



Kneehill Minor Hockey Association

Bylaws

Kneehill Minor Hockey Association By-Laws – DRAFT – June 2025

Where Kneehill Minor Hockey Association By-laws are deficient, Robert's Rules of Order apply.

ARTICLE I – General Membership

1.1 Name of the Association

The minor hockey association shall be known as the “Kneehill Minor Hockey Association” and may hereinafter be referred to as the “Association” or “KMHA.”

The Association shall remain in good standing with Hockey Alberta and shall be bound by all bylaws and regulations of that organization.

1.2 Boundaries

The boundaries of the Kneehill Minor Hockey Association shall be those defined by Hockey Alberta.

1.3 Membership

1.3.1 A member shall be:

- a) One parent or legal guardian, aged eighteen (18) or older, of a player (or players) registered for the upcoming season with KMHA, as defined by Hockey Alberta regulations. Only one parent or guardian per family will be designated as the voting member.
- b) Board Members.
- c) Coaching and/or Bench Staff of any KMHA-registered hockey team.
- d) Any other community member who supports the objectives of KMHA, as approved by the Board.

All Members must agree to abide by the rules and regulations of KMHA. This agreement shall be confirmed by the Member’s signature on the registration form.

1.4 Membership Fees

1.4.1 Determination

The Executive Board shall set registration fees, late registration fees, membership fees, and any other fees deemed necessary on an annual basis.

1.4.2 Deadline

To remain in good standing, Members must pay all applicable registration fees by the deadline established by the Board and communicated through the registration form.

1.5 Removal of Membership

1.5.1 Any Member who fails to conduct themselves in accordance with the bylaws, regulations, policies, and procedures of KMHA, or those of Hockey Alberta or Hockey Canada, may be expelled from KMHA by a two-thirds (2/3) majority vote of the entire current Board. The expulsion may be for the remainder of the current hockey year or for a longer period, as determined by the Board.

1.5.2 Any Member or individual who seeks recourse through another hockey branch, commission, or court of law—without first exhausting all appeal rights and remedies through KMHA, Hockey Alberta,

and Hockey Canada—shall be deemed in violation of KMHA bylaws and policies. This will result in immediate and automatic indefinite suspension from all KMHA activities, including League and Association games and events.

1.5.3 Any individual who initiates such external action shall be responsible for covering all legal expenses incurred by KMHA and/or its officers in defending against such action. These expenses must be paid in full before any application for reinstatement is considered.

1.5.4 The Executive reserves the right to bar any expelled or suspended Member from all KMHA-sanctioned facilities and events, including meetings, practices, and games, for a defined period as determined by the Board and/or Discipline Committee.

1.5.5 In cases where a Member is expelled, the Board may also choose to extend the expulsion to other immediate or associated family members, including but not limited to parents, legal guardians, siblings, children, or grandparents. Expelled individuals or those not in good standing may not attend or vote at General or Special Meetings of the Association.

1.6 Meetings

1.6.1 Annual General Meeting

The KMHA shall hold an Annual General Meeting (AGM) before the end of May at a time and place determined by the Executive. The meeting shall be called by the President, with notice provided to the general membership via the Association's website and/or social media accounts at least fourteen (14) days in advance.

1.6.2 General and Special Meetings

General or Special Meetings may be called at any time by the President, or upon written request from six (6) Board Members or ten (10) Members in good standing. Notice of such meetings shall be given to the general membership via the Association's website and/or social media accounts at least five (5) days prior to the meeting.

1.6.3 Voting

- a) Each KMHA Member, as defined in Section 1.3, is entitled to one (1) vote per family at any General or Special Meeting.
- b) All motions shall be decided by a simple majority vote, initially by a show of hands, unless a secret ballot is requested by at least two (2) Members present.
- c) No individual may vote more than once per motion. If a person qualifies for membership in more than one capacity (e.g., as a Board Member and a Parent), they must choose in which capacity they are voting.
- d) A declaration by the President that a motion has carried or been defeated by a show of hands shall be considered sufficient, unless a written ballot is requested. If a poll is demanded, votes shall be counted by written ballot.
- e) In the event of a tie vote, the President shall cast the deciding vote.

