

# BYLAWS OF THE HIGH PRAIRIE MINOR HOCKEY ASSOCIATION

## BYLAW I- INTERPRETATIONS

- 1.1 In these Bylaws and in the Policies and Procedures of the HPMHA unless the subject matter of the context requires a different interpretation:
- a. "Association" shall be defined as the High Prairie Minor Hockey Association.
  - b. "Member in Good Standing" shall be defined as a parent or legal guardian, eighteen (18) Years of age or older, having a properly registered player, that is not in arrears to the Association or any team or member of a team of the Association.
  - c. "AAHA" shall be defined as the Alberta Amateur Hockey Association, also known as Hockey Alberta;
  - d. "CHA" shall be defined as the Canadian Hockey Association;
  - e. "General Member" shall be defined as any member in good standing not holding a position on the Executive Board.
  - f. "Executive" shall be defined as the President, Vice-President, Secretary, Treasurer, Registrar, - League/Ice/Equipment Director, Coach/Manager Director, Conduct Management/Team Liaison Director, Tournament Director, Squirts/Novice Director, Atom Director, Pee Wee Director, Bantam Director, Midget Director, Female Director, Pond Hockey Director, Referee-in-Chief of the Association. (amended March 27, 2012)
  - g. "Term" shall be defined as the commencement date in which an Executive Member was elected to their present position within the Association at the Annual General Meeting and shall run until the mandatory re-election of that position. (added March 27, 2012)
  - h. "Ex-Officio" shall be defined as a member of a board who is part of it by virtue of holding another office.
  - i. "Team Official" shall be defined as the Head Coach as appointed by the HPMHA Board, as well as the Assistant Coach(s), Team Trainer and/or Team Manager as appointed by the respective team's Head Coach.

## BYLAW II- MEMBERSHIP

- 2.1 Membership of the Association shall consist of:
- a) Any HPMHA registered player within the prescribed AAHA boundaries or any exception agreed to by the AAHA and the High Prairie Minor Hockey Association Board. (amended March 27, 2012)
  - b) Any parent or legal guardian, eighteen (18) years of age or older, having a player properly registered with the Association as per Hockey Alberta regulations;
  - c) 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;
  - d) Any other person having paid a \$1.00 membership fee to purchase a non-voting membership.

## **2.2 WITHDRAWAL**

- 2.2.1 A member may withdraw from membership in this Association by submitting his withdrawal in writing to the Registrar. Reimbursement is not mandatory but may be considered on an individual basis, based on the 'Registration Refund' policy, then forfeited.

## **2.3 REMOVAL**

- 2.3.1 The Executive may, by a written notice, terminate the membership of a member for acting contrary to the Rules and Regulations of the CHA, AAHA, HPMHA and the League in which the Association operates. The Executive shall give to the individual a written explanation for the termination of membership. The individual, if he/she so desires, shall have a one-time right of appeal to the Executive within two weeks of the date of the issuance of the letter of termination. (amended March 27, 20 12)

## **BYLAW III- MEETINGS OF MEMBERS AND VOTING**

### **3.1 EXECUTIVE MEETINGS**

- 3.1.1 Executive meetings shall be held at least once per month except during the months of June and July. General Members are welcome to attend Executive meetings. If an issue is to be addressed, General Members must contact the Secretary, giving at least one week's notice, to include said topic on the agenda, and specify that that General Member will be there as a delegation only to present and discuss their topic. The meetings will be held on dates designated by the Executive. (amended March 27, 2012)
- 3.1.2 Six members of the Executive excluding the President shall constitute a quorum at an Executive meeting.

### **3.2 ANNUAL MEETINGS**

The Annual General Meeting of the Association shall be held on or before the fiscal year end. Due notice of the Annual General Meeting will be advertised to all participating members and those interested in the hockey program, with a minimum of four weeks' notice.

- 3.2.1 The order of business for the Annual General Meeting shall be as follows:

- a) Reading of minutes from the last Annual Meeting and the minutes from any special meeting held during the current playing year;
- b) Business arising from the minutes;
- c) President's report
- d) Treasurer's report
- e) Receiving and reading of reports from Directors;
- f) Receiving and reading of reports from any Committees;
- g) General business
- h) Election of officers and directors;

i) Appointment of Committees

j) Adjournment

3.2.2 One-twentieth (or 5%) of the Association's members in good standing shall constitute a quorum at an Annual General Meeting. (amended March 27, 2012)

### **3.3 SPECIAL MEETINGS**

Notice of a Special Meeting shall be publicly advertised 10 days in advance. The notice shall include time, place, and agenda of the meeting. No subject shall be discussed or considered at any Special Meeting, except that specified in the notice.

