

## **BYLAWS GOVERNANCE AND OPERATIONS**

The League operates under the authority of Hockey Alberta.

All Association Teams will be governed by Hockey Alberta and Hockey Canada Bylaws, Regulations, and Rules and those of their respective Minor Hockey Association.

The League is a sanctioned league of 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 the League. 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 an Association granted membership privileges by way participating in the League.

Only a Member shall vote on the matters of the League.

Participating Member Associations of the League and all teams participating in the League shall be registered with Hockey Alberta; as required by Hockey Alberta.

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

Annually each League Member must be prepared to supply a candidate for Director and to assist, as necessary, the League Discipline Directors and League Commissioner with matters arising from RESPECT THE GAME Incident Reports.

### **APPLICATIONS FOR MEMBERSHIP**

The League will place a moratorium on accepting any new member associations into the EFHL prior to the 2024-2025 season.

New members shall be admitted to the League only after applying in writing to the League Hockey Committee, and, being approved by the League Voting Membership by a super majority (two-thirds majority) of the League Board.

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 play for the League.

## **MEETINGS**

### **ANNUAL MEETING**

The Annual Meeting of the League will be held in the month of May, either in person at a suitable venue or by video conference or video call.

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 four General Meetings each season:

The Fall Meeting no later than the 15th of September, and The Winter Meeting in the month of January. Additional meetings are at the call of the Chair or as otherwise provided for within the Bylaws.

### ***COACH AND MANAGER MEETINGS***

Member Associations will ensure that Coaches and Managers of each of their teams will attend the annual EFHL Coach and Manager Meetings held in September or October of each year. Meetings will provide Coaches and Managers with pertinent information relating to competition and administration throughout the season.

## **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 (League President, League Vice President, League Secretary, League Treasurer; The reports of the Board of Directors and Member Associations, if any.

### ***GENERAL MEETING***

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

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meeting flow. Throughout the year priorities will alter the order of the meetings.

A typical meeting agenda would be:

- Call to Order Review
- 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 the League 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.

League Member Associations shall have proportional representation based the number of teams that participated in the League the previous season should the declared representative or their respective declared alternate be in attendance. For any new associations entering the League, they will receive the number of votes from teams that were submitted in their former approved Hockey Alberta League. All submitted team registration numbers will be audited by League operations prior to the declaration of votes for the upcoming season at the Annual AGM. The Referee in Chief is appointed by the North Zone Referees Council and shall have one vote on all motions. The Executive shall not have a vote on any league matters, with the exception of the President of the League in this case, the President will cast the tie-breaking vote, and is expected to vote in the best interest of the League.

Only Executive, Voting/Non-Voting Board members may speak unless otherwise invited by the Chair.

### **QUORUM**

A quorum shall be at least 2/3 of the votes of membership rounded up to the next whole number. In the event a 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 ten (10) members of the Board of Directors or 40 percent, whichever is greater.

### **SPECIAL MEETINGS**

Member Associations may convene a Special Meeting made by the request of by a minimum of ten (10) member associations to the League President to be held in person in the greater Edmonton area or by

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

The Executive, upon receipt of a written request for a Special Meeting, signed by ten (10) Members in good standing, 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 member.

### **BOARD OF DIRECTORS**

The League Board of Directors shall consist of: The Executive (League President, League Vice President, League Secretary, League Treasurer); One RIC as appointed by Hockey Alberta Officials Committee, each Member Association of the League.

#### ***EXECUTIVE***

The League Executive shall consist of: President, Vice-President, Secretary and Treasurer.

The President and Secretary shall be elected for a two (2) year terms at the League AGM in odd numbered years.

The Vice President and Treasurer 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.

#### ***LEAGUE COMMISSIONER***

The League Commissioner will report to the League Executive Board and provide leadership for long and short-term strategic planning for the League and communicate the goals, objectives and ongoing activities of the league and serve as an advocate for the League including policy support and enforcement. The Commissioner will be responsible for the day to day operations of the League and represent the League on the Hockey Alberta Minor Leagues Committee.

