
Valleyview Minor Hockey Association

CONSTITUTION & BYLAWS



Adopted March 10th, 2010

Latest Version: April 17th, 2017

Valleyview Minor Hockey Association

Directory

1.0	Structure	
1.1	Association Name	Pg. 4
1.2	Definitions	Pg. 4
1.3	Purpose	Pg. 4
1.4	Affiliation	Pg. 4
2.0	Membership	
2.1	Regular Membership	Pg. 5
2.2	Conditions of Membership	Pg. 5
2.3	Refusal	Pg. 5
2.4	Resignation	Pg. 5
2.5	Discipline/Expulsion	Pg. 6
3.0	Registration/Dues	
3.1	Registration	Pg. 6
3.2	Fees	Pg. 7
3.3	Commitments to Major Fundraising Activities	Pg. 7
4.0	Meetings to Members	
4.1	Annual Meetings	Pg. 7
4.2	Order of Business	Pg. 8
4.3	General Meetings	Pg. 8
4.4	Executive Meetings	Pg. 8
4.5	Voting	Pg. 8
4.6	Special Meetings	Pg. 9
4.7	Conflict of Interest	Pg. 9
4.8	Rules of Order	Pg. 9
5.0	Officers	
5.1	Qualifications	Pg. 10
5.2	Key Responsibilities	Pg. 10
5.3	Terms	Pg. 14
5.4	Elections	Pg. 14
5.5	Removal	Pg. 15
5.6	Resignation	Pg. 15
5.7	Vacancies	Pg. 15
5.8	Remuneration	Pg. 15
6.0	Indemnification	Pg. 15
7.0	Committees	
7.1	Executive Committee	Pg. 15
7.2	Coaches Evaluation Committee	Pg. 16
7.3	Appeals Committee	Pg. 16
7.4	Ways & Means Committee	Pg. 16
7.5	Investigation Committee	Pg. 16
7.6	Special Committee	Pg. 16
8.0	Complaints/Violations	
8.1	Reporting/Investigation/Documentation	Pg. 16
8.2	President's Authority	Pg. 17
8.3	Disciplinary Action/Suspensions	Pg. 17
8.4	Rights of Appeal	Pg. 18

8.5	Appeal Committee Authority	Pg. 18
8.6	Court Actions	Pg. 19
9.0	Bylaw Amendments	Pg. 19
10.0	Rules and Regulations	Pg. 19
11.0	Operation Guidelines	Pg. 19
12.0	General	
12.1	Fiscal Year	Pg. 20
12.2	Budgets	Pg. 20
12.3	Auditors	Pg. 20
12.4	Banking	Pg. 20
12.5	Annual Reports	Pg. 21
12.6	Investment/Borrowing Powers	Pg. 21
12.7	Records	Pg. 21
12.8	Dissolution	Pg. 21

Valleyview Minor Hockey Association Constitution & Bylaws

1.0 Structure

1.1 The Association

This organization shall be known as the “Valleyview Minor Hockey Association” hereinafter referred to as “VVMH” or “The Association”, with a mailing address of Box 1841, Valleyview, Alberta T0H 3N0.

The Valleyview Minor Hockey Association shall abide by the rules and guidelines as set down by Hockey Alberta and the Canadian Amateur Hockey Association (CAHA) and will remain a member of good standing (By-Law 4 of the Hockey Alberta By-Law and Regulations 2009/2010) or as amended.

The Association will play under the rules and guidelines of the CAHA and Hockey Alberta.

1.2 Definitions

“CAHA” shall mean the Canadian Amateur Hockey Association

“HC” shall mean Hockey Canada

“HA” shall mean Hockey Alberta

“RIC” shall mean Referee in Chief

“Member” shall mean any register play in Valleyview Minor Hockey past or present.

“AAHA” shall mean the Alberta Amateur Hockey Association

“Legal Guardian” shall be defined as a person who is granted guardianship of a player under the age of eighteen (18) years by the law courts of Alberta.

“Resolution” shall refer to any amendment, deletion, or addition to the Bylaws of the VVMHA; or any motion adopted by the membership and/or Executive Committee in order to carry out the day to the day activities within the confines of the Bylaws.

“Special Rules” shall describe those rules or motions adopted by the membership and/or Executive Committee further clarifies the required procedure, practice or conduct of the Association members within the VVMH Bylaws. These rules or motions shall reside in the “Operating Guidelines”. Refer to Bylaw 10.0.

“Operating Guidelines” shall be a collection of information and Special Rules used by the VMHA in order to carry out its day to day activities within the confines of these Bylaws. Refer to Bylaw 11.0.

1.3 Purpose

1.3.1 The objective of the VVMHA are:

1.3.1.1 To promote, govern, and improve organized minor hockey, and a encourage participation by all interested adults and young persons in the Town of Valleyview an immediate surrounding area.

1.3.1.2 To operate as an Association by the authority of the AAHA Bylaws and Rules and Regulations as well as in accordance with AAHA affiliation with the CAHA.

1.3.1.3 To foster among the members, supports, and teams of the VVMHA a general community spirit of sportsmanship and good citizenship.

1.3.1.4 To maintain and increase interest and fellowship in the game of hockey.

1.3.1.5 To have and exercise general care, supervision and direction over the playing interest of the teams and players within the VVMHAH, with emphasis on equal opportunity for all players regardless of ability.

1.4 Affiliation

1.4.1 The AAHA is the governing body for amateur hockey in the Province of Alberta in accordance with its affiliation with the CAHA. The VVMHA is a member of Alberta Hockey and therefore must abide by the Bylaws, Rules and Regulations of the AAHA. The VVMHA Bylaws shall not be and are not less restrictive than the Bylaws, Rules, and Regulations of

the AAHA. The VVMHA Bylaws shall be consulted first on any issue before pursuing an issue with the AAHA or CAHA.

2.0 Membership

2.1 Regular Membership

2.1.1 The membership of the VVMHA shall consist of:

2.1.1.1 All of the hockey clubs, team officials and players participating within the jurisdiction of the VVMHA;

2.1.1.2 The Executive Committee as defined by Bylaw 5.0;

2.1.1.3 Other officers appointed by the Executive Committee;

2.1.1.4 Parents or legal guardians of children registered to play within the VVMHA and for whom the prescribed fees have been paid;

2.1.1.5 Any person who contributes their services voluntarily to perform such duties as may be assigned by the VVMHA officers.

2.2 Conditions of Membership

2.2.1 Each prospective Member, as a condition precedent to membership in the VVMHA, shall agree that:

2.2.1.1 All Members recognize the VVMHA as the highest authority concerning amateur hockey in the Town of Valleyview and immediate surrounding area, subject only to the rights of appeal to the AAHA;

2.2.1.2 All Members shall unconditionally abide by the Bylaws and Special Rules of the VVMHA and any amendments thereto;

2.2.1.3 In order for the VVMHA to function efficiently, properly, and to the best advantage of all Members, teams, players, coaching staff, officials, as well as the sport and game of hockey, the Executive committee shall be the sole and final interpreter of the Bylaws, Special Rules and Operating guidelines of the VVMHA and the application of the same, subject only to the rights of appeal as described in Bylaw 8.0.

