



Mayerthorpe Minor Hockey

Association Bylaws

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MAYERTHORPE MINOR HOCKEY ASSOCIATION BYLAWS

BY-LAW 1.0 INTERPRETATION

- 1.1 In these By-laws and Regulations, unless the context otherwise requires, words importing the singular number or the masculine gender shall include the plural number or the feminine gender, as the 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 Hockey Canada. 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, By-laws, Rules and Regulations.
- 1.3 References to the "Association" in these By-laws refer to the Mayerthorpe Minor Hockey Association (MMHA).
- 1.4 The Association, as a member of Hockey Alberta and affiliated with Hockey Canada, shall conform and comply with the By-laws, Rules and Regulations as set forth by the Alberta Amateur Hockey Association (A.A.H.A.) Hockey Alberta and Hockey Canada 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 arises 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:

- ➔ Discussions regarding a spouse or child

BY-LAW 2.0 NAME AND REGISTERED OFFICE OF ASSOCIATION

- 2.1 The name of the organization will be the MAYERTHORPE MINOR HOCKEY ASSOCIATION, hereafter referred to as MMHA.
- 2.2 The registered office of the Association is Box 791, Mayerthorpe, Alberta and may be changed from time to time by Ordinary Resolution of the Directors.

BY-LAW 3.0 MEMBERSHIP

- 3.1 The members of the Association shall be the subscribers to the Application, the By-laws and Regulations and such other persons as subsequently become members of the Association in accordance with these By-laws.
- 3.2 A person may become a member of the Association who at the annual general meeting has paid or has had paid for him the annual membership fee and/or:
 - 3.2.1 Has reached the age of eighteen years, and is a resident of Mayerthorpe and geographical area.
 - 3.2.2 Has been approved as a member by the Board of Directors, or
 - 3.2.3 Is a member of coaching staff, manager, referee, or parent/legal guardians in good standing of a player currently registered with the Mayerthorpe Minor Hockey Association.
 - 3.2.4 Membership of party (ies) outside the district shall be at the discretion of majority vote of the executive.
- 3.3 The annual membership fee shall be an amount as may be determined from time to time by resolution of the Board of Directors.

- 3.4 A person shall cease to be a member of the Association:
- 3.4.1 Upon failure or refusal to pay the annual membership fee, or
 - 3.4.2 Upon notification in writing to the Board of Directors of his withdrawal from membership, or
 - 3.4.3 When he is expelled from membership in accordance with these By-laws.
- 3.5 A RESIDENT shall:
- 3.5.1 Shall reside within the town of Mayerthorpe, or in the geographic area, which has been identified as the boundaries of Mayerthorpe Minor Hockey Association and recognized by Hockey Alberta.
 - 3.5.2 The current (2008) boundaries are:
 North = NW corner of SE ¼ Section 5 TWP 60 Rge 10. Follows Athabasca River to NE corner of SEE ¼ Section 1 TWP 60 Rge 10. South to NE corner of TWP 59 Rge 10. East to the NE corner of Section 32 TWP 59 RGE 7

 South = County of LAC STE ANNE boundary from SE corner of SW ¼ Section 32 TWP 55 RGE 7 to Municipal District 15 Boundary SW corner Section 6 TWP56 RGE 10. North to NW corner to Section 7 TWP 56 RGE 10. West to SW corner Section 18 twp 56 RGE 11. North to NW corner of section 18 TWP 56 RGE11. West to SW corner of Section 19 TWP 56 RGE 12.

 East = NE corner of Section 31 TWP 59 RGE 7. South to SE corner of Section 5 TWP 59 RGE 7. NE corner NW ¼ Section 31 TWP 58 RGE 7. South to SE corner SW ¼ Section 32 TWP 55 RGE 7.

 West = Commencing at the junction of Athabasca River and Secondary Hwy 658 proceed south to and including the hamlet of Blue Ridge. Continue south along Secondary Highway 658 to Highway 43. Proceed west to junction if highway 43 and Secondary High way 751. Proceed south on the Secondary Highway 751 to the SE corner of SE 16 – 57 – 10 – W5M. Proceed west to NW corner of NW 7 – 57 – 12W5M. Proceed south to SW corner of SW 19 – 56 – 12 – W5M.
- 3.6 A NON-RESIDENT:
- 3.6.1 is not a member of MMHA, and does not reside in the Town of Mayerthorpe or geographical area.
 - 3.6.2 Any player who wishes to play within the MMHA must comply with Hockey Alberta By-law and Regulations.
 - 3.6.3 May be subject to a Non-Resident fee which will be determined on an annual basis by the Board of Directors of MMHA.

