

**MOOSOMIN MINOR HOCKEY  
ASSOCIATION**



**2022-23**

**BYLAWS**

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# BYLAW

## MOOSOMIN MINOR HOCKEY ASSOCIATION

The Constitution and Bylaw relating generally to the conduct of the affairs of the Moosomin Minor Hockey Association.

**IT IS HEREBY ENACTED** as a Bylaw of "Moosomin Minor Hockey Association"

### **BYLAW 1: NAME**

This organization shall be known as the "Moosomin Minor Hockey Association" also called "The Association"

### **BYLAW 2: DEFINITIONS**

- (a) "Board" means the board of directors or "The Executive" for the Association. The board of directors for the Association is made up of members of the Executive Committee;
- (b) "Bylaws" means all Bylaws of the Association from time to time in force and effect;
- (c) "Officers" means those persons from time to time appointed by the Board as officers of the Association; and
- (d) "MMHA" means the Moosomin Minor Hockey Association
- (e) "SHA" means the Saskatchewan Hockey Association

### **BYLAW 3: OBJECTIVES**

The objectives of the Association shall be:

- (a) To foster, improve and perpetuate the game of hockey for the Association's members;
- (b) To maintain and increase interest in the game of hockey;
- (c) To have and exercise general care, supervision and direction over the playing and development interest of players, coaches, officials, and teams to promote fair and equitable competition;
- (d) To operate the Association according to the guidelines of the Saskatchewan Hockey Association and Hockey Canada; and
- (e) To foster player skill development at all levels of hockey within the Association.



## **BYLAW 4: MEMBERSHIP**

### PART 1 – CLASSES OF MEMBERSHIP

The membership in the Association will consist of the following four classes:

1. Hockey Players and their Legal Guardians

Each Hockey Player shall be entitled to one (1) vote at all meetings of Members. If the Hockey Player is under the age of eighteen (18) years, that Hockey Player's vote shall be exercised by the Hockey Player's legal guardian(s), who shall be in good standing.

Hockey Players do not have the right to be elected as Directors/Executives of the Association.

2. Team Officials

Team Officials are appointed by the Executive Committee and each Team Official is entitled to one (1) vote at all meetings of the Members.

3. Executive Committee

4. Independent Member with Executive Approval. Form must be filed with Executive Secretary prior to AGM and elections.

Each Executive Committee Member of the Association is entitled to one (1) vote at all meetings of Members.

### PART 2 – TERM OF MEMBERSHIP

Membership in the corporation begins September 1 of each year with paid in full membership fees and expires April 30 of the following year. The exception to this, is that membership in the Executive Committee continues until the Executive Committee member's term in office as outlined in Bylaw 7.

### PART 3 – TERMINATION OF MEMBERSHIP

A person shall also cease to be a member of the Association

- (a) by delivering his or her resignation in writing to the President of the Association, or
- (b) on his or her death, or
- (c) a member may, at the discretion of the Executive Committee, cease to be a member of the Association upon notification from the Executive Committee for conduct deemed to be improper, unbecoming or likely to endanger the interest or reputation of the Association, or who willfully commits a breach of the Constitution or By-Laws of the Association.

## **BYLAW 5: PROVINCIALS & CARDED TEAMS**

REMOVE AND ADD TO NEW POLICY

## **BYLAW 6: EXECUTION OF CONTRACTS**

Contracts, documents or instruments in writing requiring execution by the Association shall be signed by one of the President or Vice President and any other member of the Senior Executive Committee as outlined in Bylaw 10.1.8. Subject to such limitation, the Board is authorized to appoint from time to time, by unanimous resolution, any officer or officers or any other person or persons on behalf of the Association either to sign contracts, documents or instruments in writing generally or to sign specific contracts, documents or instruments in writing. All contracts, documents or instruments in writing so signed shall be binding upon the Association without any further authorization or formalities.

## **BYLAW 7: EXECUTIVE DIRECTORS COMMITTEE MEMBERSHIP**

### PART 1 – COMPOSITION OF THE EXECUTIVE COMMITTEE

The governance of the business affairs of the Association shall be carried out by the Executive Committee. The Executive Committee may be elected at the Annual General Meeting of the Association or appointed by the existing Executive Committee to fill a vacated or unfilled position. The Executive Committee shall consist of a maximum of twelve (12) Executives of the Association as follows:

- (1) President
- (2) Vice President
- (3) Referee Assignor
- (4) Executive Director Mentor
- (5) U5-U11 Division Director
- (6) U11-U18 Division Director
- (7) Manager Mentor
- (8) Tournament Mentor
- (9) Social Media
- (10) Development Coordinator
- (11) Equipment Administration
- (12) Past President

One Executive member may simultaneously hold two Administrative positions (e.g. U15 and U18) as deemed necessary by the current Executive Committee.

The Senior Executive Committee will consist of the following:

- (1) President
- (2) Vice President
- (3) Executive Director Mentor

- (4) Division Director
- (5) Division Director
- (6) Player Development Coordinator
- (7) Past President (If one is available)

## PART 2 – POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE

The Executive Committee shall have the power to administer all the affairs of the Association, to conduct its business and to authorize all expenditures and without limiting the generality of the foregoing shall have the powers:

- (a) to fill any vacancies that may happen;
- (b) to appoint the coaches, and all team officials for every team within the Association;
- (c) to conduct skills camps and evaluations as it sees fit;
- (d) to register all teams and players;
- (e) to hear and rule on appeals;
- (f) to suspend any team, player, team official or game official for violation of any of the provisions in the Rules and Regulations or Special Rules and the lifting of any such suspension to any team, player, team official or game official;
- (g) to determine all questions arising from situations which are not otherwise specifically provided for;
- (h) to appoint committees as may be required to carry on the business of the Association;
- (i) to prescribe, consistent with these Bylaws the powers and duties of all persons set forth in Bylaw 7;
- (j) to pass all Rules and Regulations as required for the administration of the Association; and
- (k) to have the right to by a three-quarter (75%) vote of the Executive Committee, remove forthwith from office any member of the Executive Committee who has been remiss or neglectful of duty, or displayed conduct that impairs his or her usefulness as a member of the Executive Committee. In addition, any member of the Executive Committee who has missed three (3) consecutive meetings without just explanation to the President may also be subject to removal from his or her position under this point.

