

## CONSTITUTION

### Article I

The name of the League shall be known as the **Edmonton Federation Hockey League** herein after referred to as “**EFHL**” or the “**League**”.

### Article II

The “League” is a sanctioned league of Hockey Edmonton and Hockey Alberta.

The “League” is the governing body for “BB” hockey and teams identified under the Community Hockey Model.

The “League” will play under the Rules of Hockey Canada, Hockey Alberta and Hockey Edmonton.

Each team will be responsible for complying with all rules and regulations of those Associations, those of the “League”, as well as their respective District, Operating Area, or Local Minor Hockey Association.

### Article III

The objectives of the “League” will be:

- To govern and administer the playing of the game of hockey in accordance with the rules, regulations and etiquette of the game;

- To ensure keen competition within the League but not at the expense of a fun and enjoyable experience;

- To promote the holistic development of players, through a Player First focus, as well as coaches via continuing education programs delivered by their respective governing bodies.

- To foster and promote a high quality hockey experience for community hockey players within the jurisdiction of Hockey Edmonton and all it’s Interlock Partners;

- To provide a framework in which players may participate in organized “Community” hockey, with a view to:

  - Developing character and sportsmanship;

  - Maintaining and increasing interest in the game of hockey;

  - Developing the skills of hockey;

  - Developing a healthy self-image and enjoyment of the sport;

  - Fostering a general community spirit;

  - Showing leadership (by example) through hockey, by teaching what is right and wrong, fair and unfair, co-operation with teammates, respect for authority, respect for the property of others, unselfishness and a sense of duty;

  - To provide competitive hockey experiences while accommodating travel concerns.

## BYLAWS

### GOVERNANCE AND OPERATIONS

The EFHL operates under the auspices of Hockey Edmonton.

Hockey Edmonton, via their Interlock Agreement, provides opportunity for LMHA's within the Edmonton Capital Region the opportunity to participate in EFHL games, special events and championships.

Edmonton teams will be governed and operated by Hockey Edmonton, Hockey Alberta and Hockey Canada Bylaws, Regulations, and Rules and those of their respective District, Operating Areas.

Interlock teams will be governed and operated by their Local Minor Hockey Association, Hockey Alberta and Hockey Canada Bylaws, Regulations, and Rules.

The "League" is a sanctioned league of Hockey Edmonton and Hockey Alberta, which are both duly constituted and registered under The Societies Act.

The "League" will play under the Rules of Hockey Canada, Hockey Alberta, and the Operating Directives of Hockey Edmonton. Each team will be responsible for complying with all rules and regulations of those Associations and those of the "League".

### MEMBERSHIP

A member of the "League" shall be a Hockey Edmonton District or an Interlocking Local Minor Hockey Association granted membership privileges.

Any Member may apply for a one (1) year leave of absence by applying in writing to Hockey Edmonton and after consultation with the "League" may subject to conditions as deemed appropriate by Hockey Edmonton.

Annually each District and Interlock Minor Hockey Association must be prepared to supply a candidate for Governor and to assist, as necessary, the Hockey Edmonton Discipline Committee with matters arising from Good of the Game Incident Reports.

Teams shall be known as a Participating Member of the "League". All teams participating in the "League" shall be registered with Hockey Alberta.

### APPLICATIONS FOR MEMBERSHIP

New members shall be admitted to the "League" only after applying in writing to the "League" Hockey Committee, and being approved by Hockey Edmonton. Any such new member applicants must declare the Division(s), Categories and numbers of hockey teams hockey they are planning to enter, and if accepted cannot at a later date enter other Divisions and Categories without applying in writing.

Application to join EFHL must be made no later than April 1 of the calendar year and include:

Rationale for the request

Impact statement on the league(s) that they will be leaving

Demonstrated ability to provide ice at the current standards of the Hockey Edmonton Ice Management Committee

## **MEETINGS**

### **Annual Meeting**

The Annual Meeting of the League will be held in month of May, typically at the Hockey Edmonton Office.

