



Leduc Minor Hockey Association Bylaws

April 2023

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Table of Contents

1.0 DEFINITIONS..... 1

2.0 NAME OF THE ASSOCIATION 2

3.0 BOUNDARIES 2

4.0 MEMBERSHIP 2

5.0 BOARD GOVERNANCE..... 3

6.0 COMMITTEES 6

7.0 MEETINGS 7

8.0 GENERAL..... 9

DRAFT

1.0 DEFINITIONS

Annual General Meeting – a meeting of the LMHA Membership, typically occurring in April of each year.

Appeal – an application to a higher power for a decision to be reversed.

Board – all the Board Members of the Association

Board Meeting – a meeting of the Board Members.

Board Member – a person that has been elected to the Board.

Committee – a subsection of the Board, which has a specific set of duties as outlined by the Executive Committee.

Committee Meeting – meeting of a Committee.

Current Season – the present Fiscal Year.

Discipline Committee – a subsection of the Board, which has a specific set of duties related to discipline as outlined in the Bylaws and Policies & Procedures.

Executive Committee – a subsection of the Board, which has a specific set of duties as outlined in the Bylaws and Policies & Procedures.

Executive Meeting – meeting of the Executive Committee.

Fiscal Year – The fiscal year of LMHA is May 1st to April 30th.

General Consent – no objections from those present.

Hockey Alberta – the Alberta Amateur Hockey Association.

Hockey Canada – the Canadian Hockey Association.

LMHA – Leduc Minor Hockey Association.

Majority Vote – unless otherwise specified, a Majority Vote shall be more than half (1/2).

Member – as defined in the Bylaws.

Membership – all the Members of the Association.

Motion – a proposal that is put forward for discussion and a decision. If passed, a Motion becomes a Resolution.

Policies & Procedures – the rules established by the Association for the administration and operation of Hockey in Leduc.

Resolution – a decision passed at an Annual General Meeting, Special Meeting or a Board Meeting by a vote of not less than 50% of those members present.

Special Meeting – a special meeting of the Members or of the Board.

Special Resolution – a resolution passed by a majority of not less than three-quarters (3/4) of the Members entitled to vote as are present at a meeting of Members of which notice specifying the intention to propose a resolution as a Special Resolution has duly been given. For LMHA, any changes to legal structure (e.g., name changes, amalgamations, bylaw amendments) or borrowing powers (e.g., loans) require a Special Resolution.

Strategic Plan – a planning document, that is updated from time to time, outlining the Association's strategic foundations (mission, vision, guiding principles) as well as the strategic priorities upon which to focus.

Leduc Minor Hockey Association
Bylaws

Team Staff – the persons registered with Hockey Alberta including but not limited to the coach, assistant coach(es), manager and trainer of the hockey team.

Upcoming Season – the next Fiscal Year.

2.0 NAME OF THE ASSOCIATION

- 2.1. This organization shall be known as the “Leduc Minor Hockey Association” and may hereinafter be referred to as the “Association” or “LMHA”.
- 2.2. This Association is the governing body for minor hockey in the City of Leduc.
- 2.3. The Association shall be a member of Hockey Alberta and Hockey Canada and shall be bound by all bylaws and regulations of these associations.
- 2.4. LMHA shall be in good standing with Hockey Alberta and Hockey Canada.

3.0 BOUNDARIES

- 3.1. LMHA boundaries shall be those boundaries as defined by Hockey Alberta, and are different for various divisions within LMHA.

4.0 MEMBERSHIP

4.1. A Member shall be:

- a) Any Parent or Legal Guardian, eighteen (18) years of age or older, having an athlete registered with LMHA as per Hockey Alberta regulations;
- b) Board Members; or
- c) Team Staff of each hockey team that is registered with LMHA.

4.2. **Member Rights**

Members in good standing that are present at Annual General Meetings and Special Meetings of the Members shall have one (1) vote per family.

4.3. **Member Responsibilities**

All Members are to conduct themselves in accordance with LMHA Bylaws and Policies & Procedures.

4.4. **Member Withdrawal**

Any Member wishing to withdraw their Membership from the Association may do so upon written notice to the Registrar. The effective date of withdrawal shall be the date on which the President or Registrar of the Association receive the notice of withdrawal.

4.5. **Suspension and Expulsion**

- a) Any Member of the Association who does not conduct themselves in accordance with the bylaws, regulations, policies, procedures, etc. of LMHA, Hockey Alberta, or Hockey Canada can, upon a two-thirds (2/3) Majority Vote of the voting Board Members present, be expelled as a Member of the Association for the remainder of the Current Season or such longer period of time as the Board may decide upon.

