



LACOMBE MINOR HOCKEY ASSOCIATION

BY-LAWS

Rev. May 31, 2018

ARTICLE I

This association shall be known as the Lacombe Minor Hockey Association.

ARTICLE II

- a) This Association is the governing body of hockey in Lacombe from Initiation to Midget (such including from ages of 5 (as at December 31) up to and including 17 (as at December 31).
- b) The Association is a member of Hockey Alberta in affiliation with the Canadian Amateur Hockey Association and the International Ice Hockey Federation.

ARTICLE III

- a) The objectives of the association are to promote, govern and improve organized minor hockey in Lacombe including:
 - i) To provide an opportunity for every child in the community of Lacombe and area to play the game of hockey regardless of social standing, race, creed or color.
 - ii) To improve the caliber of hockey in the community of Lacombe and area by upgrading the standards of coaches, players and referees.
 - iii) To encourage true sportsmanship and provide opportunities for the development of leadership abilities which are of benefit to the individual and community.
 - iv) To maintain and increase the interest in the game of hockey.
 - v) To organize hockey for every child wishing to participate at a cost that will eliminate none.
 - vi) To raise funds as deemed necessary for the operation of the program.

BY-LAW I: MEMBERSHIP

- a) Membership in the Association:

The following persons shall be entitled to membership in the Organization:

 - i) Parents or guardians of any player registered to play in Lacombe Minor Hockey Association.
 - ii) All participants and players registered with Lacombe Minor Hockey programs.
 - iii) All persons who volunteer their services to Lacombe Minor Hockey association and who pay the annual fee determined by the Board.
 - iv) All life members of the association. Life members being individuals elected by the annual meeting by two-thirds of the members voting thereon.
 - v) All members including player members will be required to sign a Social Media Policy prior to October 15th to ensure the safety of our members and integrity of our Association. Failure to do so will result in not being able to participate until said document is signed.

- b) Duties and Privileges of Members:
 - i) All members shall be entitled to attend the Annual and General Meetings and any Executive meetings to make suggestions and recommendations to the Executive, and assist in the operation of the hockey program in any manner approved by the Executive.
 - ii) All members except player members shall be entitled to vote at and only at all Annual and/or General meetings of the Association.
 - iii) All members shall be subject to such rules and regulations as may be formulated by the Association.
 - iv) Any member wishing to withdraw from membership in the Association may do so by giving notice to the President in writing.
- c) Fees:
 - i) Participant members shall be assessed a fee to be set by the Executive upon an annual basis.
- d) Expulsion of a Member:
 - i) Members can be expelled for violating the Game and Conduct Management Initiatives.

BY-LAW II: ORGANIZATIONAL COMMITTEES

- a) The management and business of the Association shall be vested in the Executive according to the by-laws of the Association.
- b) All Executive and Operating Committee Positions will be elected at the Annual General Meeting when the term for the position is up for renewal.
- c) Any member of the executive or operating committee may be removed from their position for criminal actions.
- d) The Executive shall consist of the President, Vice-President, Past-President, Secretary, Game and Conduct Manager, Registrar, and Treasurer
- e) The Operating Committee shall consist of the Executive together with one director from each age group, those being Bears, Initiation, Novice, Atom, PeeWee, Bantam, Midget, Sponsorship Chair, Referee-in-Chief, Ice Convener, Referee Assignor, Midget/Bantam Coach Mentor, Atom/Peewee Coach Mentor, Bears/Initiation/Novice Coach Mentor, CAS Governor In Chief and CAS Treasurer
- f) The Executive positions shall be elected only at the Annual General Meeting and shall serve a term of minimum 2 years. President, Vice President, and Past President positions will be available on all even years, Registrar, Treasurer, and Secretary positions will be available on all odd years. Operating Committee except for Team Representatives and appointed positions shall be elected at the Annual General Meeting and shall serve a term of one year.
- g) Team Representatives shall be elected by each team no later than November 1 in each year.
- h) The Executive shall be empowered to establish such committees as are deemed necessary for fulfilling its responsibilities.

