

# THORSBY MINOR HOCKEY ASSOCIATION BY-LAWS

## ARTICLE 1-THORSBY MINOR HOCKEY ASSOCIATION OBJECTIVES

- To provide an opportunity for every child in the service area, regardless of ability to participate in hockey so as to encourage and promote character, sportsmanship, personal development, leadership qualities and hockey skills through their participation in amateur hockey.
- To foster a general community spirit amongst its members, supporters and teams.
- To exercise a general care, supervision and direction over the playing interest of its teams and players.
- To raise funds as deemed necessary, for the operation of the TMHA.
- To recruit and train the necessary volunteers, coaches, officials and others required to operate the TMHA and its activities.
- To establish, maintain and interpret rules and regulations and decide all matters in dispute in relation thereto, in accordance with Hockey Alberta's Bylaws, Regulations and Game of Conduct manual.
- To promote, supervise and administer the operation of amateur hockey in the service area.

## ARTICLE 2-THORSBY MINOR HOCKEY ASSOCIATION BY-LAWS

### 1. MEMBERSHIP

Thorsby Minor Hockey Association membership (TMHA) shall consist of:

- Parents and guardians of minor children registered into the Minor Hockey program in Thorsby this year or in one season prior.
- Parents or guardians of any minor children registered into Minor Hockey program for the upcoming season.
- Executive members.
- Registered Team Officials.
- Other community member interested in actively participating in furthering the objectives of TMHA who have submitted an application approved by the Executive and have paid an annual membership of \$200.00.

Every Member of TMHA shall unconditionally commit to obey and abide by the By-laws and Rules and Regulations of TMHA and Hockey Alberta and any amendments there to; the Executive shall be the sole and final interpreter of the Bylaws, Regulations and Rules, and the application of the same, subject only to the rights of appeal as provided for by the by-laws of Hockey Alberta.

At the discretion of the membership a vote may be carried out by email to the entire membership.

#### i. RESIGNATION

Any member may resign from membership in the TMHA by calling or emailing or writing a letter to the president of the association. Upon resignation becoming effective, such member shall forfeit rights and privileges in the TMHA.

#### ii. EXPULSION

A member may be expelled from membership in the TMHA by a resolution passed by two thirds of the Members in a meeting of Member scaled for that purpose. No member shall be expelled without having first been given an opportunity to be heard by the Members called for the aforesaid meeting. The Executive, by a vote of two thirds may expel or suspend a member who has failed to pay the TMHA registration fee.

#### iii. VOTING

At any General Meeting or Special Meeting, all motions and questions shall be decided by a simple majority of votes by a show of hands, unless prior to the vote a secret ballot is demanded by at least two members personally present. The only exception shall be any motion or issue that must be handled by "Special Resolution" which will be handled in accordance with the terms set out by the Societies Act.

A declaration by the President that a resolution has been carried or carried by a majority or lost, shall be conclusive evidence thereof without proof of the number or proportion of the votes recorded in favor or against any such resolution.

iv. DECIDING VOTES

At any General or Special Meeting of the membership, each eligible member in attendance is entitled to one vote to a maximum of one vote per per family per issue, regardless of the number of positions they may occupy on the Executive.

There shall be proxy votes.

Members shall not be entitled to vote if they have a conflict of interest, or are not a member in good standing.

In case of any dispute as to the admission or rejection of any vote, the Chairman shall determine the same and such determination made in good faith shall be final and conclusive.

## 2. MEETINGS

Thorsby Minor Hockey Association shall hold a minimum of two general meetings per year, including:

- Spring General Meeting – which must be held in the spring with notification to, the membership being no less than 21 days, which will also include notice of deadline.
- Fall General Meeting – which must be held in the fall with notification to the membership being no less than 7 days.

Other General or Special Meeting of the Members shall be convened by the President as determined by the majority vote of the Executive. In addition the Executive, upon receipt of a written request for a Special Meeting signed by fifteen members in good standing, shall instruct the President to convene a Special Meeting with in sixty days of the receipt. Notification to the membership for Special meetings is no less than 7 days.

Meetings will be held at a place and time to, be determined by the Executive. Notification shall be provided by way of an advertisement on the community board and/or local paper, and/or by email to, the membership.

Quorum at all General and Special Meetings will consist of 15 members present in person.

### 3. EXECUTIVE

#### i. DUTIES OF EXECUTIVE

##### PRESIDENT

- In general terms, supervises all business and affairs of the Association on behalf of and under the direction of the Executive.
- Acts as authorized signing officer for TMHA for any contracts or other documents which the Executive has authorized to be executed.
- Sets the agenda for and acts as Chairperson for Executive Meetings, General Meetings and Special Meetings.
- Attends and appoints a designate to attend Hockey Alberta meetings.
- Signs or appoints a designate (where applicable) to sign all Player Releases, Player Verification forms and TMHA Affiliation forms.
- Presides over Player Affiliation process.

