

**BATTLE RIVER MINOR HOCKEY ASSOCIATION
BYLAWS
REVISED APRIL 2023**

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BYLAWS

1.0 NAME

- a) The name of the not-for-profit society is the Battle River Minor Hockey Association, hereinafter called "BRMHA" or the "Association". The objectives of BRMHA can be found on the Application to Form a Society.

2.0 AFFILIATION

- a) The BRMHA is the governing body for all male and female minor hockey in the Killam and Sedgewick draw zone, in accordance with Hockey Alberta age group regulations;
- b) The BRMHA is a member of Hockey Alberta in affiliation with Hockey Canada.

3.0 BOUNDARIES

- a) The boundaries of the Association are established by Hockey Alberta;
- b) Boundaries may only be altered, amended, or added to by Special Resolution of the members of the Association and by mutual consent with neighbouring associations, and based on the boundary principles as approved by Hockey Alberta. No revision, alteration, or addition to the boundary shall take effect until the same has been approved by Hockey Alberta.

4.0 MEMBERSHIP

- a) Membership in BRMHA:

The following persons are entitled to membership in BRMHA:

- i) Parents or guardians of any player registered to play in BRMHA;
- ii) All participants and players registered with BRMHA programs;
- iii) All persons who volunteer their services for BRMHA and who pay the annual fee determined by the Executive;
- iv) All life members of the BRMHA. The life members being individuals elected at the Annual General Meeting by 2/3rds majority vote of the members voting thereon.

- b) Duties and Privileges of Members:

- i) All members shall be entitled to attend the Annual Meeting, General Meetings, and any Executive and Operating Committee Meetings to make suggestions and recommendations to the Executive and Operating Committee and assist in the operation of the hockey program in any manner approved by the Executive;
- ii) All members except player members shall be entitled to vote at and only at all Annual Meetings, General Meetings, and Special Meetings of BRMHA, on the basis of one vote per registered family;
- iii) All members shall be subject to such rules and regulations as may be formulated by BRMHA.

- c) Fees:
- i) Participant members shall be assessed a fee to be set by the Executive on an annual basis.
- d) Membership Termination:
- i) Any member wishing to withdraw from membership in BRMHA may do so by giving notice to the President;
 - ii) If any member is in arrears of fees such member may be suspended by BRMHA under authority of the Executive and shall thereafter be entitled to no membership privileges or powers including on-ice privileges, until reinstated;
 - iii) No member shall be expelled without being notified of the complaint against them and without first being given an opportunity to be heard by the Executive. BRMHA will refer to the discipline director to deal with such matters;
 - iv) Any and all refund requests for membership withdrawal will be solely at the discretion of the Executive and dealt with on a case-by-case basis. Any requests for player registration refunds will be dealt with in accordance with the BRMHA Policies and Guidelines.

5.0 FACILITY USE

- a) All BRMHA on-ice and off-ice programs, practices, games, events, and meetings shall take place in both Killam and Sedgewick on a 50/50 basis as availability allows.

6.0 EXECUTIVE AND OPERATING COMMITTEE

- a) The management and business of BRMHA shall be vested in the Executive in accordance with the Bylaws. The Operating Committee will assist the Executive with managing and organizing the business of BRMHA;
- b) All Executive and Operating Committee positions will be elected at the Annual General Meeting;
- c) Any member of the Executive or Operating Committee may be removed from their position for criminal actions;
- d) The Executive shall consist of the:
 - President
 - First Vice-President
 - Second Vice-President
 - Secretary
 - Treasurer
 - Registrar

The Executive shall be elected at the Annual General Meeting and shall serve a term of 2 years. The President, Second Vice-President, and Treasurer shall be

elected in even years and the First Vice-President, Secretary, and Registrar shall be elected in odd years;

- e) The Operating Committee shall consist of the Executive together with the following:
- One Division Director from each age group
 - Fundraising Convener
 - Equipment Manager
 - Referee Assignor(s)
 - Referee in Chief
 - Equipment Manager
 - Fundraising Convenor
 - Website and Media Manager
 - League Representative/Director - male and/or female leagues
 - Player Development
 - Discipline Director
 - Ice Allocator
 - Casino Chairperson
 - Hockey Alberta Safety Leader

The Operating Committee except for appointed positions shall be elected at the Annual General Meeting and shall serve a one year term;

- f) The Executive shall be empowered to establish such committees as are deemed necessary for fulfilling its responsibilities.
- g) The Executive and Operating Committee members shall receive no remuneration for their services to BRMHA.