- i) The Executive and Operating Committee members shall receive no remuneration for their services to Lacombe Minor Hockey Association.

BY-LAW III: DUTIES OF COMMITTEE MEMBERS

Duties shall consist of the following duties together with those set forth in the Policy Manual for the Association.

a) PRESIDENT:

The President shall generally perform the duties of the office of President and, without limiting the generality of the foregoing shall have the powers to:

- i) Preside at all meetings.
- ii) Exercise the powers of the Executive in case of an emergency.
- iii) Sit on all committees as an ex officio voting member.
- iv) Appoint all committee Chairmen.
- v) Sign as one of four signing Officers for the Association.
- vi) Shall attend Executive and Operating Committee Meetings.
- vii) To perform such other duties as shall be necessary for the good and welfare of the Association.
- viii) Shall oversee and participate in all CAS to ensure the continued success of these programs under the LMH umbrella.
- viii) Shall help coordinate fund-raising activities along with the Executive committee and Fundraising convener

b) VICE-PRESIDENT:

- i) Shall act in the absence of the President.
- ii) In the event of the President's inability to act, the Vice-President shall have and exercise all the powers of the President.
- iii) Shall be one of the four signing officers of the Association.
- iv) Shall attend Executive and Operating Committee Meetings.
- v) To perform such other duties as shall be necessary for the good and welfare of the Association.
- vi) Shall attend all CAS Meetings and assist in the duties required if the LMH president is unable to.
- vii) Shall provide all travel permits to teams travelling outside of our Zone.
- viii) Shall help coordinate fund-raising activities along with the Executive committee and Fundraising convener
- viii) Shall act as CAHL Director
- viii) Shall act as Governor of Directors

c) PAST-PRESIDENT

- i) Shall be a source of information and guidance to the Executive.
- ii) Shall attend Executive and Operating Committee Meetings.
- iii) To perform such other duties as shall be necessary for the good and welfare of the Association.

d) SECRETARY:

- i) Shall keep an accurate record of the minutes of all Executive, Operational, General and Special meetings of the organization for the duration of tenure.
- ii) Shall be responsible for all other books and records of the Association.
- iii) Shall have charge of the Seal of the Association, which seal whenever used shall be authenticated by the signature of the Secretary and at least one member of the Executive.
- iv) Shall notify the executive of the time and place of meetings.
- v) Shall publish the notice of the annual meeting at least two weeks in advance.
- vi) Shall function as liaison with Hockey Alberta.
- vii) Shall be one of the four signing officers of the Associations.
- viii) Shall attend Executive, General, Special and Operating Committee Meetings.
- ix) To perform such other duties as shall be necessary for the good and welfare of the Association.
- x) Shall collect coach criminal record checks and keep all information secure.
- xi) Will be responsible for keeping our Bylaws and other forms and documents up to date.
- xii) Shall help coordinate fund-raising activities along with the Executive committee and Fundraising convener
- xiii) Shall help coordinate Apparel with Registrar and Treasurer

e) TREASURER:

- i) Shall keep an accurate record of all monies received and disbursed.
- ii) Shall present at the Annual Meeting, a report of the year's operations to date and printed Year to Date financial statement and shall provide an audited financial statement at the Fall General Meeting.
- iii) Shall handle all liability claims, seeing they are processed properly and settled.
- iv) Shall be one of the four signing officers of the Association.
- v) Shall attend Executive and Operating Committee Meetings.
- vi) To perform such other duties as shall be necessary for the good and welfare of the Association.

