



EAST CENTRAL ALBERTA FEMALE HOCKEY LEAGUE (ECAFHL)

CONSTITUTION AND BYLAWS

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CONSTITUTION

Article 1

This organization shall be called the East Central Alberta Female Hockey League and may be referred to as the East Central Alberta Female Hockey League or ECAFHL.

Article 2

The East Central Alberta Female Hockey League shall abide by all the Articles, the Bylaws and Regulations of Hockey Canada, the Bylaws and Regulations of Hockey Alberta. All games shall be conducted according to the Hockey Canada Official Playing Rules for that season.

Article 3

The Objectives of the League are:

- a) To promote and encourage amateur Minor Female Hockey in Alberta.
- b) To maintain and increase interest in the game of Hockey.
- c) To have and to exercise a general care, supervision and direction over the playing interests of its' Teams and its' Players.
- d) To ensure that ALL interested Minor Female Hockey Players have an equal opportunity to participate in hockey.
- e) To encourage and ensure fair play and good sportsmanship.

OPERATIONAL BYLAWS

1. Operation and Control

- ECAFHL teams will be controlled and operated only by Local Minor Hockey Associations and will not enter into any player contracts or agreements of any kind and with anyone except Hockey Alberta and Hockey Canada.

2. Existing Members

- The following local minor hockey associations are members of the East Central Alberta Female Hockey League:
 - 1) Bonnyville Minor Hockey Association
 - 2) Cold Lake Minor Hockey Association
 - 3) Elk Point Minor Hockey Association
 - 4) Glendon Agricultural Society
 - 5) Irma Minor Hockey Association
 - 6) Kitscoty Minor Hockey Association
 - 7) Lac La Biche Minor Hockey Association
 - 8) Lloydminster Minor Hockey Association
 - 9) Pierceland Minor Hockey Association
 - 10) Rosetown Minor Hockey Association
 - 11) St. Paul Minor Hockey Association
 - 12) Vermilion Minor Hockey Association
 - 13) Viking Minor Hockey Association
 - 14) Wainwright Minor Hockey Association

3. Prospective Members

- Local Minor Hockey Associations wishing to operate one or more teams in the league must make application in writing to the League President not later than September 15th of the current year.
- Acceptance will require an affirmative 75% (3/4) majority or better vote of all existing associations.

4. Team Registration

- It will be the responsibility of each Local Minor Hockey Association (LMHA) to ensure that their team(s) is / are properly registered with Hockey Alberta. All players must be registered to the HCR system, prior to playing in their first league game she is eligible to participate in. Each LMHA Officer should maintain a copy of all official player rosters submitted for registration.
- It is the League's responsibility to monitor that all teams are registered with Hockey Alberta as per these Bylaws. Each LMHA will provide assurance that it has properly registered each player.
- The LMHA will be responsible for ensuring that any affiliate player used in any game is properly affiliated as per Hockey Alberta regulations prior to playing in that game.
- A photocopy of all player registration and team / named player affiliation lists shall be provided to the league by November 1st of each season.
- The ECAFHL executive will notify the ECAFHL representative for each LMHA to remind them that the player registration roster is due 1 week ahead of time.
- Teams will be required to submit their approved hockey roster on or before January 20th of each season.
- Teams will be required to submit updated rosters throughout the season as players are added for affiliation or carding purposes.

5. Violations

- Any violations of the Constitution, Bylaws, Policies, Procedures, Rules or Regulations of the League, Hockey Alberta or Hockey Canada by any member of this League may render such member liable to disciplinary action and / or suspension as deemed necessary.
- Upon learning of an alleged violation or breach of the Constitution, Operating Bylaws and Policies and Procedures of the League, the President, Vice President or their designate shall determine whether there was a violation or breach and impose such disciplinary measures and sanctions as the President, Vice President or designate may deem appropriate.
- Upon learning of an alleged violation or breach of the Bylaws, regulations of Hockey Alberta or Hockey Canada the President or designate shall refer such to the appropriate Hockey Alberta representative.

6. Code of Conduct Social Media Policy

- ECAFHL Executive, at their discretion, working with the offending LMHA, may impose from a one game to infinite suspension to any Player / Coach or team member (Manager, time or score keeper, parent) who displays poor judgement or unsportsmanlike behaviour. This can include, but is not limited to: social media, time / penalty boxes, lobbies / stands / parking lots, before, during or after a game. League Executive disciplinary committee decision will be final.

