

FOX CREEK MINOR HOCKEY ASSOCIATION
BY-LAWS



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1. NAME

- 1.1 This organization shall be known as the "Fox Creek Minor Hockey Association" and referred to herein as the "Association".
- 1.2 The Fox Creek Minor Hockey Association shall abide by the rules and guidelines as set down by Hockey Alberta (HA) and the Canadian Hockey Association (CHA) and will remain a member in good standing (By-law 2.1(b) (ii) of the Hockey Alberta By-laws and Regulations).
- 1.3 This Association will play under the rules and guidelines of the CHA and Hockey Alberta.
- 1.4 Throughout this document Fox Creek Minor Hockey Association will also be referred to as FCMHA

2. MEMBERSHIP

- 2.1 Membership:
 - a. Any family registered with FCMHA.
 - b. Any coach, assistant coach or manager that has no child registered with the FCMHA and in this capacity to a maximum of five (5) persons per team; or
 - c. Any volunteer who has previously been a Member of FCMHA under 2.1(a) or 2.1(b) and who is approved by the Executive Committee to be a Member; or
 - d. Members of the community that are 18 years or older and interested in participating in the work of FCMHA and the promotion and achievement of its objectives, that have submitted a membership application to the Association which includes their name, address and reason(s) for requesting membership. This application must be submitted to FCMHA Executive Committee for approval, together with the prescribed membership fee for members of the community at large as set out in 2.2(d).
- 2.2 Membership Fees:
 - a. The membership fees for Members under 2.1(a) and 2.1(c) shall be the registration fee per hockey player, such fee being determined by the Executive Committee before each new hockey year;
 - b. There shall be no membership fee for a Member admitted under 2.1(b) above;
 - c. The membership fee for a volunteer admitted under 2.1(c) shall be determined annually by the Executive Committee before each new hockey year.
 - d. The membership fee for a member of the community at large admitted under 2.1(d) above shall be determined annually by the Senior Executive Committee before each new hockey year.
- 2.3 Any player as registered under 2.1
- 2.4 Voting privileges will be given to persons as registered with the Association per 2.1(a), 2.1(b), 2.1(c), 2.1(d), who have membership in good standing, and whose primary address fall within the boundaries established by Hockey Alberta of Fox Creek's LMHA (Local Minor Hockey Association). One vote per family.
- 2.5 The payment of the registration fee for a player wishing to take part in the hockey program must be paid as per the payment terms set out by the association or arrangements made for payment before they are assigned to a team in the Association and before the person(s) described in 2.1 are considered to be member(s) in good standings.

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3. TERMINATION OF MEMBERSHIP AND SUPSPENSION

- 3.1 Any member may resign from the Association at any time by notifying the Administrator in writing; however, a pro-rated portion of the registration fee as approved from time to time by the Executive Committee, will not be refunded.
- 3.2 Any member who, by the decision of the Discipline Committee, fails to maintain an acceptable standard of conduct and/or fails to comply with any of the By-laws and Regulations of the Association may be asked to resign in written form after at least one previous written warning. That decision will result in the loss of voting privileges, unless the member wins a successful appeal. The registration fee will not be refunded.
- 3.3 Any member who has been requested to resign may exercise the right to appeal the decision provided the wish to appeal is made, in writing (along with the appeals fee of \$150) to the Senior Executive Committee within seven (7) days of the request to resign. Any member that refuses to resign on written request will be considered expelled from the Association.
- 3.4 Any member who fails in a way as described in 3.2 may be suspended as outlined in 3.5 on a decision of the Discipline Committee. No previous written warning will have been required.
- 3.5 The Executive claims the right as the Rental Contract Carrier to bar any expelled, resigned or suspended member from any or all facilities where Association functions including, meetings, games and practices are taking place for a specified period of time as defined by the Executive and/or Discipline Committee.

