

Lloydminster Minor Hockey Association Bylaws

JUNE 2022



Table of Contents

A. INTRODUCTION & PURPOSE	3
B. DEFINITIONS	3
C. CONSTITUTION	6
D. ASSOCIATION BYLAWS	7
BYLAW I - INTERPRETATION	7
BYLAW II - NAME OF THE ASSOCIATION	7
BYLAW III - PURPOSE OF ASSOCIATION	8
BYLAW IV - MEMBERSHIP	8
BYLAW V - TERMINATION OF MEMBERSHIP	9
BYLAW VI - MEETINGS GENERAL	9
BYLAW VII - THE EXECUTIVE & BOARD OF DIRECTORS	11
BYLAW VIII - DUTIES & POWERS OF THE EXECUTIVE & BOARD OF DIRECTORS	13
BYLAW IX - DUTIES AND POWERS OF THE EXECUTIVE COMMITTEE	14
BYLAW X - DUTIES OF THE OPERATIONS CHAIRPERSON	15
BYLAW XI-BORROWING	15
BYLAW XII-BANKING	15
BYLAW XIII-SEAL	16
BYLAW XIV-AUDIT	16
BYLAW XV -AMENDMENTS	16

BYLAW XVI-MINUTES OF MEETING & OTHER BOOKS & RECORDS	16
BYLAW XVII-INSPECTION OF BOOKS & RECORDS	16
BYLAW XVIII-DISCIPLINE PROCEDURE & DISPUTE RESOLUTION PROCESS	17
BYLAW XIX – GRIEVANCES PROCEDURES	20
BYLAW XX – COURT AND LEGAL ACTION	21
BYLAW XXIV – FISCAL YEAR	21

A. INTRODUCTION & PURPOSE

The writing of this document began in the 2002-03 season and introduced to the membership for the 2003-04 season. Team Works Canada Inc and Rick Polutnik were contracted to develop this document along with the Executive Committee of the Association. The association has seen significant growth in minor hockey and felt that it was time to bring together all the various policies and procedures into one document. The Bylaws of the Association have also been updated to better meet the needs of the LMHA.

Effective December 2004, LMHA took over a more active role in the development of this document. It continues to be a 'work in progress' as new initiatives are pursued by the association. These by-laws have been updated in both 2008, 2015, 2017, 2019 and 2021 to reflect the changes in the structure of Lloydminster Minor Hockey.

The purpose of this handbook is intended to complement the Lloydminster Minor Hockey Association constitution. The contents of the Handbook have been developed to provide all participants in LMHA with guidelines for the different components of the hockey program. Any hockey guidelines must ultimately be consistent with CAHA and AAHA constitution, by-laws, rules and regulations. The "model" for this handbook has been developed from the handbooks of several other Associations, while recognizing the uniqueness of LMHA.

The strong history of professional calibre players who have participated in the Lloydminster Minor Hockey Program is a testament to the dedication and competence of the many coaches, managers and others contributing to the program. This Handbook will be reviewed regularly and any aspects of the Handbook deemed to be in need of revision will be amended. Every participant in the program has a vested interest in understanding the guidelines, rules and policies relating to the effective management of the program.

Members are invited to submit their comments/suggestions in writing to the LMHA.

B. DEFINITIONS

In the constitution, bylaws, rules, regulations and Policy Procedures of Lloydminster Minor Hockey Association, the following terms are defined as:

"Annual General Meeting" - the Association meeting open to all Members held annually at the completion of the regular Hockey Season.

"Annual Operating Budget" - the financial/accounting document setting out in detail the proposed revenues and expenses for a hockey season the sufficiency of which will be determined by the Board of Directors.

“Board of Directors” - the appointed representative(s) from each Member Organization and elected members of the Executive Committee who are responsible for the overall management of the Association.

“Lloydminster Minor Hockey Member”-has been approved as a member by the Board of Directors, or is a member of coaching staff, manager, referee, any other volunteer position, or parent/legal guardians, in good standing of a player currently registered with the Lloydminster Minor Hockey Association

“Canadian Hockey Association (CHA)” - the governing body for amateur hockey in Canada. Hockey Alberta is a member of the CHA. The CHA is made up of member branches or the provinces.

“Canadian Hockey Mentorship Program” - a major mentorship program where experienced coaches are trained to work with younger less experienced coaches.

“Canadian Hockey Initiation Program” -a Program based on the philosophy of fun and enjoyment for beginning hockey players up to age ten years. The philosophy emphasizes skating skills and fun versus competition and games.