7. Meetings – Representation and Voting

- An annual meeting to be held within 2 months of the end of the ECAFHL season. Meetings of the participants will be organized as deemed necessary.
- The League will hold its organizational meeting in September annually.
- No association shall be entitled to be either represented at or have voting privileges at the general meeting or any meeting of this league unless its financial commitments to the League are fully paid and they are deemed to be a member in good standing by the League.
- Quorum will consist of 2/3 of the membership – to the next whole number.
- At any meeting, associations shall be entitled to votes based on the following chart:

# of Teams in League	# of Votes
1-5	1
6-11	2
12-17	3
18-23	4
24-29	5
30-35	6

- Voting will be on all matters including election of officers. In the case of a tied vote, the President (or presiding meeting Chairman in the absence of the President) shall cast a deciding ballot.
- A simple majority of members present shall carry all questions except as specified elsewhere in these Bylaws.
- Special meetings may be requested by the members and must be called by the President within 30 days upon receipt of the request for a special meeting. The request must be signed by a simple majority of the teams and must include the reasons for the request. Fourteen (14) days notice must be given to each team.
- The President shall call and hold a Fall Annual General Meeting of the Board and General Membership to which Members have been given fourteen (14) days written notice, if mailed, and seven (7) days notice if emailed or faxed to all Members. The ECAFHL Fall Annual General Meeting may be called before October 1st fiscal year end, but no later than October 1st each season. All ECAFHL Executive Members and all Member Associations shall receive Notice of this Meeting.

- At all ECAFHL Fall Annual General Meetings, the following shall be the Order of Business:
 - 1) Presentation of Member Delegates
 - 2) Roll Call of Member Delegates
 - 3) Approval of Agenda
 - 4) Introduction of Special Guests
 - 5) Reading of Minutes
 - 6) Business Arising From the Minutes
 - 7) Presidents' Report
 - 8) Playoff Report
 - 9) Treasurers' Report
 - 10) Reports of Councils and Committees
 - 11) Nominations
 - 12) Unfinished Business
 - 13) New Business
 - 14) Elections (AGM)
 - 15) Adjournment
- At this meeting there shall be elected, as terms are completed, (Refer to Bylaw 4 for terms) a President, Vice President, Secretary and Treasurer. (The President at the end of his / her term shall automatically fill the position of Past President) and a Divisional Statistician for each ECAFHL Division. (Refer to Bylaw 4 for both duration of the terms and duties of Executive Members).
- The President may call and hold a Spring General Meeting of the League upon completion of all ECAFHL Playoffs if requested and / or necessary as deemed by the Executive. Recommendations for the next season may be discussed or proposed for the ECAFHL Fall Annual Meeting. Should the President be unable to attend and preside over all Tiers' and all Divisions' Playoffs, he / she may choose to call such Meeting should there not be a request or deemed necessary by the Executive Members.
- The President shall hold General Meetings of the League Membership in Good Standings as often as he / she deems they may be required in addition to the Annual Meeting. General Meetings shall be called by the President with all Executive Members and all Member Associations and / or Member Teams in Good Standing with the League shall be given fourteen (14) days written notice if mailed and seven (7) days written notice if emailed or faxed. (Members shall mean Members in Good Standing with the League).
- Executive Meetings shall be held as often as the President or appropriate Committee Chairperson deems necessary and will be called by the President or Committee Chairperson. All Executive Members shall be notified and instructed as to purpose of said Meeting.
- Special Meeting may be called on the instruction of any two (2) Executive Members; provided they request the President in writing to call such meeting; and state the business to be brought forth at such meeting. A minimum of ten (10) days written notice must be emailed or faxed to all Executive Members and all ECAFHL Member Associations and Teams in current Good Standing and the written notice of the Special Meeting must state the purpose of the said Special Meeting. Should a three quarter quorum of both the Executive and General Membership in current Good Standing not be represented and present at such Meeting, the proceedings shall become null and void.

8. Membership Fees

- The annual membership administration fees shall be payable to the League by each association on or before the night of the scheduling meeting.
- All association's privileges are automatically lost upon default of any monies due to the League.
- The membership administration fees shall be reviewed at the Fall AGM, and be set after consideration of the budget.
- A LMHA entering and leaving the ECAFHL to join another league, more than 1 time in 5 consecutive years, will have all bonds forfeited to the ECAFHL and will have to reapply and repay all bonds before being allowed to re-enter the league.

9. Declaration of Teams

- All associations shall declare the number and category of teams they will operate in the league for the season at or before the Fall AGM. Each new season, LMHA's will have to declare the same recognized teams as previous season.

10. League Bond & League Fees

- All member associations will be required to provide and maintain the established league bond.
- The league bond fee is a one (1) time fee of \$500.00 per LMHA.
- The annual league fee will be set every season at the spring meeting for the next season.