Leduc Minor Hockey Association

Bylaws

- b) 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 Bylaws and 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, 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. Status of the Membership will be decided following a resolution on the matter.
- c) 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.
- d) The Executive Committee 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.
- e) If any Member has been expelled from LMHA, for any reason, the Board 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 who have been expelled, or who are not in good standing, are not able to attend nor vote at the Annual General Meeting or at Special Meetings of the Members.

4.6. Fees

- a) Determination – The base level registration fees for athletes for the Upcoming Season shall be determined annually by the Board.
- b) Ratification – The Members at the Annual General Meeting must ratify changes to the base level registration fee for the Upcoming Season.
- c) Deadline – For a Member to be in good standing, the base level 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 form.
- d) All other fees will be determined in accordance with the Policies & Procedures.

5.0 BOARD GOVERNANCE

5.1. Board Composition

The Board will, at a maximum, consist of the positions outlined below. The organizational structure associated with these Board positions is outlined in the Policies & Procedures.

- President (non-voting)
- Past President (non-voting)
- Vice President – Operations
- Vice President – Female
- Vice President – Directors
- Secretary
- Financial Administrator (non-voting)
- U13 AA Director
- U15 AA Director
- U18 AA Director
- U7 Director
- U9 Director
- U11 Director
- U13 Director

Leduc Minor Hockey Association

Bylaws

- Registrar (non-voting)
- Safety Director
- Referee-In-Chief (non-voting)
- AA Roughnecks Senior Director
- NCI AA Senior Director
- Development Director
- NCI U13 AA Director
- NCI U15AA Director
- NCI U18AA Director
- U11 HADP Director
- U15 Director
- U18 Director
- Social Media (non-voting)
- Equipment Coordinator
- Volunteer Coordinator
- Tournament Coordinator
- Sponsorship Coordinator
- Fundraising Coordinator
- Permit Coordinator (non-voting)
- Ice Coordinator (non-voting)

5.2. Powers

The Board shall, subject to the Bylaws or directions given by Majority Vote at any Annual General Meeting or Special Meeting of LMHA properly called and constituted:

- a) have full control and management of the affairs of the Association; and
- b) have the power to adopt or amend the Policies & Procedures at any Board Meeting, by Motion, which shall be binding upon all Members of LMHA.

5.3. Duties

All Board Members are required to fulfil their duties as outlined in the Policies & Procedures.

5.4. Appointment

- a) The Association shall have three (3) positions that are paid an annual honorarium. These positions are:
 - Financial Administrator
 - Registrar
 - Ice Coordinator
- b) Any changes to a previously approved honorarium position must be approved by the Members at the Annual General Meeting.
- c) Honorarium positions are non-voting positions and shall be chosen by a Majority Vote of the Executive Committee for a three (3) year term.

5.5. Election

- a) All other Board Members will be determined by election at the Annual General Meeting based on the Board Member terms that expire in the Fiscal Year.
- b) Except where noted, all positions on the Board are an elected position for a period of two (2) years.

5.6. Nominations

- a) Every Member of LMHA shall have the privilege of nominating a qualified representative to serve on the Board for a position open for election in any given year.
- b) Nominations may only be made by current Members in good standing.
- c) Nominations can be received, in writing to the Executive Committee, prior to the Annual General Meeting or can be accepted from the floor.
- d) Nominees will be given the opportunity to speak during the Annual General Meeting.
- e) All nominations for Board positions will be voted on.

Leduc Minor Hockey Association
Bylaws

5.7. Qualifications

- a) Any person nominated for a Board position must be eighteen (18) years of age or older and must be a Member in good standing.
- b) Any person considered for the President, Vice President – Operations, Vice President – Directors, Vice President – Female and Development Director positions must have at least two (2) years of experience as an LMHA Board or Committee Member and, must have appropriate hockey experience or a skill set unique to the position.
- c) The Executive Committee will determine the minimum qualifications for honorarium positions prior to the selection process.
- d) Nominee suitability for all other Board positions will be evaluated at the Annual General Meeting during the election and voting process.

5.8. Resignations

A Board Member may resign from office upon giving notice thereof in writing to the Executive Committee. The resignation of a Board Member shall be effective upon acceptance by the Executive Committee.

5.9. Removal

A Board Member may be relieved of their duties and removed as a Board Member in the following circumstances:

- a) upon failure to attend three (3) consecutive Board Meetings without a reasonable excuse;
- b) upon 75% Majority Vote of the voting Board Members on the basis that such Member is not performing satisfactorily in their position;
- c) upon 75% Majority Vote of the voting Board Members 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 Board; or
- e) upon a Special Resolution of the Membership at an Annual General Meeting or Special Meeting.

