

Drayton Valley Minor Hockey Association
Articles & By-Laws

(Reviewed & Revised April 08, 2015)

WHEREAS The Drayton Valley Minor Hockey Association is a voluntary Association of individuals designed to promote hockey in the Community of Drayton Valley.

AND WHEREAS It is declared that the Drayton Valley Minor Hockey Association and its' Executive have the powers of a self-governing organization.

ARTICLE I

1. This organization shall be known as the Drayton Valley Minor Hockey Association (hereafter referred to as "the Association")

ARTICLE II

2. The association is a member of Hockey Alberta (hereafter referred to as "HA") in affiliation with the Canadian Hockey Association (hereafter referred to as CHA). The Association will comply with all HA rules and regulations except for any changes made in the association By-laws as deemed improved and surpassing the HA rules.

ARTICLE III

3.1 The objectives of the association are as follows:

- 3.1(a) to promote, govern and improve organized minor hockey in Drayton Valley
- 3.1(b) to provide an opportunity for every youth in the community of Drayton Valley to play the game of hockey regardless of social standing, race, colour or creed
- 3.1(c) to encourage true sportsmanship and provide opportunities for development of leadership abilities
- 3.1(d) to ensure the promotion of community spirit and good will wherever possible
- 3.1(e) to raise funds as deemed necessary for the operation of the association program
- 3.1(f) to provide and maintain equipment for the program as deemed necessary by the Executive
- 3.1(g) to provide each player with equal opportunity and fair ice time if the player is a member of a minor hockey team within the association

- 3.1(h) to support all volunteers in their various activities and duties
- 3.1(i) to supply coaches with a development program for each age group and level
- 3.1(j) to provide the opportunity for individuals to attend development clinics
 - (i) the association will be responsible for posting on DVMHA website, the places, times and dates of clinics being held in the area
 - (ii) the association will review annually the fees for these clinics to be reimbursed to qualified participants

ARTICLE IV

4.1 Changes in By-Laws:

- 4.1(a) subject to compliance with the requirements of the Laws of the Province of Alberta and the Societies Act, the by-laws of the association shall not be altered except at an annual spring general meeting. Notice of any proposed alterations shall be given to the Secretary in writing at least twenty-one (21) days prior to the annual spring general meeting, the fall general meeting or at a special meeting. The Secretary shall notify the Executive and post the notice of motion. Any amendment or addition to the by-laws shall be voted on at the applicable meeting and shall require a three quarters majority vote of the members present at the meeting and voting shall be done by a show of hands.
- 4.1(b) any changes in the by-laws which has been adopted, amended or revised in the manner herein set forth, shall not be negated by reason of error or omission which may occur in the periodic printing of the by-laws of this association.
- 4.1(c) in the future the bylaws can only be changed by a special resolution of the members.

**DRAYTON VALLEY MINOR HOCKEY ASSOCIATION
BY-LAWS**

March 20, 2006
(Reviewed & Revised April 08, 2015)

1. MEMBERSHIP

1.1 Members shall be defined as:

1.1(a) **Player** – registered hockey player

1.1(b) **Parent** – parents or guardians of such registered hockey players

1.1(c) **General** – general membership shall be open to any adult over 18 years of age who resides in Alberta and who supports the objectives of the Association

1.1(d) **Executive** - members as defined in the Bylaws

1.1(e) **Lifetime or Honorary membership** - will be granted by the Executive Board to persons who have made outstanding contributions to the Association and to the game of hockey. Said membership must be ratified at the next Annual General Meeting.

1.2 DUTIES AND PRIVILEGES OF MEMBERS

1.2(a) all members shall be privileged to attend the annual spring and fall general meetings, make suggestions and recommendations to the Executive Board and assist in the operation of the hockey program in any manner approved by the Executive Board

1.2(b) a person may become a member by submitting a membership application form each year and making payment of an annual membership fee to the Association. Membership is effective upon the approval of the application by way of favourable vote of at least two-thirds of the Executive Board

1.2(c) all fees for the current season must be paid in full by September 01, any registrants after September 01 must pay in full before participating

1.2(d) no member shall be eligible to participate in any way until all outstanding monies are paid in full from previous year and current membership fees are paid

1.2(e) all members shall be subject to the rules and regulations as may be formulated by the association in the best interest of the hockey program as a whole

1.2(f) no member shall receive remuneration for duties outlined in the Association By-laws unless authorized by the Executive Officers and Board of Directors with a two-thirds vote of members present

1.2(g) all members under the jurisdiction of the association will conduct themselves in a manner that will not bring embarrassment or complaint to the association

1.2(h) a member may withdraw from the Association by tendering a resignation in writing to the President or Secretary of the Association

