

## **Leduc Minor Hockey Association**

# **BYLAWS**

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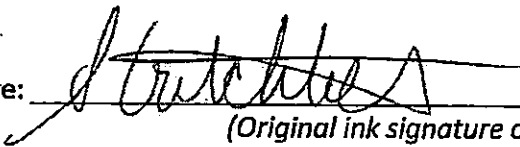
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**SPECIAL RESOLUTION**

I hereby certify that the following special resolution was passed at a meeting of the members of  
Leduc Minor Hockey Association, Corporate Access Number 500076575  
on April 28, 2021 (Month/day/year)

The existing bylaws of the society are repealed and replaced with the attached bylaws.

Date: September 9, 2021

Signature:   
(Original ink signature of authorized officer)

Printed Name: Shannon Citchley

Title: Secretary - LMHA  
(Title of person who signed)

# **ARTICLE I – GENERAL MEMBERSHIP**

## **1.1 NAME OF THE ASSOCIATION**

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

This association is the governing body for all minor hockey in the City of Leduc. The organization shall be in good standing with Hockey Alberta and the Canadian Hockey Association.

Leduc Minor Hockey Association shall be a member of the Alberta Amateur Hockey Association and the Canadian Hockey Association and shall be bound by all bylaws and regulations of these Associations.

## **1.2 BOUNDARIES**

Leduc Minor Hockey Association boundaries shall be those boundaries as defined by Hockey Alberta.

## **1.3 MEMBERSHIP**

A member shall be:

- a) Any Parent or Legal Guardian, eighteen (18) years of age or older, having a player registered with LMHA as per Hockey Alberta regulations;
- b) Board Members;
- c) Coaching staff and/or Bench Staff of each Hockey Team that is registered with LMHA
- d) Any other community member interested in furthering the objectives of the LMHA as approved by the Board.

Members must agree to abide by all rules and regulations of the LMHA and that the agreement will be indicated by the Member's signature on the registration/application form

## **1.4 MEMBERSHIP FEES**

### **1.4.1 DETERMINATION**

The base level registration fees for Players for the Current Season shall be determined annually by the Board prior to the Annual General Meeting.

### **1.4.2 RATIFICATION**

The Members at the Annual General Meeting must ratify changes to the base level registration fee.

### **1.4.3 DEADLINE**

For a Member to be in good standing, the registration fees for the current season must be paid by the date established by the Board and as communicated to the membership through the registration/application form.

### **1.4.4 TRYOUT FEES**

Tryout fees will be charged to players trying out for Competitive teams as determined by the Board.

## **1.5 REMOVAL FROM MEMBERSHIP**

- 1.5.1** Any Member of the Leduc Minor Hockey Association who does not conduct themselves in accordance with the Rules and Regulations of Hockey Alberta, Hockey Canada or either the By-Laws or Policies of the Leduc Minor Hockey Association can, upon a 2/3 majority vote of the entire current Board, be expelled as a Member of the Leduc Minor Hockey Association for the remainder of the present hockey year or such longer period of time as the Board may decide upon.
- 1.5.2** Any recourse to another Hockey Branch, Commission, or the Courts of any jurisdiction by any member or individual, before all the rights of appeal and all the rights and remedies of the LMHA By-Laws, Regulations, Policies & Procedures have been followed, and all those in Hockey Alberta and Hockey Canada of which the Association is affiliated with, have been fully exhausted, shall be deemed to be a violation and breach of the LMHA Bylaws, Regulations, Policies & Procedures and shall result in the immediate and automatic indefinite suspension of such member from all LMHA related, League and Branch Association games and sponsored or organized activities.
- 1.5.3** Anyone taking any action as noted above against LMHA or its officers, or any other organization in Hockey Canada, including but not limited to LMHA, Hockey Alberta and Hockey Canada, before exhausting all rights of appeal shall pay all expenses incurred by LMHA and/or its officers, or any other organization in Hockey Canada, to defend such actions, before any application for reinstatement will be considered
- 1.5.4** The Executive claims the right as the Rental Contract Carrier to bar any expelled, or suspended member from any or all facilities where the Association functions including where meetings, games and practices are taking place for a specified period of time as defined by the board and/or Discipline Committee.
- 1.5.5** If any member has been expelled from Leduc Minor Hockey, for any reason, the Board of Leduc Minor Hockey reserves the right to include some or all family members of the expelled member in the expulsion, which can include but not be limited to, parents, legal guardians, children, siblings, grandparents, or any other person(s), either members or non-members, associated with the expelled member at the complete discretion of the board. Members that have been expelled, or that are not in good standing, are not able to attend nor vote at Special Meetings or General Meetings of the Association.

