



Kneehill Minor Hockey Association

Bylaws

Kneehill Minor Hockey Association By-Laws – REVISED – October 2015

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

1. MEMBERSHIP:

- a. Active Member – any person in the general public and a resident of Alberta who is over the age of 18.
- b. Annual Membership Fee – an amount as determined from time to time by resolution of the board of Directors. Payment of all accounts shall be by cheque. The funds of Kneehill Minor Hockey shall be kept in a Provincial Treasury Branch or Chartered Bank.
- c. A person shall cease to be a member upon:
 - i. Failure or refusal to pay membership fee or any other fees as required
 - ii. Notification in writing to the executive of his/her withdrawal or
 - iii. Expulsion from the membership in accordance with the rules and regulations of the association as per Hockey Alberta guidelines. Notice of expulsion will be given in writing.
- d. Any member who ceases to be a member or is expelled or suspended from the association shall forfeit all rights, claims, benefits, privileges, or interests arising from or associated with the association.

2. DISCIPLINARY MATTERS: (Bylaw 13, Hockey Alberta Game & Conduct Management: MHA Resource Manual.)

- a. A Member may be disciplined for a transgression of the Rules.
- b. The Board of directors may, for each Disciplinary matter, appoint a discipline committee as defined in Bylaw 1 of the Hockey Alberta Game & Conduct Management: MHA Resource Manual, to consider transgression(s), implement sanctions or measures, if found necessary, and prepare a written decision, in any event. The written decision shall include the alleged Rule transgressed, the evidence considered and the decision made by the Discipline Committee.
- c. Unless mandatory discipline sanctions are prescribed by the Rules, the Discipline Committee shall enforce and implement such mandatory disciplinary sanctions.
- d. Where mandatory disciplinary sanction is not prescribed by the Rules, an interested Member with direct knowledge of the subject transgression may make a written submission to the Discipline Committee. Any resulting disciplinary sanction shall be implemented by the Discipline committee at their sole discretion.
- e. All members, shall cooperate with the Discipline Committee in any disciplinary investigations.
- f. The Discipline Committee shall exercise reasonable discretion (where discretion is vested in it by the rules) in relation to each transgression and shall take such disciplinary sanctions or measures as are required in the circumstances, including the sanctions of suspension or expulsion of a Member.
- g. Any decision of the Discipline Committee shall be a decision of the Association for the purposes of the Appeal to the Hockey Alberta Appeals Officer.
- h. Any member, who is subject to a decision of the Discipline committee, may appeal that decision, within the time prescribed by the Bylaws and Regulations of Hockey Alberta, to the Hockey Alberta Appeals Officer.
- i. Any disciplinary sanctions taken by an entity outside the Association arising from inter-league play shall be enforced, where possible, by the Association and any appeals shall be in accordance with that entity's constitution, bylaws, rules and regulations.

3. MEETINGS:

- a. The General Meeting of the association shall be held on or before May 15 each year or as the Board of Directors determine by resolution.
- b. All General or special meetings of the Executive, Board of Directors, Coaches, and Managers shall be at the discretion of the President except as indicated in (i) and (ii) below.
 - i) At the request of three members of the board of Directors, the President shall convene a special meeting and the proceedings at such a meeting shall be confined to the matters specified in the request.
 - ii) The Board of Directors will meet a minimum of ten times per calendar year and as needed.
- c. Meetings of the association may be called at any time by the Secretary upon the instructions of the president, giving notice of at least seven (7) days to the membership previous to the meeting. A special meeting shall be called by the President or Secretary upon receipt by the President of a petition signed by one-third (1/3) of the

association membership with reasons for calling such a meeting. Notice of such a meeting shall be at least seven (7) days previous to the meeting. Notice of such meetings will be given through the local newspaper.