BY-LAW 4.0 RIGHTS AND RESPONSIBILITIES OF MEMBERS

All members as a condition precedent to membership in the Association shall agree that:

- 4.1 All members recognize that the Association is the supreme authority concerning minor hockey in Mayerthorpe, subject only to the right of appeal to Hockey Alberta (AAHA) and Hockey Canada.
- 4.2 All members unconditionally commit to obey and abide by the Bylaws, Regulations, Rules and Policies of the Association, Hockey Alberta and Hockey Canada and any amendments thereto.
- 4.3 As the Association is the recognized governing body for minor hockey in Mayerthorpe,, all members and persons registering with the MMHA agree to be bound by the Bylaws, Regulations, Rules and Policies and that the Bylaws, Regulations, Rules and Policies are interpreted by the Board of Directors.
- 4.4 In order for the association to function efficiently and properly and to the best advantage of all members, the Board of Directors shall be the sole and final interpreter of the Bylaws, Regulations, Rules and Policies, and the application of the same, subject only to the rights of appeal as provided for by the Bylaws of Hockey Alberta (AAHA)
- 4.5 All members have the right and opportunity to attend any meetings of the members.
- 4.6 All members have the right to attend and vote at any meeting of the members including annual and special meetings providing that they comply with Bylaw 3.0.
- 4.7 All members in good standing and present in person shall have one vote per family.
- 4.8 The members may by Special Resolution rescind, alter to or vary the Bylaws.

BY-LAW 5.0 EXPULSION OR TERMINATION OF MEMBERSHIP

- 5.1 Any member may resign from the Association at any time by notifying the Secretary in writing; however an administration fee may 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 administration fee may be charged.
- 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 Secretary 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 suspended, 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, or 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 successful appeal.
- 5.6 The member can be suspended or expelled for a time frame deemed appropriate by the President or Discipline Committee and ratified by the Board of Directors.

BY-LAW 6.0 MEETINGS OF THE MEMBERS

Mayerthorpe minor hockey association has two types of meetings of its members:

- The Annual General Meeting which MMHA conducts annually to present reports and financial statements, elections and appointments of directors and officers as well as to deal with bylaw amendments as required. The Annual General Meeting is the only general meeting of Mayerthorpe Minor Hockey Membership.
- A Special Meeting to deal with unusual or emergency issues.

GENERAL

- 6.1 The Annual General Meeting of the Association membership shall be held in the Town of Mayerthorpe, during the period March 1 and September 30, inclusive, in each year. The Annual General Meeting is the only general meeting of Mayerthorpe Minor Hockey Membership.
- 6.2 Meetings of the Association membership:
 - 6.2.1 Shall be at the call of the President
 - 6.2.2 When required or desired the Board of Directors may call a “special meeting” of the Association membership.
 - 6.2.3 Notice of Annual Meeting will be given at least 21 days in advance of the meeting.
 - 6.2.4 Where a Notice contains a Special Resolution to make amendments to the Bylaws, 21 days must be given to the members. The proposed amendment must be included in the notice. A Special Resolution to make changes to the Bylaws can occur at the Annual Meeting of the Members or at a Special Meeting called to deal with the Special Resolution.
 - 6.2.5 Upon instruction from the President, the Secretary shall notify the members of the time and place of a meeting. Notification may be by electronic means, mail, phone or posting of notices on public notice boards, or in local newspapers, or by other methods deemed appropriate by the Board of Directors of the Association.