1.6.4 Quorum

A quorum at any General or Special Meeting shall consist of twelve (12) voting Members present, including Board Members. If a quorum is not reached within fifteen (15) minutes of the scheduled start time, the meeting shall be adjourned and rescheduled.

All attendees at the Annual General Meeting must sign in to verify their membership and receive voting privileges.

1.6.5 Nominations

- a) Any Member in good standing may nominate a qualified individual for an Executive Board position open for election in that year.
- b) Elections for Board positions will be held at the Annual General Meeting based on the terms expiring at that time.
- c) Nominations may be submitted in writing to a Board Member or the President at least ten (10) days prior to the AGM. Nominations from the floor will also be accepted at the meeting.

Positions up for nomination in odd-numbered years (e.g., April 2025):

- Secretary
- Treasurer
- Ice Scheduler

Positions up for nomination in even-numbered years (e.g., April 2026):

- President
- Vice-President
- Registrar
- Tournament Coordinator

1.7 Conduct of Meetings

All meetings of the Association shall be conducted in accordance with *Robert's Rules of Order*.

ARTICLE II – Executive Board

2.1 Executive Board Composition

Members of the Executive Board shall be nominated and elected in accordance with these Bylaws. The Executive Board of KMHA shall consist of the following positions:

- President
- Past President
- Vice President
- Treasurer
- Secretary
- Registrar
- Ice Scheduler
- Tournament Coordinator
- Referee in Chief (Non-Voting)
- Directors (3-6)

At no time may more than one adult from the same family serve on the Executive Board..

2.1.1 Terms of Office

Each term of office shall be two (2) years, with a maximum of two (2) consecutive terms in any one position. The Past President shall serve one (1), two-year term. Team Directors shall serve one (1), one-year term.

2.2 Duties of the Executive Board

2.2.1 General

- a) The Executive Board is accountable to the general membership and shall have full authority to manage and oversee the operations of the Association in accordance with these Bylaws, always acting in the best interests of the majority of its members.
- b) The Executive shall represent the values, objectives, and intentions of the Association in a consistent and professional manner to all external parties.
- c) The well-being of players shall be prioritized in all decisions. Consideration must also be given to each player's responsibilities to their family and education.
- d) By September of each year, the Executive shall issue a Policy and Procedures Manual to serve as the operational guideline for the current hockey season.
- e) The Executive shall determine all registration fees, late fees, and any other necessary charges annually.
- f) The Executive Board shall resolve disputes among members that arise between Annual Meetings.
- g) The Executive has the authority to impose and enforce consequences for violations of the Association's Bylaws, Policies, or Procedures.

h) The Executive Board shall meet at least five (5) times per year. Board Members are expected to attend all meetings deemed necessary by the President.

2.2.2 Committees

The Executive may appoint any Member of KMHA to serve on a committee or to assist with Association operations.

- Committees may be formed for ongoing or seasonal needs.
- Appointed Members must be in good standing and ratified by motion at an Executive Meeting.
- All committees report to, and are governed by, the Executive Board.

2.2.3 Duties of Board Positions:

a) President:

- i) Shall serve as a signing officer for the Association.
- ii) Shall preside over and chair all meetings of the Association and the Executive Board.
- iii) May exercise emergency powers on behalf of the Executive, subject to ratification at the next Board meeting.
- iv) May suspend any team, coach, manager, player, or official connected to KMHA, subject to Board ratification.
- v) Shall be a voting member of all committees.
- vi) Shall generally manage and oversee the affairs and operations of the Association.

b) Past President:

- i) Shall act in an advisory role and assist the President as requested.
- ii) Shall perform other duties as may arise from time to time as determined by the Board of Directors

c) Vice-President:

- i) Shall assume the responsibilities of the President in their absence or inability to act.
- ii) Shall perform other duties as may arise from time to time as determined by the Board of Directors..

