

Innisfail Minor Hockey Association

The Bylaws of the Association July 2012

Innisfail Minor Hockey Association Bylaws of the Association

Table of Contents

Bylaw #1	Name of the Association
Bylaw #2	Objectives of the Association
Bylaw #3	Definitions & Interpretations
Bylaw #4	Memberships
	4.01 – Members
	4.02 – Rights of the Member
	4.03 – Responsibilities of the Member
Bylaw #5	Meetings of the Members
	5.01 – Annual Meeting
	5.02 – Order of Business
	5.03 – Special Meetings
	5.04 – Calling of Meetings
	5.05 – Quorums
	5.06 – Meeting Chairpersons
	5.07 – Voting
	5.08 – Deciding Votes
	5.09 – Rules of Order
Bylaw #6	Directors of the Association
	6.01 – Business of the Board
	6.02 – Qualifications & Elections

- 6.03 – Elections
- 6.04 – Executive Meetings
- 6.05 – Quorum & Voting
- 6.06 – Resignations
- 6.07 – Removal of Directors
- 6.08 – Disclosures of Conflict of Interest
- 6.09 – Code of Conduct for Directors
- 6.10 – Code of Confidentiality
- 6.11 – Indemnity of Directors
- 6.12 – Powers of Directors
- 6.13 – Board’s Authority
- 6.14 – Board Make-up
 - President
 - Vice President
 - Past President
 - Registrar
 - Treasurer
 - Secretary
 - Hockey Development Director
 - Referee-In-Chief
 - Risk Management/EQUIPMENT Director
 - U9 Director
 - U11 Director
 - U13 Director
 - U15 Director
 - U18 Director
 - Female Hockey Director
 - U7/Eaglet Director

Bylaw #7 Committees of the Association

- 7.01 – Budget Committee
- 7.02 – Coach Selection Committee
- 7.03 – Discipline & Grievance Committee
- 7.04 – Registration Committee
- 7.05 – Nomination Committee
- 7.06 – Team Selection/Player Evaluation Committee

Bylaw #8 Discipline & Dispute Resolution Process

8.01 – General Policy

Bylaw #9 General

9.01 – Fiscal Year

9.02 – Audits

9.03 – Amendments to Bylaws & Operating Procedures

Bylaw #1 Name

- 1.01 This organization shall be known as the Innisfail Minor Hockey Association (IMHA);
- 1.02 This association is the governing body for all of minor hockey in the Town of Innisfail. The organization shall be in good standing with Hockey Alberta and the Canadian Hockey Association;
- 1.03 The IMHA shall be a member of the Hockey Alberta and the Canadian Hockey Association (CHA) and shall be bound by all bylaws and regulations of these associations;
- 1.04 IMHA is registered under the Societies Act of Alberta, number CS-18. IMHA has decided to not adopt a Society Seal.

Bylaw #2 Objectives

- 2.01 To provide an opportunity for every child in the Town of Innisfail and the surrounding area as indicated by Hockey Alberta to play the game of hockey regardless of ability, social standing, race, color, or creed;
- 2.02 To organize, supervise, and govern minor hockey in accordance with Hockey Alberta;
- 2.03 To promote the development of teams and leagues in the Town of Innisfail and area;
- 2.04 To improve hockey in the IMHA by upgrading the standards of coaches, players, administrators, and referees;
- 2.05 To provide a united, recognized voice to Hockey Alberta;
- 2.06 To assist with the aims and objectives of Hockey Alberta and the Canadian Hockey Association;
- 2.07 To promote and encourage good will, principles of fair play, life skills, and positive attitudes amongst participants in the IMHA.

