



Hughenden  
Minor Hockey  
Association  
Bylaws

*Corporate Access # 5016227737*

(incorporated 2011/08/05)

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## HUGHENDEN MINOR HOCKEY ASSOCIATION

### **Bylaws of Hughenden Minor Hockey Association**

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## **Bylaw 1 Name**

### **1-1 Name**

The name of the organization is Hughenden Minor Hockey Association, hereinafter referred to as the HMHA.

## **Bylaw 2 Meetings of Members and Voting**

### **2-1 Member(s) Shall Mean**

- a. Executive;
- b. Volunteers on their acceptance by the executive as a contributor to the operation of HMHA( eg. Managers, Coaches, etc.); and
- c. A Parent or Legal Guardian of players registered for the season.
- d. All members are responsible for behaving in accordance with the by-laws and objectives of the Society. Any member, upon a majority vote of all members of the Society in good standing, may be expelled from membership for any cause which the Society may deem reasonable.
- e. A parent member is no longer considered a member should they choose to withdraw their child(ren) from HMHA

### **2-2 General Meetings**

The General Meetings of Members shall be held in May of each year, and an optional meeting in the fall, on a day to be set by the HMHA Executive. Quorum for a General Meeting will be eight members in good standing.

### **2-3 Special Meetings**

Other General Meetings of the Members (hereinafter called "Special Meetings") shall be convened by the President at any time and at any place in Hughenden and District as determined by a majority vote of the Executive. In addition the Executive, upon receipt of a written request for a Special Meeting signed by ten (10) Members in good standing, shall instruct the President to convene a Special Meeting within sixty (60) days of receipt of the request in Hughenden and district. Quorum for a Special Meeting will be four members in good standing.

### **2-4 Notice**

Notice of the time and place of all meetings of Members and the general nature of the business to be transacted shall be communicated to each Member at least seven (7) days prior to the date set for the meeting. Notification shall be by email. Notification for General Meetings will be posted throughout the Association District.

### **2-5 Agenda**

At every General Meeting, in addition to any other business that may be transacted, the following shall be order of business:

- a. Call to Order by the President;
- b. Reading of Minutes;
- c. Business Arising from the Minutes;
- d. Report of Officers and Directors, if any;
- e. Report of Committees, if any;
- f. Notices of Motion;
- g. Elections;
- h. Unfinished Business;
- i. New Business;
- j. Adjournment;

## **2-6 Voting Rights**

At each General Meeting of the Members (General Meeting or Special Meeting), each Member will have one (1) vote. If any member is in arrears of for fees for any year, such member shall be automatically be suspended from voting.

## **2-7 Voting**

At all meetings of members of the HMHA, any motion that is seconded shall be decided by a majority vote of the members present, in person, unless otherwise required by the By-Laws. Every motion shall be decided in the first instance by a show of hands unless a secret ballot is demanded by any two (2) Members. Unless a secret ballot has been demanded, a declaration by the President that a said motion has been carried or not carried and an entry to that effect in the minutes of the HMHA shall be sufficient evidence of the fact without the proof of the number or proportion of the votes accorded in favour of or against such resolution. The demand for a secret ballot may be withdrawn but if a secret ballot be demanded and not withdrawn, the question will be decided by a majority of votes given by the Members present, in person, and such secret ballot shall be taken in such manner as the President shall direct and the result of such secret ballot shall be deemed the decision of the HMHA in a general meeting upon the matter in question.

## **2-8 No Proxy**

Unless otherwise provided in these Bylaws, only Members that attend meetings be entitled to vote.

## **2-9 President's Casting Vote**

In case of an equality of votes at any meeting of the members, whether upon show of hands or at a ballot, the President shall be entitled to a casting vote.

## **2-10 Persons Entitled To Be Present**

The only persons entitled to attend a meeting of the members shall be those entitled to vote thereat, the Executive and the Auditors of the HMHA and others who although are not entitled to vote are entitled or required under any provision of the laws of the Province of Alberta or these Bylaws to be present at the meeting. Any other person may be admitted only on invitation of the President of the meeting or with the prior consent of the meeting.

