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**MARWAYNE DEWBERRY
MINOR HOCKEY ASSOCIATION**

MDMHA

BY-LAWS



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By-Law 1

1.0 General

1.1 Definition

1. This by-law is to define the name, purpose, mission, and values of the organization.

1.2 Name

1. The organization shall be called Marwayne Dewberry Minor Hockey Association here after referred to as "the association".
2. The proper abbreviation for the Association is MDMHA.

1.3 Purpose

1. The purpose of this document is to give players, parents, and team officials a quick reference guide to the operation of MDMHA.
2. This document outlines the most common operational issues about playing hockey in the MDMHA.
3. All participants (individuals and teams) in MDMHA, all members of the Association (player, parent, Coach, and team officials) as well as the member's invited guests are bound by the bylaws, policies, guidelines and regulations included in these By-Laws, and those of Hockey Alberta (HA), and Hockey Canada (HC).

By-Law 2

2.0 Governing Rules and Regulations

1. MDMHA will adhere to all the rules and regulations of Hockey Alberta (HA), Hockey Canada (HC), and the respective League(s) in which the individual team(s) participate in, except where modified by MDMHA to suit our specific situations.
2. Such modified rules will not be in contradiction to the Hockey Canada (HC), Hockey Alberta (HA), and the respective League(s) rules. MDMHA will also govern itself, in accordance with the Societies Act of Alberta.

By-Law 3

3.0 Membership

3.1 Admission of Members

3.1.1 Any person listed as a parent or guardian on the MDMHA registration form, with a child participating in the MDMHA Program and is over the age of 18, will considered a member in good standing for the durations of their child(s) participation in program.

3.1.2 Include the ability to allow any person who is part of the coaching or management staff with MDMHA can apply to the executive in writing to become a member.

3.1.3 Any other individual who wishes to further the objectives of the Association and upon approval of the Executive Committee.

3.1.4 All parents will sign a code of conduct yearly with the MDMHA.

3.2 Rights and Responsibilities of Members

3.2.1 Every Member of the Association has the Right to:

- 1. Attend all meetings excluding those for the Executive Committee
- 2. Volunteer for any position on the Association Committee
- 3. Put their name forward for a position on any team within the Association.
- 4. Be afforded the opportunity to be heard at all meetings
- 5. Vote on all business conducted during the general meetings
- 6. Propose any changes to the by-laws that they believe will better the Association.

3.2.2 Every Member of the Association has the Responsibility to:

- 1. Ensure the Association is run in accordance with its by-laws
- 2. Notify Executive Committee of any deficiencies in facilities, Association owned equipment, or unforeseen problems
- 3. Conduct themselves in accordance within the guidelines of the MDMHA

3.3 Resignation or Expulsion of Members

- 1. All members have the right to resign from the Association, at any time, provided their child or children are removed from the MDMHA Program prior to their resignation
- 2. A member will be considered for expulsion when one or more of the following conditions have been violated;
 - a. Failure to meet financial obligations by October 15th of the current hockey season.
 - b. Failure to comply with MDMHA By-Laws

3.4 Voting Rights

- 1. Every General Member has the right to one (1) vote per family at any general meeting or special meeting of the MDMHA.
- 2. Any member of the Executive Committee unable to attend an Executive Meeting may give in writing their consent for a member in good standing to vote by proxy.
- 3. All Members of the Association Committee have the right to one (1) vote.
- 4. The President of the MDMHA will only vote in the event that his/her vote is required to resolve a tie.

3.5 Voting Rights

- 1. Except in the case of Special Resolutions, all motions shall be adopted by a majority vote of those members in attendance at a meeting.

By-Law 4

4.0 Meetings

4.1 Calling Annual General Meeting

- 1. The Annual General Meeting will be held during the month of April. All members will be notified, a minimum of 21 days prior to, the date the meeting.

2. The meeting agenda including all proposed changes to the MDMHA By-Laws shall be posted in the main lobby of the arena(s) 7 days prior to the meeting review.

4.2 Calling Executive Meetings

1. All Executive meetings will be called by the President of the MDMHA.
2. During the current hockey Season there will be a minimum of 5 Executive Committee meetings during the off season there will be meetings as required.

4.3 Calling Special Meetings

1. Special meetings may be requested by any member of the MDMHA, in writing to the MDMHA President.
2. The President will confer with the Executive Committee on a case by case basis.
3. When a Special Meeting is to be convened the general membership will be notified not later than seven (3) days prior to the meeting taking place.