### PART 2.1 – OFFICERS

#### President

The President shall, subject to the authority of the Board, have general supervision of the business of the Association and shall have such other powers and duties as the Board may specify.

Additionally, the President shall:

- (a) Preside over and call to order all meetings of the Association;
- (b) Sit on all committees as an ex-officio voting member;
- (c) In collaboration with the Executive Secretary, notify the Executive Committee of the time and location of all meetings, and also ensure that the dates and times of the Annual and General Meetings are adequately advertised for the benefit of the public;
- (d) Call meetings of the Senior Executive, as required, to deal with problems of the Association, provided that minutes of all such can be provided at the next Board meeting.
- (e) Act as a mediator in disputes regarding parties within the Association;
- (f) Sign documentation and notify suspended teams, players, officials, and anyone else

- involved with an Association team;
- (g) Act in concert with the Executive Committee and on behalf of the association when dealing with outside agencies, the Saskatchewan Hockey Association, other leagues, and the news media;
  - (h) Have joint signing authority on the association financial documents;
  - (i) Have the authority to exercise the power of the Executive Committee in the case of an emergency
  - (j) Provide a written report to all meetings of the general membership
  - (k) In consultation with the Finance Committee prepare for the consideration and approval of the Board an operating budget for the current fiscal year by June 1 of each year;
  - (l) Appoint all Committees unless specifically stated and form any special committees to assist in the operating of the Association; and
  - (m) The President shall have the power to suspend any team, player, team official, member, or referee for unbecoming conduct on or off the ice, abusive language to any of the officials, or for failure to comply with the Association By-Laws, and Regulations pending review of the incident by the Discipline Committee.

The President shall not make or second motions unless the Executive Committee are deadlocked on a decision regarding a legal motion on the table. Nor shall the President vote unless the vote is tied, in which case the President can choose to vote or abstain.

#### Vice President

The Vice President shall:

- (a) Assume the duties of the President in his or her absence;
- (b) Have joint signing authority on the Association financial documents;
- (c) Oversee the administrator positions and ensure that they undertake all of their duties;
- (d) Responsible for the Discipline Committee
- (e) Be responsible for the coordination of all fundraising activities in order that the priorities of the Board are provided for;
- (f) Subject to the approval of the Board, appoint such members as may be required to assist with the duties involved in fundraising; and
- (g) Assume the duties of the President during that officer's absence

#### Executive Director

The Executive Director, if appointed, shall attend and be the Executive Director of all meetings of the Board. Executive Director will attend and act as Secretary/Treasurer of all meetings of other committees of the Board and shall enter or cause to be entered in records kept for that purpose minutes of all proceedings thereat. The Executive Director shall give or cause to be given, as and when instructed, all notices to members, directors, officers, auditors and members of committees of the Board. The Executive Director shall be the custodian of all books, papers, records, documents and instruments belonging to the Association, except when some other officer or agent has been appointed for that purpose; and shall have such other powers and duties as the Board may specify.

The Executive Director shall:

- (a) Be responsible for the collection and distribution of all mail and correspondence to the Association; and
- (b) Be responsible for all correspondence on behalf of the Association
- (c) Perform other administrative duties as may be required by the President; and
- (d) In collaboration with The Executive Director Mentor, coordinate annual registration;
- (e) Collect and segregate all registrations, pertaining to the players division;
- (f) Ensure all player information is registered and uploaded to the website;
- (g) Create player reports as directed by the Board
- (h) Ensure SHA forms are filled out correctly and submit to SHA (Coordinate rosters/coaching staff with administrators, coordinate payment with Executive Director Mentor, etc)
- (i) Be the interface to SHA for ALL player/coach registrations, additions, deletions, fines, etc. Coaches and managers are NOT permitted to send any changes directly to SHA;
- (j) Shall provide a report at all meetings of the general membership

Additionally, the Executive Director shall also;

- (a) Prepare and distribute meeting agendas
- (b)
- (c) Keep accurate written record of proceedings of the Association and present the minutes of all Executive Committee and general meetings as requested and required;
- (d) Distribute Board meeting agenda before and meeting minutes to members of the Executive Committee after each meeting
- (e) Give or cause to be given, as and when instructed, any correspondence to members, administrators, officers, auditors and members of committees of the board as instructed; and
- (f) Perform other administrative duties as may be required by the President or Executive
- (j) Act as Chairman of the Finance Committee to attempt to ensure that the day-to-day and long-term financial operation of the MMHA is maintained on a viable basis and budgetary matters are adequately addressed.
- (k) Receive all monies payable to the MMHA and deposit same with MMHA's bank as determined by the Board
- (l) Keep an accurate record of all monies received and disbursed;
- (m) Keep proper books of accounts and make them available to the Board on request;
- (n) Submit a year-end financial report at the Annual General Meeting and prepare the information for the auditor and act as the liaison to the auditor;
- (o) Provide a monthly account of the current financial position of the Association in relation to its budget at each Board meeting;



(p) Arrange, with Board approval, for the investment and safekeeping of MMHA funds;

(q) Shall have such other powers and duties as the Board may specify.