2.2.1.4 Parents/guardians will be encouraged to participate in the growth and development of the VVMHA. This will be accomplished through attending practices and games as spectators or coaches/assistants; learning about the general operations of the VVMHA; volunteering time to available Executive positions or general activities of the Association; promoting the VVMHA in a positive light at all times; assisting with team operations; taking part in fundraising projects; providing assistance as necessary with tournament operations; putting forth ideas to improve the VVMHA;

2.2.1.5 As a condition of membership, all team officials must submit to a yearly Criminal Record check. Any information obtained through the records check may be used to determine eligibility to participate in the VVMHA activities. Criminal records checks will be submitted to the president every year for safekeeping, verification, and protection of privacy, then returned.

2.3 Refusal

2.3.1 The Executive Committee of the VVMHA shall have the sole and absolute right to accept or refuse an application for membership in the Association.

2.4 Resignation

2.4.1 Any Member may resign from membership in the VVMHA by submitting his/her resignation in writing to the Executive Committee of the Association. Upon such resignation becoming effective, such Member shall forfeit his/her rights and privileges in the VVMHA.

2.4.2 Resignation of Executive Committee officers is addressed in Bylaw 5.6.

2.5 Discipline/Expulsion

- 2.5.1 A team's coach is responsible to the Executive for the behaviour of his or her players and associated team officials.
 - 2.5.1.1 A coach may bench his players for part or all of a game for an individual disciplinary reason;
 - 2.5.1.2 For a major discipline problem the coach may suspend a player from further participation until the incident is reviewed by the Executive. This must be reported to the Executive within 24 hours and the matter dealt with within a seven day period;
 - 2.5.1.3 The Executive may suspend a player, parent, coach, team, or official for a period up to the end of the current season, from any or all participation in activities sponsored by the Association;
 - 2.5.1.4 The Executive has the right to investigate and rule on any activities by which individuals may be considered to have brought the name of the Association into disrepute;
 - 2.5.1.5 Any suspected use of alcohol or illegal drugs by players immediately prior to, during or associated with the Association's activities shall be reported to the Executive;
 - 2.5.1.6 In cases where the player may play for more than one of the Association's teams, each coach shall impose any discipline sanctions requested by the other coach unless excused by the Executive;
 - 2.5.1.7 Player and parent have the right to appeal discipline problems to the Executive and the Executive decision is final;
 - 2.5.1.8 There shall be zero tolerance for any abuse either physical or verbal, by any member of the Valleyview Minor Hockey Association to any official, executive member, or coach. Any such abuse will result in disciplinary action to the offender of appropriate measures at the discretion of the Valleyview Minor Hockey Association. Appropriate appeal mechanisms will be set in place;
 - 2.5.1.9 Suspensions of Members is addressed in Bylaw 8.0.

3.0 Registration/Dues

3.1 Registration

- 3.1.1 Registration is open to all children interested in the sport of hockey whose age is between four and seventeen years as of December 31st of the year in which one is registering;
- 3.1.2 Registration shall be held prior to the upcoming hockey season not without notices published in the hockey arena as a minimum;
- 3.1.3 Registration forms for all minor hockey players shall be completed and signed by the child's parents or legal guardians. If registration is not completed, one does not become a member, and the minor hockey player shall not be allowed on the ice until the registration form is properly completed; all current dues and default charges are paid in full for the child or family; and the received by the registrar;
- 3.1.4 All coaching staff must apply to the Executive Committee prior to the start of the hockey season;
- 3.1.5 The VVMHA Registrar shall maintain a complete register of all its members and file all applications with the following information on each person as a minimum:
 - 3.1.5.1 The full name and residential (physical) address;
 - 3.1.5.2 The date on which the person is admitted as a member;
 - 3.1.5.3 The date on which any member ceases to be a member or is suspended;
 - 3.1.5.4 The Class of membership of the person i.e. Hockey player, coaching staff, Executive Committee member, or parent.
- 3.1.6 The registration of all VVMHA members shall be available for inspection by any member of the VVMHA in good standing at any of the General or Annual Meetings or upon making

arrangements with the Registrar or Secretary. Copies of this register shall not be given out for the purpose of any form of solicitation without the prior approval of the Executive Committee.

- 3.1.7 Late Registration may be accepted pending executive approval on the following conditions:
 - 3.1.7.1 A \$200.00 late penalty fee per family will apply;
 - 3.1.7.2 Team viability (refer to operating guideline tiered hockey development);
 - 3.1.7.3 Unforeseen circumstances e.g. injured or sickness;
 - 3.1.7.4 Registration fee plus late penalty fee must be paid in full prior to player(s) being permitted on the ice;
 - 3.1.7.5 Exceptions may be extended when a change in zone in which the player resides has occurred, a written medical certificate has been presented.

3.2 Fees

- 3.2.1 The Executive Committee shall have the sole responsibility in setting the annual registration fees and default charges based on expected budgetary costs, anticipated fundraising revenues, and the direction received from the membership at the Annual Meeting;
- 3.2.2 The rationale for the annual fee structure shall be reviewed with the VVMHA membership at the first General Meeting following registration. These fees shall cover as a minimum the costs such as ice rental, referee fees, insurance, equipment purchases, tournaments, referee and coaches clinics, and other operating expenses;
- 3.2.3 If a Member is not accepted, resigns, is expelled, or withdraws, a formal request in writing can be made to the Executive Committee to apply for a reimbursement for their fees which include the prorating of the concession fees. Upon review of the request, the Committee may or may not choose to issue a refund of any paid registration fees in whole or in part. The VVMHA Executive Committee may determine an equitable refund based on the circumstances and portioning the amount of the season completed. After rosters are submitted to Hockey Alberta, the fees for Hockey Alberta Insurance and Hockey Alberta Registration are non –refundable. No refunds of any fees shall be considered after December 31.

3.3 Commitment to Major Fundraising Activities

- 3.3.1 In an attempt to keep annual fees as low as possible, the VVMHA membership shall determine by means of a two-thirds majority vote of those present at the Annual Meeting which major fundraising activities (i.e. Casino) shall be compulsory for members in the upcoming season.

4.0 Meeting of Members

4.1 Annual Meetings

- 4.1.1 An Annual General Meeting shall be held each year between March 1st and April 30th pending any undue circumstances for the purpose of reviewing the past year's performance; presenting the Treasurer's and Auditor's reports; voting on resolutions to the Bylaws; and electing the Executive Committee officers for the next hockey season;
- 4.1.2 At least 30 days' notice of an Annual General Meeting shall be given to the membership via weekly advertisements in the local newspaper(s) and/or by posters at the arena with the date, time, place and any proposed resolutions to the Bylaws duly received by the Executive Committee as required by Bylaw 9.0;
- 4.1.3 For a quorum, a minimum of four Executive Committee officers and five adult members shall be present. These meetings are open to all of the membership;
- 4.1.4 Resolutions can be presented and adopted at an Annual Meeting;
- 4.1.5 Approval to renew the VVMHA Casino License with the Alberta Gaming Commission may be presented and adopted at an Annual Meeting.

