

Hinton Minor Hockey Association 1996 (HMHA)
Articles & By-Laws
(Effective October 15, 2015)

ARTICLE 1

This organization shall be known as the Hinton Minor Hockey Association 1996 (hereafter known as the "the association" or HMHA).

ARTICLE 2

The association is a member of Hockey Alberta in affiliation with the Canadian Hockey Association. The Association will comply with all Hockey Alberta rules and Regulations except for any changes made in the association By-Laws as deemed improved and surpassing Hockey Alberta rules.

ARTICLE 3

The objectives of the Association are as follows:

3.01 To promote, govern and improve organized minor hockey in Hinton

3.02 To provide the opportunity for every youth in the community of Hinton to play the game of hockey regardless of social standing, race, colour or creed

3.03 To encourage true sportsmanship and provide opportunities for development of leadership abilities

3.04 To ensure the promotion of community spirit and good will wherever possible

3.05 To raise funds as deemed necessary for the operation of the program as per the Fundraising Policies and Procedures - attachment A

3.06 To provide and maintain equipment for the program as deemed necessary by the Executive

3.07 To provide and maintain goaltender equipment for the program

3.08 To provide each player with equal opportunity and fair ice time if he/she is a member of a minor hockey team within the association

3.09 To support all volunteer coaches in their various activities and duties

3.10 To provide the opportunity for individuals to attend development clinics
3.10-A.) The association will be responsible for having on hand the places, times and dates of clinics being held in the arena
3.10-B.) The association will review annually fees for these clinics to be reimbursed to qualified participants

3.11 The Hinton Minor Hockey Association 1996 is a voluntary association of Individuals designed to promote hockey in the community of Hinton.

3.12 It is declared that the purpose of the by-laws shall be to confer on the Hinton Minor Hockey Association 1996 and its' Executive the powers of a self-governing organization.

ARTICLE 4

Changes in By-Laws:

4.01 Subject to compliance with the requirements of the Laws of the Province of Alberta, the-by-laws of the Association shall not be altered except at an Annual General Meeting. Notice of any proposed alterations shall be given to the secretary in writing at least thirty (30) days prior to the Annual General Meeting, the fall General Meeting or at a Special Meeting. The Secretary shall notify the Executive and post the notice of the motion. Any amendment or addition to the -by laws shall be voted on at the applicable meeting and shall require a vote of no less than 75% of the members present at the meeting.

4.02 Any change in the by-laws which has been adopted, amended or revised the manner herein set forth, shall not be negated by reason of any error or omission may occur in the periodic printing of the by-laws of the association

BY-LAW 1

Membership

1. DEFINITIONS OF MEMBERS:

1.10 Membership is subject to approve of the Hinton Minor Hockey association. Such approvals will be evidenced by the Registrar upon acceptance of the appropriate registration/application form and payment of registration fees for player(s).

1.11 Parents or guardians of such registered hockey players

1.12 Executive members as defined in By-law 3

1.13 Volunteer members shall be deemed as such on their acceptance by the executive a contributor to the program

2. Duties and Privileges of Members:

1.20 All members shall be privileged to attend the annual general meeting, fall general meeting, and any Special Meeting that may arise, make any suggestions and recommendations to the executive, and assist in the operation of the hockey program in any manner approved by the executive

1.21 All members shall be subject to the rules and regulations as may be formulated by the association in the best interest of the hockey program as a whole

1.22 All members 18 years and older present shall have voting rights at General and Special Meetings. There will be no proxy votes by any members at any meetings

1.23 No member shall be allowed to participate in any way until any outstanding monies are paid in full

1.24 No member shall receive remuneration

1.25 All Members are to conduct themselves in accordance with the HMHA "Code of Conduct" and "Respect In Sport Program"

3. Suspension and Expulsion of Members:

1.30 Any violation of the by-laws of this Association or decision of the Executive members by any member of this Association shall render such member liable to suspension by a two thirds vote of the Executive Members until the next annual or special meeting of this Association and to expulsion by vote of the members at such meeting

1.31 A member may be expelled by an extraordinary resolution of the association for any reason which may be determined by the association to be detrimental to it's' wellbeing. Thirty days prior notice in writing of the intention to place such extraordinary resolution before the general meeting must be given to the member involved and to all other members to a maximum of one per household by posting by ordinary mail to the last known address

1.32 All complaints must be filed in writing with the secretary and must be dealt with at a meeting by the Executive within ten days of filing. The member in question must be notified within twenty-four hours of filing to be given the date and time of the meeting so that they may be present at the meeting

4. Resignations

1.40 A board member may resign from office upon giving notice thereof in

writing to the Board.