4.4 Quorum at Annual General Meeting

1. For a quorum to be considered at the Annual General Meeting there must be a minimum of 33% of the members in good standing. Members may include the executive committee.

4.5 Quorum at Executive Meetings

1. For a quorum to be considered at an Executive Meeting there must be a minimum of 5 members of the Executive.
2. One member of the quorum must be either the Association President or the Association Vice-President.

4.6 Quorum at Special Meetings

1. For a quorum to be considered for a Special Meeting there must be a minimum of 33% of the members in good standing. Members may include the executive committee.

By-Law 5

5.0 Association Committee Organization

5.1 Association Executive Committee Positions

1. The MDMHA Executive Committee will consist of the following position:
 - a. President
 - b. Past President
 - c. Vice-President
 - d. Secretary
 - e. Treasurer
 - f. Registrar
2. The above mentioned positions as a collective will be known as the "Executive Committee".
3. No Member of the Association for any reason may hold more than one position on the Executive Committee.
4. A Member may however hold a position on the Executive Committee and the Hockey Operations Committee during the same period.
5. No member of the Executive Committee will be paid. If a position becomes a paid position, this paid position will become a non-voting member of the Hockey Operations Committee.

5.2 Hockey Operations Committee Positions

1. The MDMHA Committee will consist of the following position:
 - a. Director of Coaches
 - b. Equipment Coordinator
 - c. Ice Scheduler
 - d. Referee in Chief
 - e. Member at Large

- f. Communication Administrator
- g. Director of Managers
- h. Director of Fundraising
- i. Directors of Leagues
- j. Director of Evaluations

- 2. The above mentioned positions as a collective will be known as the "Hockey Operations Committee and have no voting powers in the Executive Committee.

5.3 Appointment and Removal of the Executive and Hockey Operations Committees

5.3.1 Appointment

- 1. The Positions on the MDMHA Executive Committee will be for a two (2) Year term, from AGM to AGM.
- 2. At every year's AGM the positions required to be filled for the Executive and the Hockey Operations Committee will be either elected or re-elected at that time.
 - Elected in even years (etc. 2000, 2002...) for a two year term:
 - a. Treasurer
 - b. President (should the VP be deemed unfit to move to the President Role)
 - Elected in odd years (etc. 2001, 2003...) for two year term:
 - a. Vice- president
 - b. Secretary
 - c. Registrar
 - Elected annually
 - a. Equipment Co-coordinator
 - b. Ice Scheduler
 - c. Referee in Chief
 - c. Communication Administrator

3. When a Member in good standing wishes to seek appointment to the Executive Committee or the Hockey Operations Committee they must be nominated, and present during the Annual General Meeting.
4. In the event there are no submissions, the current Executive Committee will seek nominations during the Annual General Meeting.
5. If no nominations have been put forward the Current Executive Committee members or the Hockey Operations Committee member may continue in the role if desired.
6. A current Executive Committee member or current Hockey Operations Committee member may seek re-election if desired.

5.3.2 Removal

1. The Members may, by resolution passed by a majority of the votes cast at a Special Meeting, duly called for that purpose, remove any member of the MDHA Executive Committee before the expiration of their term of office and may, by a majority of the votes cast at the Special Meeting, elect any member in good standing in their stead for the remainder of the term of that Executive Committee Member so removed.
2. A Member of the MDHA Board shall be relieved of his/her duties and removed as a Member of the Board in the following circumstances:
 - a. Upon the failure to attend 80% of the meetings without a reasonable excuse;
 - b. Upon 75% majority vote of the Member of the Executive Committee on the basis that a Member is doing an unsatisfactory job;
 - c. Upon a Special Resolution of the General Member.

5.3.3 Filling of Vacancies

In the event that the President is unable to perform the required duties, the Vice President 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 any other member of the Executive Committee withdraws or is removed from the Executive Committee, or should an executive committee position not be filled by an election of the general membership at an Annual General Meeting, then the Executive Committee shall elect a member from the general membership to fill the vacancy until the next Annual General Meeting. Any such executive position filled will be up for election at the next Annual General Meeting with the balance of the length of the term for the position decided in accordance with the time limitations.