5.10. Vacancies

- a) In the event that the President is unable to perform the required duties, the Vice President – 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 Vice President – Operations cannot assume the President's position, then the Board shall elect a Member from the Membership to fill the vacancy until the next Annual General Meeting.
- b) In the event that any other Board Member withdraws or is removed from the Board, or should a Board position not be filled by an election of the Membership at an Annual General Meeting, then the Board shall elect a Member from the Membership to fill the vacancy until the next Annual General Meeting.

5.11. 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.

5.12. Responsibilities

In accepting a position, Board members must agree to:

- a) understand and demonstrate a commitment to LMHA's Strategic Plan
- b) keep up to date with the issues and trends that affect LMHA
- c) prepare for Board Meetings by submitting (if required) monthly reports to the Secretary forty-eight hours prior to the meeting
- d) prepare for Board Meetings by reviewing the agenda, other Board reports and previous Board Meeting minutes prior to the meeting
- e) attend the monthly Board Meetings
- f) actively participate in meetings, committees and LMHA run events
- g) maintain confidentiality

5.13. Indemnity

No Member of the Association is, in their individual capacity, liable for a debt or liability of LMHA. The Association shall indemnify a Board 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 a Board Member in those cases where 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 the Association.

5.14. Remuneration

- a) No Board Member, except for the honorarium positions, 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 honorarium position(s) and the honorarium amount set forth by the current Board.
- c) Monthly or annual paying positions must be put out to tender and sent to the Membership for applications.
- d) The successful candidate for any honorarium position(s) will be determined by Majority Vote of the Executive Committee.

6.0 COMMITTEES

6.1. Committees

- a) The Executive Committee shall be at liberty to appoint Committees or Sub-Committees to assist in carrying out the operations of the Association. The Executive Committee will also be responsible for reviewing and approving Committee Members.
- b) Members of Committees or Sub-Committees can be non-LMHA Members.
- c) All Committee Members are required to fulfil their duties as outlined in the Policies & Procedures.

6.2. Executive Committee

The Executive Committee shall be comprised of Board Members holding the following positions:

- President (Chairperson)
- Past President
- Secretary
- Financial Administrator
- Registrar
- Vice President – Operations
- Vice President – Female
- Vice President – Directors
- Referee-In-Chief
- Safety Director
- Development Director

7.0 MEETINGS

7.1. **Annual General Meetings** 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. The Annual General Meeting shall be called by the President and notice shall be given at least twenty-one (21) days prior to the Membership via the Association's website and to the email addresses on file for the Current Season.

- b) The suggested order of business for Annual General Meetings shall be, at a minimum:
- Call to Order
 - Minutes of the Previous Meeting
 - Bylaw Changes
 - Board Reports
 - President
 - Financial Administrator
 - Registrar
 - New business
 - Elections
 - Adjournment
- c) The order of voting for Board positions will follow the LMHA organizational structure, starting with the President (if the position is open).

7.2. Special Meetings

- a) A Special Meeting of the Members can be called at any time by the President. A Special Meeting of the Members must be called on written request of eight (8) Board Members or twenty (20) Members in good standing. Notice of the Special Meeting of the Members shall be provided to the Membership at least twenty-one (21) days prior via the Association's website and to the email address(es) on file for the Current Season.
- b) A Special Meeting of the Board can be called at any time by the President. A Special Meeting of the Board must be called on written request of two (2) Board Members. Notice of the Special Meeting of the Board shall be provided to the Board at least three (3) days prior via the LMHA Board email addresses.

Leduc Minor Hockey Association
Bylaws

7.3. Board Meetings

- a) LMHA shall hold a Board Meeting at least once a month at regularly determined dates during the year as determined by the President.
- b) The order of business for Board Meetings shall be:
 - Call to Order
 - Minutes of the Previous Meeting
 - Board Reports
 - New Business
 - General Discussion
 - Adjournment
- c) Committee Members can attend Board Meetings upon invite by or at request to (and approved by) the President.

7.4. Committee Meetings

A Committee Meeting can be called at any time by the Chair of that Committee.

7.5. Conduct of Meetings

- a) The Annual General Meeting Special Meetings, and Board Meetings shall be conducted under the Robert's Rule of Order.
- b) The President, or in their absence, a Vice-President, shall chair the Annual General Meeting, Special Meetings and Board Meetings. The Chairperson of each Committee, as outlined in the Policies & Procedures, shall chair their respective Committee Meetings.
- c) The President, with General Consent of the Membership, will adjourn Annual General Meetings, Special Meetings and Board Meetings.
- d) No business shall be transacted after a meeting has been adjourned.

7.6. Participation

- a) Any person entitled to attend a meeting of Members or Board may participate in the meeting remotely using technology approved by the Board.
- b) The Board may determine that an entire meeting be held remotely by the use of technology that permits all participants to communicate adequately with each other during the meeting.
- c) A person participating in a meeting in person or remotely is deemed to be present at the meeting.

7.7. Voting

- a) At every Annual General Meeting or Special Meeting, every Motion shall be decided by a Majority Vote, in the first instance by a show of hands and/or poll, unless before the show of hands/poll, a secret ballot is requested by at least two (2) Members present at the meeting.
- b) No person or family 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.

Leduc Minor Hockey Association

Bylaws

- c) 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.
- d) In case of an equality of votes at any Annual General Meeting or Special Meeting, the President shall be entitled to a vote.
- e) In case of any dispute as to the admission or rejection of any vote, the President shall determine the same, and, such determination made in good faith, shall be final and conclusive.
- f) At the discretion of the President and/or two (2) members of the Executive Committee, and where the matter at hand cannot wait until the next Board Meeting or Committee Meeting, a Motion can be debated and voted on via email. The results of the vote will be documented and discussed at the next Board or Committee Meeting.
- g) All Committee Members, regardless of whether they hold a voting or non-voting Board position, are entitled to a vote within that Committee.
- h) At any given time, if two Board Members on the Executive Committee are from the same family/household, then that family is only entitled to one vote within the Executive Committee.

7.8. Quorum

- a) At any Annual General Meeting or Special Meeting of the Members, a quorum shall consist of 20 voting Members present. This number can include Board Members in attendance. If within 15 minutes from the time appointed for the meeting, a quorum is not present, the meeting shall stand adjourned and be postponed to a later date until a quorum can be met.
- b) All attendees at the Annual General Meeting must sign in to have their Membership verified and to be able to vote.
- c) A quorum at a Board Meeting shall be 50% plus one Board Members. If within 15 minutes from the time appointed for the meeting, a quorum is not present, the meeting shall stand adjourned and be postponed to a later date until a quorum can be met.

7.9. Records

- a) Minutes shall be recorded by the Secretary, or designate, for all Annual General Meetings, Special Meetings and Board Meetings. All meeting minutes shall be retained in accordance with Section 8.7 below.
- b) Minutes from the Annual General Meetings shall be posted, within 30 days, on the LMHA website.
- c) Minutes from Committee Meetings shall be recorded by one of the Committee Members, assigned by the Chairperson of that Committee. Committee Meeting minutes shall be retained in accordance with Section 8.7 below.

8.0 GENERAL

8.1. Corporate Seal

There shall be no corporate seal for Leduc Minor Hockey Association.

Leduc Minor Hockey Association
Bylaws

8.2. Financial

- a) Borrowing – 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 Association may issue Debentures or General Security Agreements only under the sanction of a Special Resolution passed at an Annual General Meeting or Special Meeting of the Members.
- b) Contract and Procurement Services – For the purpose of the Association carrying out its objectives and in consideration of best serving the Membership, the Board may, in accordance with the Association's Policies & Procedures, contract such services the Board deems fit.
- c) The President, Financial Administrator and Secretary will act as the authorized signatories for all LMHA bank accounts.
- d) 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.

8.3. Amendments

- a) The Bylaws of LMHA may only be rescinded, altered or added to by a Special Resolution passed at an Annual General Meeting or at a Special Meeting of the Members. Special Resolutions must be posted at least twenty-one (21) days in advance of the meeting in which such amendments or changes to the Bylaws are to be decided. Notice shall be provided via the Association's website and to the email address(es) on file for the Current Season.
- b) The Policies & Procedures can be amended by the Board through a Resolution at any Board Meeting.

8.4. Dissolution

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

8.5. Violation of Bylaws, Policies and Procedures

All discipline matters will follow the process under LMHA's Policies & Procedures.

8.6. Appeals

All Appeal matters will follow the process under LMHA's Policies & Procedures.

8.7. Records

- a) All financial records shall be retained for a minimum of seven (7) years.
- b) All other records of the Association shall be retained in accordance with the Policies & Procedures.
- c) 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.

8.8. Freedom of Information and Protection of Privacy Act

LMHA will follow the guidelines of the Freedom of Information and Protection of Privacy Act ("FOIP") as provided by Hockey Alberta.