3.3.1 One-twentieth (or 5%) of the Association's members in good standing shall constitute a quorum at a Special Meeting. (amended March 27, 2012)

3.3.2 A Special Meeting may be called by

a) The Executive

b) A written request by 50.1% of the voting membership.

### **3.4 VOTING**

3.4.1 The following shall be eligible to vote at the Annual General Meeting and Special Meetings;

a) Executive members;

b) Members in good standing who are 18 years of age or older. (amended March 27, 2012)

3.4.2 There shall be no proxy votes.

3.4.3 No person shall have more than one vote.

3.4.4 Executive members shall be eligible to vote at Executive Meetings. (amended March 27, 2012)

### **3.5 RULES OF ORDER**

3.5.1 No motion shall be received without the mover and seconder thereon and said motion shall not be open for discussion until so stated by the Presiding Officer.

3.5.2 All motions shall be decided by a majority vote. In case of a tie, the President shall cast a vote.

3.5.3 No delegate shall speak twice on the same subject without the permission of the President, unless in explanation, or the mover of a motion.

3.5.4 A resolution in writing, signed by all the Officers and placed within the minutes of the Executive Board, is as valid and effective as if regularly passed at a meeting of the Executive Board.

3.5.5 A resolution made by email must comply with 3.05.4. (amended March 27, 2012)

## **BYLAW IV- EXECUTIVE**

The Executive Board of the Association shall consist of the President, Vice-President, Secretary, Treasurer, Registrar, -League/Ice Director, Equipment Director Coach/Manager Director, Conduct Management I Team Liaison Director, Tournament Director, Squirts/Novice Director, Atom Director, Pee Wee Director, Bantam Director, Midget Director, Female Director, and Pond Hockey Director. (amended March 27, 2012)

### **4.1 GENERAL DUTIES OF THE EXECUTIVE**

- a) The Executive shall be responsible to the general membership and shall have control and management of all areas of operation of the Association within the bylaws and shall serve in the best interests of the majority of the members;
- b) Should a vacancy occur during the year, the Executive shall be empowered to appoint a member of the Association to fill the position for the balance of the term;
- c) The Executive shall ensure that all funds belonging to the Association are deposited at an appropriate financial institution. No funds shall be withdrawn without the signature of two (2) designated members of the Executive;
- d) Shall attend all Executive meetings with a prepared report if required;
- e) Shall attend the Annual General Meeting and present a yearly report;
- f) Shall serve on one or more committees;
- g) Shall prepare an annual budget at least one week prior to the budget meeting.
- h) All Executive positions will serve a two (2) year term with staggered terms: It is desirable for the Board terms to be staggered so that approximately half the Board positions are up for re-election. This will help to ensure continuity from year to year.
- i. In even numbered years, the following positions will be up for election:  
  
President, Treasurer, Secretary, Referee in Chief, Equipment Director, Tournament Director, Squirt/Novice Director, Peewee Division Director, Midget Division Director, Pond Hockey Director.
- ii. In odd numbered years, the following positions will be up for election: Vice President, Registrar, League/Ice Director, Coach/Manager Director, Conduct Management I Team Liaison Director, Atom Division Director, Bantam Division Director, and Female Division Director.  
(amended March 27, 2012)

### **4.2 REMOVAL**

- 4.2.1 Any elected or appointed board member who fails to attend board meetings on three (3) consecutive occasions, without just cause, which shall be determined by the board, on motion passed by majority of the board, may be removed as an Executive member. (amended March 27, 2012)

- 4.2.2 The Members may, by resolution passed by a 50.1% majority of the votes cast at a Special Meeting of Members duly called for that purpose, remove any Executive member before the expiration of his/her term of office and may, by a 2/3 majority of votes cast at the meeting, elect March 27, 20 12)
- 4.2.2 The Board may, by a two-thirds (2/3) vote, remove an Executive member who, in the opinion of the Board has been or is being remiss or neglectful of duty, or whose actions, in the opinion of the Executive, have been damaging to the Association, or by conduct tending to impair his usefulness and/or discretion as an Executive member. (amended March 27, 2012)
- 4.2.3 The Board may, by two-thirds (2/3) vote; remove an Executive member who has been found guilty of having failed to abide by the rules and regulations of the CHA, AAHA, the Association and the League in which the Association operates.