## **Bylaw 3 Executive and Executive Meetings**

### **3-1 General Power**

The affairs and business of the HMHA shall be managed or supervised by the Executive who will have full control and management of the affairs of the HMHA and may exercise all such powers and do all such acts and things as may be done by the HMHA and are not by the Bylaws or by Statute expressly directed to be done by the HMHA at meetings of the members.

### **3-2 Voting**

At an election of members of the Executive, each person entitled to vote may vote for such number of nominees as there are vacancies to be filled on the Executive, provided that each member may only vote once for anyone particular nominee.

### **3-3 Election And Term**

The election of Executive shall take place at the General Meeting of Members for a term of one(1) year unless agreed upon in writing between the Association and any particular Executive Member to a shorter term expiring at the conclusion of the respective hockey season. At the end of the term a said Executive Member shall retire but, if qualified, shall be eligible for re-election. No election or appointment of an Executive Member is effective without their consent given in person at the meeting or in writing within thirty(30) days thereafter. These positions will become available for election, President, Vice-President, Secretary/Treasurer/Registrar, Equipment Manager/Ice Convener/Referee Assignor, a Director for each team (Initiation (U7) Director, Novice (U9) Director, Atom (U11) Director, Peewee (U13) Director, Bantam (U15) Director, Midget (U18) Director & Girl's Director). All executive positions will become available for re-election.

### **3-4 Resignation**

An Executive Member may resign from office upon giving notice thereof in writing to the HMHA and such resignation becomes effective in accordance with its terms or upon acceptance by the Association.

### **3-5 Removal**

An Executive Member may be removed as follows:

- a. The Members may, by resolution passed by a majority of the votes cast at a General Meeting of Members duly called for that purpose remove any Executive Member before the expiration of his term of office and may, by a majority of votes cast at the meeting, elect any person in his stead for the remainder of his term;
- b. The Executive may, by a two-thirds (2\3) vote, remove an Executive Member who, in the opinion of the Executive has been or is being remiss or neglectful of duty or by conduct tending to impair his usefulness and\or discretion as an Executive Member;
- c. Any Executive Member who fails to attend Executive Meeting's on three (3) consecutive occasions, without just cause, which shall be determined solely by the Executive, on a motion passed by a majority of the Executive, may be removed as an Executive Member, in which event the Executive may appoint an Executive Member.

### **3-6 Regular Meetings**

The Executive 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 Association fixing the place and time of regular meetings of the Executive shall be sent to each Executive Member forthwith after being passed, but no other notice shall be required for any such regular meetings.

### **3-7 Persons Entitled To Be Present**

The only persons entitled to attend a meeting of the Executive shall be those entitled to vote thereat, the Executive Members and the Auditors of the HMHA and others who although not entitled to vote are entitled or required under any provision of the laws of the Province of Alberta or these Bylaws to be present at the meeting. Any other person may be admitted only on invitation of the President of the meeting or with the prior consent of the meeting.

### **3-8 Executive**

The Executive Committee shall be composed of a minimum of four persons, with as many directors as there are teams:

President, Vice President, Secretary/Treasurer/Registrar, Equipment Manager/Ice Convener/Referee Assignor, Initiation (U7) Director, Novice (U9) Director, Atom (U11) Director, Peewee (U13) Director, Bantam (U15) Director, Midget (U18) Director, and Girls Director.

## **Bylaw 4 Executive Committee**

### **4-1 Executive Committee**

The Executive Committee shall be responsible for the efficient operation of the HMHA in accordance with the Rules & Regulations, these bylaws and current regulations.

### **4-2 The Executive Committee Will Meet At The Call Of The President To:**

- a. approve expenditures which fall within the Committee's authority;
- b. approve, subject to audit, financial statements presented by treasurer;
- c. consider the agenda items for General Meetings;
- d. consider and recommend or reject all applications for registration;
- e. review, consider and recommend or reject all nominations and volunteers for duties on the HMHA; and
- f. consider any other matters concerning the operation of the HMHA.

### **4-3 President of the HMHA**

The office of the President shall be filled by the Vice President if the President position becomes vacant during the fiscal year.

### **4-4 General**

a. HMHA Executive will familiarize themselves with the duties set forth and are responsible to ensure that these duties are carried out during their tenure in office.

Additional duties may be assigned to specific Committee Members from time to time by the President.

b. The term of office will be on a volunteer basis and voted in by General Meeting.