## **1.6 MEETINGS**

### **1.6.1 ANNUAL GENERAL MEETING**

The LMHA shall hold an Annual General Meeting during the month of April at a place and time to be determined by the Executive Committee. Such meeting shall be called by the President and notice shall be given to the general membership via the Association's website and to the email addresses on file during registration at least twenty-one (21) days before every general or special meeting.

### **1.6.2 GENERAL AND SPECIAL MEETINGS**

Special or General Meeting requests will be called at any time by the President, or on written request of eight (8) Board Members or twenty (20) Members in good standing. Notice of the General and Special Meetings shall be provided to the general membership by notice via the Association's website and to the email address on file during registration at least twenty-one (21) days before every general or special meeting.

## **1.7 VOTING RIGHTS**

At every General Meeting or Special Meeting, every motion shall be decided by a simple majority of the votes, in the first instance by a show of hands, unless before the show of hands, a secret ballot is demanded by at least two (2) Members personally present.

No person attending any meeting shall be entitled to more than one vote on each motion at the meeting. Where a person is entitled to vote as a Member in more than one capacity, they must select in which capacity they are voting as a member.

Every motion shall be decided by a show of hands. A declaration by the president that a motion has been carried or not carried shall be sufficient evidence without proof of number or proportion of the votes accorded in favor of or against such motion. A member may demand a poll on any vote which vote shall then be counted by a written ballot.

In case of an equality of votes at any General or Special Meeting, whether upon a show of hands or at a poll, the President shall be entitled to a second or casting vote.

## **1.8 QUORUM**

At any General Meeting or Special Meeting, a quorum shall consist of 20 voting Members present in the person. This number can include the members of the Board in attendance. If within 15 minutes from the time appointed for the meeting, a quorum is not present, the meeting shall stand adjourned and postponed at a later date until a quorum can be met.

All attendees at the Annual General meeting must sign in to have their membership verified and to receive their ballots.

## **1.9 MAJORITY VOTE**

Except in the case of a Special Resolution, all motions shall be adopted by majority vote of those Members in attendance at a meeting.

## **1.10 SPECIAL RESOLUTION**

A "Special Resolution" means:

- a. A resolution passed:
  - i. at a General Meeting or Special Meeting of which not less than twenty-one (21) days' notice specifying the intention to propose the resolution has been duly given, and
  - ii. by the vote of not less than 75% of those Members who, if entitled to do so, vote in person or by proxy
- b. A resolution proposed and passed as a Special Resolution at a General meeting or special meeting of which less than 21 days' notice has been given, if all the members entitled to attend vote at the General Meeting or special meeting so agree, or
- c. A resolution consented to in writing by all members who would have been entitled at a General Meeting or special meeting to vote on the resolution in person or, where proxies are permitted, by proxy.

## **1.11 NOMINATIONS**

Every member of Leduc Minor Hockey Association shall have the privilege of nominating a qualified representative to serve on the Executive Board of Directors for a position open for election in any given year.

The board will be determined by the election at the Annual General Meeting based on the Board Member terms that expire at the AGM.

Nominations may only be made by current members in good standing and must be received, in writing to the Nominations Committee, at least 10 days prior to the Annual General Meeting. If not, no nominations have been received prior to the AGM, then nominations from the floor will be accepted.

## **1.12 QUALIFICATIONS OF EXECUTIVE MEMBERS**

Any person nominated for an executive position must be a Member in good standing.

## **1.13 CONDUCT OF MEETINGS**

All General, Special, and Annual General Meetings shall be conducted under the Robert's Rule of Order.