#### **4.3 REMUNERATION**

- 4.3.1 Unless authorized by the Executive, at any meeting, no officer or member of the Association shall receive any remuneration for his services.

### **BYLAW V - POWER OF THE EXECUTIVE**

#### **5.1 EXECUTIVE AUTHORITY**

- a) Shall have the authority to enforce the Bylaws, Policies and Procedures established by the Association;
- b) May delegate tasks to members in good standing

### **BYLAW VI - OFFICERS**

#### **6.1 ELECTION AND/OR APPOINTMENT OF OFFICERS**

- a) Each member shall have the privilege of nominating a representative for each elective office of the Association subject to the following provisions:
- b) A nomination shall not be accepted for the Office of the President who has not served on the Board of Directors prior to his/her nomination.
- c) No person shall be nominated for any Executive position unless he/she is a member in good standing of the Association.
- d) Any member nominated for an Executive position, if unopposed by another nomination of a person in attendance, shall be considered elected by acclamation. A person cannot be nominated for an Executive position unless that person is in attendance or has signed a nomination acceptance. (amended March 27, 2012)
- e) No household shall have more than one member on the Executive. (Added March 27, 2012)

## **6.2 PRESIDENT**

6.2.1 The President, within the jurisdiction of the Association, shall:

- a) Attend all meetings.
- b) Preside over Executive meetings of HPMHA; ensure agendas are prepared and a proper record of proceedings is maintained;
- c) Preside over General Meetings of HPMHA; ensure agendas are prepared and proper records of proceeding are maintained;
- d) Liaise with Executive, Directors and Committees, ensuring that the business of HPMHA is conducted in a prudent, organized and efficient manner;
- e) Along with the Treasurer, act as a signing officer for the HPMHA's banking matters;
- f) Preside at all meetings
- g) Have general knowledge of the affairs of HPMHA
- h) Be familiar with the terms and provisions of the Constitution, Bylaws, and Policies of HPMHA and identify needs for revision or change;
- i) Sit on all committees as an ex-officio member.
- j) Assist Division Directors when necessary to conduct division level parent meeting at the start of each season;
- k) Ensure that all Executive and members understand their roles, responsibilities and code of conduct;
- l) Shall represent HPMHA as an All Peace League Director, or assign a designate;
- m) Shall represent HPMHA at AAHA Meetings, or assign a designate;
- n) Serve a two (2) year term.

6.2.2 The President shall not vote except to cast a deciding vote;

(amended March 27, 2012)

## **6.3 VICE-PRESIDENT**

6.3.1 In the absence of the President or in the event of his/her ability to act, shall have and exercise all the powers of the President and shall at all times be an ex-officio member of all committees.

6.3.2 The Vice-President within the jurisdiction of the Association shall:

- a) Attend all meetings.
- b) Have the authority to enforce the Objectives, Bylaws, Rules and Regulations established by the Association;
- c) Sit on the Disciplinary Committee;
- d) Perform duties as designated by the President;
- e) Serve a two (2) year term (amended March 27, 2012)

#### **6.4 PAST PRESIDENT**

The Past President shall be considered a member and may act in an advisory capacity upon request.  
(amended March 27, 20 12)

#### **6.5 TREASURER**

6.5.1 The Treasurer shall perform all duties implied in the title and more practically:

- a) Shall attend all meetings.
- b) Shall be one of the two designated officers empowered to sign cheques for the Association;
- c) Shall keep records of all monies received and disbursed, and shall deposit all monies in the bank account of the Association, and shall ensure all disbursements are made by cheque;
- d) Shall present at the Annual Meeting a report of the year's operations and shall present a duly audited financial statement of all accounts at the Annual General Meeting;
- e) Shall present at each Executive meeting an up-to-date report of the financial records of the Association;
- f) Shall receive authority from the Equipment Director before paying invoices for equipment;
- g) Shall, whenever required by the Executive, submit or turn over to the Executive all monies, accounts, books, papers, vouchers and records, including bank and cheque books pertaining to his/her office and shall turn over same to his/her successor when elected or appointed;
- h) Shall complete any and all documentation or correspondence as required by Alberta Gaming Control Branch;
- i) Shall ensure that the fees for payment of referees coincide with AAHA rules and regulations and may not exceed the fees outlined in AAHA.
- j) Serve a two (2) year term.

(amended March 27, 20 12)

#### **6.6 SECRETARY**

6.6.1 The secretary shall perform all the duties implied in the title and more practically:

- a) Shall perform all general secretarial duties and attend all meetings.
- b) Shall notify the Executive and other hockey personnel deemed necessary of the time, location, and date of all meetings;
- c) Shall make arrangements for all meetings;
- d) In consultation with the President, prepare an agenda for each Executive meeting, and ensure that all Executive members have a copy of the agenda and minutes at least one day prior to each meeting;

- e) Shall record the minutes of all Executive meetings and prepare them for the records of the Association;
- f) Shall record the minutes of the Annual meeting and prepare them for the records of the Association;
- g) Shall prepare all correspondence for the signature of the Executive members;
- h) Shall obtain the necessary stationary, registration forms, etc. for the Association;
- i) Shall receive and process all incoming mail and distribute the mail to the proper Executive members;
- j) Maintain a record of the rules, regulations, guidelines and policies of HPMHA and forward the bylaws to the applicable regulatory bodies;
- k) Retrieve emails from the HPMHA website and reply or distribute accordingly;
- l) Shall maintain the HPMHA website;
- m) Shall serve a two (2) year term. (amended March 27, 2012)

## **6.7 REGISTRAR**

6.7.1 The registrar shall perform all duties implied in the title and more practically;

- a) Shall attend all meetings;
- b) Shall advertise registration dates(s) as set by the Executive;
- c) Shall ensure that all players and coaching staff in the Association are registered with the AAHA in accordance with AAHA regulations;
- d) Shall set up a registration committee to assist with registration;
- e) Shall work with the Treasurer to ensure that registration fees for all players are paid;
- f) Shall notify the Treasurer of any player registration withdrawals;
- g) Shall supply the coach director with all coach certifications as recorded in the HCR and read-only access to the HCR.
- h) Shall serve a two (2) year term.

(amended March 27, 2012)



## **BYLAW VII- DIRECTORS / COMMITTEES**

### **7.1 LEAGUE / ICE DIRECTOR**

- a) Shall attend all meetings.
- b) Shall attend meeting(s) on ice allotment, which is held every year with all user groups;
- c) Shall book ice allotment for the HPMHA with the Recreation Director for the High Prairie & District Recreation Board;
- d) Shall recommend to the Executive practice times for all teams in the Association;
- e) Shall book any ice required by this Association for hockey clinics, referee clinics, Coaches' clinics, etc.;
- f) Shall act as a liaison between the Association and directors of all utilized ice facilities in reference to any problems encountered with respect to ice scheduling;
- g) Shall book ice time for all tournaments approved by the Executive.
- h) Attend the League Kick Off Meeting. At this time provide the league with an approximation of the number of teams High Prairie will be placing in each division.
- i) Attend the League Annual General Meeting. At this meeting the League Coordinator
  - 1) Discusses and votes on all new League business representing the interests of H.P.M.H.A.
  - 2) Places all High Prairie teams into the most appropriate tier and division for the scheduling meeting.
- j) Assure that each team has a representative at the scheduling meeting and discuss with each team their placement in the leagues tier system.
- k) Report to H.P.M.H. Board of Directors, as to team placement and discuss any team tier issues
- l) Participate in the Coaches Meeting to inform all coaching staff as to league policies and expectations. Discuss coaches concerns to be relayed to the league President.
- m) Receive all suspension notice correspondence from the League Commissioners and the League President and relay this information to the appropriate coaching staff
- n) Attend League playoff meeting to discuss playoff format and the division splits for the League Playoff. On this day you will also confirm or remove all carded HPMH teams for Provincial Play downs.
- o) Distribute playoff schedules to coaching staff and present banners to those teams in the final playoff round.
- p) Attend the League Windup Meeting.
- q) Shall serve a two (2) year term (amended March 27, 20 12)