### **Bylaw 5 Duties of HMHA Executive Members**

Unless authorized at any meeting and after notice for same shall have been given, no executive officer or member of the Association shall receive any remuneration for his/her services.

#### **5-1 President**

The President of HMHA is responsible to the Association of the HMHA. The duties are as follows:

a. the efficient administration and management of the HMHA;

b. the issuance of HMHA Bylaws and Rules & Regulations to be made available for the opportunity of all members to be read;

c. ensuring that statements of duties exist for all members of the Executive Committee;

d. scrutinizing and reporting of unpaid accounts as advised by the treasurer;

e. convening General Meetings;

f. ensuring Executive duties and responsibilities are carried out;

g. designating a replacement during the absence of any Executive Member to whom such duties were allocated;

h. maintaining discipline in the HMHA; and

i. is responsible to attend, or to ensure there is representation at league association general meetings (eg. NEAHL, Battle River)

#### **5-2 Vice President**

The Vice President of the HMHA is responsible to the President. The duties are as follows:

a. to assist the President in performance of his/her duties;

b. to officiate in the absence of the President;

c. to be familiar with Association Bylaws and Rules & Regulations;

d. to ensure a handover of Committee Members' duties are understood and any change of items are assumed by the incoming member; and

e. to carry out any duties as required by the President within the scope of the Bylaws and Rules & Regulations.

#### **5-3 Secretary/Treasurer/Registrar**

The **Secretary/Treasurer** is responsible to the President. The duties are as follows:

a. shall attend all meetings of the society and shall keep accurate minutes;

b. shall have charge of all correspondence;

c. shall advise all members of the Association of date, place and time of all meetings, and ensure that proper notice is given as directed in these bylaws;

d. shall advertise registration dates, including late registration rule;

e. to prepare the Agenda for Executive and General Meetings and record the minutes of such meetings;

f. to be responsible for the conduct of all correspondence for the HMHA;

g. to ensure the safe custody of the minute book;

h. to issue Executive Committee Members a copy of the Bylaws and Rules & Regulations.

i. shall collect and receive all dues and monies paid to the Association, and be responsible

- for the deposit to financial institution;
- j. shall issue cheques for the payment of the accounts payable by the Association, as ordered by the Executive;
  - k. shall present detailed, accurate and audited financial statements at the annual meeting of the Association;
  - l. to maintain and safe keep accounts and records as prescribed in regulations;
  - m. to advise the President immediately if any returned cheques are received;
  - n. the books, accounts and records of the Secretary/Treasurer shall be audited by an independent person prior to June 30 of the hockey year. An audited financial statement will be presented to society members every year at the September annual meeting.
  - o. the books and records of the Society may be inspected by any member of the Society at the Annual General Meeting or at anytime upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of the same. Each member of the Executive shall at all times have access to such books and records.

The **Registrar** is responsible to the President. The duties are as follows:

- a. shall keep record of all members;
- b. to meet all Hockey Alberta and League Association registration deadlines.

#### **5-4 Equipment Manager/Ice Convenor/Referee Assignor**

The **Equipment Manager** is responsible to the President. The duties are as follows:

- a. shall be responsible for the purchase of hockey equipment, upon approval at an executive meeting, signing out said equipment to Division Directors, inspection of equipment and arrange for any repairs or replacements;
- b. shall arrange for the recovery of equipment and report on condition of returns;
- c. shall carry out duties as required by the President within scope of the Bylaws and Rules & Regulations.

The **Ice Convenor** duties are as follows:

- a. will communicate with Division Directors only for team ice bookings;
- b. will ensure that all league schedules and updates are received from Directors;
- c. shall report at Executive Meetings regarding ice times to each division;
- d. will oversee booking of refs.

The **Referee Assignor** duties are as follows:

- a. will oversee booking of referees
- b. will endeavour to ensure that all referees are trained in accordance with Hockey Alberta and applicable league regulations

#### **5-5 Directors**

- a. Directors are to represent the age category they were elected for at all meetings;
- b. to organize and contact team or teams of any information regarding their teams;
- c. attend league meetings on behalf of their team;
- d. report back to Executive of any information;
- e. provide documentation to meetings;
- f. make Executive aware of any concerns.