## **ARTICLE II – EXECUTIVE BOARD OF DIRECTORS**

### **2.1 EXECUTIVE BOARD OF DIRECTORS MAKE-UP**

**2.1.1** Members of the Executive Board of Directors for Leduc Minor Hockey Association shall be nominated in accordance with Article I, Section 1.11. The Executive Board of Directors of Leduc Minor Hockey Association shall consist of the following positions:

- **PRESIDENT**
- **PAST PRESIDENT (NON-VOTING)**
- **VICE PRESIDENT – DIRECTORS**
- **VICE PRESIDENT FEMALE HOCKEY**
- **VICE PRESIDENT – HOCKEY OPERATIONS (NON-VOTING)**
- **SECRETARY**
- **TOURNAMENT COORDINATOR**
- **FUNDRAISING COORDINATOR**
- **SPONSORSHIP COORDINATOR**
- **EQUIPMENT COORDINATOR**
- **REFEREE-IN-CHIEF (NON-VOTING)**
- **RISK MANAGEMENT**
- **COACH/PLAYER DEVELOPMENT**
- **VOLUNTEER COORDINATOR**

**2.1.2** Leduc Minor Hockey Association shall have two (2) staff positions that are paid an annual honorarium which is determined by the Executive Board of Directors and voted on at the Annual General Meeting. These positions are non-voting positions and shall be chosen by a majority vote of the Executive Board of Directors for a three (3) year term:

- **ADMINISTRATOR**
- **FINANCIAL ADMINISTRATOR**

**2.1.3** A Level Director for each of the following Divisions based on the representation required by each Division as determined by the Executive Board of Directors and presented for nomination of a two (2) year term at the Annual General Meeting:

- **U7**
- **U9**
- **U11**
- **U13**
- **U15**
- **U18**
- **U13 AA**
- **U15 AA**
- **U18 AA**
- **FEMALE ELITE**
- **FEMALE RECREATION**

At any given time, no more than one adult person per family may serve on the Executive Board of Directors of Leduc Minor Hockey Association.

## **2.2 WITHDRAWAL OR RESIGNATION**

- 2.2.1** A Board Member may resign from office upon giving notice thereof in writing to the Board. The resignation of a Board Member shall be effective upon acceptance by the Board.
- 2.2.2** Any member wishing to withdraw membership to the LMHA Minor Hockey Association may do so upon written notice to the Executive Committee. The effective date of withdrawal shall be the date on which the President, Registrar or Administrator of the Leduc Minor Hockey Association receive the Notice of withdrawal

## **2.3 REMOVAL**

A member of the Executive Board of Directors or any member of the board may be relieved of their duties and removed as a Member of the Executive Board of Directors in the following circumstances:

- a. upon failure to attend three (3) consecutive meetings without a reasonable excuse;
- b. upon 75% majority vote of the Members of the Executive Board of Directors on the basis that such Member is not performing satisfactorily in their position;
- c. upon 75% majority vote of the Members of the Executive Board of Directors on the basis that such Member is not acting according to the best interests of the Association;
- d. upon being found to have breached the standards of acceptable conduct expected of a Member of the Executive Board of Directors; or
- e. upon a Special Resolution of the general membership at a General Meeting.

## **2.4 DISCLOSURES**

All Board Members must disclose any possible conflict of interest with an issue under motion prior to the commencement of the vote of the motion.

## **2.5 CODE OF CONDUCT**

All Board Members are required to sign the LMHA Code of Conduct as defined in the Regulations.

## **2.6 OATH OF CONFIDENTIALITY**

All Board Members are required to sign the LMHA Oath of Confidentiality as defined in the Regulations.

## **2.7 REMUNERATION**

- a. No LMHA Board Member shall receive any remuneration for their volunteer services as it relates to their LMHA position and duties
- b. The members, by majority vote at the Annual General Meeting, may approve the hiring of a paid position(s) and approve the Honorarium amount set forth by the current board.
- c. Monthly or Annual paying positions must be put out to tender and sent to membership for applications.
- d. The qualified candidate for any paid position(s) will be determined by majority vote of the current board at a meeting during the month of May.



