

June 22, 2017

Devon Minor Hockey Association Bylaws

At the Annual General Meeting on June 22, 2017, a Special Resolution was passed adopting the following bylaws. In the future, the Bylaws can only be changed by a Special Resolution of the Members at a Special Meeting or the Annual General Meeting. Filed at Alberta Registries (enter date when filed).

The Devon Minor Hockey Association shall hereafter be referred to as "DMHA". The Association is the governing body for all Minor Hockey in the Town of Devon. The Association shall maintain membership with Hockey Alberta (HA) and as such be subject to the bylaws, rules and regulations of both HA and Hockey Canada.

1. DEFINITIONS

- a. "HA" shall mean Hockey Alberta (HA).
- b. "Annual General Meeting" means the general meeting of the Members;
- c. "Affiliated Player" shall mean a Player, referred to and approved by Hockey Alberta, as eligible to play for a team in a higher Category/Division than the team in Category/Division with whom the Player is registered;
- d. "Appeal" means an appeal pursuant to DMHA Bylaws and/or Rules and Regulations;
- e. "Boundary" shall mean that line, as mutually agreed upon and/or recognized by Hockey Alberta, that separates one member association from another, and defines that area from which each member association may register participants as "Resident Players"; refer to Rules and Regulations for Current "Boundary";
- f. "Branch" means a provincial association, which is a member of the Hockey Canada and is recognized by the Hockey Canada as the association responsible for the administration of hockey in a particular province of Canada;
- g. "Category" in the case of a Hockey Team means one of the following subdivisions of Divisions as follows:
 - i. AAA, AA, A, B, C and/or D (or Tiers 1, 2, 3, 4 or 5, where applicable)
- h. "Coach" means a person registered with HA as a coach of a Hockey Team;
- i. "Coordinator" means a person that has been appointed by the Executive, to fulfill a specific support role and reporting through a specific executive position, in a non-voting role;
- j. "Discipline" means correction, punishment and/or penalty which may result in suspension, and expulsion and/or other corrective actions;

- k. "Division" means one of the following:
 - i. Midget, Bantam, Peewee, Atom, Novice and Initiation (Initiation could include Tom Thumb at the discretion of the Executive);
- l. "Executive Member" means a person that has been elected by the members during an Annual General Meeting to fulfill a specific executive position;
- m. "Hockey Team" or "Team" means a group of persons comprised of:
 - i. A maximum of nineteen (19) Players,
 - ii. A minimum of eleven (11), including one goalie, players or as defined by HA,
 - iii. A coach who holds certification in compliance as defined by the Hockey Canada and HA regulations,
 - iv. All Hockey Teams must have at least one (1) Team Official qualified with the Hockey Canada Safety Program and be at all games for their respective team,
 - v. All head coaches and assistant coaches must have the Coach Respect In Sport certificate and submit their certificate number to DMHA registrar as requested, as per HA requirements.
- n. "Hockey Season" means the period commencing August 1 and ending April 30 of the following year;
- o. An "Ineligible Player", includes, without limitation:
 - i. A Player improperly registered with Hockey Alberta in contradiction of the Bylaws and/or Regulations of Hockey Alberta;
 - ii. A suspended Player;
 - iii. A Player not properly released in accordance with Hockey Alberta By-laws and Regulations.
- p. "League" means a group of three (3) or more Hockey Teams recognized by HA as a League.
- q. "League Game" means a regularly scheduled game in a League recognized by HA (including tiering games but excluding pre-season games, exhibition games);
- r. "Legal Guardian" shall be defined as a person that is granted guardianship of a Player under the age of eighteen (18) years by the law courts of competent jurisdiction;
- s. "Member" means a person or legal entity that has been admitted as a member of the Association;