- d. Business at the Annual General Meeting shall be:
 - i) Call to Order
 - ii) Minutes of the last Annual General Meeting
 - iii) Business arising from the minutes
 - iv) Old Business
 - v) Correspondence
 - vi) Financial Report
 - vii) Executive Reports
 - viii) Amendment to the constitution
 - ix) Election of Officers and Appointment of Officials
 - x) New Business
 - xi) All General Meetings will be duly advertised.

4. DIRECTORS and OFFICERS

- a. The executive shall consist of the Past President, President, Vice-President, Registrar, Secretary, Treasurer, Referee in Chief and three team directors. Directors will be appointed by the president to the appropriate levels after election and before the season they are elected for starts.
- b. The Team Managers will be appointed by individual Teams.
- c. Any other appointed positions deemed necessary by resolution of the Board of Directors.
- d. The Executive Officers and directors shall have control of the affairs of the Association and shall have the power to fill any vacancy, which may occur in its organization.
- e. The board of Directors shall be elected at the Annual General Meeting of the Association by a majority vote of the Members present in person.
- f. Each member of the board of Directors shall be elected at the Annual General Meeting and hold office until his successor shall have been duly elected or appointed.
- g. On even years the President, Vice-President, and Registrar positions shall be elected. On odd years, the Secretary, Treasurer and Referee in Chief positions shall be elected. Team reps will be elected every year at the spring Annual General Meeting.
- h. Only those executive positions to be elected shall be retired at each Annual General meeting, but shall be eligible for re-election if otherwise qualified.
- i. If any member of the board of Directors resigns his/her office or ceases to be a member of the Association, or without reasonable excuse absents themselves from three or more meetings of the Board of Directors, or be suspended or expelled from the Association, the Board of Directors shall declare the office vacated and may appoint a successor in his/her place to hold the office until the next Annual General Meeting. The Board of Directors shall have the power to appoint a Director to fill any vacancy on the Board of Directors arising from any other cause or circumstance.
- j. The Board of directors shall have the power to suspend or discipline any coach, manager, player, trainer or other member connected with the association.
- k. Unless authorized by any meeting of the Board of directors, no officer or member of the association shall receive any remuneration for services rendered. See 7.
- l. A nominating committee, chaired by the Past-President will be formed in January of each year to find candidates to fill the required positions of the Board of Directors. The membership in attendance will have every right to make further nominations from the floor for any office.

- m. Any term of office shall be two (2) years for a maximum of 2 terms in any one position, with the exception of Past-president which serves one (1), two-year term and team directors which serve one (1), one-year term

5. VOTING:

- a. Members eighteen (18) years of age or older are allowed to vote.
- b. Questions arising at any meeting shall be decided by a simple majority of the people present. The chairman of any meeting shall not be entitled to vote on any question unless it is to break a tie.
- c. A quorum for transaction of business at any regular meeting shall consist of not less than four (4) of the Board of Directors.
- d. Quorum for the Annual General Meeting and any General Meeting shall consist of not less than twelve (12) members in good standing.
- e. A quorum for transactions of business at any special meeting shall consist of no less than four (4) of the Board of Directors and five (5) members in good standing.
- f. Proxy voting will be allowed only when three-quarters (3/4) of the Board Members are in favour of a proxy vote.
- g. At any General Meeting of the Association, a decision will be made by a show of hands, unless requested by the membership present at the General Meeting. A ballot vote shall be one vote per each registered player.