1.41 The resignation of a Board member shall be effective upon acceptance by the Board.

1.42 Any member wishing to withdraw from membership to the HMHA may do so upon written notice to the Executive. The effective date of the withdrawal shall be the date on which the President, Registrar or Secretary of the Hinton Minor Hockey Association receives the Notice of Withdrawal.

5. Voting

1.50 At every General meeting or Special Meeting, every motion shall be decided by a simple majority of the votes, in the first instance by a show of hands, unless before the show of hands, a secret ballot is demanded by at least two (2) Members personally present.

1.51 A declaration by the President that a resolution has been carried or carried by a particular majority, or lost, shall be conclusive evidence thereof, without proof of the number or proportion of the votes recorded in favor or against any such resolution.

1.52 If a poll be demanded, it shall be taken at such time and place and in such manner as the President may direct, and the result of such poll shall be deemed to be the resolution of the General Meeting or Special meeting at which the poll was demanded.

6. Deciding Votes

1.60 Every Member shall have one vote and all votes shall be given personally at the General Meeting or a Special Meeting.

1.61 All Members present at meeting shall be entitled to vote unless the member has a conflict of interest, or is not a Member in good standing.

1.62 In case of an equality of votes at any General Meeting or Special Meeting, whether upon a show of hands, secret ballot, or at a poll, the President shall be entitled to a second or casting vote.

1.63 In case of any dispute as to the admission or rejection of any vote, the President shall determine the same, and, such determination made in good faith, shall be final and conclusive.

By-Law 2

1. REGISTRATION & FEES

2.10 Participant members shall be assessed fees to be set by the Executive, after a budget presentation by the Treasurer to the Executive, before the start of a new season

2.11 Participant fees must be paid according to the category the player qualifies in. All fees must be paid in full before on ice activity. This also includes any payment for any additional activities set out by Hinton Minor Hockey. All player fees must be paid in full of each playing season. Any player with outstanding fees will not be permitted to play until such time as the fees are paid in full and the approval provided by Hinton Minor Hockey

2.12 Participating members registered with HMHA in the previous season who now qualify to participate in the divisions of Atom, Pee Wee, Bantam & Midget, must register and pay the fee set forth prior to the June 30th deadline. Registrations after this date will be placed on a waiting list and will qualify to play in the upcoming season at the discretion of the Executive. The Hinton Minor Hockey Member Code of Conduct and FOIP forms must be signed by an adult at time of registration; otherwise the registration may be considered null and void

2.13 Registration must be completed and payment in place for the upcoming season by June 30th, for levels Atom to Midget, NO EXCEPTIONS. All fees for the current season must be paid in full by August 15 for Atom to Midget. Any registrants of Atom to Midget, other than those new to the Association who register July 1st or later will be assessed a \$100 late fee. Initiation and Novice levels must be registered by September 15th and paid in full by September 30th

2.14 New Registrants, in levels Atom to Midget, after (September 1st) must pay in full before participating

2.15 Any outstanding fees from previous years must be paid in full prior to registration of players for the ensuing year including team fees. Executive members are NOT to accept registration with any outstanding fees due.

2.16 Refunds will be issued on a pro-rated schedule based on a six month season, with a processing fee assessed prior to prorating. No refunds will be considered after December 15th, unless due to injury, relocation outside the association boundaries or unusual circumstances determined by the Executive.

2.17 Players must register each season in the division corresponding to their age

2.18 A player suffering severe financial difficulty may have other arrangements made prior to August 15 of the current season, by written application/letter to the Registrar. Only the registrar will have access to the

confidential situation/information and will bring forth to the executive a summary of the situation to be voted on, by the HMHA executive.

2.19 As a condition of registration you agree to fulfill any and all fundraising responsibilities as deemed necessary and set out by the team or Executive. Should you fail to fulfill your fundraising obligations the Executive reserves the right to impose a monetary penalty to be paid in full prior to registering for an upcoming season. Any association fundraisers requiring AGLC licensing, or requiring 100% participation of all members will be brought to the membership at an AGM for approval.

An NSF charge of \$25.00 for a returned cheque will be applied.

All cheques returned from the bank will be levied a NSF surcharge as per Hinton Minor Hockey policy. NSF cheques or player fees must be cleared up before the player may take to the ice. The President or Registrar may remove any player from the ice for non-payment of registration or team fees, whether due to a NSF cheque or otherwise. Any outstanding NSF cheques or fees (being a Team fee(example unpaid Bus Fees) or any Hinton Minor Hockey Fees) from a previous season will result in the disqualification of a coaching application, and will be required to be cleared by cash or a certified cheque before registration for the new season will be accepted.

BY-LAW 3 – EXECUTIVE BOARD OF DIRECTORS:

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

3.02 The Executive shall consist of: President, Past President (if required), Vice-President, Secretary, Treasurer, Registrar, Ice Convener, Equipment Manager, Referee-in-chief, Gaming Coordinator, Coaching Coordinator, Ways and Means Coordinator and a Female Director

3.03 Any Executive member having a conflict of interest shall remove themselves from the meeting until the matter is resolved

3.04 The Executive shall appoint one of its' Executive members to act as the League and Zone representative for the Association. In exceptional circumstances, the Executive may appoint a member at large to fill the position

3.05 The Executive shall be elected at the annual general spring meeting-and shall serve a two(2) year term on the board in an attempt for 50% to be elected each year

- A)** Elected on even numbered years (2010, 2012, etc) shall be the President, Secretary, Coaches Coordinator, Treasurer and Equipment Manager.
- B)** Elected on odd numbered years (2011, 2013, etc) shall be the Vice President, Registrar, Gaming Coordinator, Ways and Means, Ice Convenor and Female Director.

3.06 No executive board member shall hold more than one(1) executive position for more than 30 days.

3.07 All executive board positions must be filled prior to the opening of registrations for the upcoming season. In the event of any position remaining vacant following the adjournment of the AGM, the executive board shall name a volunteer to fill that role for the remainder of the term.

3.08 The Executive may make changes from time to time of the Policies and Procedures for the betterment of amateur hockey in the town of Hinton.

3.09 In the event that the President, Vice President and Past President resign and/or are removed from the executive board, a special meeting will be granted giving fourteen(14) days notice of the time and place of such meeting. A quorum of at least twenty(20) members in good standing must be in attendance at such meeting to vote in a new President and Vice President.

3.1 CODE OF CONDUCT AND CONFIDENTIALITY

All Board Members are required to sign the HMHA Executive Code of Conduct and Confidentiality Form at the first meeting of the Executive commencing from the elections.

3.2 REMUNERATION

No HMHA Board Member shall receive any remuneration for their volunteer services as it relates to their HMHA position and duties relation to that position.

BY-LAW 4 – DUTIES OF THE EXECUTIVE

4.1 - President:

4.1-0 Will preside over all meetings and will be an ex-officio member of all committees

4.1-1 Shall have the right to act on behalf of this association where deemed necessary with the well being of the association foremost

4.1-2 Will call meeting of, and upon ratification by the Executive, carry out the recommendations of the discipline committee and will inform the Executive of all matters brought before the discipline committee

4.1-3 Will not vote except to cast a deciding vote

4.1-4 Shall have signing authority for the association

4.1-5 Ensures that the Associations Insurance has been renewed and is in place prior to try-outs and obtains copy of insurance

4.1-6 Must serve a one year term of Past President following their term as President

4.1-7 In general terms supervises and controls all business and affairs of the Board and Association

4.1-8 Acts as Authorized signing officer for HMHA for any contacts or other documents which the Board of Executive has authorized to be executed

4.1-9 Signs or appoints a designate (where applicable) to sign all Player Releases, Player Verification Forms, HMHA Affiliation Forms, Refund Request Form, Exhibition Game Request Form, Tournament Request Form and Special Events Sanction Request Form.

4.2 - Past President

4.2-0 Serves a one year term of office of the incumbent President

4.2-1 Authorized to perform such duties as delegated by the board

4.2-2 Shall, given the extent of his/her experience, provide the Executive guidance and support in the control and management of the business and affairs of the Association

4.2-3 In the absence of the President or in the event of the President's inability or refusal to act, the Past President shall perform the duties of the President and when so acting, shall have all the power of and be subject to all restrictions upon the President

4.3 - Vice-President:

4.3-0 In the absence of the President and Past President or in the event of the President and Past Presidents inability to act, the Vice-President will have and

exercise all the powers and duties of the President

4.3-1 Coordinate and publicize all events for Minor Hockey Week

4.3-2 Shall have signing authority for the association

4.3-3 Shall have the duties of the League & Zone Representative (4.13)

4.4 - Secretary:

4.4-0 Will keep an accurate record of the proceeding of all executive, Special and general meetings

4.4-1 Notify the Executive of the time and place of regular executive meetings

4.4-2 Publish the notice of the annual meetings twenty one (21) days in advance. Shall publish the notice of any Special Meeting seven (7) days in advance

4.4-3 Shall have signing authority for the association

4.4-4 Ensure that a current copy of the by-laws be posted in a conspicuous place on the HMHA website, for access by all members

4.4-5 Receive proposed amendments to the by-laws from any member and deal with them in accordance to the By-laws and Policies & Procedures

4.4-6 Post monthly executive meeting minutes on the HMHA website in a reasonable timeframe after approval at the next month's monthly meeting, and will retain a signed copy by the president and secretary, in his/her possession.

4.4-7 Will be responsible for recording and distributing all correspondence to the appropriate members in a timely manner

4.4-8 Maintain all coaches files, Criminal Record Checks, and Child Welfare checks

4.4-9 Receive and file, in designated area, all association records by June 30 of each year

4.4-10 Shall file the annual corporate return on behalf of the organization

4.4-11 Shall file any changes to HMHA's objective or by-laws along with the Special Resolution, with Service Alberta, Registries. This must be completed within 30 days following the Annual General Meeting, Fall General Meeting or Special Meeting.

4.4-12 Will notify the HMHA's Website Super User of any items to be added, changed or deleted from the website in a timely manner

4.5 - Treasurer:

4.5-0 Keep an accurate record of all general association monies received and disbursed

4.5-1 Will, in conjunction with each Team/Division treasurer, keep a general ledger for all team/division accounts

4.5-2 Present an income statement at the annual general meeting and shall present an audited income statement at the fall general meeting

4.5-3 shall have signing authority for the association

4.5-4 Chair a meeting at the start of each new season with the team/league treasurers

4.5-5 Will be responsible for supervising the association's bookkeeper (if applicable)

4.5-6 Ensure that the associations "books", accounts and records be audited, at the end of each fiscal year by a qualified accountant, whom is appointed by the Board

4.5-7 Receives and deposits all registration and similar fees from the Registrar on a timely basis.

4.5-8 Ensures payment of expenditures on a timely basis

4.5-9 Presents a report to the Board at the monthly meetings of the operating results of HMHA

4.5-10 After the fiscal year end, prepares the books and records for audit and liaise with the auditors throughout the duration of the audit.

4.5-11 Presents the Audited financial statements to the board for approval, at the regular monthly meeting of the board following the completion of the audit.

4.6 - Registrar:

4.6-0 Will be responsible for organization of the Association's registration and will ensure all necessary forms are available on the website

4.6-1 Will be responsible for getting all teams registered in the HCR, with the league and Hockey Alberta as per Hockey Alberta rules

4.6-2 Will be responsible for all provincial registration application for teams wishing to enter these games

4.6-3 Will be responsible for affiliation of any teams or players who may be asked to be affiliated, without prejudice, as per deadline in the Hockey Alberta rules and regulations

4.6-4 Will be responsible for reporting any correspondence from the Hockey Alberta in regards to player registration, team sheeting or applications of any kind

4.6-5 Handle all liability claims seeing they are processed properly and settled

4.6-6 Keep an updated register of all players in the association

4.6-7 Present a report of the year's operation at the annual meetings

4.6-8 Will be responsible for all association travel permits, special events sanction permits and tournament sanction permits

4.7 - Ice Convener:

4.7-0 Will be responsible for requesting ice requirements for the association from the Town of Hinton by their proposed deadline

4.7-1 Will be responsible for scheduling, rescheduling, exchange and cancellation of all ice time for all teams and leagues in the association

4.7-2 Approve and record all ice time used by teams under the jurisdiction of the association regardless of purpose

4.7-3 Notify referee assignor of all association referee requirements for league Games

4.7-4 Shall make ice schedules available through the website

4.8 - Equipment Manager:

4.8-0 Arrange for the handling, storage, repair, inventory and cleaning and disbursement of all association equipment and jerseys

4.8-1 Receive submissions from each team manager or coach for required equipment and jerseys

4.8-2 Form a ledger in which present equipment and jersey's shape and value are recorded, as well as any purchases and vendors purchased from

4.8-3 Will be authorized to purchase new equipment and jerseys after budget approval by the Executive

4.8-4 Will be responsible for collecting any equipment deposits

4.8-5 Will be responsible for assigning lockers to teams and distributing locks and keys. Will collect signed contracts and a \$100 Deposit Cheque (post-dated for March 31st) for each key issued

4.8-6 Assigns all equipment to HMHA teams in accordance with the Policies and Procedures

4.8-7 Ensures that all equipment is returned to HMHA at the end of the season and for equipment not returned ensures the deposit cheques are forwarded to the HMHA treasurer for deposit

4.8-8 Disposes of old, worn or unnecessary equipment if required

4.8-9 Maintains the equipment room in an organized manner

4.9 - Gaming Coordinator:

4.9-0 Will be responsible for supervision of all team 50/50 coordinators and association members who have requested a license for their team or tournament

4.9-1 Will be responsible for obtaining all required AGLC licenses

4.9-2 Will be responsible for filling out the Raffle License Financial form from the Alberta Gaming and Liquor Commission within 60 days of the completion date on the license

4.9-3 Will be responsible for amendments to the licenses which require approval from the Alberta Gaming and Liquor Commission prior to any changes being made or conducted

4.9-4 Will be responsible for having a meeting with each of the 50/50 coordinators and other licence requesting members to go over the Alberta Gaming and Liquor Commission rules to ensure the Raffle terms and regulations for the licence taken out are understood and adhered too

4.9-5 Will be responsible for keeping accurate records for all licenses taken out by the Association for the year in term

4.9-6 Will be responsible for authorizing all fundraising requests made by all teams as per Fundraising Policies and Procedures

4.10 - Coaching Coordinator:

4.10-0 Act as a liaison between coaches, members and the Executive

4.10-1 Actively recruit and receive applications for coaching positions and make Recommendations to the Executive based on all pertinent information and available coach's files

4.10-2 Chair the team selection committee

4.10-3 Will organize and chair coaches meeting held on or before the 15th or October each season

4.10-4 Chair the managers meeting before October 20th each season

4.10-5 Will be responsible for contacting coaches of players registered within each level on behalf of the association

4.10-6 Organize all aspects of Conditioning Camp and Try-outs, including player evaluations, for all levels

4.10.1-1 Will be responsible for providing details of any development of education clinics to association members

4.10.1-2 Coordinate any development or education clinics hosted by the association

4.12 - Ways and Means Coordinator:

4.12-0 Take care of association publicity and advertising

4.12-1 Coordinates or directs any other fundraising events undertaken by HMHA

4.12-2 Will be responsible for soliciting for and collecting team sponsorship Funds and corporate sponsorship.

4.12-3 Maintains Sponsorship lists and ensures the lists are kept up to date

4.12-4 Provides the HMHA Website Super User with a listing of all team and corporate sponsors and ensures they are placed on the website appropriately

4.12-5 Organizes HMHA's picture day, ensuring that each sponsor receives their photo upon receipt by HMHA.