4. EXECUTIVE COMMITTEE

- 4.1 The Executive shall consist of:
 - ❖ President (see 5.3)
 - ❖ First Vice President (see 5.4)
 - ❖ Secretary (see 5.5)
 - ❖ Treasurer (see 5.6)
 - ❖ League Representative (see 5.7)
 - ❖ Registrar (see 5.8)
 - ❖ Fundraiser (see 5.9)
 - ❖ Equipment Director (see 5.10)
 - ❖ Referee in Chief (see 5.11)
 - ❖ Code and Conduct/Recruitment (see 5.12)
- 4.2 All Executive members shall have voting rights while in attendance at any Association meeting.
- 4.3 Executive members not maintaining an acceptable level of attendance or conduct as outlined in 4.4 may be disciplined under By-law 4.4.
- 4.4 Removal: A Member of the Executive Committee shall be relieved of their duties and removed as a Member of the Executive (as determined by a 75% vote of a quorum of no less than 2/3 of the Executive Committee in the following circumstances:
 - a. Upon failure to attend three (3) consecutive meetings without a reasonable excuse;
 - b. If a Member's conduct is considered detrimental to the best interest of the Association;

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- c. On the basis that a Member is doing an unsatisfactory job;
- d. Upon a Special Resolution of the general membership at a General Meeting;
- e. There is no route of appeal available within the Association. This shall be done by a majority vote of those present.

5. DUTIES OF THE EXECUTIVE

5.1 General:

- a. The Executive shall be responsible to the General Membership, and shall have full control and management of the Association, within the limits of the By-laws, to serve the best interest of the majority of its members.
- b. Shall ensure that the values, objectives, and desires of the Association are represented in a consistent and professional manner to all entities who interact with the Association.
- c. The total welfare of the players shall be paramount in the governing of the Association. The player's responsibilities to family and school shall be kept in mind at all times.
- d. The Executive shall in September of each year issue a Policy and Procedures Manual that shall act as the operational guideline for the current hockey season for the Association as a whole with variance from only to be approved in extreme circumstances.
- e. Should a vacancy occur during a term in office; the Executive shall be empowered to appoint a Member of the Association to fill the post until the next Annual General Meeting. With the exception of the President, where the Executive as a whole shall select a replacement from within the Executive.
- f. The Executive may appoint any member of the Association to serve on a Committee or assist the Executive or one of its Members in the operation of the Association. Committees can be given an ongoing status where necessary and be made up of appointed members who are ratified by the Executive for a specific term of service.
- g. The Executive is to designate in which tier team(s) will play in.

5.2 Conduct of the Executive:

- a. Any person found guilty (as determined by majority vote of a quorum of no less than 2/3 of the Executive Committee) of having committed any improprieties within this Association may be permanently barred from holding an elected or appointed office in the FCMHA.
- b. A Member of the Executive Committee who misses three consecutive meetings of the Board without notice and/or just reason, may be suspended for the balance of their term through a majority vote of a quorum of the Executive Committee.
- c. Executive Members are expected to refrain from publicly criticizing game officials, coaches, or players before, during, or after games. Concerns must be addressed with the appropriate individual, at the appropriate time.
- d. Members of the Executive Committee are expected to refrain from public criticism of FCMHA By-Laws, Policy & Procedures and/or other Executive Members.

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- e. Executive Members are expected to carry out their duties in a manner consistent with the By-Laws of the Association, and within the directives of the Executive Committee.
- f. Members of the Executive Committee can be removed from their duties for non-performance of duties by a vote of the Executive Members, in which at least 2/3 of the members vote for removal.

5.3 PRESIDENT:

- a. Attend all Hockey Alberta and NAI League meetings or designate a replacement;
- b. Ensure that FCMHA's Constitution and Bylaws are followed;
- c. Sign as one of the signing officers of the FCMHA;
- d. Shall be responsible for all requirements and communications relating to CHA and Hockey Alberta procedures, Policies and By-Laws;
- e. Shall be responsible for maintenance of and adherence to FCMHA By-Laws and conduct an annual review of all By-Laws;
- f. Shall be responsible for all requirements and communications relating to the Town of Fox Creek, its Policies and By-Laws; and shall liaise with the Town of Fox Creek and/or Fox Creek Recreation Department regarding repairs and maintenance of the arena to ensure a safe playing environment;
- g. Exercise the powers of the Executive Committee in case of emergency;
- h. Refrain from voting except to cast a deciding vote;
- i. Represent the FCMHA whenever formally dealing with outside agencies;
- j. Ensure that all of the duties of the FCMHA's officers are fulfilled;
- k. Preside at all Annual, General, and Executive meetings of the FCMHA;
- l. Promote the objectives of the FCMHA to the fullest;
- m. Show discretion in determining the appointment of other persons to deal with emergency or minor matters not specifically named as the responsibility of other officers or members of the Association.