6. DUTIES OF OFFICERS:

- a. **President:** The President within the jurisdiction of the Association shall have the power to:
 - i) Sign as a signing officer for the association.
 - ii) Preside and act as Chairman at all meetings.
 - iii) Exercise the power of the executive in case of emergency.
 - iv) Suspend any team, coach, manager, player, trainer, or other official connected with the association subject to ratification at the next meeting of the Board of Directors.
 - v) Sit on all committees as a voting member.
 - vi) Generally manage and supervise the affairs and operations of the association.
 - vii) Together with the Secretary or other officer appointed by the board of directors for that purpose, shall sign all resolutions, transfers and releases.
 - viii) Is responsible to attend or appoint a representative to attend zone, league and provincial meetings.
- b. **Past President:**
 - i) The Past President shall act in any capacity required of him/her by the President.
 - ii) Shall perform other duties as may arise from time to time as determined by the Board of directors
- c. **Vice-President:**
 - i) In absence of the President or in event of his/her inability to act, the Vice-President shall have and exercise all the powers of the President.
 - ii) Shall perform other duties as may arise from time to time as determined by the Board of Directors.
- d. **Secretary: The Secretary shall:**
 - i) Be the clerk of the board of Directors and shall attend meetings of the Board of directors and record all facts and minutes of all proceedings in the books kept for that purpose.
 - ii) Give all notices as required to members and Directors.
 - iii) Be the custodian of the seal of the association and all books, papers, records, correspondence, contract, and other documents pertaining to the association.
 - iv) Shall deliver any documents when authorized by resolution of the Board of directors to do so to such persons or person as may be named in the resolution.
 - v) Shall perform other duties as may arise from time to time as determined by the Board of Directors.
 - vi) The minutes of the meetings of the Association and of the Board of Directors shall be taken and prepared by the Secretary. After approval of the minutes they shall be first signed by the President and Secretary

and then the secretary shall keep a record of all minutes arising out of meeting of the Association and the Board of directors and shall have custody of all such minutes, as well as of other books, records and document of the Association

e. Treasurer:

- i) The treasurer shall keep a record of all moneys received and disbursed.
- ii) Shall present at each Annual Meeting, a report of the year's operation and duly audited statement of the association.
- iii) Shall be one of the five (5) signing officers of the association.
- iv) Provide an interim financial report as requested by the President.
- v) Provide budget for upcoming year.
- vi) Shall perform other duties as may arise from time to time as determined by the Board of Directors.

f. Referee in Chief:

- i) Oversee and guide the assigning officials for KMHA.
- ii) Administration Duties
- iii) Supervision Program
- iv) Mentorship Program

g. Registrar:

- i) The Registrar shall organize a registration day for the association on the date as set by the Board of Directors.
- ii) Shall be responsible for the registering of players, coaches, managers, and trainers with the applicable Hockey Alberta form before such deadline date as set forth by hockey Alberta.
- iii) Shall register any team in our Association by request from that team for Provincial play-offs as required.
- iv) Along with team managers are responsible for all registration dates as they are sent down by Hockey Alberta.
- v) Shall perform other duties as may arise from time to time as determined by the Board of Directors.

7. REMUNERATION

- a. All directors do not receive remuneration with exception of the Referee in Chief who receives remuneration monthly for the months of October – March of the hockey season. The Referee-in-Chief attends all executive and membership meetings, but does not have the right to vote.

8. REMOVAL OF DIRECTORS AND OFFICERS:

The Board of Directors shall have the power, by vote of three fourths (3/4) of the Board of Directors present, may expel or suspend any member of the Board of Directors from the position in question on the basis that his/her conduct has been determined by the board to be improper, unbecoming or likely to endanger the interests or reputation the association. No Director shall be expelled or suspended from the position in question without being notified of the charge in writing against him/her and without having first been given an opportunity to be heard by the Board of Directors at a meeting called for that purpose.

9. BORROWING:

The Board of Directors may from time to time borrow money up to a maximum of \$1,000.00 on the credit of the Association and in such amounts as they may think proper and may cause to be executed mortgages and pledges of real and personal property and rights of the Association and may cause to be signed bills, notes, contracts, and other

evidences or securities for money borrowed from any person, firm or corporation or bank, on such terms as the lender may be willing to advance the same – provided debentures shall only not be issued by a Special Resolution of the membership. Any funds required over \$1,000.00 and less than \$20,000.00 will be approved by a majority vote of the active membership at the General Meeting.