5.4 Duties of Executive Committee Members

5.4.1 President

1. To the best of his/her ability, oversee, direct, co-ordinate, and control the affairs of the MDMHA through the responsible co-operations of the Executive Committee and the Hockey Operations Committee.
2. Arrange and organize regular Executive Committee meetings and notify the Executive Committee of the time and place
3. Prepare and distribute the agenda for the Executive Committee meetings
4. Together with the Vice-President and Treasurer have joint signing authority over all monies spent in the name of the MDMHA
5. Cast deciding votes, when either the Executive Committee or the Hockey Operations Committee require, the vote to resolve a tie.
6. Ensure all members of MDMHA Committee conduct their duties in accordance with the By-Laws of this association
7. Act on behalf of MDMHA at all League, Zone, and Hockey Alberta meetings. If unable to attend the President must insure a suitable replacement to represent the Association will attend in his/her place.

5.4.2 Vice-President

1. To the best of his/her ability carry out the duties of the MDMHA President during the absence of the MDMHA President
2. When it is clear that the President of the Association can no longer carry out the duties of his/her office or is absent from their position the Vice-President will arrange a General Meeting to elect a new President.
3. Assist the President in the running of the Association as directed by the President.

5.4.3 Past President

1. Will attend meetings of the executive committee when requested by the Executive Committee.

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Will report to the President

2. The Past president has no voting powers at the meetings.

5.4.4 Secretary

1. To the best of his/her ability record and compile all meeting minutes and ensure they are properly documented
2. Assist the MDMHA President with preparing agenda for all meetings as well as all pertinent documentation for such meetings.
3. Send all AGM meeting notice, agendas and minutes to all members.
4. Assist the MDMHA President in the running of the Association as directed by the President.

5.4.5 Treasurer

1. To the best of his/her abilities ensure the financial affairs of the MDMHA are controlled and documented in an orderly fashion.
2. Ensure accurate, legible, and up to date records are available for review in a timely fashion
4. Prepare for all Executive Committee Meetings a concise brief financial report to assist in ascertaining the Association's financial position.
5. Only release Association Funds on the approval of the Executive Committee and a proper receipt.
6. At the Annual General Meeting present a financial report for all members. This statement will be as up to date as possible.
7. Finalize the previous year's accounts prior to the following season
8. Prepare the Annual Financial Report to be submitted in accordance with the Societies Act of Alberta.
9. The Treasure shall compile all accounts using QuickBooks and will advise executive when new software is required.
10. (ATB Marawayne) will be used for banking services. An account for operations shall be maintained as well as a second account for all fundraising for AGLC. All accounts will require two of three signatures from the President, Treasurer, or Secretary.

5.4.6 Registrar

- 1. To the best of his/her ability oversee, direct, co-ordinate, and control the annual the Registration of the MDMHA
- 2. Ensure all participating teams are duly registered in accordance with HA
- 3. Keep an up to date listing of all Coaches and Team Officials including all qualifications.
- 3. Inform the Executive Committee of any issues dealing with registration in a timely fashion.
- 4. Shall assist the Director of Coaches with ensuring all teams and coaches are aware of and meet all coaching qualifications.

5.4.7 Equipment Coordinator

- 1. To the best of his/her ability oversee, direct, co-ordinate, and control the distribution of all MDMHA Equipment (including Jerseys)
- 2. Ensure all equipment shortcomings are reported to the Executive Committee for correction
- 3. Clear all purchases with the Executive Committee prior to taking delivery
- 4. Keep an up to date inventory of all MDMHA holdings including where all equipment is at all times.

5.4.8 Communications Administrator

- 1. To the best of his/her ability maintain MDMHA website and oversee, direct, co-ordinate, and control all publicity and advertising for the MDMHA.
- 2. Prior to submitting any correspondence on behalf of the Association ensure the MDMHA President is informed.

5.4.9 Ice Scheduler

- 1. To the best of his/her ability oversee, direct, co-ordinate, and control all matters dealing with the equitable distribution of ice for the MDMHA
- 2. Co-ordinate with managers all discrepancies in regards to ice time
- 3. Consult with Executive Committee when situation warrants

4. Collect from Head Coaches their monthly ice usage including their unusable ice times

5.4.10 Referee in Chief

1. To the best of his/her ability oversee, direct, co-ordinate, and control all referees within the MDMHA.
2. Ensure all referees used in the MDMHA are fully qualified for all games in which they are officiating in.
3. Evaluate all officials under his/her jurisdiction; abide by the policies and procedures set forth by the Referees Association
4. Notify the Director of Coaches of any rule changes as soon as possible
5. If unavailable for a portion of the current hockey season inform the Executive Committee of the suitable replacement
6. Make available to the Executive Committee a list of all officials available for assignment.