### **Bylaw 6 General**

#### **6-1 Financial Arrangements**

The President, Treasurer, and Vice President will take responsibility for authorization of signing HMHA cheques and that any two of the three must sign.



## **6-2 Auditing**

- a. the books, accounts and records of the Secretary/Treasurer shall be audited by an independent person prior to April 30<sup>th</sup> of the hockey year. An audited financial statement will be presented to society members every year at the May annual meeting.
- b. the books and records of the Society may be inspected by any member of the Society at the Annual General Meeting or at anytime upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of the same. Each member of the Executive shall at all times have access to such books and records.

## **6-3 Amendments to the Bylaws**

- a. Proposals to amend these Bylaws will be made in writing. They will be submitted to the Secretary. The proposal will be considered at the next Executive Meeting.
- b. In the future the bylaws can only be changed by a special resolution of the members.
- c. Before taking effect, proposed amendments to these Bylaws will require: a majority vote of a special resolution by the Association who are in attendance at a general meeting.

## **6-4 Society Seal**

The HMHA is not adopting a society seal.

## **Bylaw 7 Association Boundary**

HMHA Boundaries are determined by Hockey Alberta.

## **Bylaw 8 Exercise of Borrowing Power**

For the purpose of carrying out its objectives, HMHA may borrow or raise or secure the payment of money in such a manner as it thinks fit, and in particular by the issue of debentures, but this power shall be exercised only under the authority of the HMHA, and in no case shall debentures be issued without the sanction of a special resolution in the HMHA.

## **Bylaw 9 Dissolution Clause**

We, the Hughenden Minor Hockey Association, will donate all remaining funds and assets to The Hughenden Ag. Society, a charitable organization, should the HMHA be dissolved.

The preceding bylaws and following set of regulations have been adopted by the Hughenden Minor Hockey Association.

Dated: \_\_\_\_\_

HMHA President \_\_\_\_\_ Address:  
(Print Name)

\_\_\_\_\_  
(Signature)

HMHA Vice-President \_\_\_\_\_ Address:  
(Print Name)

\_\_\_\_\_  
(Signature)

HMHA Sec/Treasurer \_\_\_\_\_ Address:  
(Print Name)

\_\_\_\_\_  
(Signature)

HMHA Registrar \_\_\_\_\_ Address:  
(Print Name)

\_\_\_\_\_  
(Signature)

HMHA Director \_\_\_\_\_ Address:  
(Print Name)

\_\_\_\_\_  
(Signature)

**Witness:** \_\_\_\_\_ Address:  
(Print Name)

\_\_\_\_\_  
(Signature)

# Hughenden Minor Hockey Association Regulations

## **Regulation 1** *Playing Rules*

### 1-1 Playing Rules

The Association recognizes and adopts the official playing rules of the Canadian Amateur Hockey Association and Hockey Alberta as they are published from year to year. The Association reserves the right to adopt and enforce additional playing rules as may be deemed necessary or desirable in the accomplishment of its objectives, so long as said rules do not contravene those of Hockey Alberta and CAHA.

## **Regulation 2** *Purpose of Operation*

### 2-1 Purpose of Operation

- a. to foster, promote and conduct minor hockey activities in Hughenden and district;
- b. to carry on minor hockey activities in cooperation with affiliated and non-affiliated hockey organizations, teams and players in the best interest of hockey in Hughenden and district;
- c. to provide the opportunity for boys and girls to participate in minor hockey activities at all levels in Hughenden and district.
- d. to provide the best available instruction, coaching, and officiating for all registered players of HMHA.

## **Regulation 3** *Player Placement Guidelines*

3-1 Players must participate in the division of their age except;

- a. players may play in a different age division with approval of the HMHA Executive and subject to proper sanction by Hockey Alberta;
  - b. players of lower category may try out with a higher age team. If player is not successful they must register at their own age level. Tryouts will occur only with approval of HMHA Executive and be administered by those elected or those appointed or approved by the Executive.
3. falsification of age and or address may result in a one year suspension of the player from the HMHA.

## **Regulation 4** *Player Movement Guidelines:*

No minor age player shall receive permission to play in another association except:

- a. only if a player is going to play “AA” or “AAA” caliber hockey;
- b. there is not a minor team of the player’s age division in their own association;
- c. a player may request a try-out form at any time of a current hockey season.
- d. Hockey Alberta Bylaws and Regulations concerning Player Movement must be strictly observed.