The Association will not run a deficit one year to the next. If one occurs, all members will be required to pay the shortfall. The debentures can only be issued by special resolution of the members.

10. BANKING:

The signing officers of the Association for the purpose of drawing cheques on the account or accounts of the Association shall be any two of the following five: President, Vice-President, Secretary, Treasurer – providing that one signing officer on all cheques be either the President or Treasurer.

11. SEAL:

- i) The Board of Directors may adopt a seal, which shall be common seal of the Association.
- ii) The common seal of the Association shall be under the control of the Board of Directors, and the Board of directors shall determine its use from time to time.

12. AUDIT:

A person/persons shall make an audit of the financial transactions of the Association at the end of the fiscal year or a firm qualified to do so as designated by the Board of Directors and an Audited financial statement shall be presented at the fall General Meeting.

13. FISCAL YEAR:

The fiscal year shall be from June 1st of one year to May 31st of the next year.

14. AMENDMENTS:

No amendments to the By-Laws of the Association, whether by way of new provisions, amended provisions, or to rescind any of the provisions in these By-Laws, shall be made except at the Annual General Meeting or other general meeting of the Association and then only by special resolution. Notice of any proposed amendment or amendments must be filed with the Secretary in writing at least thirty (30) days prior to the meeting. The Secretary shall cause the contents of the resolution or a summary thereof to be published with the notice of the annual General meeting or any other general meeting at which it is proposed to consider the resolution.

15. INSPECTION OF BOOKS AND RECORDS:

The President shall make available for inspection the books and records of the Association to a member of the Board of Directors at any time upon giving reasonable notice and to all other members of the Association in good standing at the Annual General Meeting of the Association.

16. COURT ACTION:

Any recourse to the courts of any jurisdiction by any member or individual before all rights and remedies of the Object and Bylaws of this Association and of Hockey Canada have been exhausted shall be deemed ungentlemanly conduct within the meaning of the Bylaws and a violation thereof and shall result in the immediate suspension and disqualification of any such member or individual.

17. DISSOLUTION OF ASSOCIATION

If for any reason the association must dissolve, any assets remaining after paying debts and liabilities will be:

- i) Disbursed to eligible charitable or religious groups or purposes; or
- ii) Transferred in trust to a municipality until such time as the assets can be transferred from the municipality to a charitable or religious group or purpose approved by the Board.

18. DISCIPLINE APPEALS:

Any incident of verbal or physical abuse with any Minor Hockey official shall result in the offender and offending situation being brought before the board of Directors for disciplinary action and the offender will then be given an opportunity to defend his/her position. Any member who has been severely disciplined or suspended by the Association shall have the right to an appeal hearing. In each case an appeal committee shall be appointed by the President; consisting of three (3) or more members of the board of Directors or active membership, and chaired by the President. Hockey Alberta and Hockey Canada Rules will guide the appeal hearing. The Board of Directors will have the authority to discipline accordingly.

19. BYLAWS:

The by-laws governing the day to day operation the of the Association are to be kept in the custody of the Secretary and are to be made available to all members of the Board of Directors, affiliates and persons under the jurisdiction of the Minor Hockey Association on a continuing basis together with amendments thereto.

20. PLAYER MOVEMENT

- a. Kneehill Minor Hockey Association will authorize a completed player movement form for players requesting to play/try-out for;
 - i) The Elite hockey stream as identified by Hockey Alberta
 - ii) The 'AA' Hockey Model as identified by Hockey Alberta
 - iii) All levels of Junior Hockey as identified by Hockey Alberta
- b. Any member of KMHA requesting a player movement form to any level not identified under a) above will only be considered by written application to the President and will be granted upon a favorable vote (51% or more) of the Executive of Kneehill Minor Hockey Association
- c. Authorized Player Movement Forms will only be provided when all outstanding fees and other financial obligations owing to Kneehill Minor Hockey Association have been satisfied in full