

# REDCLIFF MINOR HOCKEY ASSOCIATION CONSTITUTION

## **A. NAME**

The name of the association shall be the REDCLIFF MINOR HOCKEY ASSOCIATION, sometimes hereinafter referred to as the "RMHA" or the "Association".

## **B. OBJECTIVES**

- To create, foster and encourage the sport of amateur hockey within RMHA Boundaries.
- To act as the governing body of amateur hockey within the RMHA Boundaries in compliance with the bylaws, rules and regulations prescribed by Hockey Alberta and Hockey Canada.
- To promote, acquire and operate hockey facilities and equipment.
- To promote and improve organized hockey within RMHA Boundaries.
- To affiliate and co-operate with other amateur hockey organizations.
- To foster among its membership, supporters and teams a general community spirit.
- To exercise a general supervision and direction over the playing interest of its players, coaches, managers, and executives with emphasis on the enhancement of good character, sportsmanship, discipline and citizenship while developing the proper fundamentals of the sport of hockey.

## **C. BYLAWS**

### **1.0 DEFINITIONS AND INTERPRETATION**

1.1 In this bylaw, definitions are as follows :

- a) "AGM" shall mean an Annual General Meeting of the RMHA as defined herein.
- b) "Bylaws" means the Bylaws of the RMHA, as amended.
- c) "Director" means any person elected or appointed to the RMHA Executive. This includes the President and the immediate Past-president.
- d) "Executive" shall mean the collective RMHA Directors as defined herein.
- e) "Member" shall mean a member of the RHMA as defined herein
- f) "Member in Good Standing" means a Member of the RHMA who has not withdrawn from or been suspended by the RMHA.
- g) "Parent Organizations" shall mean recognized Provincial and National amateur hockey organizations under which the RMHA operates and includes the league in which RMHA registers to play, as may be amended from time to time;

- h) "Player" shall mean a child registered to play in the Redcliff Minor Hockey Association;
  - i) "RMHA Boundaries" shall mean the boundaries agreed to by the Town of Redcliff, the Town of Irvine and the City of Medicine Hat, as may be amended from time to time;
  - j) "Voting Member" includes Directors and Members in Good Standing of the RMHA.
- 1.2 In the event of any inconsistency with these Bylaws and the bylaws, rules and regulations of Parent Organizations, the bylaws rules and regulations of the Parent Organizations shall prevail.
- 1.3 Headings are for convenience only. They do not affect the interpretation of these Bylaws.

## **2.0 MEMBERSHIP**

### **Members**

- 2.1 The following are eligible to become a Member and will be entitled to all the rights and privileges of such membership:
- a) upon payment of membership fees as defined herein, any person residing in the RMHA boundaries and being of full age of eighteen (18) years and having a child registered as a Player with RMHA, during the fiscal year in which the child is registered;
  - b) any coach, assistant coach or manager of a team registered with RMHA, during the fiscal year in which that person is coach, assistant coach or manager;
  - c) by a favorable vote passed by a majority of the Executive at a meeting of the Executive, any person being of full age of eighteen (18) years residing in the RMHA boundaries but does not have a child registered with RMHA; and
  - d) by a favorable vote passed by a majority of the Executive at a meeting of the Executive, any person residing outside RMHA boundaries and being of full age of eighteen (18) years.
- 2.2 Members in Good Standing shall be entitled to:
- a) vote at the AGM of the Association;
  - b) vote at Special Meetings of the Association; and
  - c) attend Executive meetings or Special Executive meetings unless otherwise directed by the Executive. Upon payment of membership fees as defined herein
- 2.3 No Member of the Association in an individual capacity shall be liable for any debt or liability of the Association.

### **Fees**

- 2.4 There may be one or more classes of fees, and the fees, along with any associated fundraising requirements, shall be set by the Executive on a year-to-year basis.