- t. "Member in good standing" includes without limitation
 - i. Financial obligations not met
 - ii. Current or unresolved disciplinary concerns
 - iii. Or as otherwise deemed by the executive
- u. "Off-Ice Officials" means those persons that work as time-keepers, goal judges, penalty-box attendants and other persons which may be required off the ice from time to time for the organized conduct of a game of hockey;
- v. "Ordinary Resolution" means a resolution passed at a General Meeting or Executive's Meeting by a vote of not less than fifty percent (50%) of either those members or Executive present in person plus one (1);
- w. "Past President" shall mean the immediate former President of DMHA;
- x. "Player" means a person properly registered with DMHA;
- y. "President" shall mean the president of DMHA;
 - i. "Rules and Regulations" means those regulations of DMHA for the administration
 - ii. "Rules" means those rules of the game of hockey as made from time to time by the Hockey Canada and operations of hockey;
 - iii. "Secretary" shall mean the secretary of DMHA;
 - iv. "Special General Meeting" means a General Meeting that is not the Annual General Meeting or the Fall General Meeting;
 - v. "The Association" means the Devon Minor Hockey Association;
 - vi. "The Headings" herein are given for convenience only and shall not affect the interpretations of the Bylaws;
 - vii. "These Bylaws" shall be interpreted in a large and liberal sense so as to give effect thereto wherever possible.

2. MEMBERSHIP

- a. Members shall be limited to both the parents and legal guardians of players registered with the Association for the hockey season, who have paid their annual registration fees and residency of a non-hockey parent voluntary. A member shall be deemed not to be in good standing if his registration fee is overdue. A "member" may also be an individual with or without a player registered with DMHA, who has been elected into an Executive position for

that specific hockey season. Residency of said "member" may or may not be in accordance with DMHA rules and regulations.

- b. Members must agree to abide by all Rules and Regulations of DMHA and the agreement will be acknowledged during the online registration.
- c. The Association must approve members. Approvals, evidenced by the Registrar, are to be given after acceptance of proper registration and registration payment for player(s). Also the residency must be consistent with the DMHA Rules and Regulations, consistent with Hockey Alberta Regulations and DMHA authorized categorization.
- d. DMHA reserves the right to expel anyone who fails to abide by the DMHA Rules and Regulations, by a two-thirds majority vote by the Executive.
- e. Members and Life Members shall be entitled to such information and advice with regard to the affairs of the Association, as the Association or any of its officers may be able to supply.
- f. Members in good standing and Life Members present in person shall have one (1) vote at General Meetings. Only members in good standing and Life Members may make a motion or nomination, and/or second a motion or nomination.
- g. All members are to conduct themselves in accordance with Hockey Alberta "Codes of Conduct" and the "Respect in Sport" program.
- h. The Executive may award Life Membership or Annual Honorary Membership as it deems fit.

3. REGISTRATION

- a. Prior to June 30 of each year, DMHA will set up an online registration system through its website. Where applications for players to participate in the Association's program will be received. Registrations will only be accepted with appropriate contact information from one of the player's parents or legal guardians and accompanied by acceptable payment as determined by the Executive. At the time of registration, the DMHA Registrar will require the Parent Respect in Sport course certification number in accordance with Hockey Alberta requirements.

Registration will continue to be received by the Executive after the registration sessions mentioned above, until the deadline imposed by the HA or as provided elsewhere in these bylaws or DMHA Rules & Regulations.

- b. Registrations will be accepted if:
 - i. The player lives in the Town of Devon or closer by the shortest road route to the Town of Devon Corporate Limits than any community (except Edmonton) which offers a hockey program for that player's age group, or

- ii. The player was last registered with the Association and has not moved to another community since the previous registration.
- c. Provisional registrations will be accepted for a player where a minor hockey association closer to the player's home may not be able to offer a program, that is, ice a team at the player's age group. On October 15, if the other minor hockey association is still unable to ice a team at that age level, then the provisional registrant will be accepted as final, subject to receiving a "release", if required by HA. The parents of provisional registrants shall not become members of the Association until the registration is finally accepted.

Nothing in the above shall prevent the Executive from combining its registrants from one or more age level with those registrants from another association at the same age level for providing a more viable number of teams, icing a stronger first team, sharing ice facilities, or whatever reason the Executive deems reasonable.

- d. If the number of registrants, received by October 15, at a particular level are not viable for the operation of a team or teams because of:
 - i. fewer than eleven (11) players, or
 - ii. no player prepared to be a goaltender, or
 - iii. between 20 and 23 players, being too many for one team but too few for two teams, or
 - iv. more than two (2) players per potential team, are only prepared to be goaltenders, or
 - v. less than one (1) goaltender per potential team;
- e. If enough players and their parents/legal guardians from the immediately lower level are not prepared to move up, then the following will occur:
 - i. Too many players: No further registrations will be accepted and then releases will be made based upon the desire, talents and attitudes of the players as determined by a committee to be appointed by the Executive, which will include the team's head coach, if available, to the maximum number permitted by the HA. This is to be achieved by October 23.
 - ii. Too few players: All are to be released except those that wish and can be accommodated at the immediately younger (or older) level subject to the approval of the Executive, the pertinent leagues and HA.

The Executive is to make all reasonable efforts to find other minor hockey associations to accommodate released players. A full refund of the registration fee for the released player will be made.

- f. Annual registration and fundraising fees for each level shall be determined by the Executive prior to registration each year. Different fees may be adopted within each age level if certain teams will be more costly for the Association to operate, due to cost of additional ice time, higher referee fees, or any other valid costs. From time to time the Executive may call on all parents to volunteer during the season for association events.
- g. The Executive shall have the power to suspend or expel any member who may, in their opinion, be guilty of conduct detrimental to the interest of the Association. However, no member shall be expelled without first having been given the opportunity of appearing before a meeting of the Officers of the Association to answer any charges made against him/her. A person so suspended or expelled shall have no right to refund of any part of his fees
- h. A member may withdraw by either giving the Association three (3) weeks' notice of his intention in writing and thereafter such withdrawal shall be accepted, or by not paying the fees or dues required.
- i. The Annual General Meeting should be held prior to the end of June each year at a place within the Town of Devon at a time and date fixed by the Executive.
- j. All other meetings of the membership shall be called special meetings and the Executive may, whenever they think fit, or upon the request in writing of not less than seven (7) members in good standing convene such a meeting. Every such request shall set out the purpose for which the meeting is to be called.
- k. Fourteen (14) days' notice of the Annual Meeting and ten (10) days' notice of a Special Meeting shall be given to every member in good standing of the Association, in such manner as the Executive may deem necessary.

The notice will be posted on the DMHA website and be sent out by email. The notice shall specify the place, date and hour of the meeting, and the order of business to be transacted thereat. The non-receipt of a notice by any member shall not, however, invalidate the proceedings at any such meeting nor any resolution passed thereat.

- l. At any meeting of the members a quorum shall consist of six (6) members present in person.
- m. The President and in his absence, the Vice-President, shall preside as Chairman at every meeting of the Association. If neither the President nor the Vice-President is present within fifteen (15) minutes after the time for holding the meeting, the members shall choose someone of their own to be the Chairman of the meeting. The Chairman, with the consent of the meeting, may adjourn any meeting from time to time, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

- n. At all general or special meetings of the Association, all questions shall be decided upon by a majority of votes, in the first instance by a show of hands, unless before the show of hands, a secret ballot is demanded by at least two (2) Members personally present. In the case of an equality of votes at any general or special meeting, the chairman shall be entitled to a deciding vote.