## **2.8 FILLING OF VACANCIES**

In the event that the President is unable to perform the required duties, the Director of Operations will assume the position of President for the balance of the term or until the next Annual General Meeting, whichever occurs first. In the event that Director of Operations cannot assume the President's position, or in the event that any other Member of the Executive Board of Directors withdraws or is removed from the Executive Board of Directors, or should an Executive Board of Directors position not be filled by an election of the general membership at an Annual General Meeting, then the Executive Board of Directors shall elect a Member from the general membership to fill the vacancy until the next Annual General Meeting.

## **2.9 VOTING**

Each member of the Executive Board of Directors shall be entitled to one vote. In the case of a tie vote, the President of Leduc Minor Hockey Association shall be entitled to a second or casting vote.

## **2.10 QUORUM**

A quorum at an Executive Board of Directors Meeting shall be eight (8) Members of the Executive Board of Directors.

## **2.11 POWERS**

The Executive Board of Directors shall, subject to the Bylaws or directions given by majority vote at any General Meeting of Leduc Minor Hockey Association properly called and constituted:

- a. have full control and management of the affairs of Leduc Minor Hockey Association; and
- b. have the power to adopt or amend policy, guidelines, procedures or regulations, at any Executive Board of Directors Meeting, by motion, which shall be binding upon all Members of Leduc Minor Hockey Association.

## **2.12 MAJORITY VOTE**

On any general motion, a majority vote of the quorum shall pass the motion. A motion to adopt a policy, guideline, procedure or regulation requires a two-thirds (2/3) majority vote of the quorum to pass the motion.

Every motion shall be decided by a show of hands or written ballots as declared by the Chairperson. A declaration by the Chairperson that a motion has been carried or not carried shall be sufficient evidence of the fact without proof of number or proportion of the votes accorded in favor of or against such motion. A member may demand a poll on any vote which shall then be counted by a written ballot.

## **2.13 CONDUCT OF MEETINGS**

All meetings shall be conducted under the Robert's Rules of Order.

## **2.14 DUTIES OF THE BOARD MEMBERS**

### **2.14.1 PRESIDENT**

#### Responsibilities and Duties:

- Serves a two (2) year term as President followed by a two-year term as Past President
- In general terms, performs all duties incident to the Office of President and such other duties as may be prescribed by the Board from time to time.
- In general terms, supervises and controls all business and affairs of the Board
- Acts as authorized signing officer for LMHA for any contracts or other documents which the Board of Directors has authorized to be executed
- Acts as authorized signatory for all LMHA bank accounts
- Sets the agenda for and presides over Board Meetings, Annual General Meetings, General Meetings and Special Meetings
- Liaise directly with the City of Leduc representatives
- Appoints a board member to preside over all Social Media updates
- Attends or appoints a designate to attend Hockey Alberta meetings
- Attends or appoints a designate to attend any other meetings where LMHA is represented and where a Board Member is not specifically assigned the responsibility to attend
- Signs or appoints a designate (where applicable) to sign all Player Releases, Player Verification forms and LMHA Affiliation forms

### **2.14.2 PAST PRESIDENT (NON-VOTING)**

#### Responsibilities and Duties

- Serves for the two (2) year term of office of the incumbent President
- Authorized to perform such duties as delegated by the Board
- Shall, given the extent of his/her experience provide to the Executive Committee and the Board, guidance and support in the control and management of the business and affairs of the Association

### **2.14.3 VICE PRESIDENT - OPERATIONS (NON-VOTING)**

#### Responsibilities and Duties

- Board appointed position as nominated and approved by at 2/3 majority of the Board.
- Non-Voting Position
- Reports directly to the President
- Must meet the following qualifications, must include:
- Must have served on Leduc Minor Hockey Board Executive for a minimum of two (2) Years
- Must have a minimum of four (4) years' experience with Leduc Minor Hockey Rules and Regulations or similarly sized association
- In general, shall be an advisor to the board concerning bylaws, regulations and operations pertaining to Leduc Minor Hockey, Hockey Alberta and Hockey Canada
- Under the direction and approval of the President, act as a liaison with Hockey Alberta, Hockey Canada and other associations.
- Shall, given the extent of his/her past experience, provide to the Executive Committee

and the Board guidance and support in the control and management of the business and affairs of the Association based on the historical successes and struggles of Leduc Minor Hockey operations.

