



CAROL PREST



**Bylaws of the
Cranbrook Minor Hockey Association
"Societies Act"**

August 2018

SOCIETY ACT

**BY-LAWS
(August 2018)**

BYLAWS

Article 1 – Affiliation:

This Association shall be affiliated with:

East Kootenay Minor Hockey Association, (EKMHA),
British Columbia Amateur Hockey Association, (BCAHA),
Hockey Canada, (HC).

Article 2 – Location:

The operations of the Association are to be chiefly carried on in the The City of Cranbrook and District; as defined by BCAHA and the EKMHA. The registered office shall be located within said areas.

Article 3 - Alteration of Constitution and By-Laws:

The Constitution and By-Laws of the Association shall not be altered, amended or added to except by a special resolution of the Association passed at the Annual General Meeting or Special General Meeting. Any special resolution will require notice to the Membership of 14 days prior to the meeting.

Article 4 – Dissolution of the Association

This was previously an unalterable provision of the Constitution that the members of the Society shall not have any interest in the property or assets of the Society ceasing to exist and upon dissolution of the Society and after payment of all debts and liabilities, the remaining and residual property of the Society shall go, be paid and made over to a registered and recognized charitable organization in Canada.

Article 5 – Membership:

The Following shall be admitted as members of the association:

Parents of guardians of any registered players,
All Hockey Canada Registered Players
Any other person whom is actively involved in the general work of the Association.

Every member of the Association shall uphold the Constitution and comply with the Bylaws of the Association and any rules or regulations established by the Association from time to time, including but not limited to the Associations Policy Handbook.

A person shall cease to be a member of the Association:

Upon receipt by the Secretary of a written notice of resignation from the member,
Upon death,
Upon being expelled by the Executive pursuant to the term of the Bylaws,
Each and Every year, on the day following the date of the Annual General Meeting.

A member, upon notification from the Executive giving the reason therefore, may be expelled from the Association or suspended for any act or omission on deemed to be seriously detrimental to the well-being of the Association or any of its members or the reputation or the best interests of the

Association generally and without limiting the generality of the foregoing for one or all of the following:

- The use or possession of, or being under the influence of alcohol or illegal drugs by any team official during any Association activity where a player is present;
- The mistreatment of any player, including harassment as defined by BCAHA;
- Continual disruptive behaviour or poor sportsmanship, including harassment as defined by BCAHA;
- Deliberate contravention of the Constitution, Bylaws, or Rules or Regulations of the Association;
- For players, repeated disruptive or disrespectful conduct at any Association or team activity, including games and practices.
- Failure to pay any or all of a Player's registration fees by Nov 1st of the current year.

Any member expelled or suspended from the Association may appeal this decision in writing to be delivered to the Secretary of the Association within seven (7) days of the decision.

All appeals shall be dealt with by the Appeals Committee within seven (7) days. Accompanied by a \$100 review fee; in the form of cash, certified cheque, money order, debit, or credit card payment.

Article 6 – Discipline Committee:

The Discipline Committee shall consist of the Vice President as Chair and any three (3) members of the Board appointed by the President including the Division Head provided there is no conflict. The President shall not serve on the Discipline Committee.

The Discipline Committee will oversee the conduct of members of the CMHA including but not limited to the disciplining and/or suspension of teams, players, team officials, coaches, on-ice officials, board members and any other member for contravention of the Constitution and Bylaws and/or the Associations Policy Handbook.

Signed complaints against members of the Association shall be reported in writing to the President or Vice President. The Discipline Committee may exonerate, censure, suspend, expel or ask for the resignation of the subject of the complaint. Any member being disciplined or expelled must be given notice of the proposed expulsion, and a reasonable opportunity to make representations to the society respecting the proposed discipline. The subject of the complaint shall receive written notice regarding the decision from the Vice President.

Article 7 - Appeals Committee:

The subject of the complaint or complainant may appeal a ruling by the Discipline Committee. If the subject of the complaint is a minor, they must be accompanied by at least a parent or guardian. The Appeals Committee shall be independent of the Executive Committee of the Association and shall consist of at least three (3) members appointed by the President.