Notice of the time and place of the Annual Meeting, the general nature of the business to be transacted, and sufficient information for the Members to make an informed decision with respect to any decision they are to make at the meeting shall be given to each Executive Member, Governor, Director, and Member at least twenty-one (21) days prior to the meeting.

### **General Meetings**

The League will hold no less than two General Meetings each season:

The Fall Meeting no later than the 15<sup>th</sup> of September, and

The Winter Meeting in the month of February.

Additional meetings are at the call of the Chair or as otherwise provided for within the Bylaws.

### **Coach Meetings**

Districts and Interlock Members will ensure that Coaches and Managers of each of their teams will attend the annual Hockey Edmonton Coaches Meetings held in September or October of each year.

## **AGENDAS**

### **Annual Meeting**

At every Annual Meeting, in addition to any other business that may be transacted, the following business shall be conducted:

The election of Executive Members;

The reports of the Board of Directors, if any.

### **General**

The Order of Business at Executive or General Meetings will reflect the business at hand for the "League". The order shall be conducted in a manner considered normal meeting practices and rules of order. The order may be altered for breaks, to allow the timing of topics, availability of Guests and consideration of meeting flow. Throughout the year priorities will alter the order of the meetings. A typical meeting agenda would be:

Call to Order

Review and Acceptance of Minutes of the Last Meeting

Business Arising from the Minutes

Reports  
New Business  
Adjournment

## **VOTES TO GOVERN**

No member will be entitled to be either represented at or have voting privileges at the Annual Meeting or any meeting of the "League" unless its financial commitments to Hockey Edmonton are fully paid and they are deemed to be in good standing by the League.

Other than on Special Resolution motions that require a two-thirds majority, regular business of the "league" shall be decided by a simple majority of votes.

The Executive shall each have a vote on all motions.

The Governors shall each have a vote on all motions

Each District or Interlock member in good standing shall have one vote should the declared representative or their respective declared alternate be in attendance.

The Referee in Chief is appointed by the North Zone Referees Council and shall have one vote on all motions.

The Tiering Director is elected/appointed to an ex-officio position and has no vote on any motion.

At Tiering Meetings only the single designated tiering representative of a District or Interlock Member may speak to or vote upon matters under discussion.

Only voting members may speak unless otherwise invited by the Chair.

## **QUORUM**

A quorum shall be at fifty (50) percent of the current season's total votes to govern rounded up to the next whole number.

In the event that quorum is not established within one-half hour of stated start time given in the Notice of the said meeting, the Chair shall adjourn the meeting to a date and time not less than twenty-one (21) days from the date of the original meeting. A quorum for the adjourned meeting shall be five (5) members.

## **SPECIAL MEETINGS**

A Special Meeting may be called for any purpose for which a meeting of the Members may be called for under these Bylaws.

Special Meetings of the members shall be convened for any time and place in Edmonton by a majority vote of the Executive.

The Board, upon receipt of a written request for a Special Meeting, signed by ten (10) Members in good standing and/or Executive and Governors, shall convene a Special Meeting within fifteen (15) business

days of the receipt of the request.

Five (5) business days' notice of the Special Meeting must be given to each voting member.

## **BOARD OF DIRECTORS**

The "League" Board of Directors shall consist of:

The "Executive";

One "Governor" elected for each Division of hockey within the League;

One "Director" appointed by each Hockey Edmonton District or Interlock Minor Hockey Association named and recorded at the Annual Meeting of the "League" as the Primary Delegate. Each District or Interlock LMHA will also name an alternate delegate);

Referee-In-Chief

Tiering Director (ex-officio)

If a Director of a District or Interlock Minor Hockey Association is replaced by their association prior to the next Annual Meeting, the replacement League Director will be named and recorded at the first "League" meeting after the appointment within the MHA.

## **Executive**

The "League" Executive shall consist of:

Chair (Hockey Edmonton Director - Community Hockey)

Vice-Chair

Secretary

The Chair shall be elected for a two year term at the Hockey Edmonton AGM in odd numbered years. The Vice Chair and Secretary will be elected for two (2) year terms at the Annual Meeting of the "League", in even numbered years.