4.2 Order of Business

- 4.2.1 The order of business for an Annual General Meeting shall be as follows:
 - 4.2.1.1 Call the meeting to order;
 - 4.2.1.2 Confirm a quorum exists to proceed;
 - 4.2.1.3 Read and adopt last year's Annual Meeting minutes;
 - 4.2.1.4 Conclude any business from the old minutes;
 - 4.2.1.5 President's Report;
 - 4.2.1.6 Treasurer's and Auditor's Reports;
 - 4.2.1.7 Reports of Committee;
 - 4.2.1.8 Notices of Motions;
 - 4.2.1.9 Election of Officers/Directors;
 - 4.2.1.10 Appointment of Auditors
 - 4.2.1.11 Casino License Renewal Motion;
 - 4.2.1.12 Change of Signing Authority Motion;
 - 4.2.1.13 Set Next Year's Registration Date;
 - 4.2.1.14 Set Due Date for Next Year's Fees and Last Chance Registration Deadline date;
 - 4.2.1.15 Set Due Date for Final Application for Fee Refunds;
 - 4.2.1.16 New Business;
 - 4.2.1.17 Adjournment.
- 4.3 Fall General Meetings
 - 4.3.1 The Fall General Meetings shall be at the call of the Executive Committee for the purpose of sharing information, seeking direction in conducting the day to day business, allowing a forum for the membership to ask questions, adopting resolutions and amending, adding, or deleting Bylaws. There shall be as many general meetings as deemed necessary by the Executive Committee but no less than one per season. There shall be a General Meeting each year after registration prior to the start of the regular hockey season;
 - 4.3.2 At least 14 days' notice of a General Meeting shall be given to the membership via weekly subscriptions in the website, local newspaper, and/or by posters at the arena with the date, time, place, and any proposed resolutions to the Bylaws;
 - 4.3.3 For a quorum, a minimum of four Executive Committee officers and five adult members shall be present. These meetings are open to all of the membership;
 - 4.3.4 An agenda shall be prepared by the Executive Committee with copies available at the meeting for the members.
- 4.4 Executive Meetings
 - 4.4.1 The President shall call Executive Meetings as required and set scheduled monthly meetings. The Secretary shall notify the Executive Committee officers of the time and place. An agenda shall be prepared by the President and the Secretary prior to the meeting;
 - 4.4.2 A quorum shall be four Executive Committee officers. A regular member may attend these meetings but may not participate in the discussions unless officially on the agenda. A regular member or an outside organization wishing to make a presentation at this meeting shall make arrangements with the Secretary ahead of time;
 - 4.4.3 During Executive Committee Meetings, only Executive Committee officers shall make motions and vote there upon.
- 4.5 Voting
 - 4.5.1 All members of the VVMHA present and in good standing during Annual General, General, or Special Meetings are eligible for one vote per family per decision, special resolution or election of each officer. Proxy votes shall not be allowed;
 - 4.5.2 At all Annual General, General, Executive Committee or Special Meetings of the VVMHA, all resolutions except for those covered in Bylaw 2.5 shall be decided by a majority of

- those votes cast by the members present and in good standing. The voting requirements for minor or major resolutions are covered in Bylaw 9.0;
- 4.5.3 Voting during elections is covered by Bylaws 5.4;
 - 4.5.4 All votes shall normally be conducted by a show of hands unless the President specifies a secret ballot. When a clear majority exists for or against during a show of hands, a declaration by the President that a resolution has been carried or not carried and an entry to that effect in the minutes of the VVMHA shall be sufficient evidence of the fact without proof of the number or proportion of the votes accorded in favour of or against such motion or election. In the event of secret ballot, the President shall direct the manner in which it shall be conducted with the final results of the ballot determining the outcome;
 - 4.5.5 Casting Vote: The President for all meetings of the VVMHA shall refrain from voting except in the case of an equality of votes or where one vote may determine the outcome of a special resolution or as specified in Bylaw 5.4.
- 4.6 Special Meetings
- 4.6.1 The “Core” Executive Committee may at its discretion call Special Meetings with certain parties to address issues specific to those parties which do not impact the general membership. “Core” consists of the President, Vice-President, Secretary, and Treasurer;
 - 4.6.2 A minimum quorum of three Executive Committee officers shall be appointed by the Executive committee to be present at this Special Meeting and to provide a status report back to the Executive Committee. The Executive Committee shall define the powers, the Chairperson, boundary conditions and reporting expectations for this meeting and the officers in attendance;
 - 4.6.3 At least one week’s notice of this Special Meeting shall be given to all parties impacted via telephone or written handouts and by posting a notice at the arena. The Chairperson shall be responsible for ensuring that the above notification has occurred and for preparing a meeting agenda;
 - 4.6.4 A quorum of 10 adult members or 50% of those impacted by the Special Meeting, whichever is least, must be present in order for the meeting to proceed. All decisions or motions adopted at this Special Meeting must then be ratified by the Executive Committee before being acted upon to ensure consistency with the VVMHA Bylaws and Special Rules;
 - 4.6.5 A Coaches and Manager Meeting will be held within the first month of each season, to familiarize coaching staff with operating guidelines, scheduling arrangements, team placement, registration, and any new information affecting the upcoming hockey season.
- 4.7 Conflict of Interest
- 4.7.1 Every officer who has, directly or indirectly, any personal interest in any contract, transaction, disciplinary action or complaint to which VVMHA is or is to be a party other than a motion limited solely to his/her remuneration, shall declare the nature and extent of such interest to the Executive Committee. This officer shall then be excused from further discussion and voting on the matter in question.
- 4.8 Rules of Order
- 4.8.1 All meetings of the VVMHA shall generally be conducted in accordance with the rules contained in “Robert’s Rules of Order”, to the extent they are applicable to, and not inconsistent with, the Bylaws or any specific rules of order as adopted by the VVMHA Executive Committee. A summarized version of these rules is maintained in the “Operating Guidelines”.

5.0 Officers

5.1 Qualifications

5.1.1 To be eligible for election as an officer of the VVMHA, the following qualifications are required:

- 5.1.1.1 A member of good standing for the current or the past hockey season;
- 5.1.1.2 An adult of the age of 18 years or older;
- 5.1.1.3 It is preferred that an individual seeking the President's position should have previously served as an Executive Committee officer for a period of one year;
- 5.1.1.4 All officers and directors will be unpaid positions.