11. Officers of the League

- The officers shall consist of:
 - 1) President
 - 2) Vice President
 - 3) Past President
 - 4) Secretary
 - 5) Treasurer

12. Election of Officers

- The election of Officers will take place at the Fall AGM of the league and will be conducted by open voting.
- Candidates may be nominated from the floor and or by a Nominating Committee as selected by the League.
- A candidate requires a simple majority of the voting members present to be elected.
- In the event three or more candidates are nominated, and no candidate secures a simple majority of votes required, the candidate with the lowest number of votes will be deleted from the ballot, and revote shall take place. This procedure shall be repeated until a candidate received the simple majority required.
- In the case of a tied vote, the President elect will cast the deciding vote. In the case of the position of President the tie will be broken by a simple toss of a coin.
- Officers will assume a two year term upon acceptance.
- Should a vacancy occur during the year of any officer position the following shall take place:
 - o If it is the President, the Vice President shall assume the position and may appoint a replacement Vice President until the next meeting.
 - o If it is the Vice President or the Secretary / Treasurer, the President may appoint a replacement until the next league meeting.
 - o If it is the Vice-President of Operations, the President may appoint a replacement until the next league meeting.

13. General Duties and Powers of the President and Vice-President

- To conduct the business of the League in its entirety between annual general meetings as directed by League members and to be accountable to League members.
- To operate the League and ensure that the League is operated in conjunction with Hockey Alberta Bylaws Rules & Regulations.
- To discipline any coach, manager, player, team official, local association representative or member for refusing to accept and obey the ruling of the League or its officers and for any proven misconduct, unfair or unsportsmanlike conduct, individually or collectively at any place where hockey is being played or at any meeting.

14. Duties and Powers of the President

- May represent any and all of the members of the League on any occasion and will be responsible to the League. In the absence of the President the President may designate the Vice President and he / she shall have the powers of the President in this respect.
- Shall call such meetings as are deemed necessary or to call a special meeting at the request of a majority of the League teams, received in writing, from the appropriate local associations. Such request shall state the business to be considered at the special meeting.
- Shall provide reports to directors or designates regarding any suspensions of clubs, managers, coaches, players or officials.
- Shall ensure that league expenditures do not exceed budget amounts without due consideration and approval of the League.
- To be responsible for the complete operation of the League.
- To control discipline matters within the League's jurisdiction.
- To attend and chair League meetings, or any other meetings relating to the League.
- Establish, when necessary, any other committee necessary to review operations of the League.
- Annually, participate in a meeting with all Coaches and Managers before the start of League play.
- Have signing authority on any ECAFHL bank or business accounts.

15. Duties and Powers of the Vice President

- Keep a record of all suspensions associated with the teams within the league.
- Keep list of all suspensions on the website.
- Review all game change forms for all league and playoff play, keep a record, ensure changes are posted to the website.
- Ensure the League schedule is developed and distributed.
- Annually, participate in a meeting with all Coaches and Managers before the start of League play.
- Jointly approve and communicate schedule changes to the Statistician who will ensure full League communication.
- Chair disciplinary committee of three.
- Chair any playoff, All Star and League Award activities.
- Have signing authority on any ECAFHL bank or business accounts.

16. Duties and Powers of the Past President

- The President shall, upon completion of his / her term in office, automatically assume the position of Past President for the following term of two (2) years.
- Shall serve on the discipline committee of three.
- Shall advise in all Operations of the ECAFHL.
- Shall meet with the incoming Board Members to finalize duties that each member will assume on Committees and promote continuity to all League Operations.

17. Duties and Powers of the Secretary

- Shall be under the direction of the President and / or Committee chairpersons and the Executive Committee.
- Keep a record of all Members of the ECAFHL Board Members and League Membership, complete with the names, address, phone numbers, and email address.
- Be responsible to submit Board Members and League Membership information to the Board Members, Hockey Alberta, Female Council and all Member Teams and Associations.
- Attend all Meetings of the proceedings of the following:
 - o League to record.
 - o Prepare and keep accurate Minutes including Board, Management, Discipline Committee Appeals and Hearings and Annual and General Meetings of the ECAFHL.
- All Minutes of said Meetings shall be approved and signed by the President or Committee chairperson, as well as the Secretary, prior to becoming ECAFHL record and submitting to the Board and Membership.
- Posting of all meeting minutes to the website for review by general membership.
- Posting of any Bylaws or procedures changes for review to the ECAFHL website a minimum of 30 days before the fall AGM.
- Be responsible for correspondence and to ensure all ECAFHL correspondence, as directed, is sent out to all Member Teams and Associations.

18. Duties and Powers of the Treasurer

- Receive and be accountable for all monies paid to the League.
- Responsible for deposit of all monies to the ECAFHL Bond and General.
- Properly account for all funds and shall prepare a report for all Meetings.
- A fully detailed report for all Annual Meetings of all disbursements and receipts, as well as upon request of the Board.
- Full report and financial statement for submission to the ECAFHL Fall Annual General Meeting which shall be duly audited as hereinafter set forth as the financial position of the League.
- Shall submit copies of the financial statement to the Secretary as records of the League.
- Have signing authority on any ECAFHL bank or business accounts.