“City League” – a league in which LMHA teams are members of that play all league games within the City limits of Lloydminster.

“Discipline Committee” - the committee responsible for all game related discipline and hearings.

“Executive Members” - the five chairpersons serving on Lloydminster Minor Hockey Board of Directors (Executive Chairperson and Chairpersons for Operations, League Liaison, Disciplinarian, Program and Development)

“Hockey Alberta” - the governing body for amateur hockey in the province of Alberta. LMHA is a member of Hockey Alberta and agrees to operate under the guidelines, policies and direction of Hockey Alberta. Hockey Alberta members are minor hockey associations in Alberta who are registered with Hockey Alberta.

“Hockey Season” - the period beginning August 1 and concluding April 30th of the next calendar year.

“Import Player” - a player who resides outside the boundaries of the LMHA.

“Individual Tactics” - Skills which individual players can use to gain an advantage or take away an advantage from an opponent. They are usually a combination of individual skills. An example would be the player using skating skills with puck handling skills to maintain puck control.

“Ineligible Player” - a player who is not properly registered with LMHA.

“Legal Guardian” - a person whom is granted guardianship of a player under the age of eighteen (18) years by the law courts of competent jurisdiction.

“Majority” - one vote more than fifty percent (50%) of the votes cast

“Member” - includes all players, coaches, managers, other team officials, members of the Board of Directors, members of the Executive Committee, members of all Member Organizations, and all other individuals working, assisting, volunteering in hockey within the jurisdiction of this Association

“Hockey Alberta Skills Program Curriculum” - a program designed by CHA which consists of a package of progressive drills for every level of the game – U11, U13, U15 and U18 age division.

“Past Chairperson” - the formerly elected Chair who will assist the Board of Directors in the management of the Association.

“Players” - registered player members in good standing

“Chairperson” -an elected member of the Board of Directors who is in charge of the management of the Board of Directors.

“Quorum” - the amount of eligible voting Members required before an Association meeting shall proceed.

“Regular Meeting” - the Association meeting held the second Tuesday of each month over the course of the Hockey Season.

“Suspension” - a temporary debarring of a person from the privileges of playing hockey games or association with a Hockey Team or Member provided that suspension must stipulate a length of time or number of hockey games or type of hockey games or combination thereof.

“Team” - a registered group of players who are all qualified in one Division comprised of not less than twelve (12) players (Exclusive of affiliated players) and not more than in accordance to the Hockey Alberta team composition policy.

“Treasurer” - an elected member of the Board of Directors in charge of financial affairs of the Association.

C. CONSTITUTION

ASSOCIATION CULTURE

The association culture consists of the Vision and Mission statements of the association along with the stated values and beliefs about how we will operate the business of minor hockey in our community.

Vision Statement

Lloydminster Minor Hockey Association (LMHA) dedicates itself to foster an environment so that any individual wishing to participate in minor hockey can do so in a safe, sportsmanlike and fun manner.

A Mission to Achieve our Vision

Lloydminster Minor Hockey Association will encourage, promote and teach amateur youth hockey through an organized effort that fosters sportsmanship, community spirit and fellowship of all participants for the betterment of their physical, mental and social well-being.

VALUES & BELIEFS OF LLOYDMINSTER MINOR HOCKEY

That the association needs to operate with proper planning, clearly defined policies, procedures, and job descriptions.

That communication will be accurate, consistent, honest and open throughout our operations

That the Association operates with financial and fiscal accountability and responsibility based upon the concept of value for the members.

That all children should have the opportunity to participate and have fun regardless of their skill level, gender and desire.

That all participants shall act honestly using care and common sense, and act in the best interest of the organization.

That a "Safety First" attitude should be incorporated into all aspects of the Association.

That all children are entitled to caring and qualified leadership in a positive environment.

That all participants should be treated with respect and in a manner that enhances self-esteem, and maintains dignity.

That participation in Lloydminster Minor Hockey Association will build life-skills through a quality work ethic, communication, learning to work as a team and participation in decision-making.