5.4 FIRST VICE PRESIDENT:

- a. Disperse ice time fairly amongst the various teams in the FCMHA;
- b. Schedule all ice time for FCMHA;
- c. Is directly responsible for scheduling, rescheduling of ice time, exchange and cancelation of ice times;
- d. Approve and record all ice time used by teams under the jurisdiction of the FCMHA regardless of purpose and means of payment;
- e. Is in charge of organizing picture day. This involves finding a qualified photographer and having a venue that works for scheduled photographer and minor hockey;
- f. Act as the Appeal Committee Chairman;
- g. Is the liaison between the Town of Fox Creek Recreation Director and the Ref in Chief

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5.5 SECRETARY:

- a. Responsible for the preparation and custody of minutes of proceedings of the Association, including Executive Committee meetings;
- b. Maintain accurate records of the proceedings of the FCMHA and issuance of any notices of meetings, registration, or other information;
- c. Shall be responsible to keep files up to date, including evaluations and disciplinary actions and make files available to the Executive Committee upon request;
- d. Shall have charge of all incoming and outgoing correspondence of the Association and keep accurate records of each;
- e. Retain up-to-date copies of the FCMHA's By-Laws, Special Rules, and Operating Guidelines;
- f. Process all liability claims, seeing they are processed properly and settled;
- g. Update meeting minutes onto the website within 7 days of the meeting;
- h. Update social media of any important information that needs to be shared to the minor hockey social media outlets;

5.6 TREASURER:

- a. Maintain or cause to be maintained a record of all monies received and disbursed duly authorized by the Executive; and be entrusted with the banking of all monies, securities, and safety box keys, including Casino monies;
- b. Sign as one of the signing officers of the FCMHA;
- c. Within 7 days of receiving written request, arrange a time and place at which the books and records of the Association may be inspected by the member in good standing within the Association who has submitted a request;
- d. The Treasurer shall prepare interim financial reports for the main and casino accounts for the current year and present them at the Annual General Meeting;
- e. The Treasurer shall prepare financial reports for the main and casino accounts at the end of the fiscal year, occurring the thirtieth (30th) day of June. The Treasurer shall prepare an Income Statement and Balance Sheet for the FCMHA for the past fiscal year, make copies for the members, and present it at the Annual Meeting, prior to the impending hockey season;
- f. Ensure an Audit of all bank accounts and assets, including the Casino account, is completed and presented at the Annual Meeting prior to the impending hockey season;
- g. Prepare and submit in a timely manner, the Association's Annual Return, as per the directive and reporting requirements of the Province of Alberta;
- h. Filing of the FCMHA's Annual Return to Consumer and Corporate Affairs;
- i. Shall maintain or cause to be maintained a record of all monies received and disbursed duly authorized by the Executive for remuneration of referees and/or on-ice officials.
- j. Must collect the monies generated from the skate sharpening room a minimum of once a month

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5.7 LEAGUE REPRESENTATIVES:

- a. Shall represent the FCMHA at all League meetings or hearings affecting our association or players;
- b. Shall report all information obtained from League meetings to the FCMHA Executive;
- c. In instances where Suspension Notices are received from the Commissioner, League Representatives shall forward this information to the affected team's coach and/or manager, in a timely manner.
- d. Attend Governor meeting and taking on any task they may assign to you and fulfill you duty required by the NAI;