- 6.2.6 At the written request from two thirds of current 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.
- 6.2.7 Notice of a Special Meeting will be given at least 21 days in advance of the meeting. Notice may be by email, email, phone or posting of notices on public notice boards, or advertisement in a newspaper or other means as determined by the Board of Directors of the Association.
- 6.2.7 A Quorum for the Annual General Meeting shall consist of not less than ten members in good standing.
- 6.2.9 A Quorum for a Special Meeting shall consist of not less than ten members in good standing.
- 6.2.10 In the event of ten members not being present within one hour of the hour given in the Notice of said Annual or Special Meeting, the President or Chair of the meeting shall adjourn the meeting to a time and date of not less than seven (7) days and not more than 21 days from the date of the original meeting. The Secretary shall give seven (7) days written notice to the Members of the date and place to which the meeting has been adjourned. A quorum for the adjourned meeting shall be five (5) Members in good standing.
- 6.2.11 The President shall chair all meetings. In the event the President is unable to fulfill this responsibility, the Vice-President will fill in.
- 6.2.12 At the annual general meeting of MMHA, the following, as appropriate, will be the order of business:
 - Roll call of delegates;
 - Reading of the minutes;
 - Report of the President;
 - Report of the Secretary;
 - Report of the Treasurer;
 - Report of the Committees;
 - Resolutions;
 - Elections;
 - Orders and General Business;
 - Adjournment.
- 6.2.13 Business will be conducted by following Roberts Rules of Order
- 6.2.14 The President may, when deemed necessary, invite any member, or non-member to any meeting of the Association, to address a particular subject on the agenda
- 6.2.15 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 family and issue, regardless of the number of positions they may occupy on the Board of Directors or other committees. The Chairman of any meeting is eligible to vote only in the case of a tie.
- 6.2.16 Where members are voting on Amendments to the Bylaws the following applies:
 - 6.2.16.1 Members must be given a minimum 21 days notice of the proposed amendments.
 - 6.2.16.2 75% of the members in attendance must vote in favor of the amendment for it to pass.
- 6.2.17 Only members present in person are eligible to vote. Proxy votes are not allowed at meetings of the members.

BY-LAW 7.0 MEETINGS OF THE BOARD OF DIRECTORS

- 7.1 Meetings of the Board of Directors:
 - 7.1.1 Shall be at the call of the President
 - 7.1.2 A minimum of six (6) board meetings per year shall be held and 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.

- 7.1.3 At the request of three members of the Board of Directors, the President 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.
- 7.1.4 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.
- 7.1.5 A quorum for the transaction of business shall consist of not less than four (4) members of the Board of Directors. The President or Chair of any Board of Director Meeting can vote only in the event of a tie.
- 7.1.6 Proxy votes are allowed in MMHA meetings of the Board as follows:
 - 7.1.6.1 May be via written notice, email or electronic mediums.
 - 7.1.6.2 Must be in the hands of the President or Secretary 24 hours in advance of a meeting or vote.
- 7.1.7 The President is entitled to invite any member to be present or to make presentation to the Board when deemed necessary.

BY-LAW 8.0 THE EXECUTIVE & BOARD OF DIRECTORS

- 8.1 The Board of Directors shall consist of the following positions:

President	Vice President	Past President
Secretary	Treasurer	Registrar
Directors (Maximum 6)		
- 8.3 The Past President sits for a one year term.

BYLAW 9.0 DUTIES & POWERS OF THE BOARD OF DIRECTORS

- 9.1 The Board of Directors shall have the power to appoint to any vacant Director position. That appointee will hold that office until the next Annual Meeting of the members unless deemed otherwise by the Board of Directors. The appointment must have a 3/4 support of all Board members in attendance, before the appointment can be ratified.
- 9.2 The Board of Directors shall have control of the affairs of the Association, and shall govern in the best interests of the association.
- 9.3 The Board of Directors will have the power to impose and enforce penalties for violation of the Bylaws or Regulation & Rules of MMHA.
- 9.4 The Directors shall be elected at the election meeting of the Association membership.
- 9.5 All Directors are elected for terms of two years, with the exception of the Past President who sits for a term of one year.
- 9.6 One half of the Board of Directors will be elected each year. The President and Vice President must be elected in alternating years so both positions are not replaced in the same year.
- 9.7 Each member of the Board of Directors shall be elected or appointed to hold office until the conclusion of his/her term. 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
- 9.8 The Board of Directors shall have the authority to appoint any committee as deemed necessary.
- 9.9 There shall be no remuneration for Directors or Officers of the Association, but a Director or Officer may be reimbursed for out of pocket expenses incurred on behalf of the Association, providing a majority vote of the Board is made prior to their being incurred, approves such expenses.
- 9.10 The Board of Directors may, by a three-quarters vote, forthwith remove from office any member of the Board for neglect of duty, or for conduct tending to impair such member's usefulness; for example "not meeting the responsibilities" of the Position.