D. ASSOCIATION BYLAWS

BYLAW I – INTERPRETATION

- 1.1 In these Bylaws and Regulations, unless the context otherwise requires, words importing the singular number of the masculine gender shall include the plural number or the feminine gender, as case may be, and vice versa, and references to persons shall include firms and corporations.
- 1.2 When constructing these By-laws and Regulations, reference shall be made to the Societies Act, and the By-laws, Rules and Regulations of the Alberta Amateur Hockey Association (A.A.H.A) known as Hockey Alberta, and the Canadian Hockey Association (C.H.A). Words and expressions used in these By-laws and Regulations shall, so far as the context does not otherwise require, have the same meaning, as would be the case when used under the Act, Bylaws, Rules and Regulations.
- 1.3 References to the “Association” in these Bylaws refer to the Lloydminster Minor Hockey Association (L.M.H.A)
- 1.4 The Association shall conform and comply with the Bylaws, Rules and Regulations as set forth by the Alberta Amateur Hockey Association (A.A.H.A) Hockey Alberta and the Canadian Hockey Association (C.H.A.) respectively.

A potential or actual conflict of interest exists when commitments and obligations to the association are likely to be compromised by that person’s other interests or commitments. A conflict arise when a board member is or may be in a position to influence a specific hockey team by taking on a head coaching or managing position; or lead to any form of personal gain for themselves or a family member, or give improper advantage to others to the association’s detriment.

When a board member of the Association is in or believes they are in a conflict of interest position, they must declare so and remove themselves from all discussion and voting on the item.

Situations may include but are not limited to:

 - Discussion regarding a spouse or child
 - Discussions regarding a team they are involved with as a parent or team Official

BYLAW II - NAME OF THE ASSOCIATION

- 2.1 The name of the organization will be the LLOYDMINSTER MINOR HOCKEY ASSOCIATION, hereafter referred as LMHA.

BYLAW III - PURPOSE OF ASSOCIATION

- 3.0 PURPOSE & OBJECTIVES of LMHA
- 3.1 To allow players to play the game at a competitive level.
- 3.2 To develop a sense of pride in our Association and community.
- 3.3 To ensure that everyone enjoys an opportunity to participate in a fun and pleasurable minor hockey experience.
- 3.4 To ensure that the game of hockey contributes to the health and well-being of our children and our community.
- 3.5 To grow our community, through developing our children to be good citizens.
- 3.6 To provide for the recreation of members and to promote and afford opportunity for friendly and social activities.
- 3.7 To encourage and promote Fair Play.

BYLAW IV – MEMBERSHIP

- 4.1 The members of the Association shall be the subscribers to the Application, the Bylaws and Regulations and such other persons as Subsequently become members of the Association in accordance with these Bylaws.
- 4.2 A person may become a member of the Association who:
- 4.2.1 Has been approved as a member by the Board of Directors, or
- 4.2.2 Is a member of coaching staff, manager, referee, any other volunteer? Position, or parent/legal guardians, in good standing of a player currently registered with the LMHA.
- 4.3 A person shall cease to be a member of the Association:
- 4.3.1 Upon notification in writing to the Board of the Directors of his Withdrawal from membership or,
- 4.3.2 When he is expelled from membership in accordance with these Bylaws.

4.4 A RESIDENT:

- 4.4.1 Shall reside within the city of Lloydminster, or in the geographic area, which has been identified as the boundaries of LMHA and recognized by Hockey Alberta.

A NON-RESIDENT:

- 4.5.1 Is not a member of LMHA, and does not reside in the City of Lloydminster or geographical area
- 4.5.2 Any player, who wishes to play within the LMHA, must comply with Hockey Alberta Bylaw and Regulations.

BYLAW V - TERMINATION OF MEMBERSHIP

- 5.1 Any member may resign from the Association at any time by notifying the Administrator in writing; however, an administration fee will be charged.
- 5.2 Any member who, in the opinion of the Discipline Committee, fails to maintain an acceptable standard of conduct may be asked to resign in written form after at least one previous written warning. That decision will result in the loss of voting privileges unless the member wins a successful appeal. An appeal fee will be charged in accordance with a stage 2 appeal.
- 5.3 Any member who has been requested to resign may exercise the right to appeal the decision provided the written request is received by the General Manager within seven (7) days of the request to resign. Any member that refuses to resign on written request will be considered expelled from the Association.
- 5.4 The Executive claims the rights and interests as the Rental Contract Carrier to bar any expelled or resigned member from any or all facilities where Association functions occur including meetings, games and practices are taking place for a specified period of time.
- 5.5 A member who ceases to be a member, or is expelled or suspended from the Association shall forthwith forfeit all rights and interests arising from the Association with membership in the Association. This means the suspended or expelled member cannot coach or manage a team, hold an elected or appointed position until the suspension is served or waived upon a successful appeal.
- 5.6 The member can be suspended or expelled for a time frame deemed appropriate by the Executive Committee or Discipline Committee and ratified by Board of Directors.