A vacancy in the Executive will be filled by appointment by the Board of Directors and will be ratified at the next "League" meeting.

## **Governors**

Governors will be appointed at the Annual Meeting of the "League" for each of the following Divisions:

Novice

Atom

Peewee

Bantam

Midget

A vacancy in a Governor position will be filled by appointment by the Board of Directors and will be ratified at the next "League" meeting.

The Governors are responsible to the Board of Directors.

### **Directors**

The "League" Directors shall consist of one appointed person (who must be an Executive member) for each Hockey Edmonton District or Interlocking Minor Hockey Association. Each District and Interlock LMHA shall also designate an Alternate Director to act in the absence of their Director.

Directors will be appointed by their own Districts or Local Minor Hockey Association and will be filed with the "League" prior to the Annual Meeting of the "League".

A vacancy in a Director position will be filled by appointment by Hockey Edmonton District or respective Minor Hockey Association and will be ratified at the next "League" meeting.

The Directors are responsible to the Board of Directors.

### **Referee-in-Chief**

The Hockey Alberta North Zone Referees Association shall name an individual to serve as Referee-in-Chief for the "League"

The RiC will oversee and track complaints about Officials and act as a liaison between the "League" and the Referees Association;

### **Tiering Director**

Annually, an individual will be appointed by the "League" to serve as the Tiering Director.

### **Resignation**

An Executive member, Governor or Director may resign from office upon giving notice thereof in writing to the Board and such resignation becomes effective in accordance with its terms or upon acceptance by the Board, whichever may be the earlier date.

### **Removal**

The Members may, by resolution passed by a majority of the votes cast at a General Meeting or Special Meeting duly called for that purpose, remove any Executive member before the expiration of their term of office and may, by a majority of votes cast at the meeting, elect any person in their stead for the remainder of the term of the individual so removed.

The Board may remove a member of the Executive, a Governor or a Director for failing to carry out his or her duties or for conduct that, in the sole opinion of the Board, reflects poorly on the "League". A member of the Executive, a Governor or a Director who fails to attend Board Meetings on two (2) consecutive occasions, without just cause, which shall be determined in the sole discretion of the Board, will be considered to have failed to carry out his or her duties.

### **Vacation of Office**

The office of a member of the Executive, a Governor or a Director is vacated if the incumbent resigns from the Board, is removed from the Board, or ceases to have the necessary qualifications.

### **Vacancies**

Where a vacancy occurs in the Board or, in the event that the Members fail to elect a replacement, the Executive then in office may appoint a person to fill the vacancy for the remainder of the term. If there are more than four (4) vacancies at any time, the Board of Directors shall forthwith call a Special Meeting to fill the vacancies.

### **Place of Meetings**

Meetings of the Board will normally be held in the Boardroom of the Hockey Edmonton office, or if need be any location within Edmonton as determined by the Board from time to time.

### **Meetings by Telephone or Teleconference**

Executive members, Governors or Directors may participate in a meeting of the Board by means of conference telephone or other communications equipment by means of which all persons participating in the meeting can hear each other, and an individual participating in a meeting pursuant to this subsection shall be deemed for the purposes of these Bylaws to be present in person at the meeting.

### **Calling of Meetings**

Meetings of the Board shall be held at such time and on such day as the Chair or any three (3) Board Members may determine. The Chair shall call meetings when directed or authorized by any three (3) Board Members. Notice of every meeting so called shall be given to each Board Member not less than forty eight (48) hours (excluding any part of a Sunday and of a holiday as defined by the *Interpretation Act*) before the time when the meeting is to be held, except that no notice of a meeting shall be necessary if all the Board Members are present or if those absent have waived notice of or otherwise signified their consent. Notice of the meeting may, but unless otherwise required by these Bylaws, need not state the business which is to be conducted at the meeting.

### **General Meetings**

The Board may appoint a day or days in any month or months for regular meetings at a place and hour to be named. A copy of any resolution of the Board fixing the place and time of regular meetings of the Board shall be sent to each Board Member forthwith after being passed, but no other notice shall be required for any such regular meetings.