- Performs the duties of the President in the event of absence or disability of the President and Past President.
- Any other duties as assigned by the President or by the Board.

#### **2.14.4 VICE PRESIDENT - DIRECTORS**

##### Responsibilities and Duties

- Serves a two (2) year term.
- Reports directly to the President
- In general, oversees the development and operation of the LMHA tiered teams comprised of Midget, Midget AA, Bantam, Bantam AA, Peewee, Peewee AA, Atom, Novice, and Initiation.
- In general, supervises and controls the affairs of the Directors for these teams.
- Ensure that league schedules, rules and regulations are obtained on a timely basis and distributed to the Ice Coordinator and Referee in Chief.
- Attends or appoints a designate to attend league meetings for each of these teams leagues
- Any other duties as assigned by the President or by the Board
- Participates in the Player Affiliation process if requested by the President.
- Maintains all Coaches and Managers Manuals for these divisions.
- Co-ordinates with level directors on Stage 1 Discipline Policy

#### **2.14.5 VICE PRESIDENT FEMALE HOCKEY**

##### Responsibilities and Duties

- Serve a two (2) year term
- Reports directly to the President
- Oversee the development, operation, and enhancement of LMHA's Female Recreational program and the Female Elite Hockey program
- Liaise between LMHA and Hockey Alberta and Hockey Canada for all matters pertaining to female hockey
- Pursue financial support for the ongoing development of female hockey
- In general, supervise and control the affairs of all LMHA female teams
- Provides direction and support to LMHA in the marketing and promotion of female hockey- both Recreational and Elite
- Maintain all Coaches and Managers Manuals for Recreational and Elite teams
- In general, support and supervise Female Hockey Directors
- Maintain all financial records for female hockey programs for funds not specific to a team
- In general, support the development of female players within mainstream hockey
- Participate in the Player Affiliation process, if requested by the President
- Participate in the Player Movement Process, if requested by the President
- Any other duties as assigned by the President or by the Board

## **2.14.6 SECRETARY**

### **Responsibilities and Duties**

- Serves a two (2) year term.
- Reports directly to the President.
- In general, perform all duties incidental to the office of Secretary
- Acts as authorized signatory for all LMHA bank accounts
- At the direction of the President, prepares and distributes the agenda for all meetings.
- Records, or directs another board member to record, the minutes of all meetings including Board, Annual, General, and Special meetings and distributes the minutes to the Board, Executive Committee and/or membership as applicable.
- Maintains and keeps minutes from all meetings.
- Contacts Board Members to advise of upcoming meetings.
- Carries on, or directs, and supervises others to carry on, the correspondence of the Association.
- Maintains the Bylaws and Regulations Manual.
- Soliciting nominations for Board positions from membership in March of each year.
- Prepares ballots to be used in elections at Annual General Meeting.
- Ensures that all notices are duly given in accordance with the provisions of the bylaws or as required by law.
- Ensures that regular and current news information is updated and posted on the website.
- Coordinates all other communication issues and events at the decision of the Board
- Maintains and updates the LMHA website to ensure that it remains current.
- Responsible for the coordination, management and update of the LMHA emails and email system.
- Custodian of all website usernames and passwords.
- Responsible for changing passwords on a yearly basis or sooner if required
- Any other duties as assigned by the President or by the Board.