BYLAW VI – MEETINGS GENERAL

- 6.1 The Annual General Meeting (AGM) of the Association membership shall be held in the City of Lloydminster during the period of May 15 and September 30, inclusive, in each year.
- 6.2 Meetings of the Association membership:
- 6.2.1 Shall be at the call of the General Manager.
- 6.2.2 When required, or desired the Board of Directors may call a meeting of the Association membership.
- 6.2.3 At the written request from twenty members in good standing of the Association membership, a special meeting shall be convened. The proceedings of such a meeting shall be confined to the matters specified in the request.
- 6.3 Notice of LMHA Annual General Meeting or any Special General Meeting will be given in writing at least 15 days in advance of the meeting.
- 6.3.1 Upon instruction from the Executive Committee, the General Manager shall notify the appropriate members of the time and place of each meeting. Notification shall be done by posting on the association web-site, applicable social media and / or by other methods deemed appropriate by the Board of Directors.
- 6.4 The Chairperson shall chair all meetings. In the event the Chairperson is unable to fulfill this responsibility, one other member of the Executive Committee will fill in.
- 6.5 At any annual or special meeting of the LMHA, the following, as appropriate, will be the order of business:
- Roll call of delegates;
 - Reading of the minutes;
 - Report of the Executive Chair;
 - Report of the General Manager;
 - Report of the Treasurer;
 - Report of the Committees;
 - Resolutions;
 - Elections;
 - Orders and General Business;
 - Adjournment
- 6.6 Business will be conducted by following Roberts Rules of Order
- 6.7 The Chairperson may, when deemed necessary, invite any member, or non-member to any meeting of the Association, to address a particular subject on the agenda

- 6.8 Voting on any issue arising at Meetings of the Members shall be decided by a simple majority of the eligible members present in person. Each eligible member in attendance is entitled to only one vote per member household and issue, regardless of the number of positions they may occupy on the Board of Directors or other committees. There shall be no proxy votes. The Chairman of any meeting is not entitled to vote on an issue, unless it is to break a tie.

MEETINGS OF THE BOARD

6.9 Meetings of the Board of Directors

6.9.1 Shall be at the call of the General Manager or the Executive Committee.

6.9.2 A minimum of six (6) board meetings per year shall be held at least once every 2nd month. The Board may decide to meet more than once every 2nd month and may decide not to meet in a particular month

6.9.3 At the request of 3 members of the Board of Directors, the Chairperson shall convene a special meeting of the Board of Directors. The proceedings at such a meeting shall be confined to the matters specified in the request.

6.9.4 Association members may submit in writing, items for inclusion on the agenda of a Board of Directors meeting. These members shall be entitled to attend that portion of the meeting devoted to those agenda items but have no vote.

6.9.5 A quorum for the transaction of business shall consist of not less than eight (8) members of the Board of Directors. Only members of the Board of Directors, present in person, are eligible to vote.

6.9.6 The Chairperson is entitled to invite any member to be present or to make presentation to the Board when deemed necessary.

BYLAW VII - THE EXECUTIVE & BOARD OF DIRECTORS

The Board of Directors shall consist of the following positions. Included in this structure is the General Manager of the Association, which is a staff person with non-voting status.

Executive Committee Chairperson (President), Executive Committee Operations Chairperson (Vice President), Executive Committee Disciplinarian Chairperson, Executive Committee Program Development Chairperson, Executive Committee League Liaison Chairperson. There must be a minimum of three (3) people for the four (4) AGLC Positions. It is acceptable for one Executive Member to hold two (2) AGLC positions if necessary.

- 7.1 Chairperson
- Executive Committee

- Disciplinarian Chairperson
 - Executive Committee
- Program Development Chairperson
 - Executive Committee
- Operations Chairperson
 - Executive Committee
- League Liaison Chairperson
 - Executive Committee
- General Manager
- Elite Division Chairperson or Elite Director Designate
- Treasurer
- AA Director
- Coach Selections Director
- Pond Hockey Director
- Referee in Chief
- U7 Director
- U9 Director
- U11 Director
- U13 Director
- U15 Director
- U18 Director
- Female Hockey Director (2)
- Parents Auxiliary (1)

7.2 The LMHA Elite Division Committee will be approved by the Executive Committee of the Lloydminster Minor Hockey Association to provide hockey programming as set out in the Elite Development System under the governance of Hockey Alberta. The LMHA Elite Division Committee will consist of a minimum of 4 (four) members that have no children playing in the Elite structure of Lloydminster Minor Hockey. These appointments shall be staggered as to avoid an overlap in expiration of terms and may be for a period of up to 4 (four) years. The LMHA Elite Division Committee will administer the business, financial, management and hockey operations of the LMHA Elite Division according to the LMHA By-Laws and the LMHA Elite Division Policies & Procedures.