#### ***DIVISION DIRECTORS***

Division Directors will be appointed at the Annual Meeting of the League for each of the following Divisions: U9, U11, U13, U15, U18, U21, Female Director. The Board of Directors may wish to appoint Deputy Division Directors for each category to ensure succession planning for the Director positions.

A vacancy in a Division Director position will be filled by appointment by the Board of Directors and will be ratified at the next League meeting. The Division Directors are responsible to the Board of Directors.

***DISCIPLINE DIRECTORS***

The League Discipline Directors shall consist of two appointed persons from the Hockey Alberta Minor Discipline Committee

A vacancy in a Discipline Director position will be filled by appointment by the Hockey Alberta Discipline Committee ratified at the next League meeting. The Discipline Directors are responsible to the Board of Directors and Hockey Alberta upholding Hockey Alberta Minimum Suspensions.

***REFEREE-IN-CHIEF***

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

***RESIGNATION OF EXECUTIVE AND BOARD MEMBERS***

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 FROM OFFICE***

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, Division Director and Discipline 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, Division Director and Discipline 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, Division Director or a Discipline 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 in office, will recommend nominees to for any vacant Executive position that will be ratified by the Board of Director at the next Annual General meeting by simple majority.

If there are more than three (3) 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 virtually via Video or Web Conferencing. In person meetings may be held in the Boardroom of the Hockey Edmonton office as it provides a central location for all League members, or if need be, any location within The Greater Edmonton Area as determined by the Board from time to time.

### ***MEETINGS BY TELEPHONE OR WEB CONFERENCE***

Executive members, Division Directors, Discipline Directors, RIC and Member Associations may participate in a meeting of the Board by means of conference telephone or virtual 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 League President 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, DIVISION DIRECTORS, DISCIPLINE DIRECTORS, RIC AND MEMBER ASSOCIATIONS REPRESENTATIVES**

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, Division Director, Discipline

Director or Member Association Representative 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**

### **LEAGUE PRESIDENT**

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 President 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.

### **LEAGUE VICE PRESIDENT**

Preside over league matters and meetings in the absence of the President; 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 oversee and track complaints about Officials and act as a liaison between the League and the Referees Association; Will work with assigned Division Directors and Discipline Directors on dealing out suspensions for major incidents that are above the Division Directors’ authority.

### **LEAGUE 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 email the notice of the Annual Meeting to each Member 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 Member Associations Representatives, an address list of the Executive, Divisions Directors, Discipline Directors and all member Associations for the purposes of distributing information. All information sent to the member Associations shall be addressed to the attention of their Association President; 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.).

### **LEAGUE TREASURER**

The League Treasurer is the lead Board of Director responsible for the financial management and oversight of the League. The Treasurer is responsible for the following:

- All Financial Management and records of the League
- On behalf of the League, responsible for all monies collected or otherwise received , issuing duplicate receipts, payment of all accounts when properly approved, and keeping proper accounts, receipts, and vouchers of same, and the deposit of funds into the League bank accounts
- Report the Financial standing of the League at Board of Director's meetings as directed
- Attend the League Annual General Meeting and present the audited statement of financial affairs for the proceeding fiscal year
- Recommend, in conjunction with the League President, an Annual Budget to the Board of Directors

### **DIVISION DIRECTORS**

To provide appropriate leadership and oversight to each tier of play within their division throughout the season, minor hockey week (if applicable), and during the league championships. Responsible for communication with participating member associations and provide recommendations on tiering changes and oversee tiering committee for specific division they are accountable. Responsible to verify the accuracy of game stats, and edit as necessary. To assist the executive committee in matters of policy development; Attend all meetings of the "League" and is an active participant in coach meetings, minor hockey week, and during the league championship activities. Attends games of teams in their division of play on a regular basis. Accept any protests filed by Association Members and immediately advise League Executive.