#### Referee Assignor

The Referee Assignor, if appointed, shall

- a) Appoint the correct number of SHA carded officials for all exhibition and league home games and home tournament games of all teams registered within the organization. This will be required at any venue that the association requires to play home games at, unless otherwise arranged;
- b) Shall appoint SHA carded officials from within the association other than in the event that local officials are unavailable, or special circumstances that are considered in the best interest of the association (within the officiating guidelines of the applicable league
- c) Shall provide input in matters of discipline and suspensions that are required;
- d) Assign officiating assignments in consultation with RIC to provide officials with responsibilities suitable to their level of experience, as well as offering the opportunity to expand and develop further when appropriate; and
- e) Shall provide a report at all meetings of the general membership.
- f) Shall keep a log of each referee assignment accepted and denied by officials

#### Executive Director Mentor

The Executive Director Mentor shall

- a) Provide support and guidance for the Executive Director
- b) Assist in any duties Executive Director needs help with
- c) Be a liaison between Executive Director and the Board

#### PART 2.2 – POWERS AND DUTIES OF OTHER OFFICERS

##### Coach Mentor/U5-U11 Director

The U18 Administrator shall:

- (a) Be in charge of all teams U5-U11 age groups that are registered with the Association
- (b) Supervise the registration of the teams in his or her division with the Saskatchewan Hockey Association;
- (c) Attend pre-season meetings with all the team managers and coaches in conjunction with

the U5-U11 Directors;

(d) Ensure that all team managers and coaches conduct pre-season meetings with the parents of their players;

(e) Enforce the rules, regulations, and policies of the Association;

(f) Lead Coach Selection Committee through selection process to appoint head coaches and assist if required in determining assistant coaches and managers for the teams in the U5-U11 divisions, and have the right to dismiss those deemed unsuitable with prior notification and approval of the majority of the Executive Committee;

(g) Assist in team selection as well as AP selection to be done at start of the year

(h) Assist, with the help of Executive Committee members, the division of teams in age groups with more than one (1) team in the manner determined by the majority of the Executive Committee;

(i) Coordinate with the Referee-in-Chief of the requirements pertaining to referees for the games within the U5-U11 divisions;

(j) Attend Executive Committee meetings with prepared interim reports;

(k) Submit a report at all meetings of the general membership; and

(l) Provide support for additional initiatives as required.

(m) Be the liaison between coaches and the executive, providing a voice in which coaches can feel safe in raising issues, concerns and/or suggestions.

#### Coach Mentor/U13-U18 Director

The U13-U18 Administrator shall:

(a) Be in charge of all teams in the U11-U18 age groups that are registered with the Association but excluding AA teams;

(b) Supervise the registration of the teams in his or her division with the Saskatchewan Hockey Association;

(c) Attend re-season meetings with all the team managers and coaches in conjunction with the U13-U18 Administrators;

(d) Ensure that all team managers and coaches conduct pre-season meetings with the parents of their players;

(e) enforce the rules, regulations, and policies of the Association;

(f) Lead Coach Selection Committee through selection process to appoint head coaches and assist if required in determining assistant coaches and managers for the teams in the U15 division, and have the right to dismiss those deemed unsuitable with prior notification and approval of the majority of the Executive Committee;

(g) Assist in team selection as well as AP selection to be done at start of the year

(h) Assist, with the help of Executive Committee members, the division of teams in age groups with more than one (1) team in the manner determined by the majority of the Executive Committee;

(i) Coordinate with the Referee-in-Chief of the requirements pertaining to referees for the games within the U13-U18 divisions;

(j) Attend Executive Committee meetings with prepared interim reports;

(k) Submit a report at all meetings of the general membership; and

(l) Provide support for additional initiatives as required.

(m) Be the liaison between coaches and the executive, providing a voice in which coaches can feel safe in raising issues, concerns and/or suggestions.

## Manager Mentor

### The Manager Mentor Shall

- a) Provide support and guidance to team managers in each age division as to what jobs need to be done
- b) Create a template for managers to follow to help them with season duties
- c) Hold Preseason meeting with all team managers to discuss the up coming year and duties
- d) Assist team managers in scheduling for the season
- e) Help encourage teams to have a team manager and a treasurer

## Tournament Mentor

### The Tournament Mentor shall

- a) Provide support to tournament coordinators, and coaches regarding team selection, applications and general support. Ensure compliance with MMHA tournament programs if applicable.
- b) Create a tournament template of "To Do's" to be shared with team tournament committee
- c) Hold meeting with tournament committees to discuss how tournaments should be done
- d) Follow up with tournament committee to see if any changes should be made moving forward

## Social Media

### The Social Media Admin shall:

- (a) Maintain up-to-date player rosters and coach lists on the website
- (b) Be responsible for the management of the MMHA website and other social media accounts.
- (c) Lead/Oversee Fundraising Committee and such events and initiatives; and
- (d) Market the Association in terms of clothing opportunities, etc.
- (e) Create and market a quarterly/monthly MMHA Newsletter
- (f) In collaboration with the Executive Director Mentor, create, coordinate and oversee association documents and communications (i.e. newsletter, webpage content, etc.) if needed
- (g) Be responsible for all publicity, interaction with the media and advertising events.
- (h) Make social media update posts daily/weekly/monthly

## Player Development Coordinator

The Player Development Coordinator is a crucial position for every association. Player development is essential in developing better skilled hockey players. The more support and education we can provide our coaches the better skilled our players become. The Player Development Coordinator should have a wealth of coaching knowledge, passion for the

game, and a desire to teach. It will be the coordinators responsibility to oversee the mentorship program, within Moosomin Minor Hockey.