## **2.14.7 FINANCIAL ADMINISTRATOR (NON-VOTING)**

*This is an honorarium position*

### **Responsibilities and Duties**

- Serves a three (3) year term with a performance review conducted once per year
- Reports directly to the President
- Acts as authorized signatory for all LMHA bank accounts
- In general, has charge and custody of and is responsible for all funds and securities of LMHA; shall receive and give receipts for monies due and payable to LMHA from any source whatsoever and deposit all such monies in the name of LMHA in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of the bylaws and in general shall perform all the duties incident to the Office of the Financial Administrator
- Maintains the financial books and records for LMHA
- Receives and deposits all registration and similar fees from the Registrar on a timely basis. At year end, prepares a reconciliation of the Registrar's database to the fees deposited
- Ensures payment of expenditures on a timely basis

- Responsible for the security and safe keeping of the LMHA mailbox key as well as the collection, opening, tracking and distribution of the mail received.
- Presents a report to the Board on a monthly basis of the operating results of LMHA
- Along with the members of the Finance Committee, prepares the budget and presents the budget to the Board for approval
- Monitors revenue and expenditures throughout the year and when necessary, makes recommendations on revisions to the budget for approval by the Board
- Monitors the bank accounts to ensure appropriate use of funds and levels of funding in each account
- After the fiscal year end, prepares the books and records for audit and liaise with the auditors throughout the duration of the audit
- Presents the audited financial statements to the Board for approval
- At the Annual General Meeting, presents the audited financial statements
- Any other duties as assigned by the President or by the Board

#### **2.14.8 ADMINISTRATOR (NON- VOTING)**

*This is an honorarium position*

**Responsibilities and Duties**

- Serves a three (3) year term with a performance review conducted once per year
- Reports directly to the President
- Maintains the books and records of LMHA relating to registration of players and member pursuant to the bylaws and regulations
- Ensures that the proper registration procedures are followed for all players registered to play in LMHA pursuant to the bylaws and regulations
- Coordinates the registration process pursuant to the bylaws and regulations
- Assists with player affiliation process
- Determines the ice requirements for the season
- Attends meetings with the City of Leduc and other applicable ice providers representing LMHA to secure the appropriate amount of ice for the season
- Allocate ice to each team in accordance with LMHA regulations and policies
- Responsible for scheduling ice time, re-scheduling ice time, exchanges of ice time and cancellation of ice time to minimize the cost of ice to LMHA with maximum ice utilization
- Shall make ice schedules available through the web site
- Ensures that league schedules, rule and regulations are obtained on a timely basis and distributed to the Referee-in-Chief and Referee assignors
- Certify ice bills to the Financial Administrator for payment
- Any other duties as assigned by the President and LMHA Board

#### **2.14.9 TOURNAMENT COORDINATOR**

**Responsibilities and Duties**

- Serves a two (2) year term
- Reports directly to the President
- Co-ordinates with the ice allocator the number of tournaments LMHA will be able to host during the current season
- Ensures that the Hockey Alberta tournament permits are obtained and posted on the

Hockey Alberta website

- Maintains the Tournament page on LMHA website so that relevant information is displayed
- Co-ordinates tournament sub-committee as approved by the LMHA Board
- Upon completion of each tournament, provides a financial report to the Financial Administrator clearly showing detailed transactions and ensures that all expenses have been repaid
- Acts as the point of contact for the tournament sub-committees and offers guidance and information
- Ensures that the Tournament Committee, upon completion, provides a financial report to the tournament coordinator and Financial Administrator showing that all LMHA incurred expenses have been repaid and all gaming revenue has been spent on LMHA approved gaming expenditures
- Any other duties assigned by the President or by the Board

#### **2.14.10 EQUIPMENT COORDINATOR**

Responsibilities and Duties

- Serves a two (2) year term
- Reports directly to the President.
- Determines the equipment and supply requirements for the season and advises the Financial Administrator of the budget required
- Presents to the Board the equipment requirement for the year for approval
- Maintains an inventory of all LMHA-owned equipment
- Assigns all equipment to LMHA teams in accordance with the Regulations
- Ensures all deposit cheques for equipment rentals are undated
- Ensures all deposits and/or rental charges for equipment are received and forwards rental amounts to the Financial Administrator for deposit within one month of receipt
- Ensures that all equipment is returned to LMHA at the end of the season and for equipment not returned, ensures the deposit cheques are forwarded to the Financial Administrator for deposit
- Disposes of old, worn or unnecessary equipment, if required
- Any other duties as assigned by the President or by the Board