19. Duties and Powers of the Governors

- Governors will be appointed by the ECAFHL Executive on a contract basis.
- The Vice Presidents will oversee and provide support to each Governor.
- Governors shall abide by the Hockey Canada, Hockey Alberta and Bylaws and Regulations.
- Governors shall ensure that all players, coaches, and managers in their division follow Hockey Canada, Hockey Alberta and ECAFHL Bylaws and Regulations.
- Governors are responsible for suspending any player, team, coach, manager or other team official who does not follow regulations or displays unsportsmanlike conduct. Governor's rule on suspensions concerning ECAFHL scheduled games only. The Hockey Alberta Zone Discipline Coordinator is responsible for rulings involving exhibition, tournament, or provincial games.
- Governors shall not be a coach or manager of a team in their division. They should not be a spouse of a coach or manager in their division.
- Governors are expected to attend any ECAFHL meetings as requested by the Executive.
- Governors should announce to their teams, their personal communication preferences before or shortly into the season. The ECAFHL manager / coach meeting is a good time to discuss these and other items.
- Governors are responsible for managing their tier's regular season and playoff schedule. This involves keeping on top of game changes, cancellations, postponements etc., and posting the information on the website in a timely manner.
- Governors are responsible for collecting and managing the game sheets for all League games.
- All suspension notices must be submitted to:
 - o The team's manager
 - o The team's LMHA representative
 - o The applicable Hockey Alberta Zone Discipline Coordinator
 - o The ECAFHL Vice President
- Governors must immediately notify the ECAFHL President and Vice President when dealing with all significant Hockey Alberta suspensions. These primarily include; match, abuse and gross infractions.
- Governors should regularly communicate with the Hockey Alberta Zone Discipline Coordinators.

20. Duties of LMHA Representative

- Attend all meetings of the ECAFHL or send representative.
- Act as the go between for League executive and individual team staff.
- Distribute all League information to LMHA executive board.

21. Expenses

- Any expenses for meals, travel, and accommodations by an officer of the League will be the responsibility of the League and will be reimbursed to them by the League.
- The League will consider for reimbursement to League officials, the costs of long distance phone charges, fax machine costs and similar costs within the budget for the League.
- No one directly involved with the coaching, management or administration of the League may profit from any matters pertaining to the League.
- Executive honoraria will be granted for the following executive positions; this will be separate from claimed expenses.
 - o President \$500.00
 - o Vice President \$400.00
 - o Secretary \$250.00
 - o Treasurer \$250.00
 - o Division Governor \$250.00 per division

22. Amendments

- The Constitution shall be amended only at an Annual General Meeting.
- A notice of the intended amendment to the Constitution shall be submitted in writing to an officer of the League at least forty-five (45) days prior to the date of the Annual General Meeting.
- The Operation Bylaws and Policies and Procedures may be amended at any meeting of the League providing notice has been given as provided below.
- A notice of an intended amendment to the Constitution or the Bylaws shall be provided to each team and their local association at least thirty (30) days prior to either the annual general meeting or the meeting where the Operational Bylaw or Policy and Procedure change is to be considered.
- Amendments require a simple majority as specified in #7.

23. Appeals

- A decision of a referee and a minimum suspension issued pursuant to that decision may not be appealed. Additional suspension may be issued by the members LMHA and will be that LMHA responsibility.
- Suspensions greater than the Hockey Alberta Minimum Suspension Guidelines or those suspensions issued by League officials as a matter of discipline are subject to appeal to a League disciplinary committee, which will be appointed to hear the appeal.
 - o The committee shall be comprised of three members from the League membership, who shall be empowered to review the suspension or League officials rulings and to determine the appropriateness of the suspension or League officials ruling.
 - o Any review of a suspension cannot fall below the Hockey Alberta Minimum Suspension Regulations.
 - o All appeals must be in writing to the President and must be signed by the President of the local minor hockey association within forty eight (48) hours of the game or officials ruling.
 - o An appeal must be accompanied by a \$250 non-refundable cheque payable to the League.
 - o The appeal committee will render its decision within 10 days of the appeal being filed.
 - o Any decision may be appealed to Hockey Alberta as per Hockey Alberta Bylaws & Regulations.

24. Auditing

- The books, accounts, receipts and disbursements records of the Treasurer in both ECAFHL General and Bond Accounts shall be reviewed at least once per season of the ECAFHL fiscal year by two (2) Members in Good Standing with the League, or by a duly appointed Accountant. A complete proper and accurate statement of the standings of the books as at the ECAFHL's October 1st fiscal year end shall be submitted for review at the ECAFHL Fall Annual General Meeting. The financial statement shall be recorded in the Treasurers' books, and a copy shall be added to the Secretary's books and Minutes of said Meeting and shall be read by the Treasurer in the Treasurers' Report or copies distributed to Members at said Meeting.