d) Secretary:

- i) Shall serve as clerk of the Board of Directors, attending all meetings and recording minutes and proceedings.
- ii) Shall issue required notices to members and Directors.
- iii) Shall serve as custodian of the Association's seal, books, records, correspondence, and other official documents.
- iv) Shall deliver documents as authorized by Board resolution.
- v) Shall ensure meeting minutes are signed by the President and Secretary after approval.
- vi) Shall perform other duties as may arise from time to time as determined by the Board of Directors.

e) Treasurer:

- i) Shall keep accurate records of all monies received and disbursed by the Association.
- ii) Shall present an annual financial report and a duly audited statement at the Annual General Meeting.
- iii) Shall serve as one of the signing officers of the Association.
- iv) Shall provide interim financial reports upon request by the President.
- v) Shall prepare an annual budget for the upcoming season.
- vi) Shall perform other duties as may arise from time to time as determined by the Board of Directors.

f) Registrar:

- i) Shall organize and oversee registration, including scheduling registration dates as approved by the Board.
- ii) Shall register all players, coaches, managers, and trainers using the appropriate Hockey Alberta forms by their respective deadlines.
- iii) Shall work with team managers to ensure compliance with all Hockey Alberta registration deadlines.
- iv) Shall perform other duties as may arise from time to time as determined by the Board of Directors.

g) Ice Scheduler:

- i) Shall act as the main liaison with arena representatives for ice allocation.
- ii) Shall coordinate and submit ice schedules to required arenas in a timely manner.
- iii) Shall attend league and facility meetings as required for scheduling purposes.
- iv) Shall promptly communicate any changes to scheduled ice times.
- v) Shall perform other duties as may arise from time to time as determined by the Board of Directors.

h) Tournament Coordinator:

- i) Shall coordinate all KMHA-hosted tournaments, including team registration and scheduling.
- ii) Shall collaborate with the Ice Scheduler to confirm ice availability.
- iii) Shall track tournament expenses and communicate financial updates to the Board.
- iv) Shall perform other duties as may arise from time to time as determined by the Board of Directors.

i) Referee in Chief: (Non-Voting)

- i) Shall oversee and guide the assignment of officials.
- ii) Shall manage administrative duties related to officiating.
- iii) Shall coordinate supervision and evaluation of officials.
- iv) Shall support and promote mentorship opportunities for developing officials.
- v) Shall perform other duties as may arise from time to time as determined by the Board of Directors.

2.3 Withdrawal or Resignation

2.3.1 A Board Member may resign by providing written notice to the Board. The resignation becomes effective upon acceptance by the Board.

2.3.2 Any Member wishing to withdraw from KMHA must submit written notice to the Executive Board. The effective date of withdrawal shall be the date the President, Registrar, or designated Administrator receives the notice.

2.4 Removal

A Member of the Executive Board may be removed from their position under any of the following circumstances:

- a) Fails to attend three (3) consecutive meetings without reasonable cause;
- b) Is deemed by a 75% majority vote of the Executive Board to be acting against the best interests of the Association or performing unsatisfactorily in their role;
- c) Is found to have breached the standards of acceptable conduct as outlined in the Policies and Procedures Handbook;
- d) Is removed by a Special Resolution of the general membership at a General Meeting.

2.5 Filling of Vacancies

2.5.1 In the event that the President is unable to perform the required duties, the Vice-President will assume the position of President for the balance of the term or until the next Annual General Meeting, whichever occurs first.

2.5.2 In the event of a vacancy on the Executive Board due to removal, resignation, or any other reason, the Board may appoint a Member in good standing to fill the position until the next Annual General Meeting..

2.6 Board Member Agreement

All Executive Board Members are required to sign the Kneehill Minor Hockey Association Board Member Agreement upon assuming their role.