### **Indemnity of members of the Executive, Governors and Directors**

Except in respect of an action on behalf of the "League" to procure a judgment in its favour, the "League" shall indemnify Board Members and their heirs and legal representatives against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgment, reasonably incurred by him/her in respect of being or having been a member of the Executive, a Governor or a Director of the "League", if he/she acted honestly and in good faith with a view to the best interests of the "League" and, in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, he/she had reasonable grounds for believing that their conduct was lawful.

## **DUTIES OF THE EXECUTIVE**

### **Chair**

Is responsible for calling all meetings and presiding over same;

Should meet with the Secretary to prepare an Agenda prior to the meetings;

Shall exercise the Powers of Executive in case of emergency and will be responsible to the Executive for actions on their behalf;

May sit on all committees as an Ex-Officio member;

At any duly constituted meeting of the "League", the Chair shall have the power to appoint committees to deal with specific problems, to report on these problems and also to state their recommendations. Once a committee struck has fulfilled the purpose for which it was called, the committee shall be disbanded;

### **Vice Chair**

Preside over league matters and meetings in the absence of the Chair;

Will keep informed of the "League" activities and be prepared to assist and work with the Executive and other members of the Board at any time;

Will provide leadership and assistance to the Governors on matters such as training, orientation, as well as assisting, in conjunction with Zone 8 Discipline and Sanctioning, with suspensions for major incidents that are above the governor's authority.

### **Secretary**

The Secretary shall keep an accurate record of the proceedings of the "League";

Shall notify the Executive and Members of the time and place of meetings;

Shall fax or email the notice of the Annual Meeting to each Member Minor Hockey Association at least twenty-one (21) days prior to the scheduled date of this meeting. Such notice will include, a summary of the approved revisions to the Regulations and/or Policies, proposed amendments or alterations to the Constitution and Bylaws, and any other pertinent information;

Shall prepare a copy of the minutes of the last Annual Meeting. These minutes shall be made public via electronic means at least fourteen (14) days prior to the next meeting.

Shall maintain, with the aid of the registrar, an address list of the Executive, Governors and all member Minor Hockey Associations for the purposes of distributing information. All information sent to the member Minor Hockey Associations shall be addressed to the attention of their League Director;

Shall prepare the agenda for each meeting and distribute it to the appropriate delegates.

The agenda shall be distributed at least seven (7) days prior to the next meeting;

Shall maintain accurate administrative information associated with the "League" (i.e. – insurance, constitution, bylaws, regulations, directives, policies, suspension guidelines, etc.).



## DUTIES OF THE GOVERNORS

### Governors:

- are appointed by the Hockey Edmonton Board on an annual basis,
- provide appropriate leadership and oversight to each category of play within their division throughout the season, minor hockey week, and during the league championships,
- ensure that all players, coaches, and managers in their division follow Hockey Canada, Hockey Alberta and Hockey Edmonton Bylaws and Regulations,
- ensure teams understand the IPRP program and references same when:
  - reviewing and provide recommendations with respect to out of province travel permits and tournament sanction requests,
  - reviewing and approving all in province travel permits,
- attends games of teams in their division of play on a regular basis
- reviews team performance and makes recommendations on team movement with the district directors in preparation for the EFHL Tiering meetings,
- attend all EFHL meetings
- assists the EFHL executive committee as requested
- is an active participant in coach meetings, minor hockey week, and the league championships,
- are not be permitted to participate as a Coach or Director in any Club, District or Operating Area in the same Division as they are a Governor.
- should not be a spouse of a coach or manager in the same Division as they are a Governor
- shall review and approve, as appropriate, game changes requested by teams.
- are responsible for reviewing the game sheets for all league games entered into the EFHL League Management Portal.
- is responsible to verify the accuracy of game stats and edit as necessary, in a timely manner
- issues suspensions for infractions of Hockey Canada Playing Rules, including those modified by Hockey Alberta or Hockey Edmonton, using Hockey Canada Minimum Suspensions as a minimum standard for all EFHL, minor hockey week, exhibition or playoff games,
- informs the district directors of any suspensions,
- reports on conduct matters and other unique or difficult situations that the league needs to be aware of.
- immediately notifies the Hockey Edmonton Discipline and Sanctioning of:
  - cumulative suspensions,
  - severe infractions including but not limited to: match penalties, bullying, abuse, harassment, racial slurs, gross misconducts, etc.,
- Assists with accumulation of stats required by the District Discipline and Sanctioning Coordinator