4.13 - League & Zone Representative (Vice-President):

4.13-0 Attend all league and zone meetings regularly

4.13-1 Report all business of league meetings relative to the community back to the association and its affected league coaches

4.13-2 Distribute league schedules and game books to league coaches within the association

4.13-3 Ensure the association membership coaches understand league rules and requirements for ice times, games sheets, team rosters, affiliation sheets and use of overage players

4.13-4 Submit to the league, at the start of season, the number of teams to be entered from the community, available ice times for league play, appropriate league fees and the required community bond

4.13-5 Obtain from the teams, and return to the league, all trophies held by the community

4.13-6 Advise local teams and scorekeepers on use of penalty abbreviations to be used on league game sheets

4.13-7 Provide the league with a listing of current association members and team coaches including phone numbers

4.13-8 Participate in and be aware of any disciplinary action being taken against the association, team, player or member by the league

4.14 - Referee-in-chief:

4.14-0 Will be responsible for the assigning requests and coordination of all officiating requirements of the association

4.14-1 Will, through the aid of clinics, train and supply sufficient referees to satisfy the assignments of the association

4.14-2 Will have the authority to dismiss a referee deemed incompetent

4.14-3 Must be a certified official in good standing, of legal age

4.14-4 Will be appointed by the referee committee (not voted in by membership)

4.15 Female Director:

4.15-0 Act as a liaison between female teams, players, parents and team officials and the Executive

4.15-3 Attend any League, Zone, or Hockey Alberta meetings that will directly affect Female hockey teams in Hinton

4.15-4 Consult with the Ice Convenor regarding ice required for all female teams

BY-LAW 5

1. ELECTION OF EXECUTIVE:

5.1 The elections will take place at the spring annual general meeting, held on or before the 15th day of April annually.

5.1-1 Elections will be held by secret ballot. If there is more than one name for any position, three people shall be appointed to hold ballots and tally results, two current board members, with the exception of the position being voted on, and one member in good standing in attendance.

5.1-2 The newly elected members will take the responsibilities of their new Positions at the meeting immediately following the annual spring meeting

2. Resignation of Board Members

5.2 A Board Member may resign from office upon giving notice thereof in writing to the Board

5.2-1 The resignation of a Board Member shall be effective upon acceptance by the Board

3. Removal of Board Members

5.3 The Members, by resolution passed by a majority of the votes cast at a General Meeting or Special Meeting of Members duly called for that purpose, may remove any Board member before expiration of his/her term of office. The Members, by a majority of votes cast at that General Meeting or Special Meeting, may elect another person into the vacated position for the remainder of the term of the Board Member so removed.

5.3-1 The Board may, by a two-thirds vote, remove a Board member who, in the opinion of the Board has been or is being remiss or neglectful of duty or by conduct tending to impair his/her usefulness and/or discretion as a Board Member

4. Boards Authority

5.4 Subject only to those rights of appeal as provided for herein and in the by-laws and regulations of the Canadian Hockey Association, all decisions, ruling and interpretations of the Board are final and binding upon the Members, Teams, Players, Board Members, and Officials.

BY-LAW 6

MEETINGS OF THE ASSOCIATION:

6.0 The annual general meeting will be held on or before the 15th day of April

6.0-1 The fall general meeting will be held on or before the 15th day of October

6.0-2 All Executive members are required to attend the annual general meeting and the fall general meeting

6.0-3 All Executive meetings will be held once a month to discuss association business and business arising from the General membership.

6.0-4 All meetings other than the Annual General Meeting shall be called Special Meetings. At the request of three Executive members, the president will call a Special Meeting.

6.0-5 A quorum for the transaction of business at any Executive meeting will be a majority of executive eligible to vote. A quorum for the Annual General Meeting, Special Meeting and the Fall General Meeting will be a quorum of twenty (20) members at large. If within 30 minutes from the time appointed for the meeting, a quorum is not present, the meeting shall stand adjourned

and postponed at a later date till a quorum can be met.

6.0-6 General and special meetings of the general membership of the association will be called at any time by the President, or upon written request of three(3) members of the executive board, or upon written receipt by the board of directors of a signed petition with a minimum of 1/3 of the members of the association in good standing. Any such petition shall set forth the reasons for calling the general or special meeting.

6.0-7 Any executive member having missed two (2) consecutive monthly meetings or three (3) in the year may be considered terminated and will be replaced with a volunteer appointed by the Executive

6.0-8 There will be a coaches meeting held on or before the 15th of October each season and should be attended by all Executive members, all coaches, all managers and all division directors

6.0-9 Meetings with members of the association must have at least two executive members present.

6.1 Calling of Member Meetings

6.1 At least thirty(30) days before every General Meeting, notice thereof specifying the place, the day, and the hour of the meeting shall be given to the members. Members will be notified through an email via the HMHA registration website and will also be advertised on the Hinton Minor Hockey Association website (www.hintonminorhockey.com) and Facebook Page.

6.1-1 At least seven (7) days before every Special Meeting, notice thereof specifying the place, the day, the hour, and the general nature of such business of the meeting shall be given to the members. Members will be notified through an email via the HMHA registration website and will also be advertised on the Hinton Minor Hockey Association website (www.hintonminorhockey.com) and Facebook Page.

BY-LAW 7

RECORD KEEPING:

7.0 The fiscal year of the association will be June 1st – May 31st

7.0-1 Records of membership will be kept by the registrar and will be made available to any member on request

7.0-2 The minutes of the association's meetings will be kept by the secretary

and will be posted once approved at the following monthly executive meeting and signed by the president

7.0-3 The Minute Book, which is the Certificate of Incorporation and all pertaining documents, will be the responsibility of the Secretary. The Secretary will also be responsible for the filing of the annual return with Consumer and Corporate affairs

7.0-4 The financial statements of the association will be kept by the Treasurer and shall be made available to any member upon request. The financial reports to date will be attached to the monthly meeting minutes.

7.0-5 All records of the association will be kept for a minimum of (5) five years and all records from Executive members must be turned over to the secretary for filing no later than June 30th

7.0-6 All cheques must have two (2) signatures of the Executive members with signing authority

7.0-7 A qualified accountant shall be appointed by the Board to audit the "books", accounts and records of the HMHA each year. The audited financial statement shall be provided to the HMHA members at the Annual General Meeting.

BY-LAW 8 **COMMITTEES:**

8.0 The Disciplinary Committee will be a permanent standing committee and will consist of the President, Vice-President and Coaching Coordinator. If there are any conflicts of interest regarding specific cases to be dealt with, the committee will be filled by, in order, Referee-in-chief, Past-President, Secretary, and the Treasurer. A minimum of two (2) members of the Disciplinary Committee must be present at, and for the duration of, any Disciplinary Meeting.

8.0-1 The Team selection Committee will be a permanent standing committee and will consist of the Coaching Coordinator, two impartial individuals in each division, who have been approved by the Executive, the coach of the team being selected and a second team official if available. This committee will follow the guidelines set forth in the Team Selection Policies and Procedures (attachment B)

8.0-2 Recommendation and reports of all committees shall be brought to the Executive and entered as a formal motion by the chair of the committee. All recommendations of committees must receive a majority vote for ratification.

8.0-3 other committees may be struck by the Executive as the need arises and shall consist of at least one member of the Executive

8.0-4 A tournament director will be made available by the Executive.

BY-LAW 9

CONDUCT:

9.1 Team Officials:

9.1 All team officials will keep the aim and objectives of the association as goals

9.1-1 It is the responsibility of the coach to notify the registrar of any team or team players they wish to be affiliated and follow affiliation rules set forth by the association

9.1-2 Team officials will follow the Articles and By-Laws of the association, League and AAHA. Any breach of the above may lead to suspension from the association

9.1-3 All team officials will be responsible for the conduct of their players during all games and minor hockey functions in which they are participating both home and away.

9.1-4 All team officials will conduct themselves in a professional and respectable manner during all games and minor hockey functions in which they are participating both home and away

9.1-5 Team officials will conduct themselves in accordance with the Coach's manual and other manuals governing conduct of such officials

9.1-6 All team officials will forward a copy of all suspension notices to the President, Coach Coordinator and League & Zone Representative of the association for review no later than for (4) days after official notification of suspension

9.1-7 Request for travel permits and tournament sanctions will be made fourteen days in advance of requested function

9.2 PLAYERS:

9.2 All players under the jurisdiction of the Hinton Minor Hockey association will conduct themselves in a manner which will not bring embarrassment or complaint to association

9.2-1 All players will, at all times, show respect and care for the equipment of HMHA and any arena facility

9.2-2 Unsportsmanlike conduct both on and off the ice may lead to disciplinary action by the Executive in accordance with By-Law 1, 1.3 and/or Discipline committee recommendations

9.2-3 No players shall enter onto the ice surface while ice cleaning is being carried out

9.2-4 All players will abide by the rules of their team, the policies of the association and Hockey Alberta rules

9.2-5 All players will conduct themselves in a polite and orderly fashion while participating in functions outside the Hinton Community

9.3 PARENTS AND GUARDIANS:

9.3 All parents and guardians under the jurisdiction of the HMHA will conduct themselves in a manner which will not bring embarrassment or complaint to the association

9.3-1 All parents and guardians will, at all times, show respect and care for all players and team officials within our association

9.3-2 All parents and guardians will, at all times, show respect for all on ice officials and not abuse them verbally or physically

9.3-3 All parents and guardians will conduct themselves in a polite, courteous and orderly fashion while participating in any HMHA function outside the community

9.3-4 Parents and guardians whose behaviour does not follow these guidelines may lead to disciplinary action by the executive in accordance with By-Law 1, 1.3 and or the Discipline Committee recommendations

9.3-5 All parents are required to complete the Respect In Sport parent program prior to the start of the season

BY-LAW 10

PLAYER & PLAYER MOVEMENT:

10.0 All players in the HMHA must complete their registration online

(www.hintonminorhockey.com), including any registration requirements and have payment in place before the applicant is allowed to participate in any team tryouts, practices or games.

10.0-1 Players will register each season in the level corresponding to their age. First year Atom age players and first time players over the age of ten (10), must submit a copy of their birth. In the event a birth certificate cannot be submitted, a Notarized Affidavit may be accepted

10.0-2 Any player issued goaltender equipment belonging to the HMHA will pay a non-refundable fee to be set by the Executive. The player is responsible for returning the equipment in good shape and promptly at the season's end.

10.0-3 No player will participate in practices or games unless they are dressed in full equipment and this includes sitting on the bench.

Minimum requirements will be:

10.0-3A a CSA approved helmet and face guard

10.0-3B shoulder pads

10.0-3C elbow pads

10.0-3D hockey pants

10.0-3E shin guards

10.0-3F athletic protection cup

10.0-3G skates

10.0-3H BNQ approved neck guard or throat protector for goalies

10.0-3I hockey gloves

10.0-3J mouth guard (strongly recommended for peewee and up, recommended for all others)

BY-LAW 11

11. TEAMS & TEAM SELECTION:

11.1 Registered players under the age of seven shall participate and be placed in the Initiation Program. All on-ice personnel in leadership positions in the Novice and below must have successfully completed the appropriate courses as per CHA and Hockey Alberta regulations

11.2 The association will provide playing leagues for teams under the jurisdiction of the HMHA. Where leagues are not available, it will be the responsibility of the Division Director to assist the teams with scheduling exhibition games.

11.3 Teams must have at least one registered team official on the ice for all practices and at least one registered team official on the bench for all games.

11.4 All players will be evaluated for placement onto teams where more than one(1) team exists per division and will be chosen by the team selection committee.

11.5 Teams who choose to opt out of Provincial play must notify the President two days prior to the deadline set by Hockey Alberta for opting out.

11.6 In any non-tiered division where there is more than one team playing at the same level, the teams will be divided equally according to player ability. The teams will be chosen by the division director, coaches and the coaching coordinator.

BY-LAW 12

12. DIVISION DIRECTORS:

12.1 A division director shall be appointed in any division that has no regular league play. (Novice and Initiation)

12.2 The division director will coordinate practices, games and tournaments ensuring equal opportunities for all teams.

12.3 The division director will assist the registrar in the registration for players in his/her division.

12.4 The division director will be a member of the team selection committee for their division.

By-law 13

13. Seal

13.0 There is no seal for the Hinton Minor Hockey Association.

By-law 14

14. Borrowing Powers

For the purpose of carrying out its objects, the Associations may not borrow or secure payment of money. The Hinton Minor Hockey Association may issue borrowing powers only under the sanction of a Special Resolution passed at a general or special meeting of the General Membership.

By-law 15

15. Dissolution Clause

In the event that Hinton Minor Hockey Association dissolves, after paying all debts and liabilities, any assets remaining will be donated to another charitable organization.