- 9.11 The Board of Directors will supervise the collection and authorize the expenditure of funds of MMHA, provided always that funds coming into MMHA will be allocated in accordance with the purpose so intended.
- 9.12 The Board of Directors shall develop and maintain Policies and Procedures for the management and operations of the Association.
- 9.13 The Board of Directors will interpret, define and explain all provisions of the Bylaws and Regulations of the Association.
- 9.14 The Board of Directors will adjudicate all disputes between members, which may arise between Annual Meetings.
- 9.15 The Board of Directors will appoint all delegates to attend all meetings of the members of Hockey Alberta, Zone Meetings and League meetings.
- 9.16 Where the President or Vice President is unavailable to Chair a meeting, the members present can nominate a Chairperson for the purposes of a meeting. This can only be done after fifteen minutes has passed from the “call of the meeting”.

BYLAW 10.0 DUTIES AND POWERS OF THE PRESIDENT

- 10.1 The President will have the power to suspend summarily, any player, coach, trainer, or manager of any team under the auspices of a member of MMHA 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 President, 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 Chairman of the Discipline Committee.
- 10.2 The President shall also have the power to prevent summarily any spectator from viewing any game or other activity, or to enter a facility to view such games or activity falling under the auspices of Mayerthorpe Minor Hockey Association for any conduct, which in the sole discretion of the President is deemed to be unbecoming or detrimental to the game.
- 10.3 Further the President shall have the power to suspend summarily the player, coach, team official or the team to which the spectator is affiliated. Such suspension to be effective until dealt with by the Discipline Committee within a reasonable period of time, as determined by the Chairman of the Discipline Committee.
- 10.4 The President may delegate this authority to such Association Directors, officials or Committees as he designates.
- 10.5.1 No person may be elected President unless that person has served as a 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.

The President, within the jurisdiction of the Association, shall:

- a. Elected for a term of two years
- b. Be a signing officer for the Association
- c. Exercise the powers of the Executive, in case of emergency
- d. 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
- e. Sit on committees as an ex-officio voting member,
- f. Generally, manage and supervise the affairs and operations of the Association.
- g. Together with the Registrar, or other officer appointed by the Board of Directors for that purpose, shall sign all resolutions, transfers, and releases.

BYLAW 11.0 DUTIES OF THE VICE PRESIDENT

- 11.1.1 No person may be elected a Vice-President unless that person has served as a 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 President, or in the event of his inability to act, the Vice-President shall first have and exercise all the powers, authority and restrictions of the President. The Vice-President will be appointed by the executive committee to be ratified at the next Board of Directors meeting.

11.2 The Vice President is elected for a period of two years.

11.3 The Vice President is the Chairperson of the Discipline Committee.

BYLAW 12.0 DUTIES OF THE SECRETARY

12.1 It shall be the duty of the Secretary to attend all meetings of the Association, and to keep accurate minutes of those meetings.

12.2 The Secretary shall have charge of the seal of the Association; which whenever used shall be authenticated by the signatures of the Secretary and the President, or, in the case of death or inability of either to act, by the Vice President. In the case of the absence of the Secretary, another director as may be appointed by the Board shall carry out those duties.

12.3.1 The Secretary shall have charge of all the correspondence of the Association and be under the direction of the President and the Board.

12.4 The Secretary shall also keep a record of all the members of the Association and their contact information and send all notices of the various meetings as required and collect and receive the annual dues or assessments levied by the Association. Such monies shall promptly be turned over to the Treasurer for deposit in the association's financial institution.

12.5 The Secretary may have signing authority for the Association.

BYLAW 13.0 DUTIES OF THE TREASURER

13.1 The Treasurer shall receive all monies paid to the Association and be responsible for the deposit in the named financial institution of the Association.

13.2.1 The Treasurer shall properly account for the funds of the Association and keep such books as may be directed by the Board.