5.8 REGISTRAR:

- a. Maintain a register of all players in the FCMHA; and confirm players' eligibility;
- b. Shall organize and carry out registrations and remit registration fees to FCMHA Treasurer for deposit;
- c. Shall ensure timely and accurate completion of Team Rosters and submit to appropriate League Commissioners;
- d. Shall maintain the updating of carding information as per Hockey Alberta requirements;
- e. Shall complete the online Hockey Alberta Registration forms as per Hockey Alberta guidelines, in a timely manner;
- f. Shall ensure timely and accurate completion of Affiliation Sheets;
- g. Shall authorize requests for refunds of registration funds;
- h. Shall collect any registrations unpaid for any reason;
- i. Shall maintain the information for player releases and prepare the releases;
- j. Co-ordinate all phases of player registration and affiliation purposes;
- k. Shall destroy - by shredding - copies of personal documents provided to the FCMHA in accordance with Hockey Alberta rules (i.e.: birth certificate photocopies, Alberta Health Care photocopies), after confirmation of documentation is entered into the HCR database.
- l. Apply to Hockey Alberta for all Travel and Tournament Sanction Permits.
- m. Obtain all necessary insurance coverage or designate a replacement;
- n. Obtain all Criminal Record Checks from all team officials to the start of the season;

5.9 FUNDRAISER:

- a. Co-ordinate any general fundraising activities;
- b. Promote reporting of FCMHA activities to the local news media;
- c. Ensure casinos are fully staffed to the required amount of members needed;
- d. Ensure the annual license application and annual report are submitted to the Alberta Gaming and Liquor Commission;
- e. Assist the FCMHA in any capacity when requested, to promote the FCMHA and its operations;

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5.10 EQUIPMENT DIRECTOR:

- a. Shall assume responsibility for the purchase, maintenance, and storage of all jerseys and equipment (i.e. First Aid kit, pylons, pinnies, etc.);
- b. Shall be responsible for the distribution and recovery of jerseys and equipment to and from teams on a timely basis;
- c. Shall be responsible for the disposal of any old or unneeded uniforms and/or equipment under the direction of the Executive Committee;
- d. Shall recommend new equipment purchases and oversee actual purchase following approval by the Executive Committee.
- e. Shall maintain a summary of the Association's Inventory including acquisitions or disposal of assets over the past year, and present at Annual General Meeting;
- f. Shall ensure that lockers and skate sharpening room are kept clean and orderly; and that all coaches are in possession of the key/code to their locker;
- g. Report any missing or stolen equipment to the president or first vice-president immediately for investigation and insurance purposes.
- h. Is in charge of organizing the awards at the AGM. This will entail but not limited to booking the hall, making sure trophies are ordered and engraved, organizing a supper if requested and any other tasks that may be required for the AGM.

5.11 REFEREE IN CHIEF (RIC):

- a. Shall supervise all referees and be responsible for their scheduling. It is FCMHA's recommendation that for higher-stakes games such as playoff games or otherwise, that at least one senior/adult official be used;
- b. Shall recommend and set up courses of training and/or conduct such training, for referees to ensure a sufficient number of qualified persons to act as referees;
- c. Shall act as the FCMHA Liaison with the Referee's Association and may attend meetings of the Referee's Association;
- d. If supervision is required the RIC has to contact the NAI Zone Referee Committee Chairperson.
- e. RIC will schedule ref mentors for new and young officials so as to gain confidence and knowledge of refereeing;
- f. RIC will organize and book the power skating for FCMHA and will work with ice scheduler to find suitable dates and times for all teams;

5.12 CODE & CONDUCT/RECRUITMENT:

- a. Will receive all informal complaints and see if they can be resolved before an official complaint is made;
- b. If an official complaint is made it will be brought to the executive attention within 24 hours;
- c. They appropriate measures will be made from the executive with the executive making the final decision;
- d. Will be responsible for helping with the recruitment of minor hockey age kids. This will include advertising at the start of the year on our social media and in putting

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flyers in the school. It will not be limited to these modes of recruitment and other forms are encouraged;

6. MEETINGS

6.1 Annual General Meeting (AGM):

- a. Shall be held on or before April 30th of the current season. Notice of at least 21 days shall be given.
- b. Notice of a meeting shall be given via the use of public media.
- c. The Executive shall be elected by members of the Association at the AGM. Only members in good standing are eligible to cast ballots to elect officers or to vote on any issues.
- d. Nominations for positions on the Executive shall be posted in public places & media. Nominations will close ten (10) days prior to the AGM. Uncontested nominees are elected by acclamation.
- e. Nominations from the floor of the AGM will only be accepted where there are no previous nominations.
- f. All attendees at the AGM must sign in to have their membership verified and to receive their ballots.