## **7.2 REFEREE-IN-CHIEF**

### **7.2.1 The Referee-in-Chief**

- a) Shall attend meetings as required.
- b) Shall book a referee clinic each year as required;
- c) Shall ensure that the scheduling of all certified referees available is fair and equal;
- d) Shall keep an inventory of referee sweaters and whistles;
- e) Shall recruit and promote referees for the Association;
- f) Shall be responsible for hearing complaints, resolving concerns, and be accountable to the Executive for any action taken;
- g) Shall be responsible to keep an up-to-date list of all available carded referees and their phone numbers;
- h) Shall conduct a pre-season meeting with referees and other game officials;
- i) Shall approve all payment requests and forward same to the Treasurer for payment
- j) Shall ensure that all games are officiated by certified and carded referees;
- k) Shall serve a two (2) year term
- l) Shall liaise with the HPMHA Executive as required (amended March 27, 20 12)

### **7.2.2 The Referee-in-Chief is a non-voting position.**

## **7.3 EQUIPMENT DIRECTOR**

- a) Shall attend all meetings.
- b) Shall keep an inventory of the Association's equipment (i.e. pucks, goal equipment, sweaters, first-aid kits, sweater bags, etc.);
- c) Shall make requests to the Executive to replace old and worn out equipment;
- d) Shall distribute equipment;
- e) Shall check all equipment listed on inventory at the beginning and end of each year, and also, if there is a change of coach or manager during the year;
- f) Shall identify with markings all HPMHA equipment with the name of the Association.
- g) Shall solicit equipment (jersey) sponsorship
- h) Shall serve a two (2) year term (amended March 27, 2012)

#### **7.4 COACH/MANAGER DIRECTOR:**

- a) Shall attend all meetings.
- b) Shall solicit coaches and managers each season;
- c) Shall hold bi-monthly coaches'/managers' meetings with reference to their responsibilities;
- d) Shall arrange coaches' clinics if required.
- f) Shall ensure that all coaches have obtained the required certification as set out by the AAHA and the High Prairie Minor Hockey Association by working with the Registrar and obtaining read-only access to the HCR.
- g) Shall ensure that all coaches have obtained a current criminal background check
- h) Shall act as a liaison between the Executive and the coaches/managers;
- i) Shall, in conjunction with the Registrar, maintain a directory of coaches, managers, and trainers according to team.
- j) Shall serve a two (2) year term (amended March 27, 2012)

#### **7.5 TOURNAMENT DIRECTOR**

- a) Shall attend all meetings.
- b) Shall act as a liaison with the Treasurer and Managers when requesting tournament entry fees;
- c) Shall ensure teams do not go over their limit of tournaments as set by the Association;
- d) Shall ensure that tournament committees follow all the Bylaws, Rules and Regulations of the Association;
- e) Oversee Minor Hockey Week as it pertains to the Association;
- f) Shall oversee Association fundraisers;
- g) Shall be responsible to apply for approval and issue all sanctions and travel permits;
- h) Shall ensure that each team submits a financial statement of income and disbursements, to the Treasurer, before March 31 of the current season.
- i) Shall serve a two (2) year term (amended March 27, 2012)

#### **7.6 TOURNAMENT COMMITTEE(S)**

- 7.6.1 Tournament committees will be formed under the direction of the Tournament Director for the purpose of hosting a tournament

## **7.7 CONDUCT MANAGEMENT/ TEAM LIAISON DIRECTOR**

- a) Shall attend all meetings.
- b) Shall be the chairperson of the Disciplinary Committee
- b) Shall be the chairperson of the Bylaws and Regulations Committee
- c) Shall ensure that each team has a team liaison person who will act as an intermediary between the coaching staff, players and parents.
- d) Shall hold team liaison meetings with reference to their responsibilities and maintain open communications throughout the season.
- e). Shall serve a two (2) year term (amended March 27, 2012)

## **7.8 BYLAWS & REGULATIONS COMMITTEE**

- a) Shall consist of:
  - i) The President and/or the Conduct Management Director; (amended March 27, 2012)
  - ii) Two (2) other Executive Members as appointed by the Executive.
- 7.8.1 Shall review the Bylaws and bring forth amendments in which 21 days written notice is given to propose the amendments as a special resolution. (amended March 27, 20 12)
- 7.8.2 Shall review the Policies and Procedures and bring forth amendments in writing.

## **7.9 DISCIPLINARY COMMITTEE**

- 7.9.1 The President shall be notified of any disciplinary matters, before the Disciplinary Committee convenes to deal with the issue, to ensure there are no potential conflicts of interest.  
(added March 27, 2012)
- 7.9.2 Any disciplinary matter involving the conduct of a player, coach, team official, parent, Executive member, or any other individual whose conduct falls under the jurisdiction of the HPMHA shall be dealt with by the Disciplinary Committee which shall be established by the Board in accordance with the provisions of this article;
- 7.9.3 The Disciplinary Committee will consist of the following three (3) Executive members: Vice-President, the Conduct Management /Team Liaison Director, the Division Director as per section 7.09.5 or the Coach Director as per section 7.09.6, plus two members of the public at large as selected by the Executive. If the Executive positions are not filled at the AGM the President shall appoint three alternate Executive members to sit on the Disciplinary Committee; (amended March 27, 20 12)
- 7.9.4 Quorum for the Disciplinary Committee shall be three (3) with no less than one (1) member at large in attendance; -
- 7.9.5 If the disciplinary matter involves a player or parent/guardian, the relevant Division Director shall sit on the Disciplinary Committee;

- 7.9.6 If the disciplinary matter involves a coach, the Coach Director shall sit on the Disciplinary Committee;
- 7.9.7 If the disciplinary matter involves a referee, the matter must be resolved under the jurisdiction of the appropriate Referee Association;
- 7.9.8 Notwithstanding the above provisions, any individual in a position of conflict shall not sit on the Disciplinary Committee. In the event of a conflict, an alternate board member shall be appointed by the President;
- 7.9.9 Disciplinary Committee Meetings are to be held separate from the HPMHA regular meetings;
- 7.9.10 The Disciplinary Committee may suspend or expel a club, team, coach, manager, player, Executive member, or member of the Association for notorious and continued foul play or unfair, unsportsmanlike or ungentlemanly conduct. This may be individually or collectively on the ice or in any rink where a hockey match is being played, or at any meeting or gathering in the interest of the game, for neglecting or refusing to pay assessments or for a persistent infringement of the laws of the game or the Bylaws, Policies and Procedures of the Association or for refusing to accept and obey a proper and valid ruling of the Executive;
- 7.9.11 Upon receipt of a signed written complaint, a meeting of the Disciplinary Committee may be called to deal with conduct concerns; (amended March 27, 2012)
- 7.9.12 The Disciplinary Committee will investigate the incident to the best of their abilities and shall provide a signed written report that outlines their recommendations for the members involved with every effort to do so within fifteen (15) days of receiving the complaint letter.
- 7.9.13 The Disciplinary Committee shall meet as soon as can reasonably be expected if a signed written complaint or protest is submitted and will render its decision, after any necessary consultation with Hockey Alberta or the league governing body if deemed necessary;
- 7.9.14 All persons involved in the disciplinary issue shall be given equal opportunity to explain their particular position in relation to the matter being discussed;
- 7.9.15 In the event the individual that will be subject to the decision of the Disciplinary Committee is under the age of eighteen ( 18) years, a parent or guardian of such individual shall be entitled to attend with him or her at any Disciplinary Committee proceedings. In all other cases, other individuals will only be allowed to attend during the preceding of the Disciplinary Committee
- 7.9.16 The decision of the disciplinary Committee will be issued in writing and will be binding pending its appeal;
- 7.9.17 Any suspension or expulsion shall be by a majority vote of the Disciplinary Committee and any suspension or expulsion may be revoked at the will of the Executive;
- 7.9.18 An appeal to the ruling of the Disciplinary Committee must be made in writing to the President within seven (7) days of notification of the ruling. This stipulation shall be brought to the attention of all parties involved at the time of the hearing.
- 7.9.19 All decisions shall be subject to appeal to Hockey Alberta as provided for in By-Law XUI of Hockey Alberta. (amended March 27, 2012)

#### **7.10 COACH SELECTION COMMITTEE**

- a) Shall consist of:
  - i) The Coach/Manager Director, the Conduct Management Director and the President (as per Bylaw 6.2.1.i);
  - ii) Two (2) other Executive Members as appointed by the Executive.

7.10.1 Shall execute the Coach Selection Process;

7.10.2 Shall review the Coach Selection Process and bring forth amendments in writing.

#### **7.11 PLAYER EVALUATION COMMITTEE**

- a) Shall consist of:
  - i) The Conduct Management Director and the President (as per Bylaw 6.2.1.i);
  - ii) Three (3) other Executive Members as appointed by the Executive.

7.11.1 Shall execute the Player Selection Process;

7.11.2 Shall review the Player Selection Process and bring forth amendments in writing.

#### **7.12 DIVISION DIRECTORS**

Shall have no children registered in the division for which they are directing.  
(amended March 27, 2012)

#### **7.13 GENERAL DUTIES OF DIVISION DIRECTORS**

- a) Shall attend all meetings.
- b) Shall serve as a liaison between the board and the members of the teams for their division;
- c) Shall ensure that teams are kept informed and are fulfilling any requirements of the Association, the AAHA, the CHA or the League in which the Association operates
- d) Shall make themselves available at least once each month to coaches/managers/parents by stopping in at minimum one practice during that month.
- e) Shall aid in team conflict resolution by directing parties to the appropriate course of action.
- f) Shall be in attendance at registration to serve as a communicator of pertinent information and to answer questions.
- g) Shall hold divisional parent meetings prior to player evaluations;
- h) Shall aid in Coach recruitment in the event there are no Coaches available for a team;

- i) Division Directors are elected to be a representative for a specific division. Any Executive vote shall be in the best interest of the Association as a whole and not only for the interest of the division to which they represent;
- j) Shall attend the first parent meeting of the season.
- k) Shall serve a two (2) year term.  
(amended March 27, 2012)

#### **7.14 SOUIRT/NOVICE DIVISION DIRECTOR**

7.14.1 Shall be responsible for the general duties of Division Director for all teams at the Squirts level.

7.14.2 Shall be responsible for the general duties of Division Director for all teams at the Novice level.

#### **7.15 ATOM DIVISION DIRECTOR**

7.15.1 Shall be responsible for the general duties of Division Director for all teams at the Atom level.

#### **7.16 PEEWEE DIVISION DIRECTOR**

7.16.1 Shall be responsible for the general duties of Division Director for all teams at the Pee Wee level.

#### **7.17 BANTAM DIVISION DIRECTOR**

7.17.1 Shall be responsible for the general duties of Division Director for all teams at the Bantam level.

#### **7.18 MIDGET DIVISION DIRECTOR**

7.18.1 Shall be responsible for the general duties of Division Director for all teams at the Midget level.

#### **7.19 FEMALE DIVISION DIRECTOR**

7.19.1 Shall be responsible for the general duties of Division Director for all Female-only teams.

#### **7.20 POND HOCKEY DIRECTOR**

7.20.1 Shall be responsible for the general duties of Division Director for all Pond Hockey teams.

## **BYLAW VIII- VIOLATIONS OF BYLAWS, POLICIES, RULES AND REGULATIONS**

- 8.1 The Executive shall have the power to suspend or discipline any coach, manager, player, parent or guardian, trainer, referee, or other official under the jurisdiction of the HPMHA.
- 8.2 Any member or groups as specified under Bylaw 11 - Membership may be suspended or expelled from the Association for failure to comply with the Association's Bylaws, Policies, Rules and Regulations for misconduct or for any other cause which, in the opinion of the Executive, is not in the best interest of the Association.
- 8.3 No "one" individual, other than the President of the HPMHA or his/her delegate or the League Representative may have any contact with the AAHA or any of the Zone representatives be it verbally or in writing, regarding any matter pertaining to the HPMHA, other than what is required by the AAHA. All concerns will be channeled through the proper authorities and dealt with in the proper manner. Any breach of this policy will be dealt with accordingly by the Executive of the HPMHA.

## **BYLAW IX- APPEALS**

- 9.1 Any appeal from a disciplinary action will be brought forward to the Executive.
- 9.2 Any appeal or protest shall be in writing and shall set out the Bylaws, Policies and Procedures involved, supported by the evidence and shall be signed by the appellant;
- 9.3 A protest on a referee's decision will not be considered unless it concerns a question of interpretation of the rules of the game.
- 9.4 The Executive shall hold a hearing at the appointed time and place and notify the appellant and any other person who has obvious interest in the same thereof within seven days after receiving the written appeal.

## **BYLAW X- GENERAL**

### **10.1 FISCAL YEAR**

HPMHA fiscal year shall commence on the 1<sup>st</sup> day of June and end on May 31<sup>st</sup> of the following year.