5.2 Key Responsibilities

5.2.1 Without limiting the generality of the following, the key responsibilities of the Executive Committee officers shall be to:

5.2.1.1 President

- 5.2.1.1.1 Attend all Alberta Hockey and All Peace League meetings or designate a replacement;
- 5.2.1.1.2 Obtain all Criminal Record Checks from all team officials prior to the start of the season;
- 5.2.1.1.3 Ensure that VVMHA's Constitution and Bylaws are followed;
- 5.2.1.1.4 Sign as one of the signing officers of the VVMHA;
- 5.2.1.1.5 Shall be responsible for all requirements and communications relating to CHA and Hockey Alberta procedures, policies and By-Laws;
- 5.2.1.1.6 Shall be responsible for maintenance of and adherence to VVMHA By-Laws and conduct an annual review of all By-Laws;
- 5.2.1.1.7 Shall be responsible for all requirements and communications relating to the Town of Valleyview, its policies and By-Laws; and shall liaise with the Town of Valleyview and/or Valleyview Recreation Department regarding repairs and maintenance of the Polar Palace to ensure a safe playing environment;
- 5.2.1.1.8 Exercise the powers of the Executive Committee in case of emergency;
- 5.2.1.1.9 Refrain from voting except to cast a deciding vote;
- 5.2.1.1.10 Represent the VVMHA whenever formally dealing with outside agencies;
- 5.2.1.1.11 Ensure that all of the duties of the VVMHA's officers are fulfilled;
- 5.2.1.1.12 Preside at all Annual, General, and Executive meetings of the VVMHA;
- 5.2.1.1.13 Promote the objectives of the VVMHA to the fullest;
- 5.2.1.1.14 Suspend/discipline any team or team management, member, or player in accordance with Bylaw 8.0;
- 5.2.1.1.15 Show discretion in determining the appointment of other persons to deal with emergency or minor matters not specifically named as the responsibility of other officers or members of the Association.

5.2.1.2 Past President

- 5.2.1.2.1 Shall act in an advisory capacity upon request;
- 5.2.1.2.2 All voting rights will remain intact.

5.2.1.3 Vice President

- 5.2.1.3.1 Attend all Alberta Hockey and All Peace League meetings or designate a replacement;
- 5.2.1.3.2 Represent the VVMHA in the All Peace Minor Hockey League;
- 5.2.1.3.3 Act as the Appeal Committee Chairman;

- 5.2.1.3.4 Sign as one of the signing officers of the VVMHA;
- 5.2.1.3.5 Apply to Hockey Alberta for all Travel and Tournament Sanction Permits.
- 5.2.1.4 Secretary
 - 5.2.1.4.1 Responsible for the preparation and custody of minutes of proceedings of the Association, including Executive Committee meetings;
 - 5.2.1.4.2 Maintain accurate records of the proceedings of the VVMHA and issuance of any notices of meetings, registration, or other information;
 - 5.2.1.4.3 Shall be responsible to keep files up to date, including evaluations and disciplinary actions and make files available to the Executive Committee upon request;
 - 5.2.1.4.4 Shall have charge of all incoming and outgoing correspondence of the Association and keep accurate records of each;
 - 5.2.1.4.5 Retain up-to-date copies of the VVMHA's Bylaws, Special Rules, and Operating Guidelines;
 - 5.2.1.4.6 Sign as one of the signing officers of the VVMHA;
 - 5.2.1.4.7 Process all liability claims, seeing they are processed properly and settled;
 - 5.2.1.4.8 Obtain all necessary insurance coverage or designate a replacement;
 - 5.2.1.4.9 Submit advertising in local newspaper(s) for concession manager contract prior to start of upcoming season.
- 5.2.1.5 Treasurer
 - 5.2.1.5.1 Maintain or cause to be maintained a record of all monies received and disbursed duly authorized by the Executive; and be entrusted with the banking of all monies, securities, and safety box keys, including Casino monies;
 - 5.2.1.5.2 Sign as one of the signing officers of the VVMHA;
 - 5.2.1.5.3 Within 7 days of receiving written request, arrange a time and place at which the books and records of the Association may be inspected by the member in good standing within the Association who has submitted a request;
 - 5.2.1.5.4 The Treasurer shall prepare interim financial reports for the main and casino accounts for the current year and present them at the Annual General Meeting;
 - 5.2.1.5.5 The Treasurer shall prepare financial reports for the main and casino accounts at the end of the fiscal year, occurring the thirty first (31st) day of July. The Treasurer shall prepare an Income Statement and Balance Sheet for the VVMHA for the past fiscal year, make copies for the members, and present it at the Annual Meeting, prior to the impending hockey season;
 - 5.2.1.5.6 Ensure an Audit of all bank accounts and assets, including the Casino account, is completed and presented at the Annual Meeting prior to the impending hockey season;
 - 5.2.1.5.7 Prepare and submit in a timely manner, the Society's Annual Return, as per the directive and reporting requirements of the Province of Alberta;
 - 5.2.1.5.8 Filing of the VVMHA's Annual Return to Consumer and Corporate Affairs;

- 5.2.1.5.9 Shall maintain or cause to be maintained a record of all monies received and disbursed duly authorized by the Executive for remuneration of referees and/or on-ice officials.
- 5.2.1.6 Concession Co-ordinator:
 - 5.2.1.6.1 Prepare, ensure contract for concession operator/manager is completed, signed, and submitted to VVMHA secretary;
 - 5.2.1.6.2 Ensure the concession is operational as required throughout the hockey season;
 - 5.2.1.6.3 Act as a liaison between the concession manager/operator and the Executive Committee;
 - 5.2.1.6.4 Ensure revenues are submitted to the VVMHA Treasurer.
- 5.2.1.7 Casino Co-ordinator:
 - 5.2.1.7.1 Ensure Casinos are staffed with the required number of members;
 - 5.2.1.7.2 Ensure the Annual License Application and Annual Report are submitted to the Alberta Gaming and Liquor Commission.
- 5.2.1.8 Registrar:
 - 5.2.1.8.1 Maintain a register of all players in the VVMHA; and confirm players' eligibility;
 - 5.2.1.8.2 Shall organize and carry out registrations and remit registration fees to VVMHA Treasurer for deposit;
 - 5.2.1.8.3 Shall ensure timely and accurate completion of Team Rosters and submit to appropriate League Commissioners;
 - 5.2.1.8.4 Shall maintain the updating of carding information as per Hockey Alberta requirements;
 - 5.2.1.8.5 Shall complete the online Hockey Alberta Registration forms as per Hockey Alberta guidelines, in a timely manner;
 - 5.2.1.8.6 Shall ensure timely and accurate completion of Affiliation Sheets;
 - 5.2.1.8.7 Shall authorize requests for refunds of registration funds;
 - 5.2.1.8.8 Shall collect any registrations unpaid for any reason;
 - 5.2.1.8.9 Shall maintain the information for player releases and prepare the releases;
 - 5.2.1.8.10 Co-ordinate all phases of player registration and affiliation for AAHA purposes;
 - 5.2.1.8.11 Shall destroy - by shredding - copies of personal documents provided to the VVMHA in accordance with AAHA rules (i.e.: birth certificate photocopies, Alberta Health Care photocopies), after confirmation of documentation is entered into the HCR database.
- 5.2.1.9 Referee in Chief
 - 5.2.1.9.1 Shall supervise all referees and be responsible for their scheduling. It is VVMH's recommendation that for higher-stakes games such as playoff games or otherwise, that at least one senior/adult official be used;
 - 5.2.1.9.2 Shall recommend and set up courses of training and/or conduct such training, for referees to ensure a sufficient number of qualified persons to act as referees;
 - 5.2.1.9.3 Shall act as the Valleyview Minor Hockey Association liaison with the Referee's Association and may attend meetings of the Referee's Association;
 - 5.2.1.9.4 If supervision is required the RIC has to contact the Peace Zone Referee Committee Chairperson.