- vii) Shall keep fundraising records.
- viii) Shall help coordinate fund-raising activities along with the Executive committee and Fundraising convener
- ix) Shall be paid a monthly honorarium starting in June through to May of the following year in an amount to be moved at the Lacombe Minor Hockey Association Annual Spring Meeting.
- x) Shall help coordinate Apparel with Secretary and Registrar
- xi) Shall handle all bookkeeping duties.

f) REGISTRAR:

- i) Shall coordinate all phases of player registration in accordance with Hockey Alberta.
- ii) Shall receive and certify all certificates submitted to him/her on behalf of the players and teams applying for registration in the Association.
- iii) Shall maintain a list of all members of the Association and their addresses.
- iv) Shall be to all intents and purposes the legal holder of all trophies and cups in trust of the Association.
- v) Shall attend Executive and Operating Committee Meetings.
- vi) To perform such other duties as shall be necessary for the good and welfare of the Association.
- vii) Shall coordinate the Association's equipment requirements.
- viii) Shall receive a list of required equipment from the director of each division.
- ix) Shall be authorized to purchase equipment.
- x) Shall maintain a ledger, in which present equipment, shape and estimated dollar value will be entered, as well as new equipment purchases and contacts through which equipment may be purchased.
- xi) Shall arrange for handling, storage and inventory of equipment.
- xii) Shall coordinate all coach clinics hosted by the Association.
- xiii) Shall coordinate the Association's apparel program.
- xiv) Shall coordinate the Association's annual picture evening.
- xv) Shall coordinate the Association's annual Volunteer Appreciation Night.
- xvi) Shall be paid a monthly honorarium starting in June through to May of the following year in an amount to be moved at the Lacombe Minor Hockey Association Annual Spring Meeting.
- xvii) Shall help coordinate fund-raising activities along with the Executive committee and Fundraising convener

g) REFEREE-IN-CHIEF:

- i) Shall maintain a list of qualified referees, certified by Hockey Alberta, to referee all league and play-off games. (Preference being given to local referees, if possible.)
- ii) Shall through the aid of clinics, train and supply sufficient referees to satisfy the demands of the Association.
- iii) Shall have the authority to remove an incompetent referee from the list.
- iv) Shall secure an official interpretation of all contested rule interpretations if requested.
- v) Should a referee contest being removed from the list, he may appeal to the Executive of the Lacombe Minor Hockey Association.
- vi) Shall attend Operating Committees meetings.
- vii) Shall provide supervision and encouragement for younger officials.
- viii) To perform such other duties as shall be necessary for the good and welfare of the Association.

h) REFEREE ASSIGNOR(S):

- i) Shall maintain a list of qualified referees, certified by the Hockey Alberta, to referee all league and play-off games. (Preference given to local referees, if possible.)
- ii) Shall appoint the referees for all home games and his appointment shall be final.
- iii) Shall be notified by the manager of the home team when a referee does not put in an appearance.
- iv) Shall attend Operating Committee Meetings.
- v) To perform such other duties as shall be necessary for the good and welfare of the Association.
- vi) Shall be paid an honorarium for the months of September, October, November, December, January, February, and March in an amount to be moved at the Lacombe Minor Hockey Association Annual Spring Meeting.

i) ICE CONVENER:

- i) Shall be responsible for obtaining ice time.
- ii) Shall be responsible for scheduling of ice time, re-scheduling office time, exchange office time, and cancellation of ice time.
- iii) Shall disperse ice time to respective teams.
- iv) Shall approve ice time for exhibition games prior to scheduling of game.
- v) Shall approve and record all ice time used by teams under the jurisdiction of the Lacombe Minor Hockey Association regardless of purpose.
- vi) Shall attend Operating committee Meetings.
- vii) To perform such other duties as shall be necessary for the good and welfare of the Association.

viii) Shall be paid an honorarium for the months of July, August September, October, November, December, January, February, and March in an amount to be moved at the Lacombe Minor Hockey Association annual Spring Meeting.

j) DIVISIONAL DIRECTOR:

- i) Shall organize player evaluations and team selections in accordance with Lacombe Minor Hockey evaluation process.
- ii) Shall assist the Registrar in the registration of players for his division.
- iii) Shall conduct pre-season meetings with coaches and managers.
- iv) Shall function as a liaison between their respective divisions and the Operating Committee.
- v) Shall attend Operating Committee meetings with a prepared interim report.
- vi) Shall inform the Equipment Manager of equipment requirement.
- vii) Shall submit a report for his division at the Annual meeting.
- viii) Shall plan ahead for next season.
- ix) To perform such other duties as shall be necessary for the good and welfare of the Association.
- vi) Shall inform the Registrar of equipment requirements.
- x) Shall organize initial divisional tournament meetings.