13.3 The Treasurer shall present a detailed account of receipts and disbursements to the Board when requested and shall prepare for submission to the Annual Meeting a statement duly audited of the financial position of the Association and submit to the Secretary a copy of the same for the records of the Association

13.4 The Signing Authority for the association shall be any two of the President, Secretary or Treasurer.

13.5 If at any annual meeting for the election of officers so decide, the office of the Secretary and Treasurer may be filled by one person,

BY-LAW 14.0 BORROWING

14.1 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

BY-LAW 15.0 BANKING

15.1 The Signing Officers of the Association for the purpose of drawing cheques on the account or accounts of the Association shall be any two; the President, Secretary or Treasurer.

15.2 All signing officers of the Association must be able to be bonded.

BY-LAW 16.0 SEAL

- 16.1 The Board of directors may adopt a seal, which shall be the common seal of the Association.
- 16.2 The Secretary shall have charge of the seal of the Association; which whenever used shall be authenticated by the signatures of the Secretary and the President, or, in the case of death or inability of either to act, by the Vice President. In the case of the absence of the Secretary, another director as may be appointed by the Board shall carry out those duties.

BY-LAW 17.0 AUDIT

- 17.1 Two people or a 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.
- 17.2 An audited statement shall be provided to members at the Annual General Meeting.

BY-LAW 18.0 AMENDMENTS

- 18.1 The Board of Directors is empowered to amend or alter Rules & Regulations, and Policy and Procedures, as required to conduct the affairs of the Association
- 18.2 The Bylaws may be rescinded, altered or added to by way of a "Special Resolution" at the Annual General Meeting, or a Special Meeting of the Members called to deal with such amendment.
- 18.3 75% of the members present must vote in favor of a special resolution for the special resolution to be accepted."
- 18.4 Members must present requests for Bylaw amendments to the Secretary 30 days prior to the Annual General Meeting to be considered.
- 18.5 Notice of any proposed Bylaw amendment must be provided to members at least 21 days prior to the any meetings to ratify changes. The Secretary shall post any resolutions on the association web site or bulletin board or mail along with the notice of the Annual Meeting

BY-LAW 19.0 MINUTES OF MEETING AND OTHER BOOKS AND RECORDS

- 19.1 The minutes of the meetings of the Association and of the Board of Directors shall be taken and prepared by the Secretary. The Secretary 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.
- 19.2 The Secretary shall maintain the long-term records of the Association. All records shall be stored at the minor hockey office. Upon a change of Secretary Position all records shall be transferred to the new Secretary.
- 19.3 The Treasurer shall keep the financial records of the association. All records shall be stored at the minor hockey office. On a change of the Finance Director, all records shall be transferred to the new Treasurer.

BY-LAW 20.0 INSPECTION OF BOOKS AND RECORDS

- 20.1 The President 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 or at a time convenient to all parties.
- 20.2 The Board shall cause the Minutes to made in books provided for the purpose of:
 - 20.2.1 All appointments made by the Directors;

- 20.2.2 The names of the Directors present at every meeting of the Directors and;
- 20.2.3 All resolutions and proceedings of all Annual General Meetings and all meetings of the Directors.

BY-LAW 21.0 DISCIPLINE PROCEDURE & DISPUTE RESOLUTION PROCESS

21.1 **General Policy** - The Mayerthorpe Minor Hockey Association expects all team officials to exhibit leadership qualities that promote player sportsmanship and decorum, as well as acceptable levels of propriety, towards opponents, game officials, and spectators.

As such, standards of behaviour 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 behaviour, 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. A combination of the above

The Mayerthorpe Minor Hockey Association through its elected or appointed officials, have the authority to discipline any player, team official, team follower, parent or member. The President 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 are as follows:

1. Profanity by players, team officials or club representatives
2. A player who receives a game misconduct, gross or match penalty
3. A team assessed two or more bench minors in one game
4. A coach or bench assistant who is ejected from a game
5. A team, who in the opinion of the President, is being assessed too many penalties of a serious nature
6. A team member or team follower who repeatedly brings discredit to the team and the Hockey Association, through violent, abusive, or gross behaviour, on or off the ice
7. Use of alcohol or other illegal substances while representing MMHA through participation in any team activities
8. A parent or guardian who exhibits conduct unbecoming to the integrity of MMHA program.
9. Any team that fails to utilize ice time without prior notification

Two Minor Hockey Association Executive situations that may warrant disciplinary action are:

1. Any elected or appointed member of the MMHA Board of Directors who does not attend three consecutive meetings without explanation, may be relieved of his or her duties.
2. Any elected or appointed member of the MMHA 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 may be relieved of his or her duties.