#### **2.14.11 FUNDRAISING COORDINATOR**

Responsibilities and Duties

- Serves a two (2) year term
- Reports directly to the President
- In general, supports LMHA in its efforts to provide an economical hockey program that will benefit all players
- Appoints an assistant or committee, all of whom must be approved by majority vote of the board. Fundraising Coordinator shall be Chairperson of the committee.
- Maintains all raffle and gaming licenses and ensures that the necessary paperwork is processed and filed prior to the deadlines provided.
- Coordinates or directs any other fundraising event undertaken by LMHA
- Any other duties assigned by the President or by the Board

### **2.14.12 RISK MANAGEMENT**

#### Responsibilities and Duties

- Serves a two (2) year term
- Ensures that all Risk Management policies as provided in the Regulations are followed
- Coordinates the Criminal Check process for LMHA Board Members, Coaching Staff and each Manager.
- Applies for and manages Travel Permits and Special Event Permits for all LMHA Teams.
- Point of contact for all Injury Reports and coordinates with the Financial Administrator the payment of injury costs and the recovery of costs from insurance
- Reports directly to the President
- Any other duties as assigned by the President or by the Board

### **2.14.13 COACH AND PLAYER DEVELOPMENT**

#### Responsibilities and Duties

- Serves a two (2) year term
- Reports directly to the President
- Deals directly with any bench staff needing assistance
- May hold meetings and training/courses for LMHA bench staff with approval of the board.
- May hold specialty coach clinics with board approval
- Manages the Coach Evaluation process – Conducts evaluations/surveys, reviews responses & follows up accordingly.
- Any other duties as assigned by the President or by the Board

### **2.14.14 LEVEL DIRECTORS**

#### Responsibilities and Duties

- Serves a one (1) year term
- Reports directly to the VP of Directors
- U7, U9, U11, U13, U13AA, U15, U15AA, U18, and U18AA Directors report directly to the Vice President of Directors.
- The Female Recreation and Female Elite Directors will report to Vice President Female Elite Hockey.
- In general, oversees the development and operation of the teams within the Directors level.
- Receives monthly financial updates from teams
- Resolves financial disputes
- Liaise with the teams under his/her direction and the Vice President – Directors or Vice President - Female Hockey for Female Recreation & Female Elite teams.
- Assist in the planning, development, management, and execution of camps, recruitment and retention initiatives and other special events.
- Periodically attend league games to informally connect with coaches, players and parents about their season's progress. Address any issues and report progress to VP – Directors/VP – Female Hockey
- Conducts mid-season coach reviews
- Participates in the Player Affiliation process, if requested by the President.
- Any other duties assigned by the President or by the Board

### **2.14.15 REFEREE-IN-CHIEF (NON-VOTING)**

#### **Responsibilities and Duties**

- Serves a two (2) year term
- Voted on at AGM
- Act as a liaison between the Board and the Referee's Association
- Determine the requirement for and arrange Referee Clinics as requested
- Ensure an ongoing development and training program for referees is in place
- Reports directly to the President
- Ensures assignors complete and submit their timesheets on a regular basis for payment
- Provides Financial Administrator with proper paperwork/receipts when requesting reimbursements for referees
- Any other duties as assigned by the President or by the Board

### **2.14.16 SPONSORSHIP COORDINATOR**

#### **Responsibilities and Duties**

- Reports directly to the President
- Serves as a two (2) year term
- Contacts businesses and requests sponsorship donations for LMHA
- Provides the Financial Administrator with a list of all sponsors and amounts donated in order for the Financial Administrator to issue invoices
- Appoints an assistant or committee for assistance all of whom must be approved by majority vote of the board. Sponsorship Coordinator shall be Chairperson of the committee
- Follow up with outstanding sponsorship amounts not paid on a periodic basis to ensure payment is received
- Seek out new companies to fill vacant sponsorship openings
- Maintain detailed records on Sponsor info
- Be a liaison with the Financial Administrator on Sponsor's accounts and fundraising
- Maintain a positive relationship with current and new sponsors
- Be a liaison with team managers when required
- Any other duties assigned by the President or the Board