4. EXECUTIVES AND DIRECTORS

- a. The Executive of the Association shall consist of the President, Past-President, Vice-President, Secretary, Treasurer, Registrar, Level Director, Coaches Director, Referee-in-Chief, Fundraising Director and League Rep/Governor and shall, except for the positions of the President and Past-President be elected at the Annual Meeting to be held prior to the end of June of each year. If the positions of President or Past President are vacant at the Annual General Meeting nominations shall be accepted to fill these positions. If more than one nomination is made for any vacant position, an election by secret ballot will be held by all Members attending the AGM. Once the voting begins no one shall be permitted to leave the meeting until all votes have been counted and results announced. Ballots will be counted by one (1) Executive Member and one (1) Non-Executive Member as determined by the Chairperson. The annual term for all positions shall commence as of the annual general meeting and terminate as of the annual general meeting of the following hockey season. Unless the Executive otherwise decides, only members in good standing can vote in the elections of coordinators.
 - i. Duties of the Executive shall include, but not be limited to, the following
 1. **President:** The President shall preside and chair all General Meetings and Special Meetings and meetings of the Board and shall represent DMHA at Hockey Alberta meetings.
 - a. DMHA does not have a Society Seal. Should one be adopted, the President will be responsible for keeping the seal and deciding who has permission to use it. The Executive will decide how and when the DMHA logo is used.
 2. **Vice President:** The Vice President shall, in the absence or inability of the President, assume the duties of the President and shall, in that event, have all the powers, authority, and restrictions of the President.
 3. **Secretary:** The Secretary will be responsible for preparing and keeping minutes of DMHA meetings (regular, Special, and Annual General) throughout the year. They will also keep amendments made to DMHA Rules and Regulations and DMHA Bylaws.
 - a. Should the Secretary leave the Executive, before or after their commitment is met, the Secretary will provide the President with

the most recent copies of DMHA Rules and Regulations, Bylaws, and regular meeting minutes.

4. **Treasurer:** The Treasurer will be responsible for preparing and keeping financial books.
 - a. These financial books will be completed once a year by Hawkings EPP Dumont LLP as soon as possible following DMHA's financial year-end of April 30. The financial records will be put forward for Member approval at the Annual General Meeting.
 - b. The books shall be audited at least once a year before the start of the next season by a dually qualified accountant or by at least two members of the society elected for that purpose. These two members will be appointed at the annual meeting.
 - c. The society's members have the right to inspect the books and financial records whenever a member would like to set up an appointment and meet with the Treasurer and another executive member with signing authority at such place agreed upon.
5. **Past President:** The Past President will serve an advisory role to the President and the rest of the Executive based on the Past Presidents experience as President.
6. **Registrar:** The Registrar will maintain an accurate and up to date record of all players registered with DMHA. They will also be responsible for registering players and team staff with Hockey Alberta.
7. **Coaches Director:** The Coaches Director will be responsible for recruiting coaches and chair the coach selection interviews. They will also be responsible for communicating necessary information with coaches throughout the year with respect to coach and player development.
8. **Level Director:** The Level Director will be responsible for communicating necessary information with the Level Coordinators and team managers throughout the year.
9. **Referee in Chief:** The Referee in Chief will work with the North Zone Referees' Committee to set up an Officiating Clinic for our referees. They will also be responsible for recruiting and retention of officials for DMHA.
10. **Fundraising Director:** The Fundraising Director will be responsible for organizing fundraising activities as determined by the Executive. They will

also be the primary contact person with the Alberta Gaming and Liquor Commission with respect to tournament raffles and draws.

11. **1660 League Representative:** The 1660 League Representative will represent DMHA at 1660 League meetings. They will also serve a role as a league governor, as determined by the 1660 League.