Any appeal to the Appeals Committee must be in writing outlining all particulars pertaining to the case, must indicate the specific purpose(s) of the appeal, must be accompanied by either a cash

payment, credit / debit card payment, certified cheque or money order for one hundred (\$100) dollars payable to the Association and to be delivered to the Association's secretary within seven (7) days from the date of the notice advising of the ruling. The appeal shall be dealt with by the Appeals Committee within ten (10) days. If the ruling is affirmed, the one hundred (\$100) dollars is retained by the Association. In all other cases, the one hundred (\$100) dollars will be returned.

Team funds cannot be used for appeals. The Appeals Committee may dismiss, uphold, or modify any ruling that is being appealed. Any ruling will remain in effect until the appeal is dealt with.

When an appeal is filed, there shall be no stay of suspension imposed which is the subject of the appeal unless directly issued by the President. An appellant has the right to access all of the pertinent information on which the ruling was made. The decision of the Appeals Committee is final and binding on all parties thereto referred. Any member who fails to exhaust the appeal procedures provided herein prior to resorting to external remedies, legal or otherwise, shall be subject to a suspension at the discretion of the majority of the Executive Committee of the Association.

Special Appeal Committee

Under circumstances where the Executive and or Board decides to appoint a Special Appeal Committee it will consist of the Vice President as Chair and three (3) members of the community appointed by the President who no longer has registered players and who have a full understanding of the process by which decisions are made. No appeal will be reviewed based on a decision made by the Executive and or Board of the Association.

All appeals by the aggrieved party must be in writing outlining all particulars pertaining to the case and shall be delivered to the Secretary of the Association within seven (7) days of the decision; and shall be accompanied by a \$100.00 review fee payable by cash, certified cheque, money order, debit or credit card payment.

All appeals shall be dealt with by the special appeals committee within ten (10) days of receiving the written appeal.

If the decision of the Special Appeals committee results in the overturning of the Committee's decision the \$100.00 review fee will be refunded.

The decisions of the Special Appeal Committee shall be final and binding on all parties at the CMHA level only.

Article 8 - The Executive and Directors:

(a) Composition

The Executive shall consist of the following 10 positions:

President	Secretary
Vice-President	Six (6) Executive Officers
Treasure	

The Board shall be made up of:

The Executive, and up to ten (10) additional Directors

(b) Election:

Executive:

The President, Vice-President, Secretary, Treasurer and (6) Executive Officers of the Association shall be elected at an Annual General Meeting of the Association. The term of the office shall be for a period of two years.

To qualify for nomination for President or Vice-President, a person must have served on the Executive Committee for one full year.

Directors:

Directors shall also be elected at an Annual General Meeting of the Association. The term of office shall be for a period of two years.

General:

Any member in good standing may nominate an individual to stand for election.

Nominees, if not present at the meeting must have previously provided a written assurance that they will stand for office.

Appointment:

Following the Annual General Meeting, the Executive shall appoint the Directors and the six (6) Executive Officers to positions within CMHA for a term of 1 year.

(c) Duties of Executive and Directors

The Executive shall have complete control of the affairs of the Association and to direct the policy, business, finances and regulations of the Association, and shall uphold the By-Laws contained herein.

(d) Duties of the President

- shall preside at all meetings;
- shall manage and supervise the affairs and operations of the Association;
- shall sign all resolutions, membership certificates and minutes of meetings along with the Secretary or any other Officer appointed by the Executive;
- shall exercise the powers of the Executive, in case of emergency;
- shall supervise the other officials in the execution of duties;
- shall sit on all committees as an ex-officio voting member;
- shall be one of the three signing officers of the Association
- shall provide a copy of the BCAHA Administration Guide to new Board Members, upon request;
- shall actively recruit new volunteers;
- shall appoint members of the Discipline Committee and Appeals Committee
- Cast the deciding vote in case of ties
- Have the power to suspend any team, player, team official, coach for unsportsmanlike conduct on or off the ice, for abusive language to any official or for failure to comply with the CMHA Constitution, Bylaws and Association Handbook pending review of the incident by the Discipline Committee

(e) Duties of the Past President

shall attend all meetings (as possible) in the year following his/her term of office as President and shall lend his/her experience to the Executive, Board of Directors and President to ensure the smooth transaction of office.