##### VICE PRESIDENT

- Sets the agenda for and acts as Chairperson for Executive Meetings, General Meetings and Special Meetings in the event of absence or disability of the President.
- Participates in the player affiliation process.
- Responsible for tracking and verifying coaches' credentials for all coaches registered with TMHA.

##### SECRETARY

- In general, performs all duties incident to the Office of Secretary.
- At the discretion of the President, prepares and distributes the agenda for all meetings.
- Records or directs others to record the minutes of all Executive, General and Special Meetings and distributes the minutes to the Executive or Members, as applicable.
- Contacts Executive to advise of upcoming meetings.
- Maintains By-laws.
- Responsible for the security and safe keeping of TMHA records.
- Ensure that all notices are duly given in accordance with the provisions of the By-Laws or as required by law.
- Responsible for receiving and managing nominations for Executive positions, as outlined in By-Laws section 3. Election of the Executive.
- Any other duties assigned by the President or by the Executive.

## TREASURER

- Reports directly to the Vice President.
- Acts as authorized signatory for all TMHA bank accounts.
- In general, has charge and custody of and is responsible for all funds and securities of TMHA; shall receive and give receipts for monies due and payable to TMHA from any source whatsoever and deposit all such monies in the name of TMHA in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of the By-Laws and in general shall perform all duties incident to the Office of Treasurer.
- Maintains the financial books and records for TMHA.
- Receives and deposits all registration and similar fees from the Registrar on a time timely basis. At year end, prepares a reconciliation of the Registrar's database to the fees deposited.
- Ensures payment of expenditures on a timely basis.
- Presents a report to the Executive on a quarterly basis of the operating results of TMHA.
- Prepares, the budget and presents the budget to the Executive for approval.
- Monitors revenue and expenditures throughout the year and when necessary, makes recommendations on revisions to the budget for approval by the Executive.
- After the fiscal year end, prepares the books and records for audit and is TMHA's liaison with the auditors throughout the duration of the audit.
- Presents the audited financial statements to the Executive for approval.
- After the fiscal year end, prepares the books and records for audit.
- Any other duties assigned by the President or by the Executive.

## REGISTRAR

- Reports directly to the Vice President.
- Maintains the books and records of TMHA relating to registration of players and members pursuant to TMHA and Hockey Alberta's By-Laws and regulations, and the Society's Act.
- Ensures that the proper registration procedures are followed for all players registered to play TMHA pursuant to the By-Laws and Regulations of TMHA and Hockey Alberta.
- Reviews all TMHA player registrations by land location to validate player residency and eligibility.
- Responsible for attaining and maintaining file copies of any documentation required for proper registration including, but not limited to: Player Verification Forms and Player Release Forms, pursuant to the By-Laws and Regulations of TMHA and Hockey Alberta.

- Any other duties as assigned by the President or by the Executive.

#### EQUIPMENT MANAGER

- Determines the equipment and supply requirements for the season and advises the Treasurer of the budget required.
- Presents a proposal outlining required equipment to the executive for approval.
- Maintains an inventory of all TMHA owned equipment.
- Assigns all equipment to TMHA teams in accordance with the regulations.
- Ensures that all equipment is returned to TMHA at the end of the season.
- Disposes of old, worn or unnecessary equipment in an organized manner.
- Any other duties as assigned by the President or the Executive.

#### FUNDRAISING COORDINATOR

- In general, supports TMHA in its efforts to provide an economical hockey program that will benefit all players.
- Coordinates or directs any fundraising event undertaken by TMHA.
- Responsible for managing any issues pertaining to the Alberta Gaming and Liquor Commission and maintenance of TMHA's licensing eligibility.
- Any other duties as assigned by the President or by the Executive.

#### LEAGUE REP

- Represent TMHA at league meetings in which TMHA has teams placed or finds a replacement rep from the executive or a member in good standing.
- Position TMHA hockey teams in an appropriate league and division with direction from the Executive.
- Provide the leagues with TMHA team's ice schedule.
- Ensure all league fees are paid.
- Supply leagues with governors when requested.
- Ensure league player suspensions are communicated to the coaches of the suspended players team and suspensions are carried out.
- Notify the TMHA President of any suspensions.
- Supply teams with the league game sheets and explain how the league wants the game sheets turned in (email, fax or online).
- Support coaches or managers to ensure the game sheets are sent to the league in the specified time frame.

#### ZONE REP

- Represent TMHA at Zone meetings in which TMHA has teams placed or find a replacement rep for the Executive or member of good standing.
- Communicate back to teams and executive with information they may need to be aware of from the Zone meetings.

#### REFEREE COORDINATOR

- Be in contact with each TMHA team to organize Referee's for each of their games.
- Co-ordinate Referee Clinic for TMHA.
- Attend all RIC meetings held by the appropriate committee of the Referee Council of Hockey Alberta (if TMHA has a Referee in Chief in any given year, the Referee Coordinator will still attend this meeting as well) or find a replacement from the Executive or a member in good standing.
- Communicate with and schedule Referees for all TMHA games.
- Track all Referee costs and supply monthly totals for payment to the Treasurer.
- Be continuously available to deal with incidental scheduling issues related to Officials.