- b. The number of coordinators to serve with the Executive for the next hockey season shall be determined by the Executive and communicated to the membership in the Notice of Annual Meeting or notice posted.
- c. Coordinator positions shall be filled by a submission of names from the membership and approved by a majority vote by the executive members prior to September 30 of the current hockey season.
- d. The retiring President shall automatically be the Past-President, however, upon the request of the Executive and the consent of the majority of the eligible voters in attendance at the Annual Meeting, the President may retain his office for the next year however the President may not retain this position for more than two (2) successive years.
- e. Upon the President retiring his position, the Vice-President shall automatically take the position and become the President
- f. If there is no vice-president, the vice-president shall be determined by the new Executive from those members elected as directors, such determination to be made on or before the first meeting of the new Executive.
- g. The Executive may act notwithstanding any vacancy in its body and if a member of the Executive shall resign or if a vacancy shall occur by death or otherwise, or a position not filled at the election, the Executive shall select a member in good standing to act in the place for the balance of the term of office.
- h. The hiring of any paid position(s) would be determined annually by majority vote of the current board. Paid positions, unless listed as an Executive position, would be non-voting members of the board. A paid position(s) will be paid by Honorarium, monthly pay or annual pay as decided by the Executive. Those holding paid positions are required to attend DMHA board meetings and fulfill some volunteer duties during months prior to or after the months in which they receive pay. DMHA will advertise for applications to fill Monthly or Annual paying positions. The Executive will review applications and narrow applications down to one successful applicant by means of a majority vote of the Executive. The remuneration to be paid to the Executive and Directors shall be in such amounts as the members by resolution may from time to time determine.
- i. Members of the executive (voting, non-voting and paid) are expected to attend the regular monthly executive meetings at which time they will present a report/update of the goings

on related to their role with the executive. If an individual is unable to attend a meeting, he/she will be required to advise the president in advance and supply a reason for the absence. Any executive member listed above who misses two or more meetings without acceptable reason may be removed from his/her position if absences are affecting his/her ability to fulfill his/her role with the executive by a vote of 75% of the voting Executive present at an executive meeting.

- j. Any member of the Executive shall ipso facto vacate office:
 - i. If he becomes bankrupt or insolvent or assigns for the benefit of or compounds with his creditors;
 - ii. If he becomes lunatic or of unsound mind;
 - iii. If by notice in writing, he resigns his office;
 - iv. He is removed from office by a resolution approved by seventy-five (75%) of the member's present entitled to vote and voting at any Special Meeting of the Association.

5. POWERS AND PROCEEDINGS OF THE EXECUTIVE

- a. The management and administration of the affairs of the Association shall be vested in the Executive who, in addition to the powers and authorities by these presents or otherwise expressly conferred upon them, may be exercised all such powers and do all such acts and things as may be exercised or done by the Association which are not hereby or by statute required to be done by the Association in General or Special Meeting.
- b. The Executive shall have full power from time to time to make such rules and regulations as they may think fit, if such rules and regulations are not inconsistent with these By-laws.
- c. The execution of all documents and signing of all cheques in connection with the formation, promotion or administration of the Association shall be signed by two of the following officers, namely: President, Vice-President, Treasurer or Another Officer selected by the Executive.
- d. The Executive shall meet at such time and places as may be agreed upon. Six (6) members present at the time when the meeting proceeds to business shall form a quorum. All questions arising at any meeting shall be decided by a majority of votes, and in the case of an equality of votes the Chairman shall have a deciding vote. All Executive meetings are open to members of the Association, by petition to the President and inclusion on the agenda; however, no notice of meeting to the membership shall be required.
- e. Before a member of the Association may speak at an Executive meeting, a motion to that effect must be made, seconded and carried.

- f. The President, and in his absence, the Vice-President, shall preside at all meetings of the Executive as the Chairman.
- g. Any five members of the Executive may at any time summon a meeting of the Executive with at least 48 hours' notice to the President or Secretary.
- h. All payments out of the funds of the Association shall be made only upon the authorization of a resolution of the Executive. The President and Treasurer shall be authorized to spend funds within the approved budget.

6. BORROWING POWERS

- a. The Executive may from time to time at their discretion raise or borrow or secure the payment of any sum or sums of money for the purposes of the Association. They may raise or secure the repayment of any such moneys in such manner and upon such terms and conditions in all respects as they may, at their discretion, see fit, and by the execution and delivery of mortgages charged upon all or part of the real or personal property of the Association.
- b. In the event of the dissolution of the Devon Minor Hockey Association, any sum or sums of money held by the Association shall be donated to other not-for-profit organizations operating within the town of Devon for the benefit of children residing within the boundary of the Devon Minor Hockey Association. The benefiting not-for-profit organization/organizations would be selected by the Devon Minor Hockey Association Executive at the time of such dissolution.