Player Development Coordinator shall:

- (a) Be responsible for having the contact information and knowledge of coaching clinics, certification requirements, clinic dates, and SHA's rules and regulations involving coaches;
- (b) Be responsible for implementation of MMHA Player Development Model which includes development and submission of the player development budget during the annual budget approval process. This includes pre-season and in-season skill sessions for skates and goaltenders; arranging and coordinating coaching workshops; and maintaining on-ice and off-ice props.
- (c) Be responsible for creating a coach library with the assistance of the association, with practice plans, videos; and various other types of coaching and player development information.
- (d) Be responsible for engaging coach mentors. (Identified through past history, and coach evaluation);
- (e) Promote coach mentorship, player development and its benefits in the Association;
- (f) Implement skill development in conjunction with Hockey Canada guidelines for the purpose of teaching and player development;
- (g) Implement MMHA practice plan structure for both full ice and shared practice ice, with strategic coaching methodologies to ensure effective and efficient skill-based practices.
- (h) Shall hold HP1 certification.

Equipment Administrator(s)

The Equipment Administrator shall:

- (a) Be responsible for maintaining inventory control, and lifecycle for all equipment owned by MMHA and utilizing the Administrator(s) during this process;
- (b) Be responsible for pricing of new equipment through multiple companies;
- (c) Coordinate and document all team equipment allocations throughout the year adequately to enforce any equipment fines as per policies if required;
- (d) Provide equipment cost estimates during the budget approval process.

Past President

The Past President position is a one-year term position proceeding his/her term as President. The position is meant to ensure continuity during governance transitions and organization change, to support the President in his/her role, to provide continuity to the organization by providing historical context for issues, and to supplement association activities as per the direction of the President.

The Past President shall:

- (a) Be an offered position not assumed after President position is finished;
- (b) Be a non-voting position;
- (c) Report directly to the President;
- (d) Be used as a valuable resource for past decisions and intent of association by-laws and policies;
- (e) Perform any other duties as required by the President;



### 7.3.1 Executive Member Eligibility

In order to become a member of the Executive Committee of the Association, one has to be a current member of the Association or be a community member who has submitted a nomination and been pre-approved by the Executive . In addition, no member shall be eligible to become a member of the Executive Committee unless he is in good standing in the Association and by good standing is meant that such member shall have paid his current fees in the Association and shall be of good moral conduct and behavior.

### 7.3.2 Election

Election of Executive Committee members shall take place at the Annual General Meeting of the membership. Each eligible voter present at the meeting may nominate an individual for a position on the Executive Committee. The nominee must accept the nomination. Nomination for positions shall follow the numbered order as reflected in Bylaw 7; Part 1.

### 7.3.3 Nominations for President & Vice-President

#### (a) Nominations for President

Nominations for President will not be accepted unless the nominee is a serving member of the outgoing executive or the person held an executive committee position in the last 2 years. If the criteria cannot be met, written applications/nominations will be accepted up until the next Executive Committee meeting. At that time, those applications/nominations will be reviewed and will then need to have a nomination put forth by a current executive committee member in good standing for this name to be put forward to a vote.

#### (b) Nominations for Vice President

Nominations for Vice President will not be accepted unless the nominee is a serving member of the outgoing executive or the person held an executive committee position in the last 2 years. The nominee must have served on the executive for a minimum of 2 years. If the criteria cannot be met, written applications/nominations will be accepted up until the next Executive Committee meeting. At that time, those applications/nominations will be reviewed and will then need to have a nomination put forth by a current executive committee member in good standing for this name to be put forward to a vote.

### 7.3.4 Choosing to Stand for Current Position

In the event of a person choosing to stay on in their current position, their nomination will be automatic and the chair of the meeting will ask for any further nominations from the floor. In the event that there is only one (1) person nominated for a position they will be elected by acclamation.

### 7.3.5 Multiple Nominations for Executive Positions

In the event that two (2) or more people are in contention for the same position, they will be asked to remove themselves from the immediate area and a secret ballot vote will take place and the person with the most votes shall be entitled to serve on the Executive Committee. Two members of the outgoing Executive Committee shall count the votes. A motion from the floor, seconded and carried, is required to destroy the ballots.



## PART 4 – DIRECTORS MISCELLANEOUS

### 7.4.1 Number and Qualifications

There shall be a board of directors consisting of not less than five and not more than twelve directors, all of whom shall be members of the Executive Committee of the Association. All such directors must meet the qualifications stated in the Bylaws. To be eligible as a director, the member must reside within the boundaries of the Association jurisdiction.

### 7.4.2 Powers

The Board shall manage or supervise the management of the affairs and business of the Association and may exercise all such powers and do all such acts and things as may be exercised or done by the Association.

### 7.4.3 Removal by Members

Subject to the Bylaws and any Unanimous Member Agreement, the members of the Association entitled to vote may by a resolution passed by at least three quarters of the regular voting members at a special meeting remove any director from office.