### **Regulation 5** *Registration Guidelines*

All registrations may be subject to Executive approval and may be approved or rejected at any time for any reason deemed acceptable by the Executive. Any such decision may be based on, but not limited to, player safety or poor player or member conduct.

1. Late registration may be accepted after deadline if:
  - a. player transfers to or moves to area;
  - b. players are residents of associations where a team is not available
2. All late registrations may be charged a late fee
3. No player will be allowed on ice until registration is paid and completed; and caution fee cheques are provided.
4. Hockey Alberta Bylaws and Regulations concerning Registration must be strictly observed.

### **Regulation 6** *Affiliation Guidelines*

A team may use affiliated players ONLY if the following rules are complied with:

- a. the player may be used as guided by Hockey Alberta or League bylaws.
- b. the Coach must first obtain permission from the Division Director and/or Hockey Alberta;
- c. the Coach wishing to use an 'affiliated player' must then speak to the player's regular coach and obtain permission to speak to the player and his/her parents;
- d if permission is granted, the Coach must speak to the player's parents and obtain the parent's consent;
- e. the Coach may then approach the player and inquire whether the player wished to play the proposed game;
- f. Hockey Alberta Bylaws & Regulations concerning affiliated players must be strictly observed.

### **Regulation 7** *Fees*

1. Registration fees and late registration fees for each season are to be set at the AGM. A date may be chosen after which the late fee may be imposed.
2. Post-dated cheques will not be accepted after the the date chosen for payment of fees without a late fee being imposed.
3. A caution fee for working the kitchen may be imposed at the direction of the Executive and may be based on a recommendation from the executive of the Hughenden Ag Society. Registration may be refused in the event of nonpayment of caution fee.

### **Regulation 8** *Extra Activities*

Extra activities such as, but not limited to, tournaments, try outs, power skating, or conditioning camps can proceed with approval of the Executive. Organization of such activities can be handled by committees or persons appointed or accepted by the Executive and under direction of the Executive.

### **Regulation 9** *Special Events*

Special events such as, but not limited to, fundraisers, grant applications, provincial bids, or provincial tournaments can proceed with approval of the Executive. Organization of such activities can be handled by committees or persons appointed or accepted by the Executive and under direction of the Executive.

### **Regulation 10** *Regulation Changes and Amendments*

1. Major changes or amendments to HMHA regulations may be made at the AGM or at a special meeting. Major changes should be requested through the President or the Secretary and added to the “Notice of Motion” section of the meeting agenda at which time the motion can be discussed and voted on if a seconder can be found. However, the meeting chairperson may accept a motion at the AGM at which time it could be passed in the usual manner, or the chairperson may recommend it be added to the “Notice of Motion” portion of the next AGM.
2. Minor changes or amendments to HMHA regulations may be made at the AGM or a special meeting and passed in the usual manner. Minor changes may be made at an executive meeting, but the change must be presented at the next AGM for ratification.

### **Regulation 11** *Refund Policy*

1. **PRIOR TO SEASON:** Full refund less any costs incurred such as, but not limited to, insurance, registration, or team registration costs. HMHA executive will make final decision as to what exactly qualifies as incurred costs.
2. **DURING A SEASON - up until December 31<sup>st</sup> of the season.** If a refund is deemed appropriate, it will be pro-rated to the amount of time the participant was in the program. A refund may be deemed appropriate due to long term injury and the executive of HMHA may demand to see a doctor’s note. Refunds should not be deemed appropriate for reasons such as dissatisfaction with a team, bench staff, fellow members, or executive action. Refunds should not be deemed appropriate for personal reasons such as lack of interest, lack of time to commit, or inability to perform to expectations. HMHA executive will make final decision as to whether a refund request be granted.
3. **ASSOCIATION CHANGES OR CANCELATION:** In the event that HMHA cannot form a team or maintain a team, appropriate refunds will be given as determined by the executive.
4. **OTHER:** In individual cases involving extenuating circumstances that fall outside of this policy, a refund request may be accepted by HMHA executive. Each request will be reviewed and acted upon by HMHA executive.