k) FUND-RAISING CONVENER:

- i) Shall organize fund raising activities.
- ii) Shall keep fund raising records.
- iii) Shall provide liaison between groups in regard to fund raising activities.
- iv) Shall provide reports to the Executive.
- v) Shall attend Operating Committee Meetings.
- vi) To perform such other duties as shall be necessary for the good and welfare of the Association.

l) SPONSORSHIP CHAIR:

- i) Shall solicit corporate sponsorships.
- ii) Shall provide reports to the Executive.
- iii) Shall work with the Tournament Committee to raise the profile of Association Sponsors.
- iv) Shall attend Operating Committee Meetings.
- v) To perform such other duties as shall be necessary for the good and welfare of the Association.

m) GAME AND CONDUCT MANAGER:

- i) Shall be responsible for administering and evaluating Lacombe Minor Hockey Association with regards to the game and conduct management initiative and risk management program.
- ii) Shall attend Operating Committee Meetings.
- iii) To perform such other duties as shall be necessary for the good and welfare of the Association.

n) TEAM REPRESENTATIVES:

- i) Shall deal with team difficulties.
- ii) Shall assist with team function. (i.e. fundraising, tournaments)
- iii) Shall represent the team at the Operating Committee Meetings.
- iv) Shall be elected by the team members only.
- v) To perform such other duties as shall be necessary for the good and welfare of the Association.

BY-LAW IV: PLAYING RULES

- a) Playing rules of the Lacombe Minor Hockey Association shall follow the rules of the Canadian Amateur Hockey Association and as added to by the Hockey Alberta.

BY-LAW V: CONDUCT

- a) All officials of the Lacombe Minor Hockey Association shall conduct themselves in a manner becoming to their organization.
- b) No player, coach, nor any person acting as a representative of this Association shall use obscene or profane language nor smoke in the presence of players during any games or practices.
- c) Player dismissal (Discipline) - No player shall be ejected from the Lacombe Minor Hockey Association without the approval of the Divisional Director and without every effort being made to resolve the problem without ejection, with the following procedures to occur:
 - i) If a problem between a coach and a player is unresolved, either may approach the Team Representative and/or Divisional Director, and in consultation with the coach and the player's parents, the Team Representative and/or Divisional Director shall attempt to resolve the problem.
 - ii) If the problem still cannot be resolved, either the coach or player may take it to the Executive whose decision shall be final.
 - iii) Parents must be notified of a player's dismissal in writing.

BY-LAW VI: PLAYERS

- a) Players in all Lacombe Minor Hockey Association leagues shall complete and return official registration forms as set by the Lacombe Minor Hockey Association each and every year. Said registration forms are to be completed and returned to the Registrar before the applicant is allowed to participate in practices or games with Lacombe Minor Hockey Association. Registration forms are to be signed by applicant's parents or guardians, signifying accuracy of completed registration.
- b) Player's fees are set yearly by the Lacombe Minor Hockey Association.
- c) Players shall commence each season in the league corresponding to their age unless otherwise authorized by Lacombe Minor Association Executive.

BY-LAW VII: TEAMS AND PLAYERS

- a) The Lacombe Minor Hockey Association shall provide the following categories of hockey for children in Lacombe and area in accordance with Hockey Alberta Guidelines - Initiation, Novice, Atom, PeeWee, Bantam and Midget.
- b) The top team required by Hockey Alberta will be selected in Atom, PeeWee, Bantam, and Midget divisions at the beginning of the hockey season as per Lacombe Minor Hockey Association evaluation process.
- c) All players will be given an equal opportunity.
- d) Where deemed necessary Lacombe Minor Hockey Association may choose to provide special opportunities for players or groups to learn and enjoy the game of hockey.