6.2 Start-Up Meeting:

- a. In addition to the AGM, a start-up meeting will be held in August/September to discuss the upcoming season. A quorum at such meetings shall be 6 (Six) members of the Executive and meetings will be posted 14 (fourteen) days prior to those who are eligible to vote by being members in good standing as per By-law 2.4.

6.3 Executive Meetings:

- a. Executive Meetings shall be held on a regular basis to ensure the efficient operations of the Association. The President will call an Executive meeting when the President deems it necessary.
- b. A Special Meeting of the Executive shall be called when any two (2) members of the Executive make such a request in writing to the President.
- c. A quorum for any Executive Meeting shall be 2/3 members drawn from the Executive as a whole.
- d. Meetings will follow Roberts Rule Of Order
 - Reading and approval of minutes.
 - Reports of officers, boards, and standing committees.
 - Reports of special committees.
 - Special orders.
 - Unfinished business and general orders.
 - New business.
 - Closed meeting topics
- e. Any meeting topics that involve the need for discretion will be held at the end of the meeting, when the attendance of the meeting is that of only the Executive. (Closed Meeting)

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6.4 Emergency Meetings:

- a. The President must call a General Meeting upon receipt of a written request, signed by at least fifteen (15) member family units of the Association. Such a meeting must be held within twenty-one (21) days of receipt of the request. A quorum at such meetings shall be fifteen members who are eligible to vote by being members in good standing as per By-law 2.4.
- b. The President may call an emergency or Special Meeting at any time, provided notice of at least fourteen (14) days is given. A quorum at such meeting shall be twenty (20) members who are eligible to vote by being members in good standing as per By-law 2.4.

7. GENERAL

- 7.1 Amendments to the By-Laws can only be made by a special resolution of the members.
- 7.2 An Amendment to the By-Laws must be approved by 75% of the votes cast at the Annual General Meeting (AGM).
- 7.3 Proposed By-Law amendments must be submitted to the Executive in writing sixty (60) days prior to the AGM, and must be posted at least twenty-one (21) days prior to the AGM.
- 7.4 The Executive shall fully review the By-Laws of the Association on EVEN numbered years. Submissions to change or alter any By-laws may be made to the Executive by any member of the Association, and will only be presented at the AGM if 75% of the Executive in attendance at the yearly March Executive meeting vote to approve it.
- 7.5 Elected and/or appointed members of the Executive shall not receive any remuneration for the discharge of their respective duties in relation to the Association or its various activities or projects with the exception of submitted and approved expenses.
- 7.6 The seal of the Association shall be prescribed by the first officers of the Association, and shall have the words "Fox Creek Minor Hockey Association" endorsed thereon. The seal will be held by the Secretary of the Association, and will be affixed to documents as required.
- 7.7 For the purpose of carrying out its objectives, the Association may borrow or secure the payment of money in such a manner as it sees fit, in particular by the use of debentures. This power shall be exercised only under the authority of the Association and in no case shall debentures be issued without the sanction of a Special Resolution of the Association.

8. VOTING

- 8.1 Voting at General and Special Meetings: Each Family unit of registered members that are all in good standing, as defined by By-law 2.0, are entitled to one vote at any General meeting, provided a registered member of the family is present at the time the vote is taken. Voting by proxy shall not be permitted at any meetings of the Association. The chairperson of the meeting shall have the deciding vote. Voting at all meetings may be by show of hands or by standing vote, or by secret ballot only.
- 8.2 Voting for contested Executive positions at the AGM will be determined by following the outlined protocol in the FCMHA's Policy & Procedures.

9. VIOLATIONS OF BY-LAWS AND/OR POLICY & PROCEDURES

All Discipline matters will follow the process under FCMHA's Policy and Procedures.

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10. APPEALS

All Appeal matters will follow the process under FCMHA's Policy and Procedures.

11. OPERATING YEAR

June 30th of each year shall be the fiscal year end for the FCMHA.

12. DISSOLUTION

In the event that the FCMHA ceases its activities and/or that it be dissolved for any reason, the gaming assets remaining shall be transferred in trust to the Town of Fox Creek until such time as the assets can be transferred from the Town of Fox Creek to not for profit group whose purpose is to support and/or organize minor hockey in the Town of Fox Creek.