to confidential information being discussed
5. The Executive
   1. SCHC’s Executive shall collectively include the President, Vice President, Registrar, Treasurer, Secretary, Fundraising Coordinator, Ice Allocator, Equipment Manager, Bingo Coordinator, Hockey Operations Director, Initiation Director, Novice Director, Atom Director, PeeWee Director and Communications & Website Director.
   2. The SCHC Executive by majority vote (50%+1) may add additional directors to a maximum number of seventeen (17).
   3. Each SCHC Executive member shall have one vote.
   4. Assistants added to the SCHC Executive shall not be eligible to vote at SCHC Executive meetings.
   5. The SCHC Executive shall have the power to fill by a majority vote (50%+1) any vacancy which may occur between Annual General Meetings or as a result of an Annual General Meeting being unable to fill a full slate.
   6. The SCHC Executive must be General and/or Honorary Members in good standing with the SCHC, over eighteen (18) years of age and have an approved police check.
   7. All of the SCHC Executive, with the exception of the President, Vice President and Treasurer, shall be elected at the SCHC Annual General Meeting, and shall hold office for one (1) year from the date of the SCHC Annual General Meeting until the date of the SCHC Annual General Meeting in the following year.
   8. The SCHC President and Treasurer shall be elected once every two (2) years on odd years at a meeting of the SCHC Executive prior to the SCHC Annual General Meeting.
   9. The SCHC Vice President shall be elected once every two (2) years on even years at a meeting of the SCHC Executive prior to the SCHC Annual General Meeting.
   10. Nominations for the SCHC Executive positions (excluding President, Vice President and Treasurer) shall be received from the floor at the SCHC Annual General Meeting or may be presented to the SCHC Executive before the date of the SCHC Annual General Meeting.
   11. Any SCHC Executive member may by special resolution be removed from the SCHC Executive for any cause which the SCHC Executive may deem reasonable in accordance with the Societies Act. The SCHC Executive shall elect a replacement for the person so removed, for the remainder of their term.
   12. SCHC shall hold Executive meetings as often as the business of SCHC shall require, but shall be held at least every two (2) months at such time, place and date as the SCHC Executive shall determine.
   13. A quorum of the SCHC Executive shall consist of seven (7) members of the Executive, including at minimum one of the following positions President, Vice President, or Treasurer.
   14. SCHC Executive members absent from three (3) consecutive Executive meetings, may be considered to have vacated their position and may be replaced by a member of SCHC upon a majority vote (51%+1) of the SCHC Executive.
6. Executive Responsibilities
   1. The SCHC Executive shall set forth and maintain a By-Law and policies and procedures to govern SCHC and ensure its smooth and effective operation throughout each hockey season.
7. Indemnity
   1. SCHC shall indemnify the SCHC Executive, their heirs, legal representatives and assigns from and against any and all claims, costs, charges, expenses and losses including payment of legal fees on a solicitor and client basis necessary to settle or defend an action or satisfy a Judgment reasonably incurred by such person as a result of them having been a SCHC Executive member in those cases where they were acting in their course and scope of their duties for SCHC.
8. ANNUAL GENERAL Meeting
   1. The Annual General Meeting of SCHC shall be held in accordance with the Societies Act, at such time, place and date as the SCHC Executive shall determine.
   2. Notice of the SCHC Annual General Meeting shall be deemed to be effectively given to Members through the placement of a notice on the SCHC website for a period of not less than twenty one (21) days prior to the meeting date of the Annual General Meeting. The notice shall include the time and place of the meeting, details of any proposed amendments to the By-Law of SCHC and a list of candidates nominated for election to Executive Positions.
   3. The following business shall be included in the agenda for the Annual General Meeting:
      1. Presentation and approval of minutes from the previous Annual General Meeting;
      2. Business arising from the minutes of the previous Annual General Meeting;
      3. Presentation of the financial statements of SCHC;
      4. Election of the SCHC Executive for which offices the terms of which have expired or for vacancies in offices as may have arisen since the previous Annual General Meeting.
   4. Members in good standing whom are present or provide written notice shall be recognized to run for a SCHC Executive position.
   5. Voting shall be done in person only and not by proxy or otherwise.
   6. Voting shall be done by a show of hands or by secret ballot.
   7. Any two (2) eligible persons running for the same Executive position may demand a vote by secret ballot.
   8. Unless otherwise stated, a simple majority shall elect a candidate or pass a motion.
   9. All nominations must be elected at minimum by a ratification vote if only one candidate is nominated for an Executive position.
9. special general meeting
   1. SCHC may call special general meetings on the instruction of any two (2) members of the SCHC Executive, provided they request the President to call such a meeting and state the business to be brought before the meeting.
   2. Special meetings shall only deal with the subject for which the meeting was called and no other issues shall be discussed.
   3. Special meetings shall be held at such time, place and date as the SCHC Executive shall determine.
   4. Within fifteen (15) days of receipt of the request, SCHC must give notice via email to each SCHC Executive member of the special general meeting to be held in accordance with the Societies Act.
   5. Notice of any meeting where special business will be transacted shall contain the agenda of such meeting along with sufficient information to permit the SCHC Executive to form a reasoned judgment on the matters to be considered.
   6. Minutes of the special general meetings shall be recorded and presented at the next general meeting of the SCHC Executive, upon approval of which shall be placed in the formal records of SCHC.
   7. A quorum for the transaction of business of any SCHC special general meeting shall consist of seven (7) members of the SCHC Executive, including at minimum one of the following positions President,Vice President,orTreasurer.
   8. Except as specifically provided herein, the procedure at all meetings of SCHC shall be determined by the most current published edition of *Robert’s* Rules of Order.
10. financial
    1. All funds of SCHC shall be deposited in a bank as defined in the *Bank Act* (Canada) authorized by the SCHC Executive, to specific accounts opened in the name of SCHC.
    2. The signing authority for all SCHC bank accounts, cheques, contracts, documents or any instruments in writing shall be any two (2) members of the SCHC Executive specifically authorized by the SCHC Executive.
    3. The SCHC Executive shall authorize signing authority to no more than six (6) SCHC Executive members, generally consisting of the President, Treasurer, Bingo Coordinator, Secretary, and two additional SCHC Executive members.
    4. All disbursements of SCHC funds shall be by cheque or other auditable account.
    5. The books, accounts and records of SCHC shall be audited on an annual basis by an accountant appointed by the SCHC Executive. The audited statement shall be made available to the Members at the SCHC Annual General Meeting.
    6. Each member of the SCHC Executive shall at all times have access to the books, accounts and records of SCHC.
    7. The fiscal year end of SCHC is April 30 in accordance with the Certificate of Incorporation of SCHC.
11. Remuneration
    1. No SCHC Executive member or any other Member of SCHC shall receive any remuneration for his or her services rendered unless authorized at a SCHC Executive or Annual General Meeting.