Bylaw #3 Definitions & Interpretations

- 3.01 “Act” means the Societies Act of Alberta, r.s.a c. S-18, as amended from time to time;
- 3.02 “Annual General Meeting” means the General Meeting held annually in accordance with the provisions of the act;

- 3.03 “By-laws” means the by-laws of the Association, as amended from time to time;
- 3.04 “Director(s)” means a person that has been elected or appointed as Director of the Association;
- 3.05 “General Meeting” means a meeting of the members;
- 3.06 “Member” means a person or legal entity that has been admitted as a member of the Association;
- 3.07 “Ordinary Resolution” means a resolution passed at a General Meeting or Director’s Meeting by a vote of not less than 50% plus (1) of those persons present in person;
- 3.08 “President” shall mean the president of the Association;
- 3.09 “Register of Members” means the register of all person (s) that are members of the Association from time to time containing the address of each member, so far as can be ascertained;
- 3.10 “Secretary” means the Secretary of the Association;
- 3.11 “Special General Meeting” means a General Meeting that is not the Annual General Meeting;
- 3.12 “Special Resolution” shall have that meaning as defined in the act;
- 3.13 “The Association” means the Innisfail Minor Hockey Association;
- 3.14 The headings herein are given for convenience only, and shall not affect the interpretations of the Bylaws;
- 3.15 These Bylaws shall be interpreted in a large and liberal sense so as they give effect thereto wherever possible;
- 3.16 A member in good standing is any member who has paid all membership dues and registration fees for the current season. A member in good standing is not a member under suspension.

Bylaw #4 Memberships

4.01 Members

- a) Shall consist of parents or legal guardians of paid players registered for the current year; members of the Board of Directors; and carded team officials.
- b) Must agree to abide by all Bylaws and Operating Procedures of the IMHA and that the agreement will be indicated by the member’s signature on the registration/application form;
- c) Must be approved by the Association. Approval is deemed to have been given upon acceptance of the registration/application form.

IMHA reserves the right to expel anyone who fails to abide by the Bylaws and Operating Procedures by a two-thirds majority vote by the Board of Directors.

4.02 Rights of Members

- a) All members shall be entitled to such information and advice with regard to the affairs of the Association as the Association or any of its officers may be able to supply;
- b) All members in good standing and present in person shall have one (1) vote at any general meeting.

4.03 Responsibilities of Members

- a) All members are to conduct themselves in accordance with the CHA. “Fair Play Guidelines”;
- b) No member of IMHA shall solicit any player from another minor hockey association as per CHA regulation, Tampering.

Bylaw #5 Meetings

- 5.01 The IMHA shall hold an Annual General Meeting in the month of April at a place in the Town of Innisfail to be determined by the Board of Directors. Notice of the meeting will be posted at least 28 days prior to the date of the meeting on the home page of the IMHA Website; and sent out an email to everyone that is registered to receive IMHA newsletter.
- 5.02 The order of business for the Annual General Meeting shall be:
- (1) Minutes of the previous AGM
 - (2) Business arising from the minutes
 - (3) Treasurer's Report
 - (4) President's Report
 - (5) Directors' Reports
 - (6) Correspondence
 - (7) New Business
 - (8) Elections
 - (9) Adjournment
- 5.03 All General Meetings other than the Annual General Meeting shall be called Special General Meetings. The Directors may, at their discretion, convene a Special General Meeting. Ten (10) members by notice in writing to the President may also direct the Board to convene a Special General Meeting.
- 5.04 At least seven (7) days before every Special General Meeting, notice thereof, specifying the place, the day, and the hour of the meeting, and in the case of special business, shall be posted on the home page of the IMHA Website and sent out as an email to everyone that is registered to receive IMHA newsletter. . The accidental omission to give such notice to or the non-receipt of such notice by any Member shall not invalidate the proceedings at any General Meeting.
- 5.05 At any Annual General Meeting a quorum shall consist of Members present in person, plus fifty percent (8) of the Board of Directors. If within thirty (30) minutes of the time appointed for the meeting, a quorum is not present, the meeting shall stand adjourned to the same day in the following week at the same time and place, and if at the second meeting, a quorum is not present within thirty (30) minutes from the time appointed for the meeting, the Members present shall be a quorum.
- 5.06 The President, or in his absence, the Vice President, shall chair every General Meeting. If neither the President nor the Vice President is present at the time of holding a General Meeting, or if they are not present within thirty (30) minutes from the time appointed for the meeting, the Members present shall choose one of their numbers to chair the meeting.