## **2.14.17 VOLUNTEER COORDINATOR**

### **Responsibilities and Duties**

- Serves a two (2) year term
- Reports directly to the President
- Responsible for maintaining Signup.com or applicable website used for LMHA Volunteer coordination
- Coordinates with Fundraising Coordinators, Tournament Coordinators & Directors to create events for Volunteers as they become available
- Coordinates with the Administrator to create and maintain the master list of all members and all volunteer credits
- After teams are finalized – coordinates with the Administrator to enter all LMHA carded coaches and all managers into the master list
- Collects Volunteer commitment cheques from all LMHA members
- Informs Administrator on any LMHA member that would like their credits to be paid out
- Collects volunteer list from directors
- Coordinates with the Fundraising Coordinator and the Tournament Coordinator to ensure that all completed volunteer commitments are entered into the master list after each event
- Follows up with members who have not completed their volunteer credits to fill vacancies as requested by LMHA Board
- Coordinates with the Administrator to ensure that all LMHA member's outstanding volunteer credits are assigned to their proper RAMP account by March 31
- Any other duties as assigned by the President or the Board

## **2.15 COMMITTEES**

The Executive Board of Directors shall be at liberty to appoint Committees or Sub-Committees to assist in carrying out the operations of the Association. Such Committees or Sub-Committees shall be composed of Members of the Association and all Committees or Sub-Committees shall report to and be governed by the Executive Board of Directors. Notwithstanding the foregoing, all Members of Committees or Sub-Committees must be Members in good standing of Leduc Minor Hockey Association.

## **2.16 INDEMNITY OF EXECUTIVE BOARD OF DIRECTORS**

No Member of Leduc Minor Hockey Association is, in their individual capacity, liable for a debt or liability of Leduc Minor Hockey Association. Leduc Minor Hockey Association shall indemnify an Executive Board of Directors Member, their heirs, legal representatives and assigns from and against any and all claims, costs, charges, expenses and losses including payment of legal fees on a solicitor and client basis necessary to settle or defend an action or satisfy a Judgment reasonably incurred by such person as a result of them having been an Executive Board of Directors Member in those cases were they were acting in their course and scope of duty and acted honestly and in good faith with the view to the best interests of Leduc Minor Hockey Association.

## **ARTICLE III– MISCELLANEOUS**

### **3.1 BYLAWS**

The Bylaws of Leduc Minor Hockey Association may only be rescinded, altered or added to by a Special Resolution passed at a general meeting of the General Membership. Such resolutions must be posted at least twenty-one (21) days in advance of the meeting in which such amendments or changes of the Bylaws are to be decided.

### **3.2 DISSOLUTION**

Should the Association dissolve, after payment of all debts and liabilities, any assets remaining shall be donated to a charitable organization.

### **3.3 CORPORATE SEAL**

There shall be no corporate seal for Leduc Minor Hockey Association

### **3.4 FISCAL YEAR END**

The fiscal year of LMHA shall be from May 1<sup>st</sup> to April 30<sup>th</sup>

### **3.5 AUDITING AND REVIEW**

The financial records, book and accounts of the Financial Administrator shall be reviewed and audited at least once a year by a duly qualified Accountant. The audited financial statement shall be proved to the LMHA members at the Annual General Meeting.

### **3.6 INSPECTION OF BOOKS AND RECORDS**

The books and records of the LMHA may be inspected by any Member in good standing upon giving reasonable notice and arranging a time and place satisfactory to the Board Member having care of the applicable books and/or records.

### **3.7 BORROWING POWERS**

For the purpose of carrying out its objects, the Association may borrow, raise or secure the payment of money in such manner as it thinks fit. The Leduc Minor Hockey Association may issue Debentures or General Security Agreements only under the sanction of a Special Resolution passed at a general meeting of the General Membership.

### **3.8 CONTRACTED SERVICES**

For the purpose of the Association carrying out its objectives and in consideration of best serving the membership, the Executive Board of Directors may, by majority vote, contract such services the Executive Board deems fit. The fee of such services shall be determined by competitive bid. Persons providing such contracted services shall not attend meetings of the Executive Board of Directors nor shall such persons be considered a Member of the Association by virtue of the provision of contracted services.

DATED this 28<sup>th</sup> day of April 2021 at the city of Leduc, in the Province of Alberta.