21.2 STAGE 1 THE INFORMAL PROCESS

STANDARD SUSPENSIONS

Where the current Hockey Canada 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 Association Vice President, as a matter of routine will implement the suspension.

NON-STANDARD SUSPENSIONS

When incidents occur which may warrant disciplinary action the coach(s) and/or member of the team staff shall report the incident as quickly as possible to the Discipline Chairperson or President, and at least prior to the next game, for action.

The Discipline Chair shall, investigate the incident, and determine the sanction to be applied. In investigating the incident the Chair may consult such game officials, players, parents, or other observers that he may deem necessary to gain the relevant facts of the incident.

The Discipline Chair may, when appropriate, establish a Discipline Committee to assist in the investigation and discipline decisions. This committee must be approved by the President and can include executive members or other community members where appropriate.

The Discipline Chairperson with the coach(s) implements the sanctions with the players(s). A file must be created and established with the Discipline Chair/Vice President until the end of the season when the file will be maintained with the Secretary of MMHA.

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 sanctions remain in effect until Stage 2 is complete.

For incidents of a very serious nature, the President or Vice President may elect to suspend a player or coach indefinitely and proceed directly to Stage 2.

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

21.3 STAGE 2 THE FORMAL PROCESS

The Discipline Chairperson (VP), on receiving a written request or appeal shall notify the President who must convene an Appeals Committee Meeting.

The Appeals Committee is appointed by the President and shall consist of one executive member who acts as the Chair of the Appeals Committee, and two other persons approved by the President, and shall be no less than 3 people. Any Director or person may be appointed to the Appeals Committee where appropriate and decided by the President.

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

The Appeals Committee shall, with all dispatch, render a decision and communicate that decision to the offending party. Such communication may be verbal at the outset but shall be confirmed in writing with copies logged with the MMHA Secretary.

The Chairperson of the Appeals Committee reports the outcome of the hearing to the President and to the Hockey Alberta Zone as required by Hockey Alberta guidelines.

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 Secretary, requesting an Appeal to the decision. This appeal must occur within 72 hours of the decision being communicated.

21.4 STAGE 3 THE APPEAL PROCESS

Two appeal processes exist at this stage.

1. Appeal of the decision of the Discipline Director or Discipline Committee.
 - a. An appeal made at this level must be heard by the Appeal Committee as identified by the president of MMHA.
2. Appeal of the Decision of the Appeal Committee
 - a. If the disciplined member disagrees with the decision of the Appeal Committee, their next avenue of appeal is directly to the Board of Directors of MMHA.
 - b. Only members of the Board not involved in the Discipline Committee or Appeal Committee decisions can participate in the appeal to the Board.
3. Following the appeal to the Board, the member then must proceed to Hockey Alberta processes to appeal any decisions.

The Secretary on receiving a written request for an appeal shall place the item on the agenda for the next regular meeting of the Executive, and inform the President, Vice President and Appeals Committee Chairperson.

The 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.

The Executive shall render its decision by motion, and a simple majority of those members in attendance and eligible to vote shall suffice. Executive members who participated in any previous decisions may not participate in the discussion and final decision of the board.

The decision of the Board of Directors 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 Stage 1.
- 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 directly to Stage 2.
- 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 no activity in bench area or time keepers penalty box, prior to or after the specified games, or during the specified time period. The suspended person may not be within 50 feet of the players bench during a game.
- 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.

BY-LAW 22.0 GRIEVANCES PROCEDURES

Parental, player, or team problems not resolved by the Head Coach &/or Team Manager shall be addressed as follows:

- 22.1 Resolution not received at the above level shall be directed to the Discipline Chair.
- 22.2 All Grievances shall be initiated in writing to the Discipline Chair.
- 22.3 Upon receipt of written notification, a Grievance hearing date shall be set within seven (7) days.
- 22.4 The Vice President of the Association shall convene a Discipline Committee. In the event of conflict of interest, the President will name another designate.
- 22.5 The decision of the Discipline Committee shall be given in writing within forty-eight (48) hours.
- 22.6 All decisions of the Discipline Committee shall be subject to appeal to the Appeals Committee then the Board of Directors of the Association.
- 22.7 All decisions shall be subject to appeal to Hockey Alberta as provided for in By-Law XIII of Hockey Alberta.