1.3 VOTING

1.3(a) each member present who qualifies under bylaw 1.2 shall be entitled to vote at the spring or fall annual general meeting of the Association. There shall be no proxy votes, voting shall be done by a show of hands, except in matters which the President of the Association decrees should be by secret ballots

1.3(b) the President shall refrain from voting, except to cast a deciding vote

1.4 SUSPENSION AND EXPULSION OF MEMBERS

1.4(a) if a member is found by the board to be engaging in conduct injurious to the aims and objectives of the Association The Executive Board may terminate any members, membership, or suspend any member by a special resolution for any violation of the By-laws of this Association by a two thirds vote of the Executive Board of Directors until the next annual general meeting

1.4(b) any member may be expelled or suspended by an extraordinary resolution of the Association, for any reason, which may be determined to be detrimental to the associations well being, by a two thirds vote of the Executive Board

1.4(c) all complaints must be filed in writing to the President or Secretary and given to the appropriate committee and dealt with at a special meeting within ten (10) days of the complaint being filed. The member(s) in question must be notified within seventy two (72) hours of the complaint being filed to be given the date and time of the meeting so that they may be present at the meeting.

2. EXECUTIVE BOARD MEMBERS

2.1 the management and business of the association shall be conducted by Executive officers and Directors according to the by-laws of the Association, however in the event of a dispute; the dispute will be resolved according to Robert's Rules of Order

2.2 any member in good standing may be nominated at the annual spring general meeting to serve on the Executive Board

2.3 the **Executive Officers** shall consist of: President, Vice-President, Secretary, Treasurer, Registrar, and Past President. Term of Office shall be two years

2.4 **the Directors** shall consist of: Equipment Manager, Ice Scheduler(s), Referee Coordinator(s), Ways and Means, Technical Development Coordinator, Initiation/Mites, Novice, Atom, PeeWee, Bantam, Midget and Girls Directors. Terms of office shall be one year.

2.5 any Executive Officer or Director of the board having a conflict of interest shall remove themselves from the meeting until the matter is resolved

2.6 the Executive Board shall appoint one of its Executive members to act as the leagues' representative for the Association. In exceptional circumstances, the Executive may appoint a member at large to fill the position

2.7 the Executive officers may develop additional positions or areas of formal responsibilities and appoint Directors to those areas as deemed necessary. The members shall report to the Association as requested by the board. They shall not have a vote at the board meetings

2.8 any director or officer may be removed from office with a two-thirds vote from the members in good standing on the Board for any cause which the Board may deem reasonable

2.9 all Executive Officers or Directors elected must give a monthly report at the regular monthly Executive Board meetings regarding their elected position

2.10 any Executive Board member having missed (2) consecutive monthly meetings or (2) in the year may be considered terminated and will be replaced with a volunteer appointed by the Executive Board with a two-thirds vote of majority

2.11 no Executive Board member, officers or directors shall receive remuneration for duties outlined in the by-laws unless preauthorized by the Executive Board Members with a 2/3 vote of members present at the meeting

3. **ELECTION OF EXECUTIVE**

3.1 the elections will take place at the spring annual general meeting

3.2 each member in good standing shall have the privilege of nominating a representative for each office of the Association that is up for renewal

3.3 the newly elected members will take the responsibilities of their new positions after the annual spring general meeting

4. DUTIES OF THE EXECUTIVE OFFICERS

4.1 PRESIDENT

- 4.1(a) will preside at all meetings and will be an ex-officio member of all committees
- 4.1(b) shall have the right to act on behalf of this association where deemed necessary with the well being of the Association foremost
- 4.1(c) will call meetings of and upon ratification by the Executive, carry out the recommendations of the discipline committee and will inform the Executive of all matters brought before the discipline committee
- 4.1(d) will not vote except to cast a deciding vote
- 4.1(e) shall have signing authority for the Association
- 4.1(f) shall be the official representative of the Association at the HA meeting

4.2 VICE-PRESIDENT

- 4.2(a) in the absence of the President or in the event of the President's inability to act, the Vice President will have and exercise all powers and duties of the President
- 4.2(b) shall be the second voting delegate to the HA meetings
- 4.2(c) shall chair all Committees; the chairperson shall not vote except to cast a deciding vote
- 4.2(d) shall have signing authority for the Association

4.3 PAST PRESIDENT

- 4.3(a) shall act in any capacity required of him/her by the president
- 4.3(b) shall not have any voting power at the Board meetings
- 4.3(c) shall advise the new president and Executive Board Members