7.3 Within the LMHA Elite Division Committee there will be the following appointments:

- LMHA Elite Division Chairperson (Non-voting unless required to break a tie)
- Hockey Operations Committee Director
- Finance Committee Director
- Education Committee Director
- Human Resources Committee Director
- Minimum of 1 (one) Director for the LMHA Elite Division Female Teams
- Minimum of 1 (one) Director for the LMHA Elite Division Male Teams

Without restricting the appointment of other subcommittees as deemed necessary by the LMHA Elite Division Committee; all subcommittees will be aligned under the direction and guidance of one (1) of the four (4) Committee Director's.

The LMHA Elite Division Committee Chairperson and Directors will not be allowed to have children playing in the LMHA Elite hockey structure.

- 7.4 Meetings of the LMHA Elite Division Committee shall be held a minimum of once every 30 (thirty) days at such time and place as determined by the LMHA Elite Division Chairperson.

The General Manager of LMHA will attend all LMHA Elite Division monthly meetings and shall have no vote on any matter and will act as the liaison between the LMHA Elite Division Committee and the LMHA Executive Committee. One member of the LMHA Elite Division Committee shall be required to attend the monthly Lloydminster Minor Hockey Association Board Meeting. The LMHA Elite Division Committee shall be entitled to 1 (one) vote on any issue of the Association. All appointments to the LMHA Elite Division Committee will be approved by the LMHA Executive Committee and ratified by LMHA Board at the next scheduled meeting.

BYLAW VIII - DUTIES & POWERS OF THE EXECUTIVE & BOARD OF DIRECTORS

- 8.1.1 The Executive Committee shall have the power to appoint a member in good standing in LMHA to any vacant Director position. That appointee will hold that office until the next AGM unless deemed otherwise by the Committee.
- 8.1.2 The Executive Committee shall have the power to appoint to any vacant Executive position. That appointee will hold that office until the next AGM unless deemed otherwise by the Committee. That appointee must have been an active member on the Board of Directors for a term of a minimum of one full year.
- 8.2 The Board of Directors shall have control of the affairs of the Association and shall govern in the best interests of the association.
- 8.3 The Executive Committee will have the power to impose and enforce penalties for violation of the Bylaws or Regulation & Rules of the LMHA.
- 8.4 The Directors shall be elected at the election meeting of the Association Membership. The LMHA Elite Division Committee shall be approved by the LMHA Executive Committee and ratified by the Board of Directors.
- 8.5 All Directors are elected for terms of two years with the exception of the Executive Committee. A minimum of two Executive Committee positions shall be open for election each year. The minimum of two Executive positions that are up for election will be determined by the LMHA Board. After a two-year term, members of the executive committee must stand for election at the LMHA annual general meeting. Nominations for the Executive Committee must be supported by the Executive Committee, in addition to a minimum of two Board members.

- 8.6 Each member of the Board of Directors shall be elected or appointed to hold office until the conclusion of the next AGM. If any member of the Board of Directors resigns his office, or ceases to be a member of the Association, or without reasonable excuse absents himself from three consecutive meetings of the Board of Directors, or be suspended or expelled from the Association, the Board of Directors shall declare his office vacated. The Executive Committee shall then be charged with filling the vacant position subject to By-Law 8.1.
- 8.8.1 The Board of Directors shall have the authority to appoint any committee as Deemed necessary.
- 8.9 The Board of Directors may, by a 75% vote, forthwith remove from office any Member of the Board or a member that has been appointed to a position for neglect of duty, or for conduct tending to impair such member's usefulness; for example, "not meeting the responsibilities" of the position. This shall be done by way of a special meeting with formal notice given to all Directors
- 8.10 The Board of Directors will supervise the collection and authorize the Expenditure of funds the LMHA provided always that funds coming into LMHA Will be allocated in accordance with the purpose so intended.
- 8.11 The Board of Directors shall develop Policies and Procedures for the management and operations of the Association.
- 8.12 The Board of Directors will interpret, define and explain all provisions of the By-laws and Regulations of the Association.
- 8.13 The Board of Directors will adjudicate all disputes between members, which may arise between Annual Meetings.
- 8.14 The General Manager will request delegates to attend all meetings of Hockey Alberta, Zone meetings and league meetings as relating to their position on the board.