- 5.07 At every General Meeting, every question shall be decided in the first instance by a show of hands, unless before or upon declaration of the result of the show of hands, a poll is demanded by at least two (2) members personally present. 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. If a poll be demanded in the manner above mentioned, 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 at which the poll was demanded. A demand for a poll may be withdrawn.
- 5.08 Every member shall have one vote and all votes shall be given personally. In case of an equality of votes at any General Meeting, whether upon a show of hands or at a poll, the President shall be entitled to a second or casting vote. 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. All Members present at meetings shall be entitled to vote unless the member has a conflict of interest, or is not a member in good standing.
- 5.09 The rules contained in Robert's Rules of Order shall govern IMHA in all cases in which they are applicable and in which they are not inconsistent with the rules of the order of this society.

Bylaw #6 Directors of the Association

6.01 Business of the Board

The affairs and business of the IMHA shall be managed or supervised by a board of sixteen (16) Directors who may exercise all such powers and do all such acts and things as may be exercised or done by the IMHA and are not by the bylaws or by Statute expressly directed or required to be done by the IMHA at meetings of the Members. Fifteen members are elected annually at the Annual General Meeting. The other Director will be the past President of the Association.

6.02 Qualifications

Must be 18 years of age or older.

6.03 Elections

- a) The Board must be determined by election at the annual General Meeting in April.
- b) Each year before the open, general meeting, a Nomination Committee shall be formed to obtain the names of all interested persons and nominations wishing to run for election to IMHA. President position requires a minimum of 2 years' experience in the previous 5 years on the IMHA Board. Vice President Position requires a minimum 1 year experience in the previous 5 years on the IMHA Board. This committee shall establish a list of all persons wishing to run, complete with telephone numbers. One (1) week prior to the general meeting, all persons on the list should be notified of the meeting to ensure attendance and nominations will be closed. At the meeting, at the request of the President, the list of standing nominations shall be distributed to all in attendance to be used as an election ballot. If a position becomes vacant during the year new Directors may be appointed to the Board by the current Board of Directors.

- c) Each year, in the month of April, an open, general meeting shall be held for the purpose of issuing final remarks by the incumbent Board of Directors of IMHA (hereinafter known as “The Board”).
- e) The order of nominations shall be as per procedure, positions 1 through 15
- f) If more than one nomination is made for any positions, an election by secret ballot will be required by all persons attending. Those persons nominated who don't wish to run may refuse their nomination. The nominees with the most votes shall then comprise the Board for the following year.
- g) Following these elections, the incumbent President shall turn over the meeting to the President-elect (if a change has been made). The President for the following year may then make any statements regarding the Board, welcoming the new members, etc. and close the meeting. After this meeting, the responsibility for the efficient change of Directors shall be placed upon the President.
- h) All positions of the Board are voluntary and directors will not receive any compensation

6.04 Executive Meetings

The IMHA shall hold executive meetings at least once a month during the hockey season or:

- a) At the request of the President; or
- b) At the request of two Directors.
- c) The Secretary or in his absence a designate is responsible for taking minutes at the Directors meetings and the society meetings. The minutes will be housed on the IMHA Website upon approval at the next IMHA Board Meeting.

6.05 Quorum & Voting

- a) A quorum shall be present before a vote is valid.
- b) A quorum shall be 9 or more Directors.
- c) Each Director shall have one vote except the President who will only vote in the event of a tie.