BY-LAW VIII: COACHES

- a) Coaches, and members of coaching teams shall complete an application form for the Lacombe Minor Hockey Association and thence shall be selected or approved by the Lacombe Minor Hockey Executive committee and Divisional Director.
- b) Every team must have a member of the coaching team at every game. Teams will not be allowed on the ice without complying with Hockey Alberta Rules concerning coaching certificates.
- c) Coaches and members of coaching teams shall complete a Criminal Record Check prior to participating on any on-ice activities.

BY-LAW IX: MEETINGS:

- a) The Annual General meeting of Lacombe Minor Hockey Association shall be held on or before June 1st in each year and Fall General Meeting shall be held before October 15th, in each year. Members will be advised, two weeks prior to the meeting, by posting notice in the lobby of the Arena or by advertisement in the Lacombe Globe.
- b) All meetings of the Executive and the Operating Committee shall be at the call of the President except as outlined in Bylaw IX (C).

- c) At the request of three Executive members, the President shall call a meeting of the Executive. At the request of three Operating Committee members, the President shall call a meeting of the Operating Committee.
- d) The Secretary shall provide notice of any Executive or Operating Committee meeting to all members at least 24 hours prior to the commencement of the meeting.
- e) A Special General meeting of the Lacombe Minor Hockey Association shall be called by the President upon receipt by the President of a petition signed by at least twenty-five members of the association in good standing. One weeks notice by posting in the lobby of the Arena or by advertisement in the Lacombe Globe shall be given to all members of the association of any Special General meeting of Lacombe Minor Hockey Association.
- f) At all meetings of the Association, the following shall be the order of business:
 - i) Approval of the minutes of the past meeting
 - ii) Business Arising from the Minutes
 - iii) President's Report
 - iv) Secretary's Report
 - v) Treasurer's Report
 - vi) Director's Reports
 - vii) Committee Reports
 - viii) Unfinished Business
 - ix) Elections (Annual Meeting only)
 - x) New Business
 - xi) Adjournment

and copies of all minutes of such meetings shall be distributed at meetings to all Executive and Operating Committee members.

- g) A quorum for the transaction of business at any Executive or Operating Committee Meeting shall consist of not less than a simple majority of the members of the Committee present in person.
- h) A quorum for the transaction of business at any General or Special Meeting of the general membership shall consist of not less than twenty members present in person.

BY-LAW X: VOTING

- a) Voting at all meetings of the association shall be by a show of hands, by standing vote or by secret ballot, but only those persons entitled to vote shall be recognized. Any two members present and entitled to vote may demand a vote by secret ballot. All voting at elections when an office or position is being contested shall be by secret ballot and a majority of the ballots cast shall determine any issue except in the case of issues, which must be passed by "Special Resolution", which shall require a simple majority of the members present.

BY-LAW XI: NOMINATIONS

- a) Each member shall have the privilege of nominating a representative for each office of the Association.

BY-LAW XII: BORROWING POWERS

- a) For the purpose of carrying out its objectives, the Association may borrow or raise or secure the payment of money in such ways as it thinks fit, and in particular, by the issue of debentures, but this power shall be-exercised only under the authority of the Association, and in no case shall debentures be issued without the sanction of a "Special Resolution" of the Association.

BY-LAW XIII: AUDITING

- a) A duly qualified accountant shall audit the books, accounts, and records of the Treasurer at least once each year. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor at the Fall General Meeting of the Association. The fiscal year of the Association in each year shall end April 30.
- b) The books and records of the Association may be inspected by any member of the Association at the Annual Meeting provided for herein or at any time 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.

BYLAW XIV: AMENDMENTS

- a) Amendments or alternations to these bylaws shall only be made by "Special Resolution", A Special Resolution is:
 - 1) A Resolution passed:
 - i) at a General Meeting of which is not less than twenty-one days notice specifying the intention to propose the resolution has been duly given; and
 - ii) by the vote of not less that 75% of those members who, if entitled to do so, vote in person.
 - 2) A Resolution proposed as a Special Resolution at a General Meeting of which less than twenty-one days notice has been given. All eligible voting members present must agree to hold the vote.