BY-LAW 23.0 COURT AND LEGAL ACTION

- 23.1 From Hockey Alberta Bylaws & Regulations – Bylaw 13.04
- All decisions shall be subject to appeal to Hockey Alberta as provided for in By-Law XIII of Hockey Alberta.

Pursuant to By-Law 13.20

(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 Hockey Canada have been availed of and utilized, shall be deemed by the Association to be unsportsmanlike conduct enabling the President to suspend and/or disqualify the said persons.

BY-LAW 24 FISCAL YEAR

The fiscal year of the MMHA shall commence the 1st day of August every year up to and including the 31st day of July the following year.

BY-LAW 25 LIQUIDATION OR WINDING UP THE ASSOCIATION

The Society shall be wound-up voluntarily whenever a Special Resolution is passed requiring the Society to be so wound up. In the event of liquidation, dissolution or winding up of the Society, the property shall be distributed as follows:

- 25.1 Where funds are held by the Society in trust for and on behalf of any organization, all such funds shall be returned to such organization;
- 25.2 Disbursed to charitable organizations or groups as determined by the board of Directors.
- 25.3 As otherwise directed by a Justice of the Court of Queen’s Bench of Alberta.

BY-LAW 26 INDEMNITY AND PROTECTION OF BOARD MEMBERS

26.1 Each and every Board Member shall be deemed to assumed office on the express condition that every board member, his heirs, executors, administrators and estate and effects respectively shall at all times be indemnified and saved harmless out of the funds of the association against all costs, charges and expenses whatsoever, which such Board Member sustains or incurs in any action or proceeding which is brought or prosecuted against him in respect to any act or matter done or permitted by him in the execution of the duties of his office and also costs, charges and expenses which he may sustain or incur in relation to the affairs of the Association except where costs, charges and expenses as are occasioned by his own fraud, dishonesty, willful neglect or default.

26.2 No Board Member of the Association shall be liable for the acts, receipts, neglects or defaults of any other Board Member, officer or employee or for joining in any receipt or act for conformity or for any loss, damage or expense happening to the Association through the insufficiency or deficiency of title to any property acquired by order of the Board Members or on behalf of the Association for the insufficiency or deficiency of any security in or upon which any of the monies of or belonging to the Association shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency, or wrongful act of any person, firm or corporation with whom any monies, securities or effects shall be lodged or deposited or for any loss occasioned by an oversight or error in judgment on his part or for any other loss, damage or misfortune which may happen in the exercise of his respective duties or trust or in relation thereto unless the same shall happen by his own or through his own willful act or default. Board Members may rely upon the accuracy of any statement or report prepared for the Association and shall not be responsible or held liable for any loss or damage from acting upon such statement or report.

BY-LAW 27 **PLAYER MOVEMENT**

- 27.0 No player shall be allowed to make a permanent move to a higher level of hockey after December 1. Players will only be allowed to move up a level if:
- It is in the best interests of the player – as determined by the Board of Directors;
 - There is mutual agreement of all parties involved;
 - It will not make the lower level team less than 12 players;
- 27.1 The Board of Directors, in special situations, as determined by the Board of Directors, may at their discretion allow movement of players after December 1 of any playing season.
- 27.2 The player, parents and coaches must be aware of the rules, guidelines and skills needed to play the next level of hockey;
- 27.3 The parent must pay the balance of fees required to bring his/her dues in perspective with the next level of hockey he/she shall be moving up to;
- 27.4 Movement will be valid for the current playing season only.

ACCEPTANCE OF BYLAWS

These Bylaws having been adopted by the Board of Directors of Mayerthorpe Minor Hockey Association on the ____ day of _____, in the Year 2011, are the official recognized Bylaws for the Association.

Signature Date: _____

President

Signature

Address & Phone Number

Vice President

Signature

Address & Phone Number

Secretary

Signature

Address & Phone Number