7.0 DUTIES OF THE EXECUTIVE AND OPERATING COMMITTEE MEMBERS

Duties shall consist of the following duties together with those set forth in the Policies and Guidelines of the BRMHA. The Executive shall have the power to rescind, alter, or add to the BRMHA Policies and Guidelines at routine or Special Meetings. All Executive and Operating Committee members shall provide any requested information from previous positions held with other hockey associations.

EXECUTIVE

a) PRESIDENT

The President shall generally perform the duties of the office of the President and without limiting the generality of the foregoing shall have the powers to:

- i) Preside at all meetings;
- ii) Exercise the powers of the Executive in the case of an emergency;
- iii) Sit on all committees as an ex officio member;
- iv) Appoint all committee chairpersons;
- v) Shall have signing authority;
- vi) Shall attend Executive and Operating Committee meetings;

- vii) To perform such other duties as shall be necessary for the good and welfare of BRMHA.
- b) FIRST VICE PRESIDENT
 - i) Shall act in absence of the President;
 - ii) In the event of the President's inability to act the First Vice President shall have and exercise all the powers of President;
 - iii) Shall have signing authority;
 - iv) Shall attend Executive and Operating Committee meetings;
 - v) Shall along with the Second Vice President and Division Directors organize and supervise the Player Evaluation Process as set out in BRMHA's Policies and Guidelines;
 - vi) To perform such other duties as shall be necessary for the good and welfare of BRMHA.
 - c) SECOND VICE PRESIDENT
 - i) Shall act in absence of the President and First Vice President;
 - ii) In the event of the President and the First Vice President both being unable to act, the Second Vice President shall have and exercise all the powers of President;
 - iii) Shall attend Executive and Operating Committee meetings;
 - iv) Shall with the First Vice President and Division Directors organize and supervise the Player Evaluation Process as set out in BRMHA's Policies and Guidelines;
 - v) To perform such other duties as shall be necessary for the good and welfare of BRMHA.
 - d) SECRETARY
 - i) Shall keep an accurate record of the minutes of all Executive, Operating, General and Special Meetings of BRMHA for the duration of their term of office;
 - ii) Shall be responsible for all other books and records of the BRMHA;
 - iii) Shall notify the Executive of the place and time of meetings;
 - iv) Shall publish notice of the Annual General Meeting as required in the local newspaper, BRMHA website and/or email at least two weeks in advance;
 - v) Shall attend Executive, General, Special, and Operating Committee Meetings;
 - vi) To perform such other duties as shall be necessary for the good and welfare of BRMHA.
 - e) TREASURER
 - i) Shall keep an accurate record of all monies received and disbursed;
 - ii) Shall present at the Annual General Meeting a report of the year's operations to date and printed year to date financial statement;
 - iii) Shall have signing authority;
 - iv) Shall attend Executive, General, Special, and Operating Committee Meetings;
 - v) To perform such other duties as may be necessary for the good and welfare of the BRMHA.
 - f) REGISTRAR
 - i) Shall coordinate player registration in accordance with Hockey Alberta;

- ii) Shall receive and certify all certificates submitted to them on behalf of all players and teams applying for membership in BRMHA;
- iii) Shall maintain a list of all members of BRMHA and their addresses;
- iv) Shall attend Executive and Operating Committee Meetings;
- v) Shall collect all vulnerable sector checks and keep such information secure;
- vi) To perform such other duties as shall be necessary for the good and welfare of BRMHA.

OPERATING COMMITTEE

a) REFEREE IN CHIEF

- i) Shall be qualified for the position as determined and approved by the Executive;
- ii) Shall maintain a list of qualified referees certified by Hockey Alberta to referee all league and playoff games (preference given to local referees if possible);
- iii) Shall through the aid of clinics train and supply sufficient referees for the needs of BRMHA;
- iv) Shall have the authority to remove an incompetent referee from the list;
- v) Should a referee contest to being removed from the list they may appeal such removal to the Executive of BRMHA;
- vi) Shall provide supervision and encouragement for all referees;
- vii) Shall attend Operating Committee Meetings;
- viii) Shall mentor younger referees;
- ix) To perform such other duties as shall be necessary for the good and welfare of BRMHA.