- 5.2.1.10 Scheduler
 - 5.2.1.10.1 Attend the pre-season ice scheduling meeting;
 - 5.2.1.10.2 Arrange all ice time for the VVMHA;
 - 5.2.1.10.3 Disperse ice time fairly amongst the various teams in the VVMHA;
 - 5.2.1.10.4 Directly responsible for scheduling, rescheduling of ice time, exchange and cancellation of ice time;
 - 5.2.1.10.5 Approve and record all ice time used by teams under the jurisdiction of the VVMHA regardless of purpose and means of payment.
- 5.2.1.11 League Representative
 - 5.2.1.11.1 Shall represent the Valleyview Minor Hockey Association at all League or AAHA meetings or hearings affecting our association or players;
 - 5.2.1.11.2 Shall report all information obtained from League and AAHA meetings to the VVMHA Executive;
 - 5.2.1.11.3 In instances where Suspension Notices are received from the Commissioner, League Representatives shall forward this information to the affected team's coach and/or manager, in a timely manner.
- 5.2.1.12 Equipment Director
 - 5.2.1.12.1 Shall assume responsibility for the purchase, maintenance, and storage of all jerseys and equipment (i.e. First Aid kit, pylons, pinnies, etc.);
 - 5.2.1.12.2 Shall be responsible for the distribution and recovery of jerseys and equipment to and from teams on a timely basis;
 - 5.2.1.12.3 Shall be responsible for the disposal of any old or unneeded uniforms and/or equipment under the direction of the Executive Committee;
 - 5.2.1.12.4 Shall recommend new equipment purchases and oversee actual purchase following approval by the Executive Committee.
 - 5.2.1.12.5 Shall maintain a summary of the Association's Inventory including acquisitions or disposal of assets over the past year, and present at Annual General Meeting;
 - 5.2.1.12.6 Determine present value of VVMHA Assets as well as current replacement cost; and ensure sufficient insurance coverage is in place;
 - 5.2.1.12.7 Shall ensure that equipment rooms are kept clean and orderly; and that all coaches are in possession of the key/code to their room(s);
 - 5.2.1.12.8 Report any missing or stolen equipment to the president or vice-president immediately for investigation and insurance purposes.
- 5.2.1.13 Ways and Means
 - 5.2.1.13.1 Co-ordinate any general fundraising activities;
 - 5.2.1.13.2 Promote reporting of VVMHA activities to the local news media;
 - 5.2.1.13.3 Shall be responsible for the tendering of and co-ordination of team photos;
 - 5.2.1.13.4 Assist the VVMHA in any capacity when requested, to promote the VVMHA and its operations;
 - 5.2.1.13.5 Website administrator and email distribution.
- 5.2.1.14 Directors
 - 5.2.1.14.1 Act in good faith and in the Association's best interests;

- 5.2.1.14.2 Assist in any day to day activities where VVMHA may need assistance;
- 5.2.1.14.3 Help manage the affairs of the VVMHA.

5.3 Terms

- 5.3.1 The term of office for all Executive Committee officers shall be for one year commencing April 1st to March 31st. There will be a period at the end of season where the new executive will overlap with the old executive for the purpose of facilitating a smooth wrap-up of the current year's operations and a smooth turnover. The outgoing Executive Committee officers may participate in the decision making process but shall not have any voting responsibilities.

5.4 Elections

- 5.4.1 All officers and directors of the Executive Committee should be elected each year at the Annual General Meeting. As a minimum, the President, Vice President, Secretary, and the Treasurer plus at least two other officers of the Executive Committee shall be elected at the Annual General Meeting;
- 5.4.2 Any positions on the Executive Committee or directors which remain vacant or become vacant after the Annual General Meeting shall be filled for the remainder of the term;
- 5.4.3 By appointment by the Executive Committee; or
- 5.4.4 The duties reassigned by the Executive Committee amongst the newly elected or appointed officials; or by holding a by-election at the next General Meeting;
- 5.4.5 The Executive Committee shall determine the best alternative in order to conduct its business. All appointments or reassignment of duties shall be approved by the Executive Committee officers by majority vote. Any by-elections shall be conducted in a similar manner to the elections held at the Annual General Meeting;
- 5.4.6 The Executive Committee shall prepare a slate of members who would like to let their names stand for election to a specific office prior to the Annual General Meeting. In the event a potential nominee cannot attend the Annual General Meeting due to extenuating circumstances which are acceptable to the Executive Committee but wishes his/her name to be nominated for a specific office and this request is received in writing, that individual's name shall be nominated by the Executive Committee. Failure to present otherwise shall result in the missing member's name being removed from the nominee list;
- 5.4.7 All adult members of the Association shall be eligible to nominate candidates for an office of the Executive Committee at the Annual General Meeting;
- 5.4.8 Any member nominated at the Annual General Meeting for an office of the Executive Committee shall be in attendance, except as described in 5.4.3, and shall be given the opportunity to decline or agree to run for election prior to the vote being taken for that position;
- 5.4.9 The President shall act as the Returning Officer for any Annual election or by-election. He/she shall make any rules which he/she believes are necessary for the proper and efficient conduct of the election provided such rules shall not contradict or nullify the Constitution or Bylaws of the Association;
- 5.4.10 The nomination and election for the office of President, if an election is required, shall be conducted first and the results of the vote, if any, shall be announced before proceeding with the election of the Vice President, Treasurer, Secretary, in that order, followed by the remaining officers;
- 5.4.11 The candidate who receives the number of votes which is greater than the number received by any other candidate for that office shall be deemed elected;
- 5.4.12 In the event that two or more candidates receive the same greatest number of votes and the numbers of tied candidates are less than the original number of candidates, another vote shall be conducted to decide the successful candidate. Otherwise, the Returning

Officer shall place the names of the candidates who have received the greatest number of votes in a suitable container from which one name will be drawn and the person whose name is drawn shall be declared elected.