BYLAW IX - DUTIES AND POWERS OF THE EXECUTIVE COMMITTEE

- 9.1 The Executive Committee will have the power to suspend summarily, any player, coach, trainer, parent/guardian, or manager of any team under the auspices of a member of the LMHA for ungentlemanly conduct, on or off the ice, for abusive language to any official, or for any other infraction, in the sole discretion of the Executive Committee, deemed to be detrimental. Such suspension to be effective until dealt with by the Discipline Committee within a reasonable period of time, as determined by the Chairperson of the Discipline Committee.
- 9.2 The Chairperson, within the jurisdiction of the Association, shall:
- 9.2.1 Be a signing officer for the Association

- 9.2.2 Exercise the powers of the Executive, in case of emergency
- 9.2.3 Discipline up to and including suspension of any member, coach, manager, player, trainer, or other official connected within the Association, subject to ratification at the next meeting of the Executive
- 9.2.4 Sit on committees as an ex-officio voting member
- 9.2.5 Generally manage and supervise the affairs and operations of the Association along with the Administrator of the Association, who is a paid staff member.
- 9.2.6 Together with the Administrator of the Association, or other officer appointed by the Board of Directors for that purpose shall sign all resolutions, transfers and releases.

BYLAW X - DUTIES OF THE OPERATIONS CHAIRPERSON

- 10.1 No person may be elected to the Executive Committee unless that Person is serving as a current member of the Board of Directors for a period of not less than one year, with the exception made when there is no present board member able to make that commitment. In the absence of the Chairperson, or in the event of his inability to act, the Operations Chairperson shall first have and exercise all the powers, authority and restrictions of the Chairperson. The Executive Positions shall be appointed by the Executive Committee and shall be ratified at the next Board of Directors meeting.

BYLAW XI-BORROWING

- 11.1 For the purpose of carrying out its objectives, the Association may borrow, or raise or secure the payment of money in such a manner, as it deems appropriate, and in particular, by the issue of debentures. If the Board of Directors wishes to raise monies through a debenture, the decision must be ratified through Special Resolution of the members.

BYLAW XII-BANKING

- 12.1 The Signing Officers of the Association for the purpose of drawing cheques or initiating electronic transactions on the account or accounts of the Association shall be any two of the Executive Committee, Treasurer, or bonded designate, as approved by the Board of Directors. All cheques must have two signatures. All withdrawals must have dual authorization.
- 12.2 All bank accounts pertaining to Alberta Gaming Funds shall have 2 of the following 4 positions; Executive Committee Chairperson (President), Executive Committee Operations Chairperson (Vice President), Executive Committee Disciplinarian Chairperson, Executive Committee Program Development Chairperson, Executive Committee League Liaison Chairperson. All cheques must have 2 signatures.
- 12.3 All signing officers of the Association must be able to be bonded.

BYLAW XIII-SEAL

- 13.1 The Board of directors may adopt a seal, which shall be the common seal of the Association.
- 13.2 The common seal of the Association shall be under the control of the Board of Directors, and the Board of Directors shall determine the responsibility for its custody and use from time to time.

BYLAW XIV-AUDIT

- 14.1 A person of firm qualified to do so as designated by the Board of Directors shall make an audit of the financial transactions of the Association at the end of each fiscal year. The Board may by resolution waive the requirement of an audit.

BYLAW XV –AMENDMENTS

- 15.1 No amendments to the By-laws of the Association, whether by way of new Provision, amended provisions, or to rescind any of the provisions in these By-laws, shall be made except at the Annual Meeting, or other general meeting of the Association membership, and then only by “Special Resolution”. Notice of any proposed amendments must be filed with the General Manager in writing at least thirty (30) days prior to the meeting. The General Manager shall cause the contents of the resolution, or a summary thereof to be posted publicly with the notice of the Annual Meeting, or any other general meeting at which it is proposed to consider the resolution.
- 15.2 The Board of Directors is empowered to amend or alter Rules & Regulations, Policy and Procedures, as required to conduct the affairs of the Association. Amendments to Bylaws can only be made at an Annual or Special Meeting of the members.

