

**EDSON AND DISTRICT MINOR HOCKEY  
AND RINGETTE ASSOCIATION**

**BYLAWS**

(Updated May 2018)

# Edson and District Minor Hockey and Ringette Association

## Bylaws

### Article 1 - Name

- 1.0 This organization shall be known as the "**Edson and District Minor Hockey Association**" and may hereinafter be referred to as the "Association" or "EMHA".
- 1.1 The Edson and District Minor Hockey Association shall abide by the rules and guidelines set forth by the Alberta Amateur Hockey Association, also known as Hockey Alberta ("HA"), and the Canadian Hockey Association ("CHA"), and shall remain a member in good standing.

### Article 2 - Boundaries

- 2.0 The Association boundaries shall be as follows. Refer to Attachment 1 for a map detailing the boundaries of the Association:

#### **North Boundary**

The North boundary has been established on the north side of Township 55 running from the East boundary of Range 12 to the West boundary of Range 21.

#### **West Boundary**

The West boundary has been established on the West side of Range 21 running from the north side of Township 48 to the north side of Township 55.

#### **South Boundary**

The South boundary has been established on the North side of Township 48 running from the west side of Range 21 to the east side of Range 14. The boundary then runs north, along the east side of Range 14, to the north side of Township 50. It then runs east to the east side of Range 14.

#### **East Boundary**

The east boundary has been established on the east side of Range 12 from the north side of Township 50 to the north side of Township 55.

### Article 3 - Bylaws

- 3.0 The Bylaws of the Association may only be rescinded, altered or added to by means of a "Special Resolution" passed at a general meeting. A Special Resolution means a resolution. passed:
- (a) at a General Meeting of which not less than twenty-one (21) days notice specifying the intention to propose the Resolution has been duly given, and
  - (b) by the favorable vote of not less than 75% of those Members in attendance at said meeting.

### Article 4 - Membership

- 4.0 The Membership of the Association shall consist of:
- i. Any parent or legal guardian, eighteen (18) years of age or older, having a player registered with the Association as per Hockey Alberta regulations;
  - ii. Any person holding a position on the Board of Directors in the Association or in a "ratified" position is automatically a Member of the Association in good standing for the current operating year;
  - iii. Any Life Member;
  - iv. Any player registered to play in the Association as per Hockey Alberta regulations;
  - v. Any other member of the public living within the boundaries of the Association upon payment of a membership fee as outlined below.

#### 4.1 Membership Fees

- i. For members under section 4.0(i) and (iv) shall be the player registration fee. The Executive Committee and Board of Directors will determine these fees annually. Each player's fees must be paid in full by the specified date for members to remain in good standing.
- ii. For members under section 4.0 (ii) with no player registered in the Association and 4.0 (iii), there shall be no membership fee.
- iii. For members under section 4.0 (v) the membership fee shall be determined by the Board of Directors.

#### 4.2 Withdrawal from Membership

Any member wishing to withdraw from membership to the Association may do so upon written notice to the Executive Committee. The effective date of withdrawal shall be the date on which any member of the Executive Committee receives the notice.

#### 4.3 Removal from Membership

Any Member of the Association who has been found to have not conducted himself or herself in accordance with the Rules and Regulations of Hockey Alberta, the Canadian Hockey Association or either the Bylaws or the Team Handbook of the Edson and District Minor Hockey Association can, upon a simple majority vote of the Board of Directors at a Board of Directors Meeting, be expelled as a Member of Edson and District Minor Hockey Association for the remainder of the present hockey year or such longer period of time as the Board of Directors may, in its discretion, decide upon. The Board of Directors shall notify the Member of the Withdrawal of their membership in writing and the effective date shall be the date that the member receives the notification.

### Article 5 - Meetings

5.0 All meetings shall follow Robert's Rules of Order:

#### 5.1 Annual General Meeting

- i. The Association shall hold an Annual General Meeting on or before June 1<sup>st</sup> of each year. The President shall call such meeting and notice shall be given to the general membership at least twenty-one (21) days prior to the meeting date. Notice shall be given via local newspaper and the Association website. The Annual General Meeting shall be to review the Association's operations and shall be open for attendance by all members. The Annual General Meeting shall also deal with Association Bylaws, if required. Notice of the Special Resolutions to amend the By-Laws must be received by the President in writing at least three weeks (21 days) prior to the Annual General Meeting.
- ii. A quorum at the Annual General Meeting shall be twenty-five (25) voting members. If after fifteen (15) minutes of a meeting being called to order, a quorum of twenty-five (25) voting Members does not exist, those Members in attendance shall be declared a quorum.
- iii. Voting rights for those members identified in article 4.0 - Membership, shall be one vote per person.

- iv. No person attending any meeting shall be entitled to more than one vote on each motion at the meeting. Where a person is entitled to vote as a Member in more than one capacity, they must select in which capacity they are voting as a Member. Every motion shall be decided by a show of hands. A declaration by the President that a motion has been carried or not carried shall be sufficient evidence without proof of number or proportion of the votes accorded in favor of or against such motion. A member may demand a poll on any vote which vote shall then be counted by a written ballot.
- v. There shall be no proxy votes.
- vi. Voting for the election of Executive Officers shall be by secret written ballot.