### **10.2 AUDIT AND AUDITORS**

- a) The accounts and the financial records of the Association shall be audited once a year by an Auditor appointed by the Executive;
- b) Auditor means a person who examines an organization's financial records and reports. If the person is a member of the organization being audited, he or she is known as an internal auditor. If the auditor is not a member of the organization, he or she is known as an external auditor;
- c) A complete and proper statement of the standing of the books from the previous year shall be presented at the Association's Annual General Meeting each year;



- d) The books and records of the Association may be inspected by any member of the Association at the Association's General Meeting each year provided for herein, or at any time satisfactory to the officer or office having charge of same. Each member of the Executive shall at all times have access to such books and records.

### **10.3 BORROWING POWERS**

For the purpose of carrying out its objectives, the Association may borrow, raise, or secure the payment of money in such manner as it deems fit. In no case shall debentures be issued without the sanction of a Special Resolution of the Association.

### **10.4 AMENDMENTS TO THE BYLAWS**

- a) The Bylaws may be rescinded, altered, or added to by a "Special Resolution" passed by the vote of not less than 75% of those members entitled to vote as are present in person, at a General meeting of which 21 days written notice specifying the intention to propose the resolution as a special resolution has been duly given.
- b) Any amendment in the Bylaws which may have been adopted in the manner provided for in the Bylaws shall not be negated by reason of error or omission which may occur from time to time.

### **10.5 DISSOLUTION**

- a) The property and assets of the Association shall belong to the Association as a corporate entity, shall not constitute the property of any individual member and no person shall have any claim upon the property and assets of the Association on ceasing to be a member or at any time thereafter.
- b) Upon dissolution of the Association, any assets including gaming proceeds remaining after all debts of the Association are paid shall be:
  - i) Disbursed to eligible charitable or religious groups or purposes; or
  - ii) transferred in trust to a municipality until such time as the assets can be transferred from the municipality to a charitable or religious group or purpose approved by the Board. (amended March 27, 2012)

## **BYLAW XI RULES AND REGULATIONS**

- 11.1 The Association shall abide by the rules and regulations set down by the CHA, AAHA and the League in which the Association operates and shall ensure that it remains in good standing with them.
- 11.2 The rules and regulations of the Association shall be as set in the HPMHA Policies and Procedures Manual and the HPMHA Conduct Management Manual.
- 11.3 From time to time, the Executive will find it expedient to adopt policies and guidelines, other than those contained in the Bylaws, which will govern the conduct of players, coaches, referees, and others involved in HPMHA.

- 11.4 Such policies and guidelines may be adopted, rescinded or amended at the discretion of the Board.
- 11.5 A written record of all current policies and guidelines is to be maintained by the Secretary of HPMHA who will be responsible for updating such after each Executive Meeting, Special Meeting, and General Meeting, or from time to time as additions, deletions and amendments are made.
- 11.6 A current listing of all policies and guidelines in force shall be generally be made available to all those individuals that are subject to the rules, regulations, policies, and guidelines.

We, the undersigned, declare that these are the current Bylaws of the High Prairie Minor Hockey Association.

Dated this 24<sup>TH</sup> day of August 2015.

<b>Please print name</b>	<b>Signature</b>	<b><u>President</u> Title</b>
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<b>Please print name</b>	<b>Signature</b>	<b><u>Vice President</u> Title</b>
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<b>Please print name</b>	<b>Signature</b>	<b><u>Treasurer</u> Title</b>
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<b>Please print name</b>	<b>Signature</b>	<b><u>Secretary</u> Title</b>
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<b>Please print name</b>	<b>Signature</b>	<b><u>Registrar</u> Title</b>
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<b>Please print name</b>	<b>Signature</b>	<b><u>League/Ice Director</u> Title</b>
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Please print name	Signature	<u>Equipment Director</u> Title
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Please print name	Signature	<u>Coach/Manager Director</u> Title
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Please print name	Signature	<u>Conduct Management/Team Liaison Director</u> Title
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Please print name	Signature	<u>Tournament Director</u> Title
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Please print name	Signature	<u>Squirt/Novice Director</u> Title
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Please print name	Signature	<u>Atom Director</u> Title
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Please print name	Signature	<u>PeeWee Director</u> Title
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Please print name	Signature	<u>Bantam Director</u> Title
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Please print name	Signature	<u>Midget Director</u> Title
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<b>Please print name</b>	<b>Signature</b>	<b><u>Female Director</u></b> <b>Title</b>
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<b>Please print name</b>	<b>Signature</b>	<b><u>Pond Hockey Director</u></b> <b>Title</b>
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