### 7.4.4 Term

Subject to the Bylaws and any unanimous member agreement, the members entitled to vote shall elect directors at the first meeting following the Annual General Meeting to hold office as follows:

- (a) The President and Vice President, shall serve minimum terms of two (2) years; and must be appointed on opposite years, so as to not have both positions open in the same year.
- (b) The Executive Secretary, Treasurer and Development Coordinator, shall serve minimum terms of (2) years; and must be appointed on opposite years, so as to not have both positions open in the same year.
- (c) The President and Treasurer shall be elected on even years. Vice President, Executive Secretary and the Development Coordinator shall be elected on odd years.
- (d) All other Executive positions, shall be appointed by voting of the Executive Committee, annually at the first meeting of the Executive following the AGM.
- (e) Should the President be unable to complete his or her term, the Vice President shall complete the balance of the President's term;
- (f) Should the Vice President, be unable to complete his or her term, his or her position may be filled by either a by-election held at the Annual General Meeting or by appointment ratified by a majority vote of the directors at any meeting of the directors in which quorum is met;
- (g) Should the Secretary, U18 Administrator, U15 Administrator, U13 Administrator, U11 Administrator, U9 Administrator, U5/U7 Administrator, AA Administrator, Female Administrator Equipment Administrator or Referee Assignor fail to complete his or her term, the directors may appoint a replacement at any directors meeting in which quorum is present to complete the term of the departing director.

### 7.4.5 Conflict of Interest



A director shall disclose his or her interest in any material contract or proposed material contract with the Association

#### 7.4.6 General Powers of Directors

Subject to any Member Agreement, the Board shall manage or supervise the management of the affairs and business of the Association and may exercise all such powers and do all such acts and things as may be exercised or done by the Association.

#### 7.4.7 Agents and Employees

The Board may appoint such agents and engage such employees as it shall deem necessary from time to time and such person shall have such authority and shall perform such duties as shall be prescribed by the Board at the time of such appointment. The remuneration of all agents and employees shall be fixed by the Board by ordinary Resolution. Duties prescribed to such agents and employees will leave the volunteer position as redundant and will not be filled during the election process.

#### 7.4.8 Expenditures

The Board shall have the power to make expenditures for the purpose of furthering the objects of the Association. See Finance Committee bylaw for further detail in regard to expenditures.

#### 7.4.9 Grants

The Board shall take such steps as they may deem requisite to enable the Association to acquire, accept, solicit or receive grants and donations of any kind whatsoever for the purpose of furthering the objects of the Association.

## **BYLAW 8: MEETING OF THE MEMBERS OF THE ASSOCIATION**

### 8.1 Location

Meetings of members of the Association shall be held in the town of Moosomin, in the Province of Saskatchewan as the Board of Directors may from time to time determine.

### 8.2 Calling of Meetings

The Board of Directors shall call an Annual General Meeting of members not later than 16 months after holding the last preceding Annual General Meeting; and may at any time call a special meeting of members.

### 8.3 General Meetings

The Annual General Meeting of the Association shall be held on or before October 15 of each year. The date of this meeting will be determined by the Executive Committee with at least two weeks' notice given to the general membership.

### 8.4 Executive Committee Meetings



All regular meetings of the Executive Committee shall be at the call of the President. The President shall call special meetings of the Executive Committee at the request of not less than three (3) Executive Committee members.

#### 8.5 Special Committee Meetings

Special Committee Meetings shall be held at the discretion of the specific committee chair.

#### 8.6 Team Meetings

Each Executive Committee team administrator shall call meetings of their appointed Team Officials during each hockey season. The Official Team/Parent Meeting (which is the first meeting of the year for each team) will require a member of the Executive Committee to be present. Any follow up meetings to the Official Team/Parent Meeting that may be required to discuss fundraising ideas, tournament information, etc. does not require an Executive Committee member to be present. However, at any time throughout the year a team can request an Executive Committee member to be present for any meeting.

#### 8.7 Notice of Annual Meetings

Notice of the time and place of an Annual General Meeting of members shall be given, not less than 15 days or more than 50 days before the meeting, through posting on the Association website and Facebook page.

- (a) to each member entitled to vote or otherwise receive notice of the meeting;
- (b) to each director

#### 8.8 Documentation at Annual Meeting

Subject to the Bylaws, the Board of Directors shall place before the members at every Annual General Meeting:

- (a) financial statements as prescribed by the Bylaws; and
- (b) the report of the auditor, if any.

The directors shall additionally publish prior to the annual meeting a notice that the above documents are available from the Association to be examined during the usual business hours of the by any person and that person may make extracts there from free of charge.

#### 8.9 Quorum

Quorum for a general meeting of the membership of the Association will consist of the members present. The members of the Executive Committee, including the President will be included when constituting a quorum.

#### 8.10 Adjournment

The Chairman of the meeting may, with the consent of the meeting, adjourn any meeting of the members from time to time to a fixed time and place, and provided such adjournment is for less than 30 days, no notice of the time and place for the holding of the adjourned meeting need be given to the members other than by announcement at the earliest meeting that is adjourned.

#### 8.11 Right to Vote

Subject to the provision of Bylaws, at any meeting of the members, every representative shall be





entitled to vote at the meeting who at the time is a member entered in the register of members as the holder of a membership interest carrying the right to vote at such meeting. No votes by proxy will be allowed at any meeting of the general membership of the Association.

#### 8.12 Votes to Govern

At any meeting of the members, unless a special resolution or some other special majority is required by the Bylaws, all questions shall be decided by the majority of votes cast on the question. In case of an equality of votes, either upon a show of hands or upon a poll, the Chairman of the meeting shall not be entitled to a second or casting vote.

#### 8.13 Voting

Unless a ballot is demanded, voting at a meeting of the members shall be by way of show of hands.

#### 8.14 Presiding Officers

The Chairman of any meeting of the members shall be the President. In the absence of the President, the members shall choose one of the other directors or a member representative to Chair the meeting. The Chairman may appoint a person, who need not be a member, to act as Secretary of the meeting if needed.