### **DISCIPLINE DIRECTORS**

In a timely manner, issues suspensions as per Hockey Canada Minimum Suspension Guidelines, assists with accumulation of stats required by the League or Hockey Alberta Discipline Committee. Reports on conduct matters and other unique or difficult situations that the league needs to be aware. Subject to approval of the President, shall have the power to suspend, suspend and fine, or discipline any coach, manager, player, trainer, or other official connected with a team playing within this League and under its' jurisdiction for any infringement of the rules or regulations of either this league, Hockey Alberta or Hockey Canada.

### **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 the League all members, teams and participants will abide by the League Respect the Game Policy. Respect the Game Incident Reports, if any, will be reviewed and ruled upon by the League Discipline Committee.

### **TEAM REGISTRATION**

It will be the responsibility of each Member 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 Member Associations shall declare to the League whether their team will operate in the League for the next season on or before January 1<sup>st</sup>. No later than September 1, all members shall declare teams (by Division and Category / Tier) to be scheduled for league play to the League. All players must be registered with Hockey Alberta prior to their first League game.

### **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 President 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 Canada, Hockey Alberta and the Alberta Society's Act.

### **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.

### **LEAGUE ENTRY FEE**

All League members are required to post a League Entry Fee of \$1,000 payable to EFHL immediately upon acceptance into the League beginning with the 2021-2022 season. The League Entry Fee is non-refundable and will be required for any future new approved associations to the League.

### **DUES and FEES**

The League 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, Division Directors, Discipline Directors, Commissioner and RIC incurred in fulfilment of their obligations will be dealt with via the League budget and expense policies. With the exception of contracted staff, 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 \$500, may be paid annually to each of the Division Directors 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 Board Member at least 14 days prior to the League's Annual General Meeting. Amendments to this document require a super majority (two thirds approval) 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, 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).

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### League Membership

1. League President (Voting only to break a tied vote)
2. League Vice President (Non-Voting)
3. League Secretary (Non-Voting)
4. League Treasurer (Non-Voting)
5. Referee-In Chief North Zone Referees
6. Beaumont Minor Hockey
7. Braves Athletic Club
8. Confederation Hockey Club
9. Edmonton Girls (EGHA)
10. Enoch Cree Hockey Association
11. Fort Saskatchewan Minor Hockey
12. Hawks Athletic Club
13. Knights of Columbus (Rep)
14. KC Knights Southside
15. KC Sabres
16. KC St. Charles
17. KC St. Matthews
18. KC Southwest
19. KC West
20. Leduc Minor Hockey
21. Millwoods Minor Hockey
22. Northeast Zone Hockey
23. NEZ Eagles
24. NEZ North Stars
25. North Seera Minor Hockey
26. Northwest Zone Hockey
27. SEERA Hockey
28. Sherwood Park Minor Hockey
29. SPS Fuzion
30. Spruce Grove Minor Hockey
31. St. Albert Minor Hockey
32. Stony Plain Minor Hockey
33. Strathcona Minor Hockey
34. Sturgeon Minor Hockey
35. SWAT Hockey
36. Southwest Zone Hockey
37. Whitemud West Minor Hockey
38. League Appointed Commissioner (Non-Voting)
39. League Appointed Discipline Directors (Non-Voting)

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**League Fees for 2021-2022 Season**

<b>EFHL Team Fees Breakdown by Division</b>		
<b>Division</b>	<b>U9-U18</b>	<b>U21/Rec</b>
<b>Website</b>	\$ 25.00	\$ 10.00
<b>League Admin</b>	\$ 50.00	\$ -
<b>Commissioner</b>	\$ 75.00	\$ 50.00
<b>Reschedule</b>	\$ 10.00	\$ -
<b>Discipline</b>	\$ 15.00	\$ 15.00
<b>Scheduling</b>	\$ 125.00	\$ 25.00
<b>Overhead/Tech</b>	\$ 15.00	\$ -
<b>Total League Fees</b>	\$ 315.00	\$ 100.00