5.5 Powers of Committee Members

5.5.1 Executive Committee Members

1. Shall to the best of their ability manage the daily operation of the MDMHA in accordance to all by-laws, regulations and policies of MDMHA, Hockey Alberta (HA), and the League(s) of which the MDMHA participates.
2. Shall carry out their appointed duties in a manner respectful of the Association.

5.5.2 Hockey Operations Committee Members

1. Shall to the best of their ability manage their elected and/or appointed positions in a manner respectful of the Association.
2. Shall operate their elected and/or appointed position in accordance to all By-laws, Regulations, and policies of MDMHA, Hockey Canada (HC), Hockey Alberta (HA), and the League(s) of which the MDMHA participates.

5.6 Payment of Committee Members

5.6.1 Expenses

1. All members of the Executive Committee shall receive reimbursement for all expenses incurred during their tenure on the committee in accordance with association expense/reimbursement policies and approval of the Executive Committee.
2. Receipts must be presented to the Treasurer and one other signature is required to approve the expense for reimbursement.

By-Law 6

6.0 Financial

6.1 Review Engagement

The financial records, books and accounts of the secretary, treasurer and the Director of Fundraising shall be audited each year on Sept 1. This audit will be performed by a duly qualified accountant or by two members of the society elected for that purpose at the Annual Meeting. A complete financial statement shall be submitted by the treasurer at the Annual General Meeting.

6.2 Borrowing of Money

1. The Executive Committee has no power or authority to borrow money.

6.3 Grant Application

The Executive Committee may apply for any grant(s), that are voted on with the majority approval, which are in the best interest of the MDMHA.

6.4 Signing Authority

1. The President, Vice-President, Treasurer and shall have signing authority for financial matters where two signatures required for each transaction.
2. All financial matters must be approved by the Treasurer and one other signature prior to issuing reimbursements in accordance with association expense and reimbursement policies.
3. You cannot have 2 members from the same household with signing authority for financial matters.

6.5 Financial Disclosure

1. In the event that the MDMHA dissolves all funds remaining in the Association Bank Accounts are to be donated to a non-profit organization to which will be determined at the final Annual General Meeting.

6.5

1. April 30th shall be the fiscal year end for the association

By-Law 7

7.0 Association Records

7.1 Minutes

1. All minutes of Executive Committee Meetings, Hockey Operations Committee Meetings, Special Meetings, and the Annual General Meeting will be taken and recorded by the Secretary (or designate).
2. The minutes will be submitted to the President in a timely fashion for review and approval at the following respective Executive Committee Meeting, Hockey Operations Committee Meeting, and Annual General Meeting.

7.2 Registration

1. All registration records will be collected by the Registrar.
2. Copies of all pertinent documents will be forwarded to the President in a timely fashion.
3. Distribute registration documents in accordance with to all By-laws, Regulations, and policies of MDMHA, Hockey Alberta (HA), Hockey Canada (HC), and the League(s) will be the responsibility of the Registrar.

7.3 Financial Reports

All financial reports will be the responsibility of the Treasurer

7.4 Record Inspection

1. All Members in good standing have the right to inspect records of the Association. FOIP will use all efforts to follow guidelines in accordance Freedom of Information and Protection of Privacy Act (FIPPA)
2. A Member in good standing must request in writing to the Executive Committee all documents they wish to review.
 - 2.1 The Executive Committee after receiving the request will have sixty (14) Days to present the requested documents.

2.2 Records not pertaining to request will not be reviewed.

2.3 The Executive Committee has the right to deny any written request submitted in the best interest of the MDMHA.

2.4 The Executive must answer the Member in writing within the sixty (14) day time limit.

By-Law 8

8.0 Other

8.1 Society Seal

1. The President of MDMHA will keep the Seal of the Association.
2. Only the President and the Vice-President may use the seal in the course of their duties.

8.2 Changing By-Laws

1. In the future By-Laws can only be changed by a Special Resolution of the Members.
2. Special Resolution is defined in Section 1 (d) of the *Societies Act*
3. "special resolution" means
 - (i) a resolution passed
 - (A) at a general meeting of which not less than 21 days' notice specifying the intention to propose the resolution has been duly given, and
 - (B) by the vote of not less than 33% of members vote in person, Members of a committee may vote in Proxy
 - (ii) a resolution proposed and passed as a special resolution at a general meeting of which less than 21 days' notice has been given, full members entitled to attend and vote at the general meeting so agree, or

8.3 Association Boundaries

The MDMHA Boundaries are defined as the map and written description found in section 3-C of the MDMHA Policies and procedures

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