#### 8.15 Rules of Order

All meetings of the membership of the Association and Executive Committee meetings will be governed by Roberts Rules of Order, Revised Edition.

### **BYLAW 9: MEETING OF THE EXECUTIVE COMMITTEE**

#### 9.1 Place and Convening of Meetings

Meetings of the Board and of any committee of the Board shall be held in the town of Moosomin, in the Province of Saskatchewan upon notice being sent to each director at least one week prior to the date of the meeting; provided that the directors may meet on regular dates without notice or may, by unanimous consent, meet at any time or at any place without notice.

The Board or any committee may by unanimous resolution appoint a day or days, an hour and place at which regular meetings will be held. Except as otherwise provided by the Bylaws, the directors, either as a Board or as a committee thereof, may convene, adjourn and otherwise regulate their meetings as they think fit.

General meetings of the Board will be set by the President monthly, or as needed.

#### 9.2 Notice

No notice needs to be given of regular meeting provided all directors have received notice of the resolution establishing or changing such regular meetings. Notice of the time and place of other meetings of the Board and of any committee of the Board shall be given in the manner provided in the these Bylaws to each director not less than 24 hours in the case of personal delivery or five days in the case of delivery by mail, before the time when the meeting is to be held, provided that meetings of the Board or of any committee of the Board may be held at any time without formal notice if all the directors are present (including present by way of telephone



participation) or of all the absent directors waive notice. For the first meeting of the Board or of any committee of the Board to be held immediately following the election of the directors at an annual or general meeting of the members or for a meeting of the Board or a committee thereof at which a director or member is appointed to fill a vacancy in the Board or committee, no notice need be given to the newly elected or appointed directors in order for the meeting to be duly constituted, provided a quorum is present.

### 9.3 Adjournment

Any meeting of the Board or any committee of the Board may be adjourned from time to time by the Chairman of the meeting, with the consent of the meeting, to an announced time and place and no notice of time and place for the holding of the adjourned meeting need be given to any director.

### 9.4 Quorum

No business shall be transacted at any meeting unless a quorum is present. A quorum for an Executive Committee meeting shall consist of at least 2/3 of the Executive Committee Membership. When determining whether a quorum is present, the President shall be included as a member constituting a quorum (Note - when determining this number, any ratio of .1 or higher will always be rounded up. For example, 7.1 members would be 8).

### 9.5 Voting

Questions arising at any meeting of directors shall be determined by a majority of votes of the directors present and, in the case of an equality of votes, the Chairman of the meeting shall not have a second or casting vote. There will be no voting by Proxy allowed. Voting can take place by email vote. A motion is made by email, a second is then made by email. The President then calls for a time period for questions, comments and discussions and then when voting is to occur. Votes are either a yes, no or abstain. Quorum is determined by a 50% + 1 majority of the responses received by the end of the voting deadline. The votes are sent in by email through a reply all and recorded by the Executive Secretary. The Executive Secretary or President then communicates the results of the vote. The Secretary then records the vote in the minutes of the next executive meeting.

### 9.6 Presiding Officers

The Chairman of any meeting of the Board shall be the President, or in his or her absence, one of the other directors. The Secretary of the meeting shall be the Secretary of the Association or, in his or her absence, the President may appoint a person, to act as Secretary of the meeting.

### 9.7 Meeting by Conference Telephone

The Board of Directors may participate in meetings by means of conference telephone, video or similar communications equipment, whereby all directors participating in the meeting can hear each other at the same time and participating in any such meeting shall constitute presence in person by such director at such meeting.

### 9.8 Advisory Members



The Board may invite persons who are not directors to attend meetings of the Board as advisory members. No such advisory member, however, shall have any right to vote at any meeting of the Board.

## 9.9 Emergency Board Meetings

If, in the reasonable opinion of the President (or where the President is not available, the Executive Committee), a situation arises which requires immediate action by the Board, then the President, or any other executive officer in his absence, may convene a meeting of the Board on such notice as the conveyor sees fit. Such meeting shall be comprised of as many directors as are available in person or by telephone, which shall constitute sufficient quorum for the purpose of conducting the business for which the meeting was called.

## **BYLAW 10: COMMITTEES**

The Board may create, and prescribe the duties and terms of reference of, such committee or committees of directors as it may from time to time determine necessary to more effectively permit the efficient direction of the business and affairs of the Association. The Board may delegate to such committee or committees any of the powers of the Board except those which under Bylaws must be exercised by the Board itself, provided that any such delegation shall not limit the ability of the Board to make decisions on any subject matter so delegated. The procedures of any such committee or committees of the Board shall, except as otherwise determine by the Board, be those applicable to the Board.

### PART 1 – POWERS AND DUTIES OF COMMITTEES

The Standing Committees of the Association shall be:

#### 10.1.1 Finance Committee

- (a) The Finance Committee shall be appointed by the President.
- (b) The duties of the Finance Committee shall be to review the finances and expenditures of the Association and recommend to the Executive Committee any course of action which they may deem advisable;
- (c) The Finance Committee shall prepare and circulate a budget of the proposed operations for the coming year to the executive committee in order that registration fees for the coming season can be established;
- (e) Any expenditure of the Association exceeding \$1,000.00 and not included within the approved budget will need approval from the Finance committee.