## DUTIES OF THE DIRECTORS

Each League Director is responsible to the “League” for their District or the Interlocking Minor Hockey Association they represent;

Shall ensure that each of their Coaches and Managers are provided with a current copy of the Constitution, Bylaw, Regulations and Policies of this “League”;

Shall assume the duties of a vacant Governor's position should a Governor put forward by their District or Minor Hockey Association not be able to complete their term;

The Director will be the Official representative of their Association during appeals, related to EFHL matters, that are lodged according to processes outlined in the Hockey Edmonton Operating Directives. With the approval of the Director, team officials or specified association members may be present during the appeal or protest to answer questions of the committee;

Attend all meetings of the "League";

Provide reports at all "League" meetings, including the AGM.

## **RULES AND REGULATIONS**

The Board may from time to time create rules, regulations and policies, or delegate the authority to create rules, regulations or policies for the betterment of the "League" including, without limiting the foregoing, the better government, organization and administration of hockey as the Board, in its sole and absolute opinion and discretion, may consider desirable.

## **DIVISIONS and CATEGORIES**

"League" Categories will identify Tiers within each Division of play that will be used to operate hockey within the "League". These will be identified within the "League" Policies and Procedures as will Tiering.

## **CONDUCT**

In addition to compliance with the Rules, Regulations and Directives of Hockey Canada, Hockey Alberta and Hockey Edmonton all members, teams and participants will abide by the Hockey Edmonton Good of the Game Policy. Good of the Game Incident Reports, if any, will be reviewed and ruled upon by the Hockey Edmonton Discipline Committee.

## **TEAM REGISTRATION**

It will be the responsibility of each host Association to ensure that their team is properly registered with Hockey Alberta.

It is the League's responsibility to ensure that all teams are registered with Hockey Alberta as per League regulations.

## **DECLARATION OF TEAMS**

All members shall declare to the League whether their team will operate in the League for the next season on or before February 1. The League shall advise the Hockey Edmonton Ice Management Committee of any material changes immediately after this date.

No later than September 1, all members shall declare teams (by Division and Category / Tier) to be scheduled for league play to the Hockey Edmonton Ice Management.

All players must be registered with Hockey Alberta prior to their first League game. A copy of team registration must be emailed to the respective League Governor prior to each team's first League game.

## EVENTS

Quikcard Edmonton Minor Hockey Week and the ENMAX Hockey Edmonton Championships are annual fixtures on the EFHL calendar. In this regard:

- All teams participating in EFHL League Play must participate in both events,
- Districts and Interlock LMHA's will ensure that all requirements of these events are met, including but not limited to volunteer requirements.
- Exhibition and Travel permits for any team participating in the aforementioned events will not be approved for the duration of these events,
- Districts and Interlock LMHA's will ensure that they and their subordinate organizations and/or teams do not operate special events or tournaments in Divisions or Categories of play the EFHL operate for the duration of these events.

## VIOLATIONS

Any violation of the constitution, bylaws, policies, procedures, rules or regulations of the League, Hockey Alberta or Hockey Canada by any member of this League may render such member liable to disciplinary action and/or suspension as deemed necessary.

If a violation of the "League" Regulations or Constitution is submitted in writing to the Vice Chair of the "League", or witnessed by a member of the "League" Executive the following procedure will take place:

A hearing, as defined in the Regulations, will take place in a timely fashion; if the member association is found guilty of the violation then:

A letter is sent to the member association informing them of the violation. If the violation is deemed serious by the hearing, the member association or team may be suspended from the "League". The length of the suspension will be recommended by the hearing and will be used for consideration by the "League" Executive.