6.06 Resignations

A Director may resign from office upon giving notice thereof in writing to the IMHA and such resignation shall be effective upon acceptance by the Board. If a position needs to be filled, by a majority of votes cast at the meeting, the Board can elect any person in his stead for the remainder of the term of the director

6.07 Removal

- 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 Director before 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 the term of the Director so removed.
- b) The Board may, by a two-thirds vote, remove a Director who, in the opinion of the Board has been or is being remiss or neglectful of duty or by conduct tending to impair his usefulness and/or discretion as a Director.

c) Any Director who fails to attend Board Meetings on three (3) consecutive occasions, without just cause, which shall be determined by the Board, on motion passed by a majority of the Directors, may be removed as a Director.

6.08 Disclosures

Directors must disclose any possible conflict of interest prior to any vote being taken.

6.09 Code of Conduct

All members of the Board of Directors must sign the Board Members Code of Conduct

6.10 Oath of Confidentiality

All members of the Board of Directors must sign the Oath of Confidentiality

6.11 Indemnity of Directors

Each and every Director shall be deemed to have assumed office on the express condition that every Director, his heirs, executors, administrators and estate and effects respectively shall at all times be indemnified and saved harmless out of the funds of the Association against all costs, charges and expenses whatsoever, such Director sustains or incurs in any action or proceeding which is brought or prosecuted against him in respect of any act or matter done or permitted by him in the execution of the duties of his office and also costs, charges and expenses which he may sustain or incur in relation to the affairs of the Association except such costs, charges and expenses as are occasioned by his own fraud, dishonesty, willful neglect or default.

No Director of the Association shall be liable for the acts, receipts, neglects or defaults of any other Director, Officer, or Employee or for joining in any receipt or act for conformity or for any loss, damage or expense happening to the Association through the insufficiency or deficiency of title to any property acquired by order of the Directors for or on behalf of the Association for the insufficiency or deficiency of any security in or upon which any of the monies of or belonging to the Association shall be placed out or invested or for any loss or damage arising from bankruptcy, insolvency or wrongful act of any person, firm or corporation with whom any monies, securities or effects shall be lodged or deposited or for any loss occasioned by an oversight or error in the judgment on his part or for any other loss, damage or misfortune which may happen in the exercise of his respective duties or trust or in relation thereto unless the same shall happen by his own or through his own willful act or default. Directors may rely upon the accuracy of any statement or report prepared by the Association's auditors and shall not be responsible or held liable for any loss or damage resulting from acting upon such statement or report.

6.12 Powers of Directors

1) The Directors shall control and manage all the affairs and property of the Association and may exercise all such powers of the Association and do so on behalf of the Association all such acts as may be exercised and done by the Association, and as are not by these presents required to be exercised or done by the Association in General Meeting. Notwithstanding the foregoing provisions of these By-laws, the Association in General Meeting may by Ordinary Resolution:

- a) Do anything which the Director may do;
- b) Ratify anything which purports to have done been as an act of the Directors;

c) Govern or restrict the manner in which the Directors are to exercise their powers, as long as this is not done retroactively.

None of the powers granted by this Bylaw shall read as being limited or restricted by any special power given by any other Bylaw.

2) The Directors may exercise all or any of the powers of the Association to raise money from whatever person and in whatever manner they see fit.

3) The Directors may engage all such agents and servants as they consider necessary and shall regulate their duties and fix their salaries.

6.13 Board's Authority

Subject only to those rights of appeal as provided herein and in the constitution and bylaws of the CHA, all decisions, ruling and interpretations of the Board are final and binding upon the Members, Hockey Teams, Players, Officers and Officials.

