



WHITECOURT MINOR HOCKEY ASSOCIATION

CONSTITUTION

June 17, 2015

ARTICLE 1 - NAME

- 1.1 The name of this organization shall be the "Whitecourt Minor Hockey Association" and is referred to herein as the "Association".

ARTICLE 2 - OBJECTIVES

- 2.1 The objectives of the Association shall be:
- a) To promote and encourage the development of minor hockey in the Whitecourt area.
 - b) To provide players, parents, volunteers and officials the opportunity to enjoy the game of hockey in a safe, fun and sportsmanlike manner.
 - c) To provide the Canadian Hockey Association Initiation Program curriculum for all players registered in the Initiation Division.
 - d) To conduct league and playoff competition for all teams operating within Association league play.
 - e) To provide opportunity and govern the play of representative teams in exhibition games, area league play, provincial playoffs and invitational tournaments.
- 2.2 The Whitecourt Minor Hockey Association shall operate within the rules and regulations of the Canadian Hockey Association (CHA) and the Alberta Amateur Hockey Association (AAHA).

ARTICLE 3 - BOUNDARIES

- 3.1 The boundaries of the Association shall be as defined in Appendix 1 of the Whitecourt Minor Hockey Association By-Laws.



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ARTICLE 4 - MEMBERSHIP

- 4.1 Membership of the Association shall consist of:
- a) A parent or legal guardian of any player currently registered with the Association.
 - b) A coach, assistant coach, trainer or manager currently registered with the Association.
 - c) A volunteer who is approved by the Executive Committee is a member of the Association.
 - d) A player currently registered with the Association.
- 4.2 Any member of the Association who does not conduct themselves in accordance with the Rules and Regulations or the Codes of Conduct of the Canadian Hockey Association, the Alberta Amateur Hockey Association or the Whitecourt Minor Hockey Association may upon a 2/3 majority vote of the Executive Committee be suspended or expelled as a member of the Association for such period of time as the Executive Committee may decide.
- 4.3 The Association as holder of the facility rental contract has the right to bar any suspended or expelled member of the Association or any member of the public from any facility where Association meetings, practices, games or other functions are taking place for such period of time as the Discipline Committee or the Executive Committee may decide.

ARTICLE 5 - EXECUTIVE OFFICERS AND DIRECTORS

- 5.1 The Executive Officers of the Association shall form the Executive Committee of the Association and shall consist of:

President
Past President
Referee in Chief
1st Vice President of Operations
2nd Vice President of Operations
Treasurer
Registrar
Secretary
Public Relations Officer
Game and Conduct Coordinator



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- 5.2 Directors of the Association shall be appointed by the Executive Committee and shall consist of:
- Volunteer Coordinator
 - Tournament Director
 - Equipment Director
 - Coach Development Director
 - Player Development Director
 - Female Director
 - Initiation Director
 - Novice Director
 - Atom Director
 - AA Director
 - Pee Wee Director
 - Bantam Director
 - Midget Director
 - Ice Schedule Director
- 5.3 The Executive Officers of the Association shall be elected at the Annual General Meeting of the Association.
- 5.4 Should any Executive Officer position not be filled by election at the Annual General Meeting or become vacant during the term of office the Executive Committee may appoint a person to fill the office for the remainder of the term.
- 5.5 All Executive Officers of the Association either elected or appointed shall have full voting powers, except that the President shall vote only to break a tie vote.
- 5.6 Nomination for the office of President, 1st Vice President of Operations and 2nd Vice President of Operations will be limited to those who have served as an elected or appointed Executive Officer or Director of the Association during at least one of the past **four (4) years**. *Article 5 - 5.4 will be in effect; should Article 5 - 5.6 not be successful.*
- 5.7 Executive Officers missing 3 consecutive Executive Committee meetings may be asked to resign.
- 5.8 The duties and responsibilities of the Executive Officers and Directors of the Association shall be as defined in Appendix 2.



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ARTICLE 6 - MEETINGS

6.1 The Annual General Meeting of the Association will be held on or before September 1st of the current season.

6.2 The order of business at the Annual General Meeting of the Association shall be:

Minutes of the last Annual General Meeting

Presidents Report

Treasurers Report

Amendments to the Constitution and Bylaws

General Business

Election of Executive Officers

Adjournment

6.3 Special Meetings of the Association may be called at any time by the President or upon written request of three Executive Officers of the Association or upon receipt by the President of a petition signed by 1/3 of the voting members of the Association which petition shall set forth the reasons for calling the meeting.

Notice of General and Special Meetings shall be provided to the general membership by notice on the website www.whitecourtmnoirhockey.com for 2 consecutive weeks prior to the meeting date.

6.4 All meetings of the Association shall be conducted in accordance with Roberts Rules of Order.

6.5 All members of the Association as per Article 4.1, a) b) and c) present shall be entitled to vote at any General or Special meeting of the Association. No proxy votes shall be recognized at any meeting of the Association.

6.6 The Executive Committee shall meet monthly from September 1st to May 31st of each season at a date, time and location to be set by the President. The Executive Committee will meet at the discretion of the President during the period from June 1st to August 31st each year.



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ARTICLE 7 - QUORUM

- 7.1 A quorum for an Executive Committee meeting shall be 50% of the Executive Officers including 2 of the President, the 1st Vice President of Operations, the 2nd Vice President of Operations and the Secretary.
- 7.2 A quorum for any General Meeting of the Association shall be 25 voting members.
- 7.3 A quorum for any Special Meeting of the Association called by petition shall be 50% of the petitioners.

ARTICLE 8 - AMENDMENTS

- 8.1 Amendments to the Constitution of the Association shall be presented and voted on at the Annual General Meeting, or Special Meeting that follows guidelines set in 6.3 of the Constitution.
- 8.2 Amendments to the Constitution of the Association shall be passed by a simple majority of the members present at the Annual General Meeting, or Special Meeting that follows the guidelines set in 6.3 of the Constitution.
- 8.3 Amendments to the By-Laws or Policies of the Association may be presented and voted on at any regular meeting of the Executive Committee.
- 8.4 Amendments to the By-Laws or Policies of the Association shall be passed by a simple majority of the Executive Committee present.



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BY-LAWS

1.1 **Registration**

- 1.2 Registration fees and late registration fees shall be set annually by the Executive Committee.
- 1.3 The date, time and place for registration shall be set annually by the Executive Committee.
- 1.4 A full registration refund shall be granted to players registering in the spring but who move outside the Association boundaries and who withdraw their registration prior to participation in any Association practices, exhibition or league games or player is successful in making a higher level team than home association.
- 1.5 A \$50.00 administration fee shall be assessed to players who withdraw their registration prior to participation in any Association practices, exhibition or league games.
- 1.6 There will be no registration refund granted any player who participates in any practice, exhibition or league game unless:
 - a) such player is prevented from playing by reason of all teams in his/her Division having more than 19 players, or
 - b) upon such other reason as may be approved by the Executive Committee.
- 1.7 All players must be registered before participating in any practices, exhibition or league games.
- 1.8 Players must show proof of age at the time of registering for the first time with the Association. Proof of age can only be established by an official document issued by an agency of the Federal or a Provincial Government of Canada.



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2.0 **Executive Committee**

2.1 The Executive Committee shall consist of the following:

- President
- Past President
- Referee in Chief
- 1st Vice President of Operations
- 2nd Vice President of Operations
- Treasurer
- Registrar
- Secretary
- Public Relations Officer
- Game and Conduct Coordinator

2.2 The Executive Committee shall be responsible for the strategic planning, management and control of the affairs of the Association.

2.3 The Executive Committee may appoint a person to fill any vacant position on the Executive Committee for the remainder of the term.

2.4 The Executive Committee shall appoint all Directors of the Association.

2.5 The Executive Committee may by a two-thirds majority vote of the Executive Committee, remove from office any member of the Executive Committee or Director of the Association for neglect of duty or for conduct not in keeping with the Rules and Regulations or the Codes of Conduct of the Canadian Hockey Association, the Alberta Amateur Hockey Association or the Whitecourt Minor Hockey Association.

2.6 The Executive Committee shall approve the Annual Budget of the Association.

2.7 The Executive Committee shall approve all expenditures of the Association.

2.8 The Executive Committee shall develop and approve Policies and Procedures as required for the management of the Association.

2.9 The Executive Committee shall review and if necessary; may amend or change any decision of any committee of the Association.



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3.0 Operations Committee

3.1 The Operations Committee shall consist of the following:

- 1st Vice President of Operations (*Chairperson*)
- 2nd Vice President of Operations
- Coach Development Director
- Player Development Director
- Ice Scheduler Director
- Female Director
- Initiation Director
- Novice Director
- Atom Director
- AA Director
- Pee Wee Director
- Bantam Director
- Midget Director

3.2 The Operations Committee shall be responsible for the effective delivery of all Association on ice programs and shall work to resolve all issues within the respective responsibilities of the committee members.

3.3 The Operations Committee shall be responsible for the communication of information from Hockey Alberta, the Sturgeon Pembina Hockey League, the NAMHL, the ERBHL, PWNHL, Female League and the Association to the Divisional Directors.

3.4 The Vice President-Operations shall bring all suggestions from the Operations Committee for improvements in the delivery of Association on ice programs to the attention of the Executive Committee.

3.5 The Vice President-Operations shall report in writing to the Executive Committee all decisions and recommendations of the Operations Committee.



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4.0 Administration Committee

4.1 The Administration Committee shall consist of the following:

Secretary (*Chairperson*)
Treasurer
Registrar
Volunteer Coordinator
Equipment Director
Tournament Director

4.2 The Administration Committee shall be responsible for the efficient and effective delivery of all support services required to deliver all Association programs and shall work to resolve all issues within the respective responsibilities of the committee members.

4.3 The Administration Committee shall prepare a proposed budget for the coming year and present this budget for approval at the March meeting of the Executive Committee.

4.4 The Secretary shall bring all suggestions from the Administration Committee for improvements in the delivery of Association support services to the attention of the Executive Committee.

4.5 The Secretary shall report in writing to the Executive Committee all decisions and recommendations of the Administration Committee.

4.6 The books, accounts, records and financial statements of the Whitecourt Minor Hockey Association shall be reviewed every year by two members of the executive. The executive members must consist of the Registrar and one other position on the executive as approved in the minutes. No one executive member except the registrar should review the books, accounts, records and financial statements in two consecutive years. Once approved, the financial statement review report must be signed and dated by the two members.



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5.0 Discipline Committee

- 5.1 The Discipline Committee shall be chaired by the Game & Conduct Coordinator and shall consist of the Vice President of Operations, the Game & Conduct Coordinator and the Division Director of the Division involved in the matter. If any member of the Discipline Committee is not available, or is personally involved in the matter to be discussed the President shall appoint a replacement.
- 5.2 The Discipline Committee shall review and make a discipline ruling on all match penalties, all suspensions of a team official by any league authority or Hockey Alberta and such other matters as may be referred to the Committee by the President.
- 5.3 Any Association coach or manager withdrawing their team from the ice during the course of a game shall appear before the Discipline Committee to justify their actions before further participation in any practice or game.
- 5.4 Any coach, manager or game official deemed to be intoxicated and/or whose actions are deemed to be detrimental to the game of hockey may be suspended by the President until their case is reviewed by the Discipline Committee.
- 5.5 Anyone subject to discipline by the Discipline Committee shall have the right to appear before, and to present their case to the Discipline Committee.
- 5.6 Any other participants or witnesses shall be present at the Discipline Committee hearing at the invitation of the Game & Conduct Coordinator only.
- 5.7 The Discipline Committee shall submit a written report of all decisions to the Executive Committee. Copies of all Discipline Committee reports may at the discretion of the Executive Committee be forwarded to the Alberta Amateur Hockey Association.
- 5.8 The decision of the Discipline Committee may be appealed to the Executive Committee.
- 5.9 An appeal accompanied by \$200.00 of any decision by the Discipline Committee shall be submitted in writing, signed by a member of the Association and submitted to the President within 48 hours of notification of the decision by the Discipline Committee.



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6.0 Coach Selection Committee

- 6.1 The Coach Selection Committee will be chaired by the Coach Development Director and shall consist of the 1st Vice President-Operations or 2nd VP of Operations, the Coach Development Director and the Division Director. President will attend in the event that the 1st VP of Operations or 2nd VP of Operations are not available.
- 6.2 The Coach Development Director shall receive all coach applications, review the qualifications of each applicant and present the applications to the Coach Selection Committee.
- 6.3 The Coach Selection Committee will interview applicants as they deem necessary but are not required to interview all applicants before appointing coaches to each team.

7.0 Player Movement Committee

- 7.1 The Player Movement Committee will be chaired by the 1st Vice President of Operations or 2nd Vice President of Operations and shall consist of the 1st Vice President of Operations or the 2nd Vice President of Operations, and the Divisional Director(s) of the Division(s) affected or potentially affected by the request for player movement.
- 7.2 All requests for player movement to either a higher or lower division or to another team within the players registered division shall be submitted in writing stating the reason for the request and shall be signed by the player's parent or guardian.
- 7.3 The Player Movement Committee will review all request for player movement and make the decision on all requests for player movement to either a higher or lower division or to another team within the player's registered division.



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APPENDIX 1

BOUNDARIES

The boundaries of the Whitecourt Minor Hockey Association shall be as

follows: **North Boundary**

Commencing from the NW corner of Township 62, Range 15, W5M east along the north boundary of Township 62 to the NE corner of Township 62, Range 10, W5M.

East Boundary

Commencing from the NE corner of Township 62, Range 10, W5M south along the east boundary of Range 10 to the Athabasca River then west to the intersection of Secondary Highway 658 then south down the center line of Highway 658 to Highway 43 then west along the center line of Highway 43 to Secondary Highway 751 then south down the center line of Highway 751 to the SE corner of Section 16, Township 57, Range 10, W5M.

South Boundary

Commencing from the SE corner of Section 16, Township 57, Range 10, W5M west along the south boundary of sections 13-18 to the McLeod River then south along the center line of the McLeod River to the southern edge of Township 56, Range 13, W5M then west along the south boundary of Township 56 to the SW corner of Township 56, Range 15, W5M.

West Boundary

Commencing from the SW corner of Township 56, Range 15, and W5M north along the west boundary of Range 15 to the NW corner of Township 62, Range 15, and W5M