- 5.5 Removal
 - 5.5.1 The Executive Committee may, by a two-thirds majority vote of all eligible Committee officers or directors, remove a fellow officer who, in the opinion of the Executive Committee has been or is being remiss or neglectful of duty or by conduct tending to impair his usefulness and/or discretion as an Executive Committee officer;
 - 5.5.2 Any Executive Committee officer or director who fails to attend three (3) consecutive Executive Committee Meetings, without just cause as determined by the Executive Committee, on a motion passed by two-thirds majority of all eligible Executive Committee officers, shall be removed from office;
 - 5.5.3 Any removal from office is open to appeal procedures as covered in Bylaw 8.0. Vacancies shall be filled in accordance with Bylaw 5.4 and 5.7;
 - 5.5.4 The members may, by resolution passed by a majority of the votes cast at a General Meeting of members duly called for that purpose, remove an Executive Committee officer before the expiration of his term of office and may by a majority of votes cast at the meeting, elect any person in his stead for the remainder of the term of the officer so removed subject to Bylaw 2.5.
- 5.6 Resignation
 - 5.6.1 An Executive Committee officer may resign from office upon giving notice thereof in writing to the VVMHA and such resignation becomes effective in accordance with its terms or upon acceptance by the Executive Committee.
- 5.7 Vacancies
 - 5.7.1 In the event of a vacancy in the office of the President, the Vice President shall assume the duties of and the title of the President for the balance of the term;
 - 5.7.2 In the event of a vacancy occurring in the office of any other Executive Committee officer, the vacancy shall be filled in accordance with Bylaw 5.4;
 - 5.7.3 In the event of both president and vice president vacancy; 2 core executive members will be appointed for signing authority.
- 6.0 Indemnification
 - 6.1 The VVMHA shall indemnify every Executive Committee officer, all VVMHA volunteers, and all VVMHA members, his/her heirs, executors or administrators against all losses, costs, and expenses, including solicitor and client fees, reasonably incurred by he/she in connection with any action, suit, or proceeding to which he/she may be made a party by reason of his/her being or having been an officer, volunteer, or member of the VVMHA except to the extent that such losses, costs, and expenses incurred or suffered by the VVMHA by reason of, or arising out of or in conjunction with, the foregoing indemnification provisions shall be treated and handled by the VVMHA as an expense of the VVMHA.
- 7.0 Committees
 - 7.1 Executive Committee
 - 7.1.1 The Executive Committee shall be comprised of the following officers: the President, Vice President, Past President, Secretary, Treasurer, Concession Co-ordinator, Casino Co-ordinator, Scheduler, Registrar, Referee Rep, League Rep, Equipment Co-ordinator, Ways and Means Director, a maximum of 3 votes for Directors;
 - 7.1.2 The key responsibilities of each officer are provided in Bylaw 5.2.;
 - 7.1.3 The Executive Committee shall be charged with the duties to interpret and administer the objectives of the Association in accordance with the Bylaws. The Executive Committee has the authority to develop Operating Guidelines and adopt Special Rules which build upon the intent of the Bylaws to assist in implementation and provide consistency in approach for the day to day operations of the VVMHA.

- 7.2 Coaches Evaluations/Selection Committee(optional/Discretionary)
 - 7.2.1 The Coaches Evaluation/Selection Committee shall be comprised of the President, Vice President and one other executive or assigned qualified evaluator. Applications by all interested coaches will be discussed; with consideration given to training, experience, and philosophy;
 - 7.2.2 The function of the Coaches Evaluation Committee shall be to evaluate the performance of coaches; resolve conflicts between coaches and parents, coaches and players, and coaches and referees; select coaches for annual awards or recognition, and to recommend removal, replacement or suspension of coaches or players who do not abide by the Bylaws or Special Rules of the VVMHA or the Rules and Regulations of the AAHA;
 - 7.2.3 This Committee shall report to the Executive Committee and shall obtain approval from the Executive Committee for all of its recommendations. Upon approving the recommendation, the Coaches Evaluation Committee shall have the responsibility to supervise and carry out the decision.
- 7.3 Appeals Committee (If required/Discretionary)
 - 7.3.1 The Appeals Committee shall normally be chaired by the Vice President with one other Executive Committee officer plus three non-partisan members of the VVMHA. These three members plus the other Executive Committee member shall be chosen by the Vice President;
 - 7.3.2 The appeal process and the authority of the Appeals Committee are covered in Bylaw 8.0.
- 7.4 Ways and Means Committee (Optional/Discretionary)
 - 7.4.1 The Ways and Means Committee shall be comprised of the Ways and Means Director as the Chairperson with a representative from each of the hockey teams in the VVMHA;
 - 7.4.2 The main function of the Ways and Means Committee shall be to organize a joint effort by all teams in raising funds for VVMHA expenses. This Committee shall also develop criteria for additional fundraising by individual teams or with corporate sponsors;
 - 7.4.3 The Ways and Means Committee shall normally co-ordinate any participation on VVMHA's behalf in any large fundraising events sponsored by the VVMHA or the local community;
 - 7.4.4 Prior to committing to any fundraising activities or expenditures, the Ways and Means Committee shall make recommendations in sufficient detail to obtain approval from the Executive Committee.
- 7.5 Investigations Committee (if required/discretionary)
 - 7.5.1 The Investigations Committee shall consist of those persons appointed by the President from time to time, usually three (3) people, to investigate complaints or violations against the VVMHA or against individual(s) within the membership. This Committee shall report back to the Executive Committee their findings and recommendations.
- 7.6 Special Committees (Optional/Discretionary)
 - 7.6.1 The Executive Committee may establish special committees from time to time as it decides necessary by adoption of a motion. The Executive Committee shall duly establish the chairperson, the special committee's expectations, powers, and reporting requirements.
- 8.0 Complaints/Violations
 - 8.1 Reporting/Investigation/Documentation
 - 8.1.1 Any complaints against the VVMHA or its members, abuse of arena facilities or any violations of the VVMHA's Bylaws or Special Rules or the Rules and Regulations of the AAHA shall be made in writing and submitted to the President before it will be dealt with by the Executive Committee;
 - 8.1.2 Any violations of the Rules and Regulations of the AAHA shall normally be dealt with by the appropriate channels within AAHA, however, VVMHA may, in addition to any AAHA

- ruling, also investigate and deal with a significant violation when the VVMHA President deems it to be in the best interest of the VVMHA to do so;
- 8.1.3 Any of the Executive Committee members may be approached if guidance on making a complaint or reporting a violation is desired. All complaints involving coaching staff, parents, or players should be dealt with at that level first, secondly brought to the Executive committee via a sealed and signed written complaint or explanation. A forty eight (48) hour cooling off period is recommended, unless the nature of the complaint is criminal, harassing, or deemed of extreme nature;
 - 8.1.4 The Secretary shall notify the President immediately of any complaint or violation received in writing and shall forward a copy to the President to initiate action;
 - 8.1.5 Any rumours or problems brought to the Executive Committee's attention even though it was not in writing may, at the discretion of the Executive Committee, be investigated further if it is in the best interest of the VVMHA that it be resolved or prevented in the future;
 - 8.1.6 All complaints and violations shall be investigated with the findings and recommendations documented. Every attempt shall be made to provide a verbal response to the originator within fourteen (14) days of receiving a written complaint or violation notification. The VVMHA shall issue a final written report to the originator;
 - 8.1.7 All complaints or appeals to the AAHA shall be made by the VVMHA as it is the recognized member of AAHA. Individual teams, parents, or players within the VVMHA must first approach the Executive Committee;
 - 8.1.8 To ensure all complaints are filed in the best interest of the VVMHA, all information needs to be based on current facts, current events, as well as history relative to the complaint. Any personal attacks, defamation of character are unnecessary, and may result in disciplinary conduct against the complainant;
 - 8.1.9 In the case of any individual being accused of the following improprieties the individual can be suspended immediately at the discretion of the President of the VVMHA: breach of confidentiality; physical, emotional, or sexual abuse of players or other volunteers; libel or slander of players or other volunteers; lies about a previous record or relevant civil or criminal convictions, or about current relevant charges pending; misrepresentation of credentials, qualifications or references; gross misconduct or insubordinations; being under the influence of alcohol or drugs while performing a volunteer assignment; falsification of records; illegal, violent, or unsafe acts; abuse or mistreatment of players, staff, or volunteers; failure to abide by VVMHA policies and procedures.
- 8.2 President's Authority
 - 8.2.1 The President, upon receiving a written complaint or notification of a violation, shall:
 - 8.2.1.1 Establish a Special Investigation Committee to pursue the matter and report to the Executive Committee with seven (7) days, or;
 - 8.2.1.2 Convene the Executive Committee within seven (7) days if further direction on the matter is warranted, or;
 - 8.2.1.3 Without further investigation, determine that there was a serious violation or breach of the Bylaws or Special Rules requiring immediate action and impose such disciplinary measures as the President deems appropriate until the matter can be addressed by the Executive Committee.
 - 8.3 Disciplinary Action/Suspensions
 - 8.3.1 Every effort shall be made to obtain input from all parties involved in an alleged complaint or violation of the Bylaws or Special Rules of the VVMHA or AAHA Rules/Regulations in order to ascertain whether disciplinary action is warranted;

- 8.3.2 Except as described in Bylaw 8.2.1 (c) the Executive Committee shall approve by majority vote any disciplinary measures including suspensions as deemed appropriate for the particular circumstances;
 - 8.3.3 If disciplinary action is to be imposed or levied against a member of the VVMHA by the President as in Bylaw 8.2.1 (c) or by the Executive Committee, the member(s) shall be notified by the President or other designated member of the executive in person or by telephone as to the nature of the offense, extent of the disciplinary action, and the term involved subject to the rights of appeal. This verbal notification shall be followed up in writing within ten (10) days;
 - 8.3.4 Failure to comply with the disciplinary action shall result in the immediate suspension of membership until such time as the Executive Committee deems appropriate with no recovery of fees or expenses and no rights of appeal;
 - 8.3.5 When hockey players are suspended, the player, the parent(s) or legal guardian(s), and the coach shall be notified of all terms and conditions as per Bylaw 8.3.3. The coach shall uphold any suspension as laid out by AAHA, the League, or the VVMHA or himself become liable for disciplinary action;
 - 8.3.6 When coaches are suspended, the President shall be responsible for finding a replacement as soon as possible or take over as interim coach until he/she is able to find a replacement. The team shall be informed as to the terms and conditions only as deemed appropriate by the Executive Committee. This needs to be approved through Hockey Alberta Zone representative or signing of additional coach's card.
- 8.4 Rights of Appeal
- 8.4.1 Any member of the VVMHA who is dissatisfied with a decision or disciplinary action, in whole or in part, of the VVMHA Executive Committee shall have the right to appeal to the President;
 - 8.4.2 If a member wishes to appeal a decision or disciplinary action, he/she shall submit an appeal in writing to the President within fourteen (14) days of receiving the written notification from the Executive Committee. The appeal shall contain the following:
 - 8.4.2.1 A statement of the decision which is being appealed or a copy of the written notification received;
 - 8.4.2.1.1 A concise statement of the grounds for appeal in numbered paragraphs;
 - 8.4.2.1.2 A concise statement of the facts as alleged by the Appellant;
 - 8.4.2.1.3 A summary of the evidence which the Appellant intends to produce at the Appeal Hearing;
 - 8.4.3 The Secretary shall notify both the President and the Vice President immediately of any appeal received in writing and shall forward a copy to each. The Vice President shall select his Appeals Committee members and document their findings as required in order to make a ruling;
 - 8.4.4 The Appeals Committee shall obtain any information, call witnesses, consider both sides of the appeal and document their findings as required in order to make a ruling.;
 - 8.4.5 The Appeals Committee shall issue a final report within ten (10) days of the Appeal Hearing to the Appellant with copies for the Appeals Committee members and the Executive Committee officers.
- 8.5 Appeals Committee Authority
- 8.5.1 The Appeals Committee shall give a decision based on a majority vote whether to:
 - 8.5.1.1 Allow the Appeal;
 - 8.5.1.2 Dismiss the Appeal;
 - 8.5.2 Give any decision or ruling which ought to have been made and make such further or other decisions and/or rulings as the circumstances require;