## 5.2 Board of Directors Meetings

- i. The President shall call regular meetings of the Board of Directors during the hockey season. A quorum for these meetings shall consist of a majority of the voting members of the Board of Directors. Every motion shall be decided by a show of hands. A declaration by the President that a motion has been carried or not carried shall be sufficient evidence without proof of number or proportion of the votes accorded in favor of or against such motion.

## 5.3 Executive Committee Meetings

- i. The President may from time to time call meetings of the Executive Committee during the hockey season to conduct business exclusive to the Executive Committee. A quorum for these meetings shall consist of a majority of the voting members of the Executive Committee. Every motion shall be decided by a show of hands. A declaration by the President that a motion has been carried or not carried shall be sufficient evidence without proof of number or proportion of the votes accorded in favor of or against such motion.

## 5.4 General and Special Meetings

- i. General and Special Meetings of the general membership of the Association will be called at any time by the President, or on written request of three (3) Members of the Board of Directors, or upon receipt by the Board of Directors of a petition signed by one-third (1/3) of the Members of the Association who are in good standing. Any such petition shall set forth the reasons for calling the General Meeting. Notice of the General and Special Meetings shall be provided as set forth in section 5.0.
- ii. Quorum requirements and voting privileges shall be the same as outlined in section 5.1 (ii), (iii), (iv) and (v).

## Article 6 - Executive Officers and Board of Directors

### 6.0 Executive Officers

- i. The Executive Officers of the Association shall consist of the Immediate Past-President, President, Vice-President, Secretary and Treasurer. The Executive Officers shall, with the exception of the Immediate Past-President, be elected at the Annual General Meeting and serve a designated term.
  - a. The President and Treasurer will be elected on even numbered years (2020, 2022 etc.)
  - b. The Vice-President and Secretary will be elected on odd numbered years (2019, 2021 etc).
  - c. No one member can serve more than 4 consecutive terms in the same executive position.
- ii. The Executive Committee shall appoint the coaches of all teams.
- iii. Any Member of the Executive Committee can withdraw from the Executive Committee by providing to the Committee a written notice of withdrawal. The effective date of the withdrawal shall be the date on which the Committee receives the notice of withdrawal.
- iv. A Member of the Executive Board of Directors may be relieved of his/her duties and removed as a Member of the Executive Board of Directors in the following circumstances:
  - a. Upon the failure to attend three (3) consecutive meetings without a reasonable excuse;
  - b. Upon 75% majority vote of the Members of the Executive Board of Directors on the basis that such Member is not performing satisfactorily in his/her position;
  - c. Upon 75% majority vote of the Members of the Executive Board of Directors on the basis that a Member is not acting according to the best interests of the Association;
  - d. Upon being found to have breached the standards of acceptable conduct expected of a Member of the Executive Board of Directors; or
  - e. Upon a Special Resolution of the general membership at a General Meeting.
- v. In the event that the President is unable to perform the required duties, the Vice-President will assume the position of President until the next Annual General Meeting. In the event that the Vice-President cannot assume the President's position, or in the event that any other Member of the Executive Committee withdraws or is removed from the Executive Committee, or should an Executive Committee position not be filled

by an election of the general membership at an Annual General Meeting, then the Executive Committee shall elect a Member from the general membership to fill the vacancy until the next Annual General Meeting.

Vi Specific Duties of Executive Officers:

**President:**

The President within the jurisdiction of the Association shall have all the power of the President of the Association and without limiting the generality of the foregoing, shall have the powers to:

- a. Sign as a signing officer for the Association;
- b. Preside at all meetings;
- c. Exercise the powers of the Executive in case of emergency;
- d. Suspend clubs or players, subject to ratification at the next following meeting of the Board of Directors;
- e. Sit on all Committees as an ex-officio voting member.

**Vice-President:**

In the absence of the President or in the event of their inability to act, the Vice-President shall have and exercise all the powers of the President and shall at all times be an ex-officio voting member of all Committees. They shall be one of the three signing officers for the Association.

**Secretary:**

- a. The Secretary shall keep an accurate record of the proceedings and attendance at meetings of the Association;
- b. Shall be to all intents and purposes the legal holder of all trophies and cups in trust of the Association;
- c. Shall notify the Association Members of the time and place of regular meetings;
- d. Shall publish the notice of the Annual Meeting at least three weeks before the meeting and again one week before the meeting;
- e. To perform such other duties as shall be necessary for the good and welfare of the Association.

**Treasurer:**

- a. The Treasurer shall keep a record of all moneys received and disbursed and submit a monthly Balance Sheet at each monthly meeting of the Board of Directors;
- b. Shall present at each Annual Meeting, a report of the year's operations and Third Party audited statement of the Association;
- c. Shall serve on the Purchasing Committee;
- d. Shall serve on the Budget Committee;
- e. Shall be one of the three signing officers for the Association;
- f. Shall be responsible to ensure that "in force" Insurance Policies are in place for the Association Liability and Equipment.

**Immediate Past President**

Shall serve on the Executive Committee in an advisory role with regular voting privileges.

6.1 Board of Directors

- i. The Executive Committee shall appoint a Board of Directors that may include the following: Registrar, Equipment Manager, Ice Scheduler, Referee in Chief, Division Coordinators, Coaches Coordinator, Public Relations and Fund-Raising Chairperson, Minor Hockey Week Chairperson, and all other Chairpersons of current Standing Committees.
- ii. The members of the Executive Committee shall be members of the Board of Directors.
- iii. The Board of Directors by quorum and majority vote, shall have control of the affairs of the Association and shall have power to fill any vacancy which may occur in its number, and to amend or alter the Regulations and Policies of the Association.
- iv. The Board of Directors shall ratify the appointment of all Coaches, Assistant Coaches and Managers in the House League.
- v. The Board of Directors shall have the power to suspend or discipline a Coach, Assistant Coach, Manager, Player, Trainer, Referee or any other Official connected with the Association.
- vi. No person shall hold more than one position on the Board of Directors.



- vii. Any Member of the Board of Directors can withdraw from the Board of Directors by providing to the President a written notice of withdrawal. The effective date of the withdrawal shall be the date on which the President receives the notice of withdrawal.
- viii. A Member of the Board of Directors may be relieved of his/her duties and removed as a Member of the Board of Directors in the following circumstances:
  - a. Upon the failure to attend three (3) consecutive meetings without a reasonable excuse;
  - b. Upon majority vote of the Members of the Board of Directors on the basis that such Member is not performing satisfactorily in his/her position;
  - c. Upon majority vote of the Members of the Board of Directors on the basis that a Member is not acting according to the best interests of the Association; or
  - d. Upon being found to have breached the standards of acceptable conduct expected of a Member of the Board of Directors.

## 6.2 Remuneration

At no time shall any Executive Officer or member of the Board of Directors receive any remuneration for their services. Executive Officers or members of the Board of Directors shall be entitled to reimbursement for reasonable expenses incurred while engaging in Association business. The President and Treasurer, or designate, shall ensure the validity of and countersign all expense claims.

## Article 7 - Miscellaneous

### 7.0 Fiscal Year

The fiscal year of the Association shall run from May 1<sup>st</sup> to April 30<sup>th</sup> of the following year.

### 7.1 Auditing

The financial records, books and accounts of the Treasurer shall be audited at least once each year by a committee appointed by the Board of Directors. A complete and proper statement shall be submitted by the auditor to the Board of Directors of the Association.

### 7.2 Inspection of Books and Records

The books and records of the Association may be inspected by any Member in good standing at the Annual General meeting or any other time upon giving reasonable notice to the Executive

Committee and arranging a mutually satisfactory time with the Member of the Executive Committee having charge of same.

### 7.3 Borrowing Powers

For the purpose of carrying out its objects, the Association may borrow, raise or secure the payment of money in such manner as it deems fit. EMHA may issue a Debenture or a General Security Agreement only under the sanction of a Special Resolution passed at a general meeting of the General Membership.

### 7.4 Corporate Seal

There shall be no corporate seal for the Edson and District Minor Hockey and Ringette Association.

### 7.5 Life Membership

Life Membership is the highest honor that can be bestowed by this Association, and it is awarded only for very distinctive service to the Association. Life Members shall be elected at the Annual Meeting of the Association by two-thirds majority of the members voting thereon. A Life Member shall have full voting rights at all regular and annual meetings.

### 7.6 Indemnity of Executive Committee, members, directors, coordinators, and Officers

No Member of the Edson Minor Hockey Association is, in his individual capacity, liable for a debt or liability of the Edson Minor Hockey Association.

The Edson Minor Hockey Association shall indemnify an Executive Committee Member, Director or Officer, his heirs, legal representatives and assigns from and against any and all claims, costs, charges, expenses and losses including payment of legal fees on a solicitor and client basis necessary to settle or defend an action or satisfy a Judgement reasonably incurred by such person as a result of them having been an Executive Committee Member, Director or Officer in those cases where they were acting in their course and scope of duty and acted honestly and in good faith with the view to the best interests of the Edson Minor Hockey Association. The Edson Minor Hockey Association shall indemnify a Discipline Committee Member, his heirs, legal representatives and assigns from and against any and all claims, costs, charges, expenses and losses including payment of legal fees on a solicitor and client basis necessary to settle or defend an action or satisfy a Judgement reasonably incurred by such person as a result of them having been a Discipline Committee member in those cases where they were acting in their course and scope of duty and acted honestly and in good faith with the view to the best interests of the Edson Minor Hockey Association.

**7.7** Dissolution

Should the Association dissolve, after payment of all debts and liabilities, any assets remaining shall be donated to a charitable organization.

Dated this 23<sup>rd</sup> day of May, 2018 at the Town of Edson, in the Province of Alberta.

**Edson & District Minor Hockey & Ringette Association**

ATTACHMENT 1 ASSOCIATION BOUNDARY MAP