4.4 SECRETARY

- 4.4(a) shall attend all meetings of the Association and the Executive Board, keep accurate records/minutes of all proceedings
- 4.4(b) shall notify the Executive Board members with date, time and place of regular monthly Board meetings, and or special meetings that may arise
- 4.4(c) shall publish the notice of annual spring and fall general meetings in local newspaper
- 4.4(d) shall ensure that a current copy of the by-laws be posted on DVMHA website to be available to all Executive Board members and general members equally
- 4.4(e) shall receive proposed amendments to the by-laws from any member and deal with them in accordance with the constitution
- 4.4(f) shall be responsible for recording minutes and distributing all correspondence to the appropriate member in a timely manner
- 4.4(g) shall have signing authority for the Association

4.5 TREASURER

- 4.5(a) keep an accurate record of all general association monies received and disbursed

- 4.5(b) pay all bills approved by the Executive Board members with a two thirds vote or by the President
- 4.5(c) present an income statement at the annual spring general meeting and present an audited income statement at the annual fall general meeting
- 4.5(d) shall have signing authority for the association
- 4.5(e) shall be responsible for the presentation of a proposed budget for the forthcoming fiscal year
- 4.5(f) shall be responsible for filling out and submitting the annual return to Alberta Registries, the financial year end of the Association will be May 31
- 4.5(g) shall, whenever required by the President or Executive Board, submit or turn over to the said President or Governing body of the Association, all monies, account, books, papers, vouchers and records, including bank and cheque books, pertaining to his/her office and shall turn same over to his/her successor when elected or appointed
- 4.5(h) shall get up to date information from the Registrar and Concession coordinator
- 4.5(i) shall show the financial records to any members if requested at a prearranged mutual date and time

4.6 REGISTRAR

- 4.6(a) will be responsible for organization of the Association's registration and providing all necessary forms
- 4.6(b) will be responsible for getting all teams registered with the league and HA as per HA rules and regulations
- 4.6(c) shall keep a register of all players, game officials, and team officials in the Association
- 4.6(d) will be responsible for all provincial card application for teams wishing to enter these games
- 4.6(e) shall handle all liability claims, seeing that they are processed properly and settled
- 4.6(f) will be responsible for affiliations of any teams or players who may be asked to be so affiliated, without prejudice, as per the deadline and following the HA rules and regulations
- 4.6(g) responsible for reporting any correspondence for HA regarding player registration, carding, team sheeting, or applications of any kind
- 4.6(h) work in conjunction with the treasurer
- 4.6(i) present a report of the year's operation at the annual spring/fall general meetings
- 4.6(j) shall turn over all books to the current Executive Board at the end of the term or whenever requested by the President
- 4.6(k) shall have signing authority for the association

DUTIES OF DIRECTORS

4.7 ICE SCHEDULER

- 4.7(a) shall attend the Drayton Valley Town user groups meeting for requesting ice requirements for the Association by their posted deadline, must have a two thirds vote of approval from the Executive Board members
- 4.7(b) shall keep the Drayton Valley ice schedule updated on DVMHA website on a regular basis as long as it is available
- 4.7(c) will be responsible for scheduling, re-scheduling, exchange and cancellation of all ice time for all teams and leagues in the Association
- 4.7(d) shall approve and record all ice time used by teams under the jurisdiction of the association regardless of purpose
- 4.7(e) shall notify referee assignor of all association referee requirements
- 4.7(f) shall approve ice time for exhibition games prior to scheduling the game

4.8 EQUIPMENT MANAGER

- 4.8(a) arrange for the handling, storage, repair, inventory, cleaning and disbursement of all Association equipment and jerseys
- 4.8(b) receive submissions from each team manager or coach for required equipment and jerseys
- 4.8(c) form a ledger for present equipment, jersey shape, and value are recorded, as well as vendors and purchasers
- 4.8(d) will be authorized to purchase new equipment and jerseys after budget approval and a two thirds vote by the Executive Board members
- 4.8(e) is responsible for ensuring, equipment and jerseys are returned for the next playing season
- 4.8(f) is responsible for assigning lockers to teams and distributing locks
- 4.8(g) shall turn over all books to the current Executive and Board of Directors at the end of the term

4.9 WAYS AND MEANS

- 4.9(a) shall take care of the Association publicity and advertising
- 4.9(b) will be responsible for soliciting and collecting team sponsorship funds
- 4.9(c) shall organize fundraising activities for the Association
- 4.9(d) shall be responsible to submit a report to each annual spring/fall general meeting of the year's operations

4.10 DIVISION DIRECTORS

Initiation, Mites, Novice, Atoms, PeeWee, Bantam, Midget & Girls

- 4.10(a) shall provide assistance to team officials when requested or as necessary
- 4.10(b) shall be responsible to see all coaches get a team roster sheet, affiliates list, and any information required, pertaining to the division
- 4.10(c) shall be responsible for handling complaints in their respective division and recommend remedial action to the Executive Board members and committees
- 4.10(d) shall be responsible to keep in contact with league Governor as necessary to check the status of the league teams