(f) Duties of the Vice President

Shall, in the absence of the President, or in the event of his inability to act, have and exercise all the powers and shall in the absence of the President be an ex-officio voting member of all committees,

a. shall be one of the three signing officers of the Association;

b. shall Chair the Discipline Committee

(g) Duties of the Treasurer

shall keep the financial records, including the books of accounts, necessary to comply with the Society Act

shall oversee the Office Administrator in the deposit of all monies in the name of the Association in financial institutions designated by the Executive and Directors

Shall oversee the Office Administrator in the disbursement of funds at the direction of the Executive and Directors.

Shall be responsible for overseeing that referees receive honorariums for games refereed pursuant to the schedule of fees.

Shall render at regular meetings or whenever required an account of transactions, balance sheets, preliminary budgets as needed.

Shall have present at each Annual General Meeting of the Association a report of the year's operation.

Shall be one of three signing officers of the Association

Shall administer payroll for any paid position of the Association.

Shall prepare a budget no later than September 1 of the current year

(h) Duties of the Secretary

shall keep an accurate written record of the proceedings of the Association as required by the Society Act;

shall notify the Executive Officers and Board of Directors of time and place of meetings and publish notice of the Annual General Meeting with at least two weeks notice to members;

shall be the custodian of the Seal of the Association and of all books, papers, records, correspondence, contracts and other documents belonging to the Association which the Secretary

shall deliver up only when authorized by the President;

shall keep a current list of CMHA Society Membership including forward of all lifetime members;

shall be responsible for making amendments to the Constitution and providing updated copies of same to all member of the current Executive as well and ensuring that all outdated copies are removed from circulation;

shall assist the Public Relations Coordinator in publishing the notice of registration with fees at least one week before registration;

Turn over all files, communications and documents pertaining to the affairs of the Association to their successors.

(d) Directors:

Shall help formulate plans and policies and shall act as members and/or chairperson of committees the Executive appoints. These positions include but are not limited to the following:

Registrar	Coach
Coordinator	
Sponsorship & Fundraising	
Public Relations	
Equipment Manager	
Ice Coordinator	
Female Development	
Division Head	
Risk Management / Safety Coordinator	
South Central Alberta Hockey League Rep	
EKMHA Rep	
Referee-in-Chief	

(e) Other

The Executive shall have the authority to fill any vacancy for the remainder of its term cause by death, dismissal or resignation of any Board member. A director so appointed holds office only until the conclusion of the next following Annual General meeting of the Association, but is eligible for re-election at the meeting.

Any board member after a vote of the Board, and upon notification from the Executive giving the reason therefore, may be removed from the Board, for any act or omission deemed to be seriously detrimental to the well-being of the Association or any of its members. This is including, but not limited to the reputation or the best interests of the Association, and any of the following:

Continuous disruptive behaviour;
Deliberate contravention of the Constitution, By-Laws, or the CMHA Policy Hand Book.

Any Executive member who fails to attend two consecutive meetings of the Executive and be removed from this position.

Any Director who fails to attend two consecutive meetings of the Board without notice or just cause shall cease to be a member of the Board and be removed from his position.

Directors or Executive members shall not be remunerated or receive financial benefits for their services to the Association, however, they shall be reimbursed for all expenses necessarily and reasonably incurred by him/her while engaged in the affairs of the Association.

Article 9 - Meetings:

(a) Annual General

The Annual General Meeting of the Association shall be held each year no later than the **15th day of June**. It shall be the duty of the secretary to notify all members of the Association 14 days prior to the date of the Annual General Meeting.

(b) Special General

If, at the discretion of the Executive, there is cause to hold a Special General meeting of the Association in addition to the Annual General Meeting, then it shall be the duty of the Secretary to notify all members at least 14 days prior as to the date, time, place and reason for the meeting.

(c) Executive

Executive meetings shall be held at least once a month during the season. The President or any three (3) Executive members may call addition Executive meetings when the business of the Association so requires.

Executive Officers shall attend all scheduled meetings of the Executive. The remaining Directors may attend meetings of the executive at their discretion.

(d) Directors

The Directors shall attend board meetings as required, in addition to the Annual General meeting.

(e) Committees

The Executive may, at its discretion, appoint special committees from the Directors or Membership to handle various affairs of the Association. The committees shall be required to maintain formal records of their meetings, and report to the Executive as requested.

(f) Quorum(s)

A quorum for Executive meetings shall be 50% of the Executive so elected.

A quorum for a Board meeting shall be a quorum of the executive as defined above, plus 50% of the Board present.

A quorum for a General Meeting (Annual or Special) must have a quorum of the Executive (as defined above), PLUS at least ten (10) addition members.

In the event that a quorum is not established at the initial date established for the Annual General Meeting, a subsequent Annual General Meeting shall be called and those in attendance shall constitute a quorum.

Article 10 - Voting

At the General Meeting (Annual or Special), all members present and 19 years of age or older are entitled to one vote per member. Each member shall have one vote in all resolutions. No proxies shall be allowed.

Prior to the Annual General Meeting, any resolutions pertaining to finance shall be submitted in writing 72 hours prior to the date of the meeting to the Secretary and Treasurer before they can be voted upon at such meeting.

At Executive Meetings, each member of the Executive with the exception of the President shall be entitled to one vote only. In the event of a tie, the President shall cast a single vote.

At Board meetings, each Executive and Director except the President shall be entitled to one vote only. In the event of a tie, the President shall cast a single vote.

Decisions shall be by majority of votes cast, by showing of hands, or if decided, by ballot.

Resolutions or motions proposed at any meeting need to be seconded and the chairman of a meeting may move or propose a resolution.

Article 11 - General:

Subject to the foregoing the conduct of all meetings shall be governed by "Robert's Rules of Orders."

Article 12 - Finance:

The Finances of the Association shall be under the control of the Treasurer who shall be responsible for maintaining proper accounting records. The signing authorities of all bank accounts shall be the treasure, President and the Vice-President.

(a) Current Operating Account:

- (i) A current operating account shall be maintained in any Canadian Chartered Bank or Credit Union as designated by the Executive. All current operating receipts shall be deposited in this account out of which normal operating expenses shall be paid.
- (ii) The Treasure shall present details of all expenditures to the Executive at a monthly Executive meeting for their approval.
- (iii) Notwithstanding anything here and before contained, the Treasure shall not make any expenditure in excess of an amount to be set annually by the Executive meeting for their approval.

(b) Savings and Trust Accounts

- (i) The Treasure with approval of the Executive shall maintain savings and trust accounts as may be required by the Association.
- (ii) The Executive shall insure that all conditions of deposit have been adhered to and shall approve all expenditures or withdrawals relating to savings and trust accounts.
- (iii) The Treasurer with the approval of the Executive shall be empowered to invest any excess funds of the Association in securities designated by the "Trustees Act"

(c) Borrowing Powers

- (i) The Executive shall have power in its discretion to borrow monies with or without security as it deems advisable, however, not without a special resolution.
- (ii) All financial affairs of this Association shall be submitted to firm of recognized accountants for the preparation of the usual financial statements and shall be presented to the members at the Annual General Meeting, if available.

Article 13 - Inspection of Records and Books:

The Books and Records of the Association may be inspected by any member at the Annual General Meeting.

Article 14 - Registration of Players:

The regulations covering registration of players shall be those adopted by the British Columbia Amateur Hockey Association and Hockey Canada.

Article 15 - Seal:

The Corporate Seal of this Association shall be a circular disc inscribing therein the words "Cranbrook Minor Hockey Association." The seal shall be kept in the custody of the Secretary of the Association and shall not be affixed to any instrument any description save by resolution of the Executive and in the presence of the President, Vice-President and Secretary or any two of them who shall respectively testify by their signature that the seal was duly affixed in their presence.