6.14 Board Make-up

The Board shall consist of the following and each will have specific duties, roles and responsibilities

- 1) President
- 2) Vice President
- 3) Secretary
- 4) Treasurer
- 5) Referee-in-Chief
- 6) Registrar
- 7) Hockey Development Director
- 8) Risk Management/Equipment Director
- 9) U7/Eaglet Director
- 10) U9 Director
- 11) U11 Director
- 12) U13 Director
- 13) U15 Director
- 14) U18 Director
- 15) Female Hockey Director
- 16) Past President

Bylaw #7 Committees: Their Role & Responsibilities

Members of Committees

7.01 Budget Committee (4 Members)

- Treasurer*
- Registrar
- Risk Management/Equipment Director
- President
- Prepare and present budget recommendations for upcoming year to Board of Directors for approval

7.02 Coaches Selection Committee (10 Members)

- Hockey Development Director*
- President
- U7/Eaglet Director
- U9 Director
- U11 Director
- U13 Director
- U15 Director
- U18 Director
- Female Director
- Referee-in-Chief

- Solicit coach's applications prior to the start of the season.
- Evaluate applications for head coach positions and bring recommendations to Board for approval.
- Present recommendations for assistant coaches for all IMHA teams to Board.
- Assist Hockey Development Director with coach evaluations.

7.03 Discipline, Concerns & Suggestions Committee (6 Members)

- Registrar*
- Hockey Development Director
- Referee-in-Chief
- Director from division involved
- President
- Risk Management Director
- Representative from Hockey Alberta (if required)
- Meet as required to deal with issues requiring discipline, arbitration and or concerns and suggestions that may be brought forward by membership after the progressive steps of the IMHA Conduct Policy have been completed.
- Make recommendations regarding discipline and suspension of members including coaches and athletes of IMHA to Board for implementation.

7.04 Team Selection/Player Evaluation Committee (10 Members)

- Vice President*
- Hockey Development Director
- U7/Eaglet Director
- U9 Director
- U11 Director
- U13 Director
- U15 Director
- U18 Director
- Female Director
- President

- Coordinate player evaluations and team selections at the beginning of the season.
- Develop and maintain a comprehensive player evaluation process that reflects the values and beliefs of the Association.
- Ensure all age groups follow player evaluation process as set out by IMHA.

7.05 Nomination Committee (3 Members)

- Present Board Member
- Present Board Member
- Present Board Member

- Pursue nominations for Board positions in February of each year.
- Prepare ballots to be used in elections at Annual General Meeting.

*denotes Chairperson

Bylaw #8 Discipline Procedure & Dispute Resolution Process

8.01 General Policy

The IMHA expects team officials to exhibit qualities of leadership which promotes in players sportsmanship and decorum, considered within acceptable levels of propriety-towards opponents, game officials, players and spectators.

The IMHA through its elected or appointed officials, have the authority to discipline any player, team official, team follower, parent or member. The President shall ensure that written policy or regulations exist with respect to the application of discipline which ensures that each disciplinary incident is dealt with consistent with the process provided within the IMHA Policies

Bylaw #9 General

9.0

The Executive Director is responsible for preparing the daily financial books and records and keeping these items, which will be overseen by the treasurer. If a society member requests to inspect the books and records it must be done at the IMHA office with the treasurer and at least one other board member present.

9.01 Fiscal Year

The fiscal year of the Association shall be from June 1 to May 31.

9.02 Audits

An audited financial statement shall be provided to the Association members in August 31st of each year. The books; accounts; and records of the treasurer shall be audited at least once each year by a dually qualified financial accountant or by two (2) members of the IMHA.

9.03 Amendments to Bylaws and Operating Procedures

a) The Bylaws may be rescinded, altered, or added to by special resolutions provided that notice of such resolutions have been advertised in the local media at least ten (10) days prior to the General Meeting at which it is intended to present such resolutions to the members.

b) The Board of Directors may from time to time, add to or amend the Operating Procedures for the betterment of minor hockey in Innisfail. This may be done with a two thirds majority vote of the entire Board of Directors.

9.04 Executive Director

The Executive Director is a contract position created in 2002 and hired by the Innisfail Minor Hockey Association Board. The length of contract is determined at each new hiring. The contract can be terminated for just cause by the Board. The contract can also be extended by the Board if necessary.