BYLAW XVI-MINUTES OF MEETING & OTHER BOOKS & RECORDS

- 16.1 The minutes of the meetings of the Association and of the Board of Directors shall be taken and prepared by a designate of the Board of Directors. The General Manager shall keep a record of all minutes arising out of meetings of the Association and the Board of Directors and shall have custody of all such minutes, as well as of other books, records, and documents of the Association.
- 16.2 After the minutes of a meeting are approved by the Board of Directors, a summary of the meeting highlights shall be posted on the association’s web-site.

BYLAW XVII-INSPECTION OF BOOKS & RECORDS

- 17.1 The General Manager shall make available for inspection, the books, and records of the Association to a member of the Board of Directors at any time and to all other members of the Association in good standing at the Annual Meeting of the Association.

BYLAW XVIII-DISCIPLINE PROCEDURE & DISPUTE RESOLUTION PROCESS

18.1 General Policy- The LMHA expects all participants to exhibit leadership qualities that promote player sportsmanship and decorum, as well as acceptable levels of propriety, towards opponents, game officials, spectators, teammates and team officials.

As such, standards of behavior should be clearly defined and maintained throughout the season, within a climate of mutual respect. It is recognized, however that from time to time, sanctions may be necessary, from an external source, for behavior which transgresses acceptable standards. Such sanctions may be applied to any player, team official, team follower, parent, or member, and may take the form of:

1. A verbal reprimand
2. A written reprimand
3. A suspension
4. An expulsion
5. These sanctions may start at any of the above levels based on the severity of the incident.

The LMHA through its elected, or appointed officials, have the authority to discipline any player, team official, team follower, parent or member. The General Manager shall ensure that written policy or regulations exist with respect to the application of discipline that ensures that each disciplinary incident is dealt with consistently within the process set out below:

Three different Discipline Stages are possible, namely:

- STAGE -1 - The Informal Process
- STAGE -2- The Formal Process
- STAGE -3- The Appeal Process

Some incidents that may warrant disciplinary action maybe as follows:

1. Profanity by players, team officials or club representatives
2. Anti Bullying: Any Player or Member found to be participating in bullying of any kind will face disciplinary action. Players and members who have engaged in cyber bullying (Facebook, twitter or otherwise). The 1st offence will warrant a written reprimand. The 2nd offence will face a 3-game suspension and an indefinite suspension if a 3rd offence occurs.
3. Penalties that are noted in the Hockey Alberta Minimum Suspension Guidelines
4. A team who in the opinion of the Disciplinary Chairperson, is being assessed penalties of a serious nature

5. A team member or team follower who repeatedly brings discredit to the team and the LMHA, through violent, abusive, or gross behavior on or off the ice
6. Use of alcohol or other illegal substances while representing LMHA through participation in any team activities
7. A parent or guardian who exhibits conduct unbecoming to the integrity of LMHA
8. Any team that fails to utilize ice time without prior notification
9. Any item that violates the LMHA Code of Conduct

Two LMHA Executive situations that may warrant disciplinary action are:

1. Any elected or appointed member of the LMHA Board of Directors who does not attend three consecutive meetings may be relieved of his or her duties.
2. Any elected or appointed member of the LMHA Board of Directors who by a vote of the Board of Directors, is deemed to be doing an unsatisfactory job, shall by a 75% majority vote be relieved of his or her duties. See Section 8.9

18.2 STAGE 1 – THE INFORMAL PROCESS

18.2.1 - STANDARD SUSPENSIONS

Where CHA current Rule book dictates a suspension for a player for a rule transgression, and game officials determine, by a write-up, that such a transgression took place, the coach in consultation with the General Manager, as a matter of routine will implement the suspension.

18.2.2 - NON-STANDARD SUSPENSIONS

When incidents occur which may warrant disciplinary action, the coach(s) shall report the incident as quickly as possible, and at least prior to the next game, for action.

18.2.2.1 - The General Manager and coach(s) shall meet, investigate the incident, and determine the sanction to be applied. In investigating the incident they may consult such game officials, players, parents or other observers that they may deem necessary to gain the relevant facts of the incident.

18.2.2.2 - The coach(s) implements the sanctions with player(s). A file must be created and established with the General Manager until the end of the season. The General Manager must inform the Disciplinary Chairperson of the sanction or discipline as soon as is possible.

18.2.3 - APPEAL OF DISCIPLINE

Notwithstanding the above, should a coach, player, or parent feel that Stage 1 has not satisfactorily resolved the issue, it may be appealed to Stage 2 in writing. However, Stage 1 sanction remains in effect until Stage 2 is complete.

