

**Blackfalds Minor Hockey Association  
Association By-Laws  
May 29, 2018**

**NAME**

1. This organization shall be known as the Blackfalds Minor Hockey Association here in after referred to as the BMHA

**MEMBERSHIP**

2. The BMHA shall be a member of an accredited hockey league under Hockey Alberta and in affiliation with Hockey Canada.
3. The BMHA will follow Hockey Alberta boundary guidelines for its membership. An out of boundary player may be accepted upon approval by the BMHA's Board of Directors
4. Registration (membership) fees shall be determined, annually, by the Board of Directors
5. The membership of the BMHA shall consist of the following persons:
  - a. The duly appointed or elected Directors of the BMHA and, upon ceasing to be such Directors as the individual case may be, such Directors shall cease respectively to be members of the BMHA
  - b. Such other members as are from time to time approved by the Board of Directors of the BMHA
  - c. All parents and/or guardians of children registered with BMHA
  - d. Coaches, Managers, and Team Officials for the current year
6. Members shall have the following rights and responsibilities:
  - a. Members shall have the right to attend general meetings. Members may attend meetings of the Board of Directors upon approval of the Board of Directors
  - b. Members are responsible for behaving in accordance with the by-laws and regulations of the BMHA
  - c. Members in good standing have the right to vote in person, or by signed proxy, at general meetings
7. Any member wishing to withdraw from membership may do so upon a notice in writing to the Board through the Secretary. Any member, who is in arrears for fees or assessments for any year, shall be automatically suspended until such fees or assessments are paid in full. Any member who fails to follow the BMHA's Bylaws/Regulations, or whose conduct is considered detrimental to the best interests of the BMHA, as decided at a meeting of the Board of Directors, shall be suspended and shall thereafter be entitled to no membership privileges or powers in the society until reinstated. Any member upon a majority vote of all members of the society in good standing may be expelled from the membership for any cause which the society may deem reasonable.

**MEETINGS**

8. The BMHA shall hold an Annual General Meeting on or before June 30<sup>th</sup> of each year. A Semi-Annual Pre-Season Communication shall be sent to the BMHA membership on or before September 30<sup>th</sup> of each year. Members will be given fourteen (14) days notice of the general meetings, either by letter, telephone, email or other electronic means, to the last known address/ telephone number of each member, or by public announcement
9. A special meeting shall be called by the President or Secretary upon receipt of a petition signed by one-third of the members in good standing, or two thirds of the Board of Directors, setting forth the reasons for calling such meeting. Notice for such

meeting shall be eight (8) days, either by letter, telephone, email, or other electronic means to the last known address/telephone number of each member, or by public announcement.

10. Fifteen (15) members in good standing shall constitute a quorum at any general or special meeting
11. Meetings of the Board of Directors shall be held as often as may be required, but at least once every three (3) months and shall be called by the President. A special meeting of the Board may be called on the instructions of any two Board members, provided they request the President in writing to call such meeting and state the business to be brought before the meeting. Meetings of the Board shall be called by ten (10) days notice in writing to each Board member or by three (3) days notice by fax or telephone or other electronic means. Quorum at Board meetings shall be fifty one percent (51%) of elected Directors. Meetings of the Board shall be held without notice if a quorum of the Board is present, provided however, that any business transactions at such meetings are ratified at the next regularly called meeting of the Board; otherwise, they shall be null and void.

## **BOARD OF DIRECTORS**

12. The Board of Directors shall be elected at the Annual General Meeting of the BMHA. Each Director shall hold office for a term of one year or until the next Annual meeting. Directors may be reinstated for subsequent years, providing there are no other nominees for that office. If there are other nominees, a vote shall be held. In the event that any Director ceases to be a Director through death, resignation or other termination, before his or her term of office shall have expired, the remaining Directors, by simple majority, may appoint a successor to hold office until the next Semi Annual or Annual meeting, whichever occurs first.
13. The Board shall consist of a maximum of fifteen (15) Directors. At a minimum, there shall be a President, Vice President, Secretary, Treasurer, and three (3) Directors at large. The office of Secretary and Treasurer may be filled by one person if so decided at the Annual General Meeting. Any person occupying more than one (1) office shall have only one (1) vote at any meeting. The Past President shall also be considered a member of the Board of Directors.
14. The Office of Director of the BMHA shall be vacated:
  - a. If, in the opinion of a majority of the remaining Directors, such Director is found to be physically or mentally incapable of carrying on his/her responsibilities as a Director, or it is determined that he/she is not fulfilling their appointed/agreed to duties; or
  - b. If, by notice in writing to the BMHA he/she resigns his/her office; or
  - c. If, by majority vote, by the Board of Directors, it is determined that his/her conduct is considered detrimental to the best interests of the BMHA.
15. The duties of the Directors shall be as follows:
  - a. President
    - i. Shall be responsible for the proper and efficient operation of the BMHA
    - ii. Shall be an ex-officio member of all Committees. He/she shall, when present, preside at all meetings of the BMHA and of the Board. In his/ her absence, the Vice-President shall preside at any such meetings. In the absence of both, a chairperson may be elected at the meeting to preside.
    - iii. Shall have signing authority on all BMHA accounts
    - iv. Shall be unable to vote unless needed to break a tie at General and Board meetings
    - v. Shall have other duties as required
  - b. Past President

- i. Shall be a non-voting advisor available to provide continuity and offer guidance in policy.
    - ii. Shall be responsible to conduct the elections of the Directors at the Annual General Meeting
    - iii. Shall have other duties as required
  - c. Vice-President
    - i. Shall have the authority to perform the duties of the President in his/her absence
    - ii. Shall have signing authority on the BMHA accounts
    - iii. Shall have other duties as required
  - d. Secretary
    - i. Shall attend all meetings of the BMHA and of the Board, and to keep accurate minutes of the same. He/she shall have charge of the Seal of the society. In case of the absence of the Secretary, his/her duties shall be discharged by such officer as may be appointed by the Board. The Secretary shall have charge of all the correspondence of the BMHA and be under the direction of the President and the Board
    - ii. Shall keep a record of all the members of the BMHA and their addresses and send all notices of the various meetings as required. He/she shall be responsible for the collection of the annual fees or assessments levied by the BMHA. Such monies shall be promptly turned over to the Treasurer for the deposit in the BMHA's accounts as required
    - iii. Shall have other duties as required
  - e. Treasurer
    - i. Shall receive all monies paid to the BMHA and be responsible for the deposit of same in the BMHA's accounts. He/she shall properly account for the funds of the BMHA and keep such books as may be directed. He/she shall present a full detailed account of receipts and disbursements to the Board whenever requested and shall prepare for submission to the Annual Meeting a statement duly audited of the financial position of the BMHA and submit a copy of same to the Secretary for the records of the BMHA
    - ii. Shall have signing authority on the BMHA accounts
    - iii. Shall have other duties as required
  - f. Directors at Large
    - i. As stated in item 13, above, there shall be a maximum of fifteen (15) Directors. The number and duties of the Directors at Large shall be the same as in previous years unless decided otherwise at the Annual General Meeting.
- 16. The Board of Directors shall have full control and management of the affairs of the BMHA.
- 17. The Directors shall serve without remuneration provided that a Director may be paid or reimbursed for all reasonable expenses incurred by him/her in the performance of his/her duties.

## **FINANCIAL AFFAIRS**

18. 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 (2) members of the BMHA 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 by such auditor at the Annual Meeting of the BMHA. The fiscal year end of the BMHA in each year shall be April 30.
19. The BMHA may not borrow money without a Special Resolution of the BMHA

## **MINUTES, BOOKS AND RECORDS**

20. The Secretary shall be responsible for taking minutes and preparing and keeping the minutes of all meetings of the BMHA. In case of the absence of the Secretary, his/her duties shall be discharged by such officer as may be appointed by the Board.
21. The Treasurer shall be responsible for preparing and keeping the financial records of the BMHA
22. The BMHA members may inspect the minute books and financial records at any time and place appropriate to the Secretary and Treasurer

## **OTHER**

23. The Secretary shall have charge of the Seal of the BMHA which, whenever used, shall be authenticated by the signature of the Secretary and President, or, in case of death or inability of either to act, by the Vice-President
24. The By-laws may be rescinded, altered or added to by a Special Resolution
25. Upon dissolution of the BMHA, any assets remaining, after paying debts and liabilities will be donated to the Blackfalds AG Society to be used for the Jim Hurley Free Skate in Blackfalds. If, at the time of dissolution, the Blackfalds AG Society no longer exists; the funds shall be transferred, in trust, to the Municipality of Blackfalds, until such time as the assets can be transferred from the municipality to a charitable or religious group or purpose approved by the Board.

Revised Feb 22, 2016  
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