- 8.5.3 The decision of the Appeals Committee shall be considered final subject only to a right of appeal to the AAHA as may be allowed according to the AAHA Bylaws, Rules and Regulations.
- 8.6 Court Action
 - 8.6.1 All members of the VVMHA shall agree that any recourse to the law courts of any jurisdiction before all rights provided by these Bylaws and the Bylaws of the AAHA have been availed of and utilized shall be prohibited. Any such recourse to the law courts as foresaid shall be deemed by the VVMHA and AAHA as unsportsmanlike conduct enabling the President to suspend the said members.
- 9.0 Bylaw Amendments
 - 9.1 Amendment Procedures
 - 9.1.1 Notice of any proposed resolutions to the Bylaws shall be received by the Secretary in writing no less than thirty (30) days prior to a General Meeting;
 - 9.1.2 The Secretary shall notify the President of any notices received under Bylaw 9.1.1. An Executive Committee Meeting shall be called to determine if there is a need to research the implications of a notice or to clarify the intent or wording of a notice prior to scheduling the General Meeting;
 - 9.1.3 These bylaws may be rescinded, altered or added to only through a special resolution and shall be deemed passed if 75% of those members present and in good standing vote in favour of the special resolution at a General or Annual Meeting;
 - 9.1.4 Any special resolution adopted in the manner provided for in these Bylaws shall not be negated by reason of any error or omission which may occur in the periodic printing of the Bylaws.
- 10.0 Rules and Regulations
 - 10.1 The VVMHA and all of its members shall abide by the Rules and Regulations as established by AAHA;
 - 10.2 The VVMHA may amend, add or delete Special Rules by passing a resolution at either a General or Annual Meeting or at an Executive Committee Meeting. A Special Rule shall be deemed passed if it received a majority of the votes cast by those members or officers present and in good standing;
 - 10.3 Special Rules shall come into force on the day following the day on which they are adopted or amended or on the date specified in the Special Rule;
 - 10.4 All newly adopted or amended Special Rules shall be posted at the Valleyview Polar Palace Arena for a minimum period of two weeks for general awareness of all VVMHA members;
 - 10.5 In order to provide the best experience for all players, the Executive will, at the outset of each season, select the league and the division in which each Valleyview team will play, based on input from coaches and parents. Each team shall abide by the rules and regulations as set forth by the league in which they are registered;
 - 10.6 Current list of Executive and league officials, with contact numbers shall be available to all members through the Executive, posted at the Polar Palace, and posted on the website;
 - 10.7 Current list of coaches, trainers, and managers shall be made available to all members through the Executive;
 - 10.8 No player shall drive themselves to and from games.
- 11.0 Operating Guidelines
 - 11.1 Operating Guidelines shall provide a means for capturing various processes, procedures, logistics, detailed job descriptions, sample forms, typical agendas, special notices or advertising, etc., and other reference material of the association to facilitate consistency and fairness in the application of our Bylaws on a day-to-day and year-to-year basis and to speed up the learning curve for new members;
 - 11.2 The Executive Committee shall be empowered to develop these guidelines and amend or add as required during their term;
 - 11.3 The Operating Guidelines shall be the home for all Special Rules adopted by the VVMHA;

- 11.4 The custodian of the Operating Guidelines shall be the Secretary or designate but it is the responsibility of all Executive Committee officers to keep it current.
- 12.0 General
- 12.1 FISCAL YEAR
- 12.2 The fiscal year of the VVMHA shall commence on the first (1st) day of August and shall proceed up to and including the thirty-first (31st) day of July the following year. The Casino Account's fiscal year occurs from the first (1st) day of August to the thirty-first (31st) day of July the following year
- 12.3 BUDGETS
- 12.3.1 The Treasurer may, at his or her discretion, present an evaluation at the beginning of each hockey season including recommended registration fees, anticipated expenditures, expected fundraising revenues, and any other special expenses.
- 12.3.2 The Executive Committee shall take into consideration the evaluation for the VVMHA. The Executive Committee shall be empowered to set the registration fees based on income and expense projections. Any proposals may then be presented to the general membership at the first General Meeting of each season for information.
- 12.4 AUDITS
- 12.4.1 The Auditors shall be determined at the Annual General Meeting subject to approval by a majority vote of members present. The Auditors shall consist of either a qualified accounting firm or an elected audit committee comprised of a minimum of two VVMHA members. If unsuccessful in electing the Auditors at the Annual General Meeting, the Executive Committee shall be empowered to appoint the Auditors by majority vote.
- 12.4.2 The books or records of VVMHA must be audited annually.
- 12.4.3 The Auditors shall state in their report whether in their opinion the Financial Statements presents fairly the financial position of the VVMHA and the results of its operations for the period under review, in accordance with general accounting principles applied on a basis consistent with that of the preceding period.
- 12.4.4 The Auditors shall also make appropriate statements in their report in any instance that:
- 12.4.4.1 i) The financial statement is not in agreement with the accounting records;
- 12.4.4.2 ii) They have not received all the information and explanations that they had required/requested, or;
- 12.4.4.3 iii) Proper accounting records have not been kept so far as appears from their examinations.
- 12.5 BANKING
- 12.5.1 Funds of the VVMHA shall be retained in three separate accounts - one for normal VVMHA receipts/expenditures, one for concession management, and one for revenue generated from Casino Operations. The Casino accounts are to be operated as defined in the VVMHA's license from the Alberta Gaming and Liquor Commission.
- 12.5.2 These three separate accounts plus term deposits shall be kept on deposit in a chartered bank or Treasury Branch in Valleyview, and all expenses are to be paid by cheque. Both accounts are to be managed by the Treasurer with all cheques against these accounts signed by the Treasurer and one other, the President, the Vice President, or Secretary co-signing.
- 12.5.3 Each team of the VVMHA will manage, via a team treasurer, an individual bank account, with an opening balance to be determined yearly, transferred by the VVMHA Treasurer into each designated team account at the onset of each season. Other expenses may be paid by VVMHA, as determined on a yearly basis. Teams will then assume sole responsibility of their respective receipts/expenditures for the remainder of the season. Team treasurers abide by the honour system in regards to management of team funds. Financial statements of individual teams shall be reviewed by VVMHA Treasurer. All team treasurers shall submit required documentation to the VVMHA Treasurer at the end of the hockey season, or within seven (7) days of a verbal and/or written request.

- 12.6 ANNUAL REPORTS
 - 12.6.1 The Treasurer shall prepare interim financial reports for the main and casino accounts for the current year and present them at the Annual General Meeting.
 - 12.6.2 The Treasurer shall prepare financial reports for the main and casino accounts at the end of the fiscal year, occurring the thirty first (31st) day of July. The Treasurer shall prepare an Income Statement and Balance Sheet for the VVMHA for the preceding fiscal year, make copies for the members, and present it at the General Meeting, prior to the impending hockey season.
 - 12.6.3 The Auditors shall submit a report to the members at the Annual Meeting prior to the impending hockey season, regarding the Financial Statements of the VVMHA for the preceding fiscal year.
- 12.7 INVESTMENTS / BORROWING POWERS
 - 12.7.1 The Executive Committee shall be authorized to invest surplus funds in securities maturing within two (2) years, issued or guaranteed by the Government of Canada or any of the provinces of Canada, or the Alberta Treasury Branches.
 - 12.7.2 For the purpose of carrying out its objectives, the VVMHA may, by resolution of the Executive Committee, borrow or raise or secure monies, and the repayment thereof, in such a manner as is required. In no case shall any debentures of the VVMHA be issued without a special resolution of the general membership requiring the support of 75% of the members present at a duly constituted General Meetings and which twenty-one (21) days' notice of such meeting has been given.
- 12.8 RECORDS
 - 12.8.1 All VVMHA correspondence, files, minutes of meetings, register of members, financial reports, inventory of assets, original copies of the Bylaws, Special Rules and Operating Guidelines, etc., shall be retained by respective officers for the duration of their term, at which point, said records are forwarded to new officers.
- 12.9 DISSOLUTION
 - 12.9.1 In the event that the Valleyview Minor Hockey Association ceases its activities and/or that it be dissolved for any reason, the gaming assets remaining shall be transferred in trust to the Town of Valleyview until such time as the assets can be transferred from the Town of Valleyview to a not-for-profit group whose purpose is to support and/or organize minor hockey in the Town of Valleyview.