- 4.10(e) shall coordinate team selection tryout
- 4.10(f) shall give a report at each monthly meeting to the Executive Board members

4.11 REFEREE COORDINATOR

- 4.11(a) will be responsible for the coordination of all officiating requirements of the association
- 4.11(b) will, through the aid of the clinic, train and supply sufficient referees to satisfy the demands of the association
- 4.11(c) shall be responsible for handling complaints and recommend remedial action to the Executive Board members

4.12 TECHNICAL DEVELOPMENT COORDINATOR

- 4.12(a) responsible for the administration of the Associations minor hockey player and coach development programs
- 4.12(b) responsible for sourcing and facilitating technical development and training resources to enhance the player and coach development programs
- 4.12(c) annually prepare and present to the Executive for approval, a financial forecast of required training expenditures

4.13 GOALIE TECHNICAL DEVELOPMENT COORDINATOR

- 4.13(a) responsible for the administration of the Associations minor hockey player goalie development programs
- 4.13(b) responsible for sourcing and facilitating technical development and training resources to enhance the goalie development programs
- 4.13(c) annually prepare and present to the Executive for approval, a financial forecast of required training expenditures

5. MEETINGS OF THE ASSOCIATION

- 5.1 the annual spring general meeting will be held prior to June 30 of each year on a date to be determined by the Executive Board members
- 5.2 notice advising of the date, time and place of the spring annual general meeting shall be advertised in the local newspaper and alternate means of equivalent effectiveness as approved by the Executive Board members
- 5.3 the fall general meeting will be held on or before the 15th day of October and will be advertised the same as the spring annual general meeting
- 5.4 special meetings shall be at the call of the Executive Board members
- 5.5 a special general meeting shall be called by the Executive Board members within twenty eight (28) days following receipt of a written request by members if signed by one third (1/3) or more of the membership
- 5.6 notice advising of the date, time, place and purpose of a special general meeting shall be given twenty one (21) days prior to the meeting, to members in the same manner as is required for the annual spring general meeting

- 5.7 all Executive Board members are required to attend the spring and fall general meeting
- 5.8 all Executive Board meetings will be held once a month of the hockey season
- 5.9 at the request of three Executive Board members, the President will call a special meeting
- 5.10 twenty one (21) days written or published notice shall be given of a Special Resolution to be placed before the membership at a meeting of the Association
- 5.11 for the special resolution to be passed, there must be at least seventy five percent (75%) of the members present voting in favour of the motion
- 5.12 a quorum for the transaction of business at any Executive Board meeting will be a majority of executive members
- 5.13 a quorum for the annual spring, fall or special general meeting will be a quorum of at least twenty five members at large
- 5.14 any Executive Board member, having missed two (2) consecutive monthly meeting or two (2) in the year, may be considered terminated and will be replaced with a volunteer appointed by the Executive board members
- 5.15 there will be a coaches meeting held on or before the 15th of October each season and should be attended by required Executive members, all coaches, all managers and all division directors

6. RECORD KEEPING

- 6.1 The financial year-end of the association will be May 31.
- 6.2 Records of membership will be kept by the Registrar.
- 6.3 Minutes of the association's two (2) general meetings (spring and fall) will be kept by the Secretary and will be posted once signed by the President and Secretary.
- 6.4 The Minute Book, which is the Certificate of Incorporation and all pertaining documents, will be the responsibility of the Secretary.
- 6.5 Financial statements of the association will be kept by the Treasurer and shall be made available to any member upon request.
- 6.6 All records of the association will be kept for a minimum of five (5) years and all records from Executive members must be turned over to the Secretary for filing no later than June 30.
- 6.7 All cheques must have two (2) signatures of Executive members with signing authority.
- 6.8 All ways and means gaming records must be kept for a minimum of two (2) years.
- 6.9 The financial audit shall be done once a year by two volunteer members of the association or a duly qualified accountant.
- 6.10 The association may not borrow money without a special resolution and a seventy five (75%) majority vote of the members present at a special general meeting.

7. COMMITTEES

7.1

The Code of Conduct committee will be a permanent standing committee made up of Executive members and or a member at large with a 2/3 majority vote of members present. If there is any conflict of interest regarding specific cases to be dealt with, that member will step down until the matter is solved.

7.2

The Evaluation Committee will be a permanent standing committee made up of Executive members and or a member at large with a 2/3 majority vote of members present. This committee will follow the guidelines set by a two thirds vote of the Executive board members. If there are any conflicts of interest that member will step down until the matter is resolved.