

# GENERAL BYLAWS

## **1. BYLAW 1 – NAME OF ASSOCIATION & JURISDICTION**

- A. The name of this Association is the CANMORE MINOR HOCKEY ASSOCIATION (the “Association”).
- B. The Association is the governing body for minor hockey in the Jurisdiction dictated by the Hockey Alberta boundary map. The Association’s Objectives, these By-Laws and the Regulations and Operating Policy document as may be amended, from time to time, are for the specific purposes of governing minor hockey within the Jurisdiction as well as all Members under the Jurisdiction, and all interpretations of same, together with all questions or disputes thereof, shall be referred to the Board of Directors.

## **2. BYLAW 2 – INTERPRETATION**

- A. In these Bylaws, unless the context otherwise requires, words in the singular may mean the plural and references to persons may include firms and corporations.
- B. These Bylaws shall conform and comply with the Bylaws, Rules and Regulations as set forth by Hockey Alberta (HA) and Hockey Canada (HC).
- C. These Bylaws must be interpreted broadly and generously.

## **3. BYLAW 3 – MEMBERSHIP**

- A. Membership (The “Member”, “Members”, or “Membership”) of the Association shall be determined by the following:
  - i. Any parent or legal guardian of a minor child, which minor child resides and participates in minor hockey within the Jurisdiction, who has paid the necessary registration fees as determined by the Board of Directors.
  - ii. Any minor hockey player residing within the Jurisdiction, sixteen (16) years or older, who is not responsible to a parent or legal guardian and who has paid the necessary registration fees as determined, from time to time, by the Board of Directors; or
  - iii. Any person who is so elected or appointed by either the Board of Directors or the Membership (as hereinafter defined) in recognition of a particular or special contribution they have offered the Association to better carry out its ideals and objectives; provided, however, that:

- a. Such election/appointment may be for a limited time or an extended period and may be terminated at any time by a majority vote of the Board of Directors.
  - b. Such person shall not be liable to pay any registration fees; and
  - c. Such a person shall have full voting privileges.
- iv. Any Member wishing to voluntarily withdraw from the Membership may do so upon written notice to the Board of Directors through its “designated person” provided, however, that any refund of registration fees, if applicable, upon such withdrawal, shall be paid by the Association in accordance with the Regulations and Operating Policies (as hereinafter defined), as the case may be.
- v. If any Member is in arrears for registration fees for any year, such Member or the minor child of such Member, as the case may be, shall be prohibited from participating in minor hockey at the onset of the following season, and such minor child and/or Member shall, thereafter, not be entitled to any membership privileges or powers in the Association until reinstated by a favorable majority vote passed by the Board of Directors.
- vi. All Members are subject to the Association’s Objectives, these By-Laws, the Regulations, and Operating Policies as the case may be, and the operating rules, regulations, and policies of Hockey Alberta all as amended, from time to time; any Member who fails to conduct themselves in accordance therewith or who does not otherwise remain in good standing may be expelled or suspended by the Board of Directors at any time during the minor hockey season and shall, thereafter, not be entitled to any membership privileges or powers in the Association until reinstated by a favorable majority vote passed by the Board of Directors.
- vii. The Board of Directors has the right to ban any resigned, suspended or terminated Member from any Association functions, including meetings, games, practices, or associated gatherings. viii. A Member can be suspended or terminated for any period deemed appropriate by the Board of Directors.
- viii. The Board of Directors will set the annual membership fees and dues as determined on an annual basis and may amend, from time to time, as deemed necessary.
- ix. Membership is not transferable.

#### **4. BYLAW 4 – ASSOCIATION POSITIONS: BOARD OF DIRECTORS and ADMINISTRATIVE STAFF**

- A. The Board of Directors (The “Board”) consists of the following positions:
- i. President
  - ii. Past President
  - iii. Vice President
  - iv. Secretary
  - v. Treasurer
  - vi. Director - CAHL
  - vii. Director - RHL
  - viii. Director - RMFHL
  - ix. Director- Coach and Skills
  - x. Director - Communications
  - xi. Governor - CAHL
  - xii. Alt. Governor - CAHL
  - xiii. Director- Volunteers
- B. Administrative Roles - These non-voting positions will be decided by the Board of Directors, based on the needs of the Association, which may include, but are not limited to:
- i. Operations Manager
  - ii. Tournament Coordinator
  - iii. Equipment Manager
  - iv. Complaints Coordinator
  - v. Accountant / Bookkeeper
- C. The Board of Directors of the Association shall have full control and management of the affairs of the Association, operating within the confines of the Association’s Objectives and these Bylaws, and in accordance with any directions given to it by majority vote at any properly called and constituted meetings of the Membership of the Association.
- D. Members of the Board shall be elected at the Annual General Meeting. The positions of President, Secretary, and Treasurer shall be two (2) year terms. The Secretary and Treasurer shall be elected in alternating years, ensuring that only two of these positions will change in any given year. All other positions shall be one-year terms. However, all Board members shall remain eligible for re-election in the subsequent year, so long as they are a member in good standing.