2.7 Remuneration

- a) Each season, all Board Members will receive a reduction of the Volunteer Fee.
- b) If a Board Member does not have a child registered with KMHA, they may transfer their Volunteer Fee reduction to an immediate family member.
- c) The Referee-in-Chief shall receive monthly remuneration from October to March and is expected to attend all Executive and Membership meetings. This role is non-voting.
- d) The Executive may approve the hiring of paid position(s) if finances allow. If such a position is filled by a Board Member, they shall become non-voting for the duration of their paid role.

2.8 Voting

Each Executive Board Member is entitled to one (1) vote. In the event of a tie, the President shall cast the deciding vote. A majority vote is required to pass a motion.

2.9 Disclosures

All Board Members must disclose any potential conflicts of interest before participating in discussions or votes on related matters.

2.10 Quorum

A quorum for Executive Board meetings shall consist of six (6) Executive Board Members.

2.11 Indemnity of Executive Board

No Member of the Kneehill Minor Hockey Association shall be personally liable for any debts, liabilities, or obligations of the Association in their individual capacity.

KMHA shall indemnify any current or former Executive Board Member, including their heirs and legal representatives, from and against any and all claims, actions, costs, charges, and legal expenses—provided the individual was acting honestly, in good faith, and within the scope of their duties at the time of the incident or legal action.

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ARTICLE III: GENERAL

3.1 Bylaws

The Bylaws of the Kneehill Minor Hockey Association may only be rescinded, altered, or amended by Special Resolution at a General Meeting. Notice of any proposed changes must be posted at least fourteen (14) days prior to the meeting at which they will be voted upon.

3.2 Dissolution

3.2.1 If the Association is dissolved, all remaining assets—after payment of debts and liabilities—shall be:

- a) Disbursed to eligible charitable or religious organizations; or
- b) Transferred in trust to a municipality until such time as they may be redirected to a suitable charitable or religious group, as approved by the Board.

3.2.2 Under no circumstance shall any Member receive any of the Association's remaining assets upon dissolution.

3.3 Financial

3.3.1 All funds of the Association shall be deposited in an accredited financial institution, authorized by the Board, in an account under the name of the Association.

3.3.2 Signing authority shall be granted to any two (2) of the following: President, Vice-President, Treasurer, or Secretary. The Board may add additional signing officers as necessary. No signing officer may sign a cheque payable to themselves.

3.3.3 In the case of digital transactions where dual authorization (e.g., two signatures) is not supported by the financial institution, the Board shall ensure appropriate internal controls are followed. These controls may include spending limits, dual approvals for electronic payments, and regular financial reviews to uphold transparency and accountability. All digital transactions must follow current financial best practices, as determined by the Board.

3.3.4 The fiscal year end of the Association shall be May 31st.

3.3.5 The financial records of the Secretary and Treasurer shall be audited annually by either a qualified accountant or two (2) members of the Association appointed for that purpose.

3.3.6 A full financial report shall be presented by the Treasurer at the Annual General Meeting, with the auditor's report available for review.

3.3.7 Financial records may be reviewed by any Member upon ten (10) business days' notice and at a mutually agreed-upon time. All Board Members shall have reasonable access to these records at any time.s.

- 3.3.8 The Board may adopt an official seal for the Association. The Secretary shall maintain custody of the seal unless otherwise directed by the Board. The seal may only be used by officers authorized by Board resolution.
- 3.3.9 The Association may borrow or raise funds to support its operations and objectives. The Board shall determine the methods and amounts for doing so, including providing or receiving security
- 3.3.10 The Association may issue debentures only upon Board resolution and approval by Special Resolution of the Members.

3.4 Contracted Services

To support its operations and objectives, the Executive Board may, by majority vote, contract services as deemed necessary. Fees for such services shall be determined through a competitive bid process. Contractors shall not attend Executive Board meetings or be considered Members of the Association by virtue of their service.

3.5 Minutes of Meetings and Records Retention

The Secretary shall record the minutes of all Association and Executive Board meetings. Upon approval, minutes shall be signed by both the President and Secretary. The Secretary shall retain all minutes, records, and motions of the Association for a minimum of seven (7) years