b) REFEREE ASSIGNOR(S)

- i) Shall be qualified for the position as determined and approved by the Executive;
- ii) Shall maintain a list of qualified referees certified by Hockey Alberta to referee all league and playoff games (preference given to local referees if possible);
- iii) Shall appoint the referees for all home games and their appointment shall be final;
- iv) Shall be notified by the manager of the home team when a referee does not put in an appearance as scheduled;
- v) Shall attend Operating Committee Meetings;
- vi) Shall be paid an honorarium for each hockey season in an amount determined by the Executive, with said fees to be provided from each team account;
- vii) To perform such other duties as shall be necessary for the good and welfare of BRMHA.

c) EQUIPMENT MANAGER

- i) Shall be submitted a list of equipment requirements from the Division Directors;
- ii) Shall be authorized to purchase required equipment;
- iii) Shall arrange for the handling, storage, repairing, cleaning, and inventory of equipment;
- iv) Shall oversee and coordinate the BRMHA apparel program;
- v) Shall ensure first aid kits are stocked at the beginning of each hockey season;

- vi) Has ability to access all team equipment lockers at any time;
 - vii) Shall be responsible for handling, storage, repairing, cleaning, and inventory of all uniforms at the end of each hockey season;
 - viii) Shall attend Operating Committee Meetings;
 - ix) To perform such other duties as shall be necessary for the good and welfare of BRMHA.
- d) FUNDRAISING CONVENER
- i) Shall organize fundraising activities;
 - ii) Shall maintain fundraising records;
 - iii) Shall be a liaison between groups in regard to fundraising activities;
 - iv) Shall organize and oversee BRMHA casino fundraising;
 - v) Shall report to the Executive;
 - vi) Shall attend Operating Committee Meetings;
 - vii) To perform such other duties as shall be necessary for the good and welfare of BRMHA.
- e) WEBSITE AND MEDIA MANAGER
- i) Shall maintain and update all BRMHA websites and social media in a timely manner;
 - ii) Shall attend Operating Committee Meetings;
 - iii) Shall report to the President.
- f) DIVISION DIRECTORS
- i) Shall assist the First Vice-President and Second Vice-President with organizing player evaluations;
 - ii) Shall conduct preseason meetings with coaches and managers;
 - iii) Shall function as a liaison between their respective division and the Operating Committee.
 - iv) Shall attend operating committee meetings
- g) LEAGUE REPRESENTATIVE/DIRECTOR
- i) Shall attend league meetings for all leagues BRMHA teams are entered in; this may be two individuals
 - ii) Shall be responsible to organize and oversee league governor representatives for the leagues BRMHA teams are entered in;
 - iii) Shall report to the Executive;
 - iv) Shall attend Operating Committee Meetings;
 - v) To perform such other duties as shall be necessary for the good of BRMHA.
- h) PLAYER DEVELOPMENT
- i) Shall arrange training programs including, but not limited to conditioning camps, goalie training, power skating and dry land training for BRMHA members;
 - ii) Shall report to the President.
- i) DISCIPLINE DIRECTOR
- I) Shall respond to all concerns and complaints submitted
 - II) Shall report to the executive
 - III) Shall follow discipline procedure as written in the BRMHA policies and procedures to the best of their ability
 - IV) Shall attend operating committee meetings

- j) ICE ALLOCATOR
 - a. Shall maintain records to ensure fair ice allocations for all teams;
 - b. Shall be responsible to submit game ice times to the leagues;
 - c. Will communicate with Team Mangers only for team ice bookings;
 - d. Shall maintain contact with facilities Managers for ice bookings, ensure that they receive all league and tournament schedules
 - e. Shall supply ice usage reports
 - f. Shall report to the executive
 - g. Shall attend operating committee meetings
 - h. To perform such other duties as shall be necessary for the good of BRMHA
- k) CASINO CHAIRPERSON
 - a. Reporting to AGLC for casinos
 - b. Schedule shifts and bookings for casinos
- l) HOCKEY ALBERTA SAFETY LEADER
 - a. Be a point of contact for Hockey Alberta to share safety initiatives
 - b. Be available to association members for any safety related support
 - c. Report to the executive as required

8.0 RESIGNATION OR REMOVAL OF AN EXECUTIVE OR OPERATING COMMITTEE MEMBER

- a) RESIGNATION

Members of the Executive and Operating Committee may resign their positions by providing the President with written or verbal notice of their resignation. The resignation shall be effective after the President has received the resignation and it is accepted by the Executive.
- b) REMOVAL

A member of the Executive or Operating Committee shall be relieved of their duties and removed from the Executive or Operating Committee on a 75% majority vote of the Executive on the basis that the Executive Member or Operating Committee Member is doing an unsatisfactory job or bringing BRMHA into disrepute.

9.0 PLAYING RULES

- a) Playing rules of BRMHA shall follow the rules of Hockey Canada and Hockey Alberta.

10.0 CONDUCT

- a) All members and officials of BRMHA shall conduct themselves in a manner becoming to their organization and in accordance with Hockey Alberta policies;
- b) No player, coach, or any person acting as a representative of BRMHA shall use obscene or profane language nor smoke in the presence of players during any games or practices;
- c) BRMHA has a “zero tolerance” for the abuse of its alcohol policy. BRMHA does not allow the consumption of alcohol by any person or player, on or in any vehicle transporting BRMHA players (personal vehicles, busses, etc.). As ambassadors of

BRMHA all coaches, coaching staff, and team managers are responsible for upholding this policy. Proper decorum is expected whether at home or on the road;

- d) BRMHA will act immediately upon receiving a complaint of noncompliance with this policy. Any team official, player, parent, or fan that has consumed alcohol will not be allowed to enter any dressing room, players bench, or penalty bench and may be asked to leave the arena all together if warranted;
- e) The consequences for the offending party for failure to uphold this policy may include removal from the bench, suspension, or expulsion from BRMHA;
- f) The Code of Ethics applies to all parents, players, team personnel, Executive and Operating Committee members. There are minimum standards of behaviour which participants are expected to observe. Violation of the standards by a participant may lead to a review by the Executive for subsequent exoneration, reprimand, or expulsion.
- g) Player dismissal (discipline) - no player shall be ejected from BRMHA without the approval of the Executive and without every effort being made to resolve the problem without ejection, with the following procedures to occur:
 - i) If a problem between a coach and player is unresolved, either may approach the Team Manager and/or Division Director and in consultation with the coach and player's parents/guardians the Team Manager and Division Director shall attempt to resolve the problem;
 - ii) If the problem still cannot be resolved, either the coach or the player may take it to the Discipline Director/Discipline Committee;
 - iii) The individual receiving such discipline shall have the right to appeal said discipline to the Executive;
 - iv) Parents/Guardians must be notified of a player's dismissal in writing.

11.0 PLAYERS

- a) All players shall complete and return official registration forms as set by BRMHA each and every year. Registration must be completed before the player is allowed to participate in practice or games.. No player may participate in any on-ice or off-ice team activity until approved by the Registrar;
- b) Player's fees are set yearly by the BRMHA Executive;
- c) Players shall commence each season at the level corresponding to their age unless otherwise authorized by procedures as set out in the Policies and Guidelines of BRMHA.

12.0 COACHES AND TEAM OFFICIALS

- a) Coaches and team officials shall complete an application form and be selected in accordance with criteria as set out in Policies and Guidelines of BRMHA;
- b) All coaches and team officials shall provide a Vulnerable Sector Check at least once every 3 seasons or in accordance with league and Hockey Alberta policy. The executive will follow the Hockey Alberta Background Screening policy for any record checks are turned in containing convictions.

- c) Every team must have a certified registered coach at every practice and game. Teams will not be allowed on the ice without complying with Hockey Alberta rules for coaching certificates.

13.0 MEETINGS

- a) The Annual General Meeting of BRMHA shall be held on or before June 1 in each year members will be notified two weeks prior to the meeting, by posting notice in the arenas, advertising in the local newspaper, and on the BRMHA website and/or by email;
- b) All meetings of the Executive and Operating Committee shall be at the call of the President except as set out in 13.0 (c) below;
- c) At the request of three Executive Members the President shall call a meeting of the Executive. At the request of three Operating Committee Members, the President shall call a meeting of the Operating Committee;
- d) The Secretary shall provide notice of any Executive or Operating Committee meeting to all members at least 24 hours prior to the commencement of the meeting;
- e) A Special General Meeting of BRMHA shall be called by the President upon receipt by the President of a petition signed by at least 25 members of the BRMHA in good standing. One week's notice by posting in the arena lobbies and on the BRMHA website shall be given to all members of any Special General Meeting;
- f) At all meetings of BRMHA the following shall be the order of business:
 - i) Call to order by Chairman;
 - ii) Request for any additions to the agenda as circulated;
 - iii) Approval of the Agenda;
 - iv) Approval of Minutes from last meeting;
 - v) Business arising from Minutes;
 - vi) President's Report;
 - vii) Treasurer's Report;
 - viii) Division Directors' Reports;
 - ix) Committee Report;
 - x) Elections (Annual Meeting only);
 - xi) New Business;
 - xii) Adjournment

and copies of all Minutes of such meetings shall be distributed at meetings to all Executive or Operating Committee members.

- g) A quorum for the transaction of business at any Executive or Operating Committee Meeting shall consist of four members.
- h) A quorum for the transaction of business at any General or Special Meeting of the general membership shall consist of not less than 20 members present in person.

14.0 VOTING

- a) Voting at all meetings of BRMHA shall be by show of hands, by standing vote, or secret ballot, but only those persons entitled to vote shall be recognized. Any two members present and entitled to vote can request a vote by secret ballot. All voting at elections when an office or position is being contested shall be by secret ballot and a majority of ballots cast shall determine any issue except for any issues which must be passed by "Special Resolution" which shall require a simple majority of the members present.

15.0 NOMINATIONS

- a) Each member of BRMHA shall have the privilege of nominating a candidate for each office of BRMHA.

16.0 BORROWING POWERS

- a) For the purpose of carrying out its objectives BRMHA may borrow, raise, or secure the payment of money in such manner as it thinks fit, but this power shall be exercised only under the authority of BRMHA and in no case shall BRMHA borrow money without the sanction of a Special Resolution of BRMHA.

17.0 AUDITING

- a) The books, accounts and records of the Secretary and Treasurer shall be audited at least once each year by a duly qualified accountant OR by two members of the society elected for that purpose at the Annual Meeting. A complete and proper statement of the standing of the books for the previous year shall be submitted at the Fall General Meeting. The fiscal year in each year shall end April 30th.
- b) The books and records of the BRMHA may be inspected by any member of the Association at the Annual General Meeting provided for herein or at any time upon giving reasonable notice and arranging a time satisfactory to the officer(s) having charge of the same. Each Executive member shall have access to such books and records at all times.

18.0 INCIDENT REPORT FORM

- a) all incidents and complaints must be submitted to the email located on the BRMHA website.
- b) Only the president shall be in possession of the password to this email account and will forward all emails to the Discipline Director

19.0 CORPORATE SEAL OF THE SOCIETY

Any corporate seal of the society shall be kept by the Secretary, and if used, shall be authenticated by the signatures of two members of the Executive.

20.0 AMENDMENTS TO BYLAWS

Amendments or alterations to these bylaws shall only be made by "Special Resolution".
A Special Resolution is:

- a) A resolution passed:
 - i) At a General Meeting of which not less than 14 days notice specifying the intention to propose the resolution has been duly given; and
 - ii) By the vote of not less than 75% of those members who, if entitled to vote, vote in person.
- b) A resolution proposed and passed:
 - i) At a General Meeting or Special Meeting of which less than 14 days notice has been given if all members entitled to attend and vote at the General Meeting or Special Meeting so agree;
- c) A Resolution consented to in writing by all the members who would have been entitled at a General Meeting or Special Meeting to vote on the resolution in person.

21.0 AMENDMENTS TO POLICIES AND GUIDELINES OF THE ASSOCIATION

- a) Policies and Guidelines:
 - i) The Policies and Guidelines of the Association may be altered, amended, or added to at any regularly scheduled Executive Meeting or at General Meetings as required by the Association from time to time.

22.0 DISSOLUTION

In the event of the dissolution of BRMHA, any assets remaining after paying all debts and liabilities shall be either:

- a) Disbursed to an eligible charitable group or purpose; or
- b) Transferred in trust as follows:
 - i) 50% to Town of Killam;
 - ii) 50% to Town of Sedgewick;until such time as the assets can be transferred to a charitable group or purpose approved by the Executive.