- E. Any Member elected or appointed as a Director becomes one if they were present at the meeting during the election or appointment process and did not refuse the position. However, a member may also become a Director if they were not present at the meeting but provided written consent to act as a Director before the election or appointment.
- F. If a vacancy occurs on the Board of Directors during the year, the Board shall have the authority to appoint a Member to fill the position for the remainder of the term. A vacancy shall be deemed to have occurred in the following circumstances:
  - i. Written resignation submitted by a Director.
  - ii. A Director's absence from three (3) consecutive Board meetings without due cause.
  - iii. A favorable majority vote of all the Directors to remove a Director from their duties for any cause deemed reasonable by the Board.
- G. The Directors shall serve on committees as required. These committees will be determined by the Board of Directors, from time to time. Their purpose will be to develop ideas and proposed projects and to implement them upon approval of the Board of Directors.
- H. All Board of Directors are elected positions with full voting rights and expected to attend regular Board of Director meetings.
- I. All Directors must sign and present to the Secretary, on a yearly basis, a Code of Conduct form, and a Conflict-of-Interest Disclosure form.
- J. Individuals employed by CMHA shall have an annual compensation review with the Board of Directors.
- K. Unless authorized by the Board of Directors, no Director shall receive any remuneration for their services.

## **5. BYLAW 5 – DUTIES OF THE BOARD OF DIRECTORS**

The Board of Directors shall be duly elected or appointed from the Membership at the AGM, as defined hereinafter, and shall have the following duties:

- A. Oversight of the affairs of the association, including the Administrative Staff.
- B. By majority vote, the Board has the power to fill any vacancy on the Board of Directors by appointment. Such appointee will hold the position as if elected.

- C. Impose and enforce penalties for violation of these Bylaws.
- D. By majority vote, the Board may immediately remove any member of the Board of Directors for neglect of duty or conduct unbecoming.
- E. Supervise the collection and authorize the expenditure of Association funds, ensuring that funds are allocated in accordance with their intended purpose.
- F. Adjudicate all disputes between Members which may arise.
- G. In the event of permanent vacancy in the office of President, a Board Member will be appointed President by the Board of Directors. Such appointments will be effective until the next election of Directors.

## **6. BYLAW 6 – DUTIES OF KEY DIRECTORS**

### **A. The PRESIDENT**, without restricting the generality of the foregoing, shall:

- i. Chair all Board of Directors and General Meetings.
- ii. Guide the strategic direction of the association.
- iii. Coordinate and liaise with the Board, Committees, and other key contributors to the Association.
- iv. Sit on all committees as an ex-officio voting member.
- v. Notify the Board of the time and location of all meetings and ensure that the dates and times of the Annual General Meeting are adequately advertised for the benefit of the public.
- vi. Act as a mediator considering disputes regarding parties within the Association and provide recommendations for mediation.
- vii. Act in concert with the Board and on behalf of the association when dealing with outside agencies, Hockey Alberta, other leagues, and the news media.
- viii. Have joint signing authority on the association's financial documents.
- ix. Appoint all committees unless specifically stated and form any special committees to assist in the operation of the Association.
- x. The President shall have the authority to suspend any team, player, team official, and member for unbecoming conduct on or off the ice, abusive language to any of the officials, or for failure to comply with the By-Laws, and Regulations.
- xi. The President shall have the authority to prevent any spectator from viewing a game, other activity, or entering a facility to view a game or other activity that is being conducted by the Canmore Minor Hockey Association for conduct the President has deemed to be detrimental to the game. Furthermore, the President shall have the authority to suspend the coach,

player, team official, or the team to which the spectator is affiliated. Such action to be effective until dealt with by the Board of Directors.

- xii. The President shall not make or second motions unless the Board is deadlocked on a decision regarding a legal motion on the table. Nor shall the President vote unless the vote is tied, in which case the President can choose to vote or abstain.

#### **B. The PAST PRESIDENT**

- i. Be a full voting member of the Board of Directors.
- ii. Carry out an advisory role.

#### **C. The VICE-PRESIDENT**

- i. Chair in the absence of the President board of director and general meetings.
- ii. Fulfill the duties of the President in the absence of the President.
- iii. May have joint signing authority on the Associations financial documents.
- iv. Perform such other duties as the President may direct.

#### **D. The SECRETARY**

- i. Perform such duties as directed by the Board of Directors.
- ii. Ensure the maintenance of accurate records, prepare, and circulate minutes of the Board of Directors & General meetings.
- iii. At the request of the President, advise the members of the Board of the date, place, and time of meetings.
- iv. Prepare meeting agendas.
- v. Safeguard the files of the association.
- vi. Amend and / or update the association bylaws, operating policies, and rules and regulations documents.
- vii. Upon request and when required present the minutes for all Board of Directors and General Meetings.
- viii. Perform such other duties as the President may direct.

#### **E. The TREASURER**

- i. Perform such duties as directed by the Board of Directors.
- ii. Ensure maintenance of a proper set of books and accounts which reflect all monies received and disbursed.
- iii. Recommend to the Board of Directors special measures, which may be required to correct unsatisfactory financial situations, which may arise in the operation of the association.
- iv. Maintain records and audit, as required, with the assistance of the Administrative Bookkeeper.

- v. In collaboration with the relevant Board of Directors, prepare a budget on anticipated expenditures for the next playing year, and submit this budget to the association Board of Directors for approval at a time to be directed by the President.
- vi. Present to the Annual General Meeting a written report and financial statement on the financial operations of the association for the last complete fiscal year and interim statements for the current season.
- vii. Have signing authority on CMHA bank accounts.
- viii. Perform such other duties as the President may direct.

#### **F. DIRECTOR, CENTRAL ALBERTA HOCKEY LEAGUE (CAHL)**

- i. Attend CAHL meetings as the representative of CMHA.
- ii. Represent CMHA to CAHL.
- iii. Ensure all coaches and managers are aware of CAHL Bylaw and Regulations.
- iv. Liaise with the CAHL or CMHA Discipline Committee.
- v. Promote and develop the CAHL program.
- vi. Perform such other duties as the President may direct.

#### **G. DIRECTOR, ROCKIES HOCKEY LEAGUE (RHL)**

- i. Attend RHL meetings as the representative of CMHA.
- ii. Represent CMHA to RHL.
- iii. Ensure all coaches and managers are aware of RHL By-Law and Regulations.
- iv. Liaise with the RHL or CMHA Discipline Committee.
- v. Promote and develop the RHL program.
- vi. Perform such other duties as the President may direct.

#### **H. DIRECTOR, ROCKY MOUNTAIN FEMALE (RMFHL)**

- i. Attend RMFHL meetings as the representative of CMHA.
- ii. Represent CMHA to RMFHL.
- iii. Ensure all coaches and managers are aware of RMFHL By-Law and Regulations.
- iv. Liaise with the RMFHL or CMHA Discipline Committee.
- v. Promote and develop the RMFHL program.
- vi. Perform such other duties as the President may direct.

#### **I. DIRECTOR, COACH AND SKILLS**

- i. Stay up to date with the latest coaching techniques, rules, and processes.
- ii. Ensure thorough screening of all coaching applicants, including vulnerable sector checks, and verify appropriate certifications alongside the administrative staff.



- iii. Collaborate with the administrative staff and Hockey Alberta to organize annual local Coaching Clinics.
- iv. Propose the replacement of a coach to the executive for review and approval. The coach and skills coordinator may proceed with the replacement only upon executive endorsement.
- v. Maintain records of all coaches and coaching situations that arise through the season.
- vi. Develop a skill development program to be presented to the Executive for approval. This program should be reviewed annually or as per the Executive's request.
- vii. Work closely with coaches to implement any approved skill development program.
- viii. Keep accurate records to monitor the progress of the skill development program.
- ix. Design a coach and skills survey to distribute to the membership at the end of each season. Share the results and recommendations for improvements with the Executive.

#### **J. DIRECTOR, COMMUNICATIONS**

- i. Assume responsibility for all Association-wide communications.
- ii. Add and update pertinent news articles on the Association website.
- iii. Assist in promoting all CMHA and partner-run programs.
- iv. Provide recommendations to the Board concerning the internal and external communications of the Association.
- v. Carry out duties assigned by the Executive.

#### **K. DIRECTOR, VOLUNTEERS**

- i. The Volunteer Coordinator will collaborate closely with the administrative staff, teams, and the Executive.
- ii. This role entails gathering and analyzing data concerning volunteer needs during CMHA events.
- iii. Work in conjunction with the administrative staff to maintain and enhance volunteer resources, including organizing any required orientation sessions.
- iv. At the conclusion of each season, the Volunteer Coordinator will assess the effectiveness of the Volunteer Bond Program and suggest areas for improvement in their report.

## **7. BYLAW 7 – MEETINGS**

### **1. General Meetings:**

- A. The Association shall hold an Annual General Meeting (the “AGM”) on or before the 31st day of May in each year, with a minimum of twenty-one (21) days’ notice of the AGM, which may be published on the Association website, sent to the Membership via email, posted on public notice boards, in local newspapers, or by other methods deemed appropriate by the Board of Directors. The Directors elected or appointed at the AGM, as per Bylaw 4, shall form the Board of Directors and shall take office immediately upon such election or appointment. Any Member in good standing shall be eligible for any executive office in the Association.
  
- B. A general meeting (the “General Meeting”) may be called at any time by the SECRETARY upon the instructions of the President or the Board of Directors, a minimum of ten (10) days’ notice of which General Meeting shall be published on the Association website, sent to the Membership via email, in local newspapers, or by other methods deemed appropriate by the Board of Directors.
  
- C. A special meeting (the “Special Meeting”) shall be called by the President or the Board of Directors upon receipt of a petition signed by ten (10) or more Members in good standing, which petition shall set forth the reason(s) for calling such Special Meeting. A minimum of ten (10) days’ notice of the Special Meeting, together with a copy of the said petition, shall be published on the Association website, sent to the Membership via email, in local newspapers, or by other methods deemed appropriate by the Board of Directors.

### **2. Board Meetings:**

- A. Board meetings are at the call of the President.
  
- B. Quorum for the transaction of business shall consist of 50% +1 Directors, present in person, and/or via conference call or virtual attendance, and eligible to vote.

## **8. BYLAW 8 – VOTING**

- A. Any Member who:
  - i. Has not withdrawn from the membership; or
  - ii. Has not been suspended or expelled as hereinbefore provided.
  - iii. Shall have the right to vote at any General Meeting or any Special Meeting.
  
- B. Only Directors shall have the right to vote at meetings of the Board of Directors.
  
- C. All such votes set forth in this By-Law shall be made in person by show of hands or by secret ballot as may be determined, from time to time, by the Chairman of any given meeting of the Association and not by proxy or otherwise; provided, however, that by a unanimous consent of the Board of Directors, votes in regard to issues to be decided by the Board of Directors may be cast by the Directors via e-mail or facsimile.

## **9. BYLAW 9– AUDITING / FINANCIAL**

- A. The financial books, accounts, and records of the Association shall be subject to a minimum of a Financial Statements each year.
  
- B. The fiscal year end of the Association shall be May 31. A complete and proper statement of the standing of the books for the previous year shall be submitted to the Treasurer at the AGM.
  
- C. All the financial books, accounts, and records of the Association may be inspected by any Member at the AGM or at any time upon giving reasonable notice and arranging a time and place satisfactory to the Director(s) having charge of the same. Each Director shall always have access to such books and records.
  
- D. The signing officers of the Association for the purpose of drawing funds from the account or accounts of the Association shall be the President and any two (2) Board Members. There must be a minimum of two signing officers.

- E. For the purpose of carrying out its objectives, the Association may borrow or raise or secure the payment of money in such manner as it deems fit and, in particular, by the issue of debentures; provided, however, that this power shall be exercised only under the authority of the Association, and in no case shall debentures be issued without the sanction of a special resolution of the Members.

## **10. BYLAW 10 – BY-LAW AMENDMENTS**

- A. These By-Laws may be amended by a Special Resolution at any General Meeting by the affirmative vote of not less than seventy-five (75%) percent of those attending Members, if entitled to do so, who vote in person, and such Special Resolution shall become valid upon the approval of and registration by Alberta Registries, Corporate Registry. Notice of all proposed amendments to these By-Laws shall be signed by two (2) members of the Board of Directors if the amendment is proposed by the Board of Directors or by two (2) Members in good standing if proposed by the Members. The proposed amendments must be included in the notice of the General Meeting, of which not less than twenty-one (21) days' notice specifying the intention to propose the Special Resolution has been duly given, otherwise the said meeting shall have no power to deal with the same.