#### 10.1.2 Discipline Committee

- (a) The Discipline Committee shall consist of 3 members of the Executive Committee as



elected by the Executive Committee at the first meeting of each year. The standing chair of the Discipline Committee shall automatically be the Vice-President, who will count as 1 of the 3 members of this committee;

(b) The duties of the Discipline Committee shall be:

- i. to review decisions of the President made pursuant to Bylaw 7.2 (f);
- ii. to review all Gross misconducts, Match penalties or suspensions assessed to players and team officials of the Association and to suspend and/or take disciplinary action that may be deemed necessary against such individuals; and
- iii. any suspension or action that exceeds 31 days must go to the entire executive for deliberation and subsequently a vote which will require 2/3 approval to go forward.

#### 10.1.3 Appeals Committee

(a) The Appeals Committee shall consist of remaining members of the Executive Committee (these individuals will not be present members of the Discipline Committee), including the President who shall chair the Appeals Committee

(b) The duties of the Appeals Committee shall be to hear appeals from decisions made by the Discipline Committee as made under Bylaw 10.2b (i, ii, and iii) or Bylaw 7.2.1 (k);

(c) The Appeals Committee may re-admit any team, player, team official or uphold or modify any decision made by the Discipline Committee under Bylaw 10.2 b (i, ii, and iii) or Bylaw 7.2.1 (k); and

(d) Shall be subject to the Policy on Appeals as detailed in the Policy Manual.

#### 10.1.4 Awards Committee

(a) The Awards Committee shall consist of the Vice -President and two other members of the Executive Committee, as assigned by the President and

(b) The duties of the Awards Committee are to make recommendations to the Executive Committee for all awards given out by the Association.

#### 10.1.5 Coaches Selection Committee

(a) Shall consist of the members of the Board of Directors

(b) Shall be subject to the Policies on Coach Selections as detailed in the Association Policy Manual; and

(c) In the event that a member of the Selection Committee has to remove themselves due to a conflict of interest, the remaining members of the Board will do selections for the division(s) in conflict without said member.

#### 10.1.6 Policy and Bylaw Review Committee

(a) Shall consist of four members of the Executive Committee as appointed by the President; and

(b) Will review and suggest possible revisions to the Bylaws and Policies of the Association on an annual basis and throughout the season as specific concerns arise.

#### 10.1.7 Fundraising Committee

(a) Shall consist of 3 members of the Executive Committee as appointed by the President; and

(b) One member may be an advisory member from the general membership as per Bylaw 10.2.1 who would sit on this committee but have no voting rights within the Executive Committee.

#### 10.1.8 Senior Executive Committee



(a) Where the Association requires, as deemed necessary in these bylaws, it shall have a Senior Executive Committee composed of the following directors: President, Vice President, Executive Secretary, Treasurer and Coach/Player Development Administrator.

## PART 2 -- ADVISORY MEMBERS

10.2.1 The Board may appoint persons who are not directors as advisory members of any committee, provided that such advisory members shall have no right to vote in any meeting of any such committee.

## **BYLAW 11: PROTECTION OF DIRECTORS AND OFFICERS**

### Indemnification

The Association shall indemnify a Director or Officer, a former Director or Officer, or a person who acts or has acted at the Association's request as a Director or Officer of a body corporate of which the Association's Directors or Officers are members, or of which the Association is or was a shareholder or creditor and his/her heirs and legal representatives, against any liability resulting from any third party proceeding against such person (liability shall include without limitations, judgments, fines, penalties and amounts paid in the settlement) and any and all costs, charges and civil, criminal or administrative action or proceeding, or any appeal there from, to which he/she is made a party by reason of being or having been a Director or Officer of the Association or such body, if:

(i) He/she acted honestly and in good faith with a view to the best interests of the Association; and

(ii) In the case of criminal or administrative action or proceeding that is enforced by a monetary penalty, he/she had reasonable grounds for believing that his/her conduct was lawful.

Costs, charges and expenses which are the subject of indemnification hereunder shall include all direct and indirect costs of any type whatsoever including any deductible solicitor/client costs incurred by the person receiving indemnification. Any indemnification provided for herein shall be promptly advanced to the person eligible for indemnification as the costs, charges or expenses are incurred by such person or when such person becomes subject to a liability as defined in this section. In the event it is determined that the person is not entitled to indemnification hereunder, the Association shall have the right to require the indemnified person to repay all amounts provided to such person pursuant to the indemnification. The burden of providing that indemnification or advances are not appropriate is on the Association.

The Association shall further indemnify any person eligible for indemnification hereunder to the extent that this indemnification results in any tax liability accruing to such indemnified person.

The Association may arrange for one or more policies of Directors' and Officers' liability insurance to be put in place at the expense of the Association and for the benefit of the Association and/or its Directors and Officers as the Board of Directors may from time to time determine.

## **BYLAW 12: SUSPENSIONS, COMPLAINTS AND APPEALS**

### PART 1 -- SUSPENSIONS

(a) Suspension of a player or a Team Official resulting from violations other than those administered by any participating Leagues (IE., SMHA, SVHL or C4HL) or the Sask Hockey Association shall be made by the President, pursuant to By-Law 7.2.1 (k) and the Discipline Committee, pursuant to Bylaw 10.1.2;

(b) A person that has been suspended by the President shall not be eligible to participate in any games or conduct any official business of the Association until the Discipline Committee has reviewed the suspension and made the decision; and

(c) The Discipline Committee must review all suspensions within four (4) days of the original suspension.