#### VILLAGE LIAISON/ICE COORDINATOR

- Primary contact for dealing with the Village of Thorsby and Recreation Representative relating to TMHA issues.
- Responsible for TMHA ice coordination - contact for team managers and coaches for cancelling and/or rebooking ice times.
- Conduct monthly review and reconciliation of ice time invoice from the Village, prior to payment by the Treasurer.

### 3. ELECTION OF EXECUTIVE

#### i. General

The Executive shall be elected by the members of the TMHA at the Spring General meeting of the membership. Members eligible for nomination must be a member in good standing and meet the criteria as outlined in Bylaw 3-v. Qualification of the

Executive. Executive positions do not have a maximum term in office, however all positions are open for nomination prior to the annual Spring General Meeting.

## ii. Procedure of Nomination

- Nominations may still be made from the floor at the spring General Meeting

For any position that only has one nominee after opportunity is given for further nominations at the meeting, that nominee shall be considered elected by acclamation.

For any position that has more than one nomination, an election by secret ballot will be held by all members attending. Two scrutinizers who are not nominees for the positions shall be appointed by the President, for the purpose of ascertaining and declaring the results of the election of the Executive. In the event of a tie the President shall prescribe a procedure to break the tie.

If, at the conclusion of, the Spring General Meeting an Executive position is vacant, this position may be filled by nomination and election at any subsequent Special or General meeting held prior to September or at the Fall General Meeting.

If an Executive position becomes or remains vacant after the Fall General Meeting, the Executive may by majority decision if they deem necessary, appoint an eligible member to fill the position.

## iii. Removal of Executive

The Executive may remove any position and declare that position in office vacant if the individual:

1. Fails to attend 3 consecutive regular meetings of the Executive which they have been duly notified, unless the individual's absence has been explained to the satisfaction of the Executive.
2. Has been established to the satisfaction of the Executive to be guilty of disloyalty to the Association.
3. The members of the Association may, by majority vote at a Special or ~~Annual~~ General Meeting, remove any Executive from office.



#### iv. Duty and Care of the Executive

The Executive of the Association in exercising their powers and discharging their duties shall:

1. Exercise care, diligence and skill that a reasonable prudent person would exercise.
2. Act honestly, and in good faith with a view of the best interest of the Association and its members as a whole.

#### v. Qualification of Executive

No person shall be an executive member if they are under 18 years of age or an individual who is a dependent adult as defined in the Dependent Adults Act or has the status of undischarged bankrupt.

#### vi. Remuneration

Unless authorized at any meeting and after notice of same have been given, no officer or member of the association shall receive any remuneration for his/her services.

#### vii. Business of the Executive

All cheques, notes, bills of exchange or other financial documents shall be signed on behalf of the Association by the Treasurer and counter-signed by one other person or persons appointed by the Election.

Any expenditure over \$10,000; with the exception of regular scheduled expenditures voted on and approved by the membership at any General or Special Meeting or by email. Subject to, the Regulations and Articles of the Societies Act, the business of the Association shall be directed and supervised by the Executive.

Notice of time and place of meetings of the Executive shall be given to each person holding a position not less than 5 days before the meeting via email or phone call. The quorum for the transaction of business at any meeting of the Executive shall consist of a majority of the individuals holding a position. Each Executive Member shall be entitled to one vote in Executives Meetings, and decisions shall be made by a simple majority, unless otherwise specified herein.

viii. Minimum and Maximum Number of Executive Positions

The Society will be a minimum of 5 Executive Positions, with a maximum number of 15 Executive Positions.

4. FINANCIAL AFFAIRS

The Executive shall appoint a qualified Bookkeeping advisor to independently complete a financial audit annually at the end of each fiscal year. The Executive shall submit financial statements at each and every General Meeting.

i. Borrowing Power

For the purpose of carrying out its objects, the Association may borrow, raise or secure the payment of money in such manner as it thinks fit. The TMHA may issue Debentures or General Security Agreements only under the sanction of a special resolution passed at a general meeting of the Membership.

5. MINUTES, BOOKS AND RECORD

It is the duty of the Secretary to take and keep the minutes at a society meeting. The Treasurer will keep all financial books. The books and records of TMHA may be inspected by any in good standing upon giving two weeks notice and arranging a time satisfactory to the Executive having care of applicable books and/or records.

6. BY-LAWS

The By-laws may be rescinded, altered or added to by a "Special Resolution" as defined by the Societies Act.

7. ALLOCATION OF REVENUES

Disposition of surplus earnings remaining in the hands of TMHA at the end of the fiscal year shall be dealt with by setting aside such reserves as the Executive deems necessary and by allocating such reserves as the Executive deems necessary.

8. DIRECTORS

It is not the intention of TMHA to have director positions.

9. SOCIETY SEAL

TMHA is not adopting a society seal.

10. DISSOLUTION

In the event, that TMHA dissolves, all gaming proceeds will be dispersed to eligible charitable groups running local minor sports.

Dated this \_\_\_\_\_ Day of \_\_\_\_\_, 2015

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