18.2.3.1 - For incidents of a very serious nature, a Discipline Committee may elect to suspend the player(s) indefinitely and proceed directly to Stage 2.

18.2.3.2 - Any appeal of discipline must occur within 72 hours notification of the original discipline being communicated. The appeal must be in writing to the General Manager who acts as the Chairperson for Discipline.

18.3 STAGE 2- THE FORMAL PROCESS \$250.00 FEE

18.3.1 The General Manager, on receiving a written appeal accompanied by the appeal fee in the form of a certified cheque or money order shall convene a Discipline Committee Meeting.

The Discipline Committee shall consist of a Division Director but not the Division Director involved in a Stage 1 decision, and one other board member and 2 members at large from the association as well as the Discipline Executive Chairperson, and shall be chaired by the General Manager.

18.3.2 The Discipline Committee shall establish a hearing and invite such persons as they deem necessary to provide information to the Committee.

18.3.3 The Discipline Committee shall, with all dispatch, render a decision and communicate that decision to the offended party. Such communication may be verbal at the outset but shall be confirmed in writing with copies logged with the LMHA General Manager.

18.3.4 The General Manager reports the outcome of the hearing to the Executive Committee Chairperson.

18.3.5 APPEAL OF DISCIPLINE

Notwithstanding the above, should a coach, player or parent feel that Stage 2 has not satisfactorily resolved the issue, it may be appealed to Stage 3 by writing to the LMHA General Manager, requesting an Appeal to the decision. The appeal must occur within 72 hours of the decision being communicated.

18.4 STAGE 3-THE APPEAL PROCESS \$750.00 FEE

18.4.1 The LMHA General Manager on receiving a written request for an appeal accompanied by the appeal fee in the form of a certified cheque or money order shall place the item on the agenda for the next regular meeting of the LMHA Executive, and inform the Executive Committee Chairperson, Disciplinary Chairperson and respective Division Director of its receipt.

- 18.4.2 The LMHA Executive may provide up to thirty minutes of meeting time for the person making the appeal to state their case. After the statement has been given, the executive will discuss the case in private.
- 18.4.3 The LMHA Executive shall render its decision by motion, and a simple majority of those members in attendance shall suffice.
- 18.4.4 The decision of the Executive Committee shall be final and binding on all parties, except for those avenues of recourse provided by Hockey Alberta and Hockey Canada.

Without restricting the foregoing, the following general guidelines apply:

- a) First infractions by players will normally be satisfactorily concluded at Stage1
- b) Second infractions by players could proceed directly to Stage 2 under extreme circumstances.
- c) Infractions that involve coaches, team followers, or parents will normally proceed to Stage2
- d) Suspensions when applied to players shall specify:
 - the number of games to which the suspension applies, both league and exhibition, or
 - The time period for which the suspension applies
- e) Player suspension includes, but is not limited to, any activity in bench area, prior to or after the specified games, or during the specified time period.
- f) Suspensions when applied to parents, coaches, or team followers shall normally restrict the access of those persons to dressing rooms, bench areas, and possibly spectator areas of arenas.

BYLAW XIX – GRIEVANCES PROCEDURES

- 19.1 Parental, player, or team problems not resolved by the Team Manager shall be addressed to the Division Director and General Manager.
- 19.2 Resolution not received at the above level shall be directed to the Discipline Committee via the General Manager.
- 19.3 All Grievances shall be initiated in writing to the General Manager.
- 19.4 Upon receipt of written notification, a Grievance hearing date shall be set within seven (7) days.
- 19.5 The General Manager of the Association shall convene the Discipline Committee. In the event of a conflict of interest, the Board of Directors will name another designate.
- 19.6 The decision of the Grievance Committee shall be given in writing within forty-eight (48) hours.

19.7 All decisions shall be subject to appeal to Hockey Alberta as provided for in the Bylaws of Hockey Alberta.

BYLAW XX – COURT AND LEGAL ACTION

All decisions shall be subject to appeal to Hockey Alberta as provided for in Hockey Alberta By-Laws.

(All People) by virtue and because of their status as such, agree that any recourse to the law court of any jurisdiction before all right and remedies as provided for by the Bylaws of the Association, Hockey Alberta, and the Canadian Hockey Association have been availed of and utilized, shall be deemed by the LMHA to be unsportsmanlike conduct enabling the Executive Committee/President to suspend and/or disqualify the said persons.

BYLAW XXIV – FISCAL YEAR

The fiscal year of the LMHA shall commence the 1ST day of May of every year to and including the 30th day of April of the following year.