## FISCAL YEAR

The "League" operates within the fiscal year and polices of Hockey Edmonton.

## BOOKS AND RECORDS

The Secretary will maintain a record of the decisions and proceedings of the Members and the Board in the form of minutes and will maintain such minutes together with its financial statements, and other books and records. To the extent to which Members are entitled to inspect the books and records of the "League", they will be available for inspection by Members on reasonable notice.

## PERFORMANCE BOND

Existing members (Districts and Interlock Minor Hockey Associations) have earned a privilege of

membership - operating without posting a performance bond.

New members are required to post a performance bond of \$1,000 payable to Hockey Edmonton immediately upon acceptance into the League. The bond will be retained for a period of two seasons and should no incidents arise be returned to the member and the member shall be deemed to have earned the privilege of operating without a performance bond.

### **DUES and FEES**

Hockey Edmonton shall set dues and fees annually through their budget process.

Dues and Fees, typically invoiced in the month of October, are due upon receipt.

A Member shall not be in good standing unless it has paid the annual dues as determined by the Board.

All members' privileges are automatically lost upon default of any moneys due to the "League" without just cause. These privileges may include, but may not be limited to, loss of points earned in games played, loss of league sanction of exhibition games, or tournament hosting sanctions.

### **EXPENSES**

Expenses, regular and extraordinary, of Executive members, Governors incurred in fulfilment of their obligations will be dealt with via Hockey Edmonton budget and expense policies.

No one directly involved with the coaching, management, or administration of the League may profit from any matters pertaining to the League.

### **STIPENDS**

A stipend, not to exceed \$300, may be paid annually to each of the five Governors to cover out of pocket expenses incurred in the fulfillment of their obligations.

### **CONFLICT OF INTEREST**

Annually, Board Members are required to declare a conflict of interest in matters where their vote could potentially result in their own personal benefit - financially or otherwise. Any possible conflict of interest will suspend the voting rights of the effected member for that item of business in such instances. This process will be managed by the Secretary. The Executive shall make a ruling where the question of a conflict of interest has been declared or arises.

### **AMENDMENTS TO BYLAWS**

The Constitution and Bylaws may be rescinded, amended or added to only at the League's Annual Meeting or at a Special Meeting.

A notice for intended amendments must be submitted in writing to the Secretary at least 45 days prior

to the date of the Annual Meeting.

The Secretary or President must provide a notice of intended amendments to each team at least 14 days prior to the League's Annual Meeting.

Amendments to this document require a simple majority vote at the Annual Meeting for adoption.

A review of the Constitution, Bylaws, and Policies/Procedures must occur at the Annual Meeting as a regular agenda item.

### **AMENDMENTS TO "LEAGUE" OPERATING DIRECTIVES**

"LEAGUE" Operating Directives may be amended at any meeting of the "League" by a simple majority vote of members present subject to the amendments having been circulated no less than ten (10) business days prior to said meeting.

### **COMPLIANCE**

Subject to compliance with the requirements of the laws of the Province of Alberta, the Bylaws may be rescinded, altered or added to by a Special Resolution.

The change or changes to the Bylaws that are approved by Special Resolution shall not take effect until the next hockey season.

In order for the EFHL to have Hockey Alberta recognition, it shall submit its League By-laws and Regulations and a list of the names and addresses of the officers not later than July 1st of the current Hockey Season to the Hockey Alberta office. Any amendments to the By-Laws and Regulations must be registered with Hockey Alberta and approved prior to implementation.

### **LEGAL ACTION**

Any recourse to the Courts of Law by any Member, Hockey Team, Player, Coach, Manager, Trainer, Stick-boy, Referee, Linesman or Official regarding the interpretation and administration of the Bylaws, Rules and Regulations before all rights and remedies of the Bylaws and the Bylaws of Hockey Canada have been availed of and exhausted, shall be deemed as ungentlemanly and unsportsmanlike conduct within the meaning of the Rules and Regulations. Said conduct will be considered a violation of the same thereby entitling the President to suspend and disqualify the said Member or individual(s).