## PART 2 -- COMPLAINTS

The Association expects all members; Executive Committee, Team Officials and membership participants to exhibit qualities of good sportsmanship and decorum consistent with levels of propriety towards executive members, game officials, opponents and spectators. When these standards cannot be met, they may be dealt with in the following manner:

(a) Any complaint or protest against any member, Team Officials, players, referee, or member of the Executive Committee shall be reported in writing to the Secretary of the Association within five (5) days from which the complaint or protest arose;

(b) The Executive Committee by a simple majority may decide if the complaint should be brought before a General Meeting, Annual General Meeting or referred to the Discipline Committee or the Appeals Committee;

(c) All written complaints shall be dealt with by the Executive Committee within fourteen (14) days and a decision shall be in writing and mailed within four (4) days of the decision; and

(d) The following are the possible levels of action:

i) A verbal reprimand

ii) A written reprimand

iii) A suspension from participation in or at specific and defined by the Association activities, or a complete suspension from participation in or attendance at all Association activities

iv) Expulsion or a combination of any or all.

v) Depending on the severity of the incident, the Executive Committee may choose to bypass any or all levels.

## PART 3 -- APPEALS

(a) Any person who is dissatisfied with the decision of the Discipline Committee may appeal to the Appeals Committee;

(b) The Appeal must be in writing and made by registered mail or email. It must outline all particulars pertaining to the case and shall be delivered to the Executive Secretary of the Association within seven (7) days of being notified of the decision of the Discipline Committee;"

(c) All appeals must be requested in writing and be accompanied by a \$500.00 fee that will be refunded if through the appeal the suspension is rescinded;

(d) The appeal must be dealt with by the Appeals Committee within fourteen (14) days of receiving the written appeal and the decision shall be in writing and mailed within four (4) days of the decision;

(e) The Appeal Committee must convene a hearing to hear the evidence from both the Respondent and the Complainant and any other party it feels should be required to appear. The decision will be final and binding except for those avenues of recourse provided by SHA and Hockey Canada. The appeal letter must be sent within 5 days following the decision. Appeals



that are granted will be communicated by phone within 48 hours of the decision and in writing; and

(f) In the case of a multi-year suspension or dismissal, the suspended or dismissed individual(s) may have the opportunity to submit an appeal request in writing and be accompanied by a \$500.00 fee to the Executive Committee after a minimum of two complete hockey seasons. The entire Executive Committee will participate in the deliberations, with a 2/3 approval required to overturn a multi-year suspension or dismissal. The decision of the Executive Committee will be final, and this will be communicated both by phone and in writing within 48 hours of the decision.

## **BYLAW 13: APPOINTMENT OF AUDITOR**

The Association shall at each annual meeting, if required, appoint an Auditor to hold office until the close of the next such meeting. Such auditor shall be any qualified Chartered Professional Accountant with no personal conflicts of interest within the Board or the Association.

## **BYLAW 14: NOTICES**

### PART 1: MANNER OF NOTICE

Any notice or document to be given or sent pursuant to the Bylaws, or otherwise to a member or director shall be sufficiently given if delivered personally, or sent by prepaid mail to the member at his or her latest address as shown in the records of the Association.

### PART 2: RETURNED NOTICE

Where notices or other documents required to be given by the Association to its members have been mailed to member at the member's latest address as shown on the records of the Association and where, on three (3) consecutive occasions, notices or other documents have been returned by the post office to the Association, the Association is not required to mail to the member any further notices or other documents until such time as the Association receives written notice from the member requesting that notices and other documents be sent to the member at a specified address.

## **BYLAW 15: WRITTEN RESOLUTIONS**

Notwithstanding any of the foregoing provisions of this Bylaw:

(a) Any resolution consented to by the signatures of all the directors is as valid and effective as if passed at a meeting of the directors duly called, constituted and held for that purpose; and

(b) Any resolution consented to by the signatures of all the members entitled to vote at meetings of the members is a valid and effective as if passed at a meeting of the members duly



called, constituted and held for that purpose.

## **BYLAW 16: AMENDMENT OF BYLAWS**

These Bylaws may not be altered or amended except at the Annual General Meeting. Notice of any proposed alterations shall be given to the Executive Secretary, in writing, at least forty-five (45) days before the Annual General Meeting. Changes to these bylaws must be approved by two thirds (2/3) of the members on attendance at the Annual General Meeting.

## **BYLAW 17: AMENDMENT TO ASSOCIATION POLICY MANUAL**

Changes, additions, or amendments to the Policy Manual are a function of the Executive Committee. Once approved by the Executive Committee, any changes/amendments to this document can only be made by a 2/3 vote. A complete review will happen once a year, at the July and/or August meeting of the executive following review and recommendations of the Bylaw and Policy Review Committee. If required, other amendments to the Association Policy Manual may be brought forward by the Policy Review Committee throughout the season and voted on by the executive at any monthly meeting.

## **BYLAW 18: FISCAL YEAR**

The fiscal period for the Association shall terminate on such date as the Board may from time to time by resolution determine

## **BYLAW 19: FINANCES**

### 19.1 Financial Responsibility

It is the responsibility of the Executive Committee to provide prudent maintenance of the financial affairs of the Association. The Association must maintain a reserve at a level equivalent to 10-15% of the Association's annual budget. In case of emergency, surpluses may be lowered below this fifteen percent (15%) level, however it is required that the Executive Committee provide a plan to re-establish the required surplus by the end of the following fiscal year.

### 19.2 Signing Authority

Three (3) members of the Senior Executive Committee are required to provide signatures at the financial institution of choice for the Association annually. Two (2) Senior Executive Committee signatures are required for cheques issued by the Association.

### 19.3 Disclosing of Financial Information

The Executive Committee must provide at the Annual General Meeting a complete list of financial information for the previous hockey season.





This Bylaw shall come into force at, and be effective from, the time of it.

ENACTED BY THE BOARD the \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2022.

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice President

CONFIRMED the \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2020, by the Members.

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice President