

Bylaws Governing the Operation of Athabasca and District Minor Hockey Association

General:

1. These bylaws may be added to/amended/deleted by a majority vote of the general membership.
2. These bylaws are designed for and intended to govern the day to day administrative and financial operation of the association.
3. Where the term “he” appears it shall also be construed to mean “she”.
4. The Athabasca and District Minor Hockey Association will follow “Roberts Rules of Order” unless specifically contradicted in the bylaws stated hereafter.

Article #1

This organization shall be called the Athabasca and District Minor Hockey Association.

Article #2

All rules of Hockey Canada (HC) and of Hockey Alberta will be considered the playing rules of the Athabasca and District Minor Hockey Association (the Association); exceptions being the modifications as applied by the organized league(s) the Association is an active member thereof.

Article #3

Upon dissolution of the Athabasca and District Minor Hockey Association, after payment of all debts and liabilities, any assets remaining will be donated to another charitable organization.

BY-LAWS

1. Membership

- 1.1 A member of the Association shall be defined as a parent, or legal equivalent, of a player for whom the required registration fee has been paid (maximum two members per family). The Executive can, in exceptional circumstances, appoint additional individuals to the Association.
- 1.2 Membership (Registration) fees shall be set by the Executive.
- 1.3 A member may withdraw from the Association by submitting written notice to the executive through the Secretary or designate.
- 1.4 The Annual General Meeting of the Athabasca and District Minor Hockey Association shall be held in the month of April.
- 1.5 Voting Rights – as outlined in meetings. Bylaw #4
- 1.6 Repealed
- 1.7 Each family shall participate in fund-raising activities as directed by the Executive.

2. Suspensions

- 2.1 Suspension or expulsion can be executed for non-compliance with the constitution, bylaws, policies, and regulations of the Association.
- 2.2 Members/team officials/players may be suspended by a majority vote for a specified period at any duly called executive meeting.
- 2.3 Members/team officials/players may be expelled by a majority vote at the Annual General Meeting or general membership meeting as set forth in bylaw #4.
- 2.4 Appeal process; Any member who is suspended and/or expelled under bylaw #2, may appeal that decision, within the time prescribed by the Bylaws and Regulations of Hockey Alberta, to the Hockey Alberta Appeals Officer.

3. Executive, Duties & Powers

3.1.1 Executive Committee

- A. The Executive shall be elected from the general membership at the Association's Annual General Meeting.
- B. The Executive Officers of the Association shall form the Executive Committee of the Association and shall consist of:
 - President (2-year term, elected in odd numbered years)
 - Vice President (2-year term, elected in even numbered years)
 - Operations Director (2-year term, elected in even numbered years)
 - Off-ice Director (2-year term, elected in odd numbered years)
 - Treasurer (2-year term, elected in even numbered years)
 - Player/Coach Development Director (2-year term, elected odd numbered years)
 - Secretary (2-year term, elected in odd numbered years)
 - Member at Large (2-year term, elected in even numbered years)
 - Hockey Parents Director (2-year term, elected in odd numbered years)

3.1.2 Executive Committee Powers

- A. 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.
- B. All Executive Officers of the Association either elected or appointed shall have full voting powers. Each position carries one vote on all issues that are brought before the Executive
- C. Executive Officers missing 3 consecutive Executive Committee meetings may be asked to resign.
- D. Individuals can hold more than one position within the Association provided that the positions do not include more than one executive position.
- E. The Executive Committee by majority vote can approve Coordinator positions and sub-Committees in order to ensure the effective delivery of the Association business. These positions and committees shall be subject to ADMHA By-law 8.
- F. Coordinators do not have a vote at the Associations Executive Committee

3.2.1 EXECUTIVE MEMBERS DUTIES

- a) **President:** The President shall be an ex-officio member of all Executive Committees and subcommittees. Subcommittee Chairs may be designated at the discretion of the President. The President shall preside at all executive meetings. President will be allowed to vote during all executive and subcommittee meetings. The President will act as the League(s) Representative and Hockey Alberta Representative for the

association..

- b) **Vice President:** The Vice President shall, in the absence of the President, have the powers and responsibilities of the President. In the instance of the executive member's resignation the Vice President has a duty to recruit to the vacant position as soon as possible. The Vice President will preside over the Game and Conduct policy as the primary facilitator.
- c) **Secretary:** The Secretary shall be required to ensure the minutes of all meetings of the Association are kept on digital file and uploaded onto the association's website. In the event the Secretary cannot attend a meeting of the Executive or will not be available to discharge other duties, the Secretary or President may appoint another Member of the Executive or Association to act as Interim Secretary. The Secretary or designated member shall be in charge of all correspondence and having in his or her possession the seal of the Association.
- d) **Treasurer:** The Treasurer shall be responsible for all receipts and disbursements related to the operation of the Association.
- e) **Hockey Parents Director:** Responsible for chairing all meetings of the Hockey Parents Committee and will follow policies and procedures as set up by the Executive.
- f) **Hockey Operations Directors:** Shall act as Supervisor of all Volunteer Divisional Coordinators. Ensure all Division team players and coaches are registered with Athabasca and District Minor Hockey Association and with Hockey Alberta, and ensure the required information is forwarded to the Registrar. The Hockey Operations Director shall ensure all teams provide an income/expense statement for their team bank account to the ADMHA Treasurer. Director will sit on the Coaching Selection Committee, Player Evaluation Committee and Code and Conduct Committee.
- g) **Player/Coaching Development Director:** The Player/Coaching Development Director shall bring all suggestions for improvements in the delivery of Association programs to the attention of the Executive Committee. The Player/Coaching Development Director Chair's the Coach Selection Committee, and Player evaluation committee. He/she will also be part of Code and Conduct Committee.
- h) **Member at large:** Member at large will provide the Executive committee with a community voice to the Executive. The Member at large position can not be a current member of the Association. The Member at large will sit on the Coaching Selection Committee and Evaluation Committee. The Member will Chair the Game and Conduct appeals committee.
- i) **Off-ice Director:** The Off-ice Director will act as the supervisor of the Ice Coordinator, Equipment Coordinator, and Referee Coordinator. The Off-ice Director shall bring all suggestions for improvements in the delivery of the Association programs to the attention of the Executive Committee by representing these three coordinators.

3.2.2

The full list of duties and responsibilities of the Executive Officers, Volunteer Coordinators and sub-committees of the Association shall be as defined in the Association Policy, Roles and Responsibilities

3.3 REMOVING EXECUTIVE MEMBERS

Executive Members can be removed by the Association for non-performance of respective duties as outlined in the Bylaws & Policies. A motion of non- confidence must be presented at a meeting of the general membership, Executive, or special meeting supported by either:

- 75% of the general membership, or
- at least 2/3rds members of the Executive.

3.4 REMUNERATION

Unless authorized at an Annual General Meeting, special meeting, or meeting of the general membership and after notice of same shall have been given, no Executive Member or general member of the Association shall receive any remuneration for performance of duties as outlined in the Bylaws & Policies except mileage and expenses to attend league meetings, Hockey Alberta meetings, or other meetings to represent the Association.

3.5 POWER OF EXECUTIVE MEMBERS

- A. The Executive Committee shall consist of the following: President, Vice President, Operations Director, Off-ice Director, Treasurer, Player/Coach Development Director, Secretary, Member at Large and Hockey Parents Director. The Executive shall have full control and management of the affairs of the Association subject to the bylaws, policies, and objects of the Association.
- B. The designate of the Executive, the Secretary, shall be responsible for the seal of the Association. The President has permission to use the seal when witnessed by two other members of the Executive.
- C. The President, Vice-President, Secretary and Treasurer have signing authority for the Association.
- D. The Executive Committee may appoint a person to fill any vacant position on the Executive Committee for the remainder of the term.
- E. The Executive Committee shall appoint all Coordinators of the Association.
- F. The Executive shall maintain a full list of roles and responsibilities for Executive Officers, Coordinators, and sub-Committees of the Association.
- G. The Executive Committee shall approve the Annual Budget of the Association.
- H. The Executive Committee shall develop and approve Policies and Procedures as required for the management of the Association.
- I. The Executive Committee shall review and if necessary; may amend or change

any recommendations of any committee of the Association.

3.6 RESIGNATION OF EXECUTIVE MEMBERS

In the event any Executive Member cannot complete their term, the vacated position shall be filled by a Member of the Executive or, if necessary, Member of the General Membership of the Association, elected by the quorum of the Executive.

4 Meetings – Notification/Quorums

4.1 GENERAL MEMBERSHIP MEETINGS

- a) Notification – General and Executive members shall be notified by postings on the hockey information board at the arena, and/or any of the following: print, website and radio media, and team representative reports, a minimum of 10 days prior to selected dates.
- b) Quorum – Quorum at General Membership Meetings shall consist of 20 members of the general membership.
- c) Voting – Any member who has not been expelled or suspended from the Association shall have the right to vote at an Annual General Meeting in Person or by mail or written proxy.

4.2 MEETINGS OF THE EXECUTIVE

- a) Meetings of the Executive shall occur on the 3rd Wednesday of each month, or 1 day each month as decided by the Executive.
- b) Notification: The Secretary or designate shall be responsible for notifying the members of the Executive of the meeting place 10 days prior to the scheduled date.
- c) The President or the authorized executive member (subject to Presidential approval) may call a meeting of the Executive upon five days' notice.
- d) A quorum for an Executive Committee meeting shall be 2/3rds (6 members) of the Executive Officers.
- e) Voting – Only members of the Executive shall have voting privileges at Executive meetings in person or by written proxy.
- f) Meetings can be held by the Executive without notice, providing any decisions must be ratified at the next regularly scheduled meeting of the Executive. Otherwise they shall be null and void.

4.3 SPECIAL MEETINGS

AGM/General Membership

- Notification: Special meetings may be called by a written petition submitted to an Executive of the Association or by way of mail to the Association supported by 25% of the general membership. Notification shall occur as outlined in 4.1(a).
- Quorum – 20 members of general membership.
- Voting – only members in good standing with the Association shall have voting privileges at AGM/General Membership and Special Meetings.

4.4 All motions will be passed by a simple majority vote.

5 Financial Affairs

5.1 The Association shall hold at a minimum the following accounts. Other accounts may be held under the direction of the Executive. All accounts shall require two signatures for all transactions.

- a) General Account
- b) ATM Account
- c) Gaming Account

5.2 The Treasurer shall provide financial statements (bank statement and reconciliation) at all regularly scheduled meetings for all accounts.

5.3 The books of the Association's accounts shall be audited once a year by an individual (other than the Treasurer) with accounting experience. These statements shall be presented at the Annual General Meeting of the Association.

5.4 For the purpose of carrying out the objectives of the Association, the Treasurer under the Executive's direction shall have the power to borrow funds up to a maximum of \$2,500.00. Borrowing in excess of this limit must be approved by the general membership by way of a special resolution. Securing funds by way of debenture must be passed by a special resolution at an Annual General Meeting.

5.5 The fiscal year end of the Association in each year shall be April 30.

6 Minutes/Books/Records

The Secretary is responsible for keeping all minutes of the Association's meetings as outlined in Bylaw #4. The Secretary shall be in possession of the minutes of the meetings as per Bylaw #4 and shall provide copies of the minutes of the meetings at all regularly scheduled meetings of the Executive.

6.1 REGISTRATION RECORDS

Records of the Registration shall be kept by the Hockey Alberta Representative (Registrar) and a compiled list of all Hockey Canada carded Members.

6.2 FINANCIAL RECORDS

- a) Financial records must be kept for each bank account of the Association. Records of accounts shall be presented at each regularly scheduled meeting. These records shall consist of:
 - Balance Sheet
 - Income Statement with prior year comparatives
 - Bank Reconciliation with Bank Statement
- b) The Treasurer is responsible for keeping all the financial statements of the Association.
- c) Day to day operations and controls of these accounts shall be governed by policies conducive to review and audit procedures, as set forth in Policy #11.
- d) A budget for the Association shall be prepared by the Treasurer on a yearly basis.
- e) The Executive can call an audit or review, at any time, of any records held by members of the Association.

6.3 INSPECTION OF BOOKS AND RECORDS

Any general member may inspect the books and records of the Association upon 10 days written notice to the Executive at a place of mutual convenience to the Executive and the requesting member.

7 Repealed

8 Policies

Policies will be adopted and changed by the Executive at a meeting of the Executive

as outlined in Bylaw #4. Policies will be designed to assist in Governing the Association in its operations. The Executive can amend, rescind or make exceptions to these policies without referral to the general membership.

9 Bylaws

The By-laws may be repealed, amended or added to by a “Special Resolution”.

10 Player Releases

10.1 Releases for AA and AAA shall be governed by the Hockey Alberta bylaws, regulations, and procedures currently in effect.