## **Resignation**

- 2.5 Any member may at any time resign his or her membership by providing a 14-day notice in writing to the President and may be entitled to such proportion or refund of fees paid as the Executive in its sole discretion may decide.

## **Suspensions and expulsions**

- 2.6 Any Member or Player may be suspended or terminated from the RMHA for failure to:
- a) pay the fees and assessments set by the Executive, as amended from time to time;
  - b) comply with these Bylaws;
  - c) comply with any RMHA rules and regulations, including team rules;
  - d) comply with any proper and valid ruling of the Executive; and
  - e) comply with any bylaws, rules and regulations of Parent Organization(s).
- 2.7 The Executive may suspend any Member or Player for:
- a) continued foul play; or
  - b) unfair, unsportsmanlike or ungentlemanly conduct
- on the ice or in any rink where a hockey match is being played, or at any meeting or gathering in the interest of the Association.
- 2.8
- a) Further, any Member or Player may be suspended or expelled from the RMHA for any other reason if the Executive, acting reasonably and upon careful consideration, determines that it is in the best interest of the majority of the membership of the Association. The executive shall have the authority to permanently remove that member from RMHA.
  - b) Any member who has been expelled from RMHA, forfeits the right to hold any position in RMHA for five (5) years including Executive and/or team positions. The Executive reserves the right to extend the term if they deem necessary.
  - c) The Executive shall have the authority to permanently remove any player from RMHA who has been suspended or expelled by the Executive.
- 2.9 Any such suspension or expulsion shall be passed by a two thirds (2/3) vote of the full Executive.

## **Appeals**

- 2.10 Any Member or Player who has had been suspended or expelled will receive notice of the decision in writing. The Member or Player may exercise the right to appeal the decision to the Executive provided written request is received by the Executive within ten (10) days of the Member or Player receiving notice of suspension or expulsion.
- 2.11 The Member or Player will remain suspended or expelled pending the outcome of the appeal.

- 2.12 An administration fee, as set by the Executive from time to time, may be charged in relation to any appeal.

### **3.0 MEETINGS**

#### **Annual General Meeting**

- 3.1 The RMHA holds its AGM no later than October 15<sup>th</sup> of each calendar year in Redcliff, Alberta. The Executive sets the place, day and time of the meeting.
- 3.2 Members shall be notified no less than twenty-one (21) days in advance in such a manner that the Executive, acting reasonably, deems appropriate to reach the general membership, which could include posting on the RMHA website or applicable social media, advertising in newspapers, advertising with the Town of Redcliff, a general membership mail out or any combination thereof. The notice states the place, date and time of the AGM and any business requiring a special resolution.
- 3.3 The AGM will deal with the matters set out in the agenda only. A Member may request an item be added to the agenda by providing a written request no less than thirty (30) days prior to the AGM.
- 3.4 The AGM should consist of at least ten (10) Directors and sufficient Members to fill all vacancies on the Executive. In any event, not less than ten (10) Directors and ten (10) Members in good standing shall constitute a quorum.

#### **Special Meetings**

- 3.5 A Special Meeting may be called:
- a) by the President;
  - b) on the instruction of any three (3) Directors, provided they request to the President in writing to call such a meeting and state the business to be brought before the meeting; or
  - c) upon receipt by the President or Secretary of a written request signed by at least five (5) Members in good standing, provided the written request states the business to be brought before the meeting.
- 3.6 Ten (10) Members, including five (5) Directors, shall constitute a quorum at a special meeting.

#### **Voting**

- 3.7 The voting provisions as set out below apply to all meetings unless specifically indicated otherwise.
- 3.8 Voting Members must be present in order to cast a vote. Voting by proxy will not be recognized.
- 3.9 Each Voting Member, excluding the immediate past-president, has one (1) vote. A show of hands decides every vote at all meetings except in the following circumstances:
- a) Voting for Directors at the AGM shall be carried out by secret ballot; and
  - b) Where five (5) Voting Members request a secret ballot.

- 3.10 Voting Members may withdraw their request for a secret ballot.
- 3.11 A majority of the votes of the Voting Members present decides each issue and resolution, unless the issue needs to be decided by a Special Resolution.
- 3.12 In the case of a tie, the President shall not cast a second deciding vote and the motion shall be defeated.
- 3.13 The President declares a motion or resolution as carried or lost. This statement does not have to include the number of votes for and against the motion or resolution. A motion shall be made to destroy the ballots.

#### **4.0 GOVERNANCE OF RMHA**

##### **Executive Composition**

- 4.1 The Executive shall have control and management of the business and affairs of the Association including, but not limited to,:
- a) Promoting the objects of RMHA;
  - b) Promoting membership in RMHA;
  - c) Maintaining and protection RMHA assets and property;
  - d) Paying all expenses for operating and managing RMHA;
  - e) Making policies, rules and regulations for managing and operating RMHA;
  - f) Maintaining all accounts and financial records of RMHA.
- 4.2 The Executive shall consist of eighteen (18) positions and the immediate past-president of the Association. The Executive may also create any position required by a Parent Organization on a year-to-year basis.
- 4.3 The following positions shall be two (2) year terms on the appointed years:
- a) President-ODD
  - b) Vice-President-EVEN
  - c) Treasurer
  - d) Secretary-EVEN
  - e) Registrar
  - f) Casino/Fundraising Director-ODD
  - g) Concession Director
  - h) CAHL Director-EVEN
  - i) CAHL Governor-ODD
  - j) Equipment Director-EVEN
  - k) Referee Scheduler-EVEN
  - l) Ice Scheduler-ODD
- The Executive can, at its discretion, shorten one or more of these terms if resignations and term expirations will result in the possibility of the majority of the vacancies being filled by people who are new to the Executive. In this manner, the Executive will strive to retain necessary collective knowledge.
- 4.4 The following positions shall be one (1) year terms:
- a) Midget Director
  - b) Bantam Director
  - c) PeeWee Director

- d) Atom Director
  - e) Novice Director
  - f) Initiation Director
- 4.5 Members shall be elected to the Executive at the AGM of the Association. Elections shall take place in the same order as listed in Bylaw 4.3 (positions A through L). If only one nomination for a position is received and accepted, that person shall be appointed to the position. Positions of Registrar, Treasurer, and Concession Director to be appointed by RMHA Executive.
- 4.6 A person appointed or elected as director becomes a director if they were present at the meeting when being appointed or elected, and did not refuse the appointment. They may also become a director if they were not present at the meeting but consented in writing to act as director before the appointment or election, or within ten days after the appointment.
- 4.7
- a) Nominations for President must be received by the Secretary, in writing, no later than seven (7) days prior to the AGM
  - b) Initial nominations for the position of President shall not be accepted unless that person has previously served for two (2) years on RMHA Executive in another capacity, or has served as a President or Chairperson of another formally recognized Executive board with a letter of recommendation from that Board. This letter must accompany the nomination. If no such nominations are received or declined, the Executive will pursue and/or consider nominations of other members.
  - c) Nominees must give a verbal resume of their qualifications to the membership at the AGM prior to the election.
- 4.8 No person shall serve as President for more than four (4) consecutive terms.

#### **Resignation or Removal of Director**

- 4.9 Any Director may resign by giving one (1) month notice in writing. The resignation takes effect either at the end of the notice period or on the date the Executive accepts the resignation.
- 4.10 Voting Members may remove any Director before the end of his term by a majority vote at a Special Meeting called for this purpose.
- 4.11 The Executive shall have the power to fill any vacancy, excluding immediate past-president, occurring between AGMs and the persons appointed shall hold office until the next AGM.
- 4.12 Any Director may be removed by a majority vote of the full Executive.

#### **Meetings of the Executive**

- 4.13 The Executive will strive to hold one Executive Meeting per month but, in any event, no fewer than 9 meetings per year.

- 4.14 The President calls Executive Meetings. The President will also call a meeting if any three (3) Directors request one in writing and state the business to be discussed at the meeting.
- 4.15 Any Director missing three (3) consecutive meetings without sufficient reasonable cause shall be automatically suspended.
- 4.16 The presence of five (5) directors at any Executive Meeting constitutes quorum.
- 4.17 Subject to Section 4.35, each Director, excluding immediate past-president, has one (1) vote. In the case of a tie, the President does not cast a deciding vote and the motion shall be defeated.
- 4.18 Executive Meetings are open to Members of RMHA, but only Directors may vote. Members are only permitted to participate in a discussion when invited to do so by the Executive. A majority of the Directors present may ask any other Members, or other persons present, to leave.

### Duties of Officers

- 4.19 The President shall:
- a) when present, preside at all meetings of the Association and of the Executive;
  - b) be an ex-officio member of all committees;
  - c) act as the spokesperson for RMHA; and
  - d) carry out other duties assigned by the Executive.
- 4.20 The Vice-President shall:
- a) preside at meetings in the President's absence;
  - b) replace the President at various functions when asked to do so by the President or the Executive;
  - c) carry out other duties assigned by the Executive.
- 4.21 The Secretary shall:
- a) attend all meetings of the Association and the Executive;
  - b) keep accurate minutes of these meetings;
  - c) keep charge of the Executive's correspondence;
  - d) ensure notices in relation to various meetings are sent; and
  - e) carry out other duties assigned by the Executive.
- 4.22 The Treasurer shall:
- a) ensure monies paid to RMHA are deposited in a chartered bank chosen by the Executive;
  - b) ensure a detailed account of revenues and expenditures is presented to the Executive as requested;
  - c) ensure an audited statement of the financial position of the RMHA is prepared and available for the AGM;
  - d) file the annual return, changes in the directors of the organization, amendments in the bylaws and other incorporating documents with the Corporate Registry; and
  - e) carry out other duties assigned by the Executive.

- 4.23 The Registrar shall:
- a) arrange for and preside over registration opportunities for Members;
  - b) accept registration forms and fees and distribute cheques to the Treasurer and Concession Director as appropriate;
  - c) ensures a record of the names and addresses of Members is kept;
  - d) complete registration of players and teams as required by Parent Organizations;
  - e) provide travel permits upon request; and
  - f) carry out other duties assigned by the Executive.
- 4.24 The Casino/Fundraising Director shall:
- a) act as a liaison with the Alberta Liquor and Gaming Commission;
  - b) complete all forms and duties as required by the Alberta Liquor and Gaming Commission;
  - c) coordinate all aspects of the Casino Fundraiser, including ensuring enough volunteers and backup volunteers are recruited;
  - d) coordinate all aspects of other fundraising initiatives that the Executive chooses to pursue; and
  - e) carry out other duties assigned by the Executive.
- 4.25 The Concession Director shall:
- a) adhere to all provisions within any concession contract with the Town of Redcliff;
  - b) decide what products will be sold, set the prices, and purchase required supplies;
  - c) maintain records of concession proceeds and report to the Treasurer;
  - d) maintain an accurate record of volunteers and ensure the concession booth is adequately staffed; and
  - e) be responsible for opening and closing the concession when required.
- 4.26 The League Director shall:
- a) act as a liaison with the league in which RMHA teams are playing;
  - b) carry out all duties as required by the league in which RMHA teams are playing, including attending all required meetings; and
  - c) carry out other duties assigned by the Executive.
- 4.27 The Equipment Director shall:
- a) be responsible for assessing equipment needs of the Association;
  - b) arrange for quotes regarding large purchases;
  - c) purchase equipment as directed by the Executive; and
  - d) carry out other duties assigned by the Executive.
- 4.28 The Referee Scheduler shall:
- a) ensure proper accreditation of RMHA referees;
  - b) investigate referee incidents and complaints;
  - c) assign referees for all RMHA games; and
  - d) carry out other duties assigned by the Executive.



- 4.29 The Ice Scheduler shall:
- a) act as a liaison between RMHA and the Town of Redcliff;
  - b) create a master ice schedule each season for submission to and approval of the Town of Redcliff;
  - c) follow up on ice use by teams and ensure full utilization;
  - d) follow up on complaints by ice users; and
  - e) carry out other duties assigned by the Executive.

### **Conflict of Interest**

- 4.30 No Director shall be allowed to engage in any role or activity within the Association that is a potential or actual conflict of interest under this Bylaw.
- 4.31 A potential or actual conflict of interest exists when:
- a) a Director's commitments and obligations to the Association could or are perceived to be compromised by that Member's other interests, commitments or obligations; or
  - b) a Director is in a position to influence a team or teams with a view to personal or commercial gain to themselves or a family member or give improper advantage to others.
- 4.32 A parent or legal guardian selected to coach or manage with a team on which their child is a player will not be considered in conflict of interest on the basis of that relationship alone.
- 4.33 Members in the position of coach, assistant coach shall not serve in the following positions on the Executive:
- a) Team Director at any level
  - b) Registrar
  - c) Referee Scheduler
- 4.34 Members who are immediate family members of a head coach or manager of a team within RMHA shall not serve as Team Director of that team, but may serve in other positions on the Executive.
- 4.35 Members as defined in Subsection 2.1(d) may serve in positions on the Executive, with the exception of President and Vice-President, but shall not be entitled to a vote.

### **Rules and Regulations**

- 4.36 The Executive shall be responsible for setting rules and regulations for the Association governing the activities of the Association and its Members.

### **Committees**

- 4.37 The Executive may appoint committees and define the duties thereof.

## **5.0 FINANCE AND OTHER MANAGEMENT MATTERS**

### **Remuneration**

- 5.1 Unless authorized at any meeting and after notice for same shall be given, no officer or Member of the Association shall receive any remuneration.

### **Audit**

- 5.2 The Executive shall appoint a chartered accountant or a duly qualified accountant as auditor to audit the books, accounts and records of the treasurer at least once each year, and a complete and proper statement of the standing of the books and finances of the Association for the previous year shall be submitted by such auditor for the AGM of the Association.

- 5.3 June 30<sup>th</sup> of each year shall be the end of the fiscal year of the Association.

### **Seal**

- 5.4 The Association shall have an official seal and when attached to any document to be executed by the Association shall be authenticated by the signature of the President or the Vice-President, together with the Secretary or the Treasurer.

### **Cheques and Contracts**

- 5.5 The Executive will appoint persons who are authorized to sign cheques drawn on monies of the Association. Two signatures are required on all cheques.

- 5.6 All contracts of the Association must be signed by persons authorized to do so by resolution of the Executive.

### **Borrowing**

- 5.7 RMHA may borrow money upon the security of the assets of the Association and may draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange and other notable or transferable instruments on behalf of the Association, provided that the Executive may borrow up to \$500.00 without the approval of the AGM.

### **Capital**

- 5.8 The Association shall not have a capital divided into shares or declare any dividends or distribute its property among its members during the existence of the Association.

- 5.9 In the event that RMHA should dissolve or no longer exist, all monies belonging to the RMHA shall be donated to a non-profit organization which relates to children and sports.

### **Inspection of Books and Records**

- 5.10 Members may, upon notice to the Secretary or the Treasurer, inspect the books and records of the Association at any reasonable time at such place as may be decided upon from time to time by the Executive.

**6.0 AMENDMENT OF BYLAWS**

6.1 These Bylaws may not be rescinded, altered or added to, except by the Special Resolution of the Association, passed by a majority vote of Members present in person at an AGM or a special meeting called for that purpose.

These Bylaws shall be the only Bylaws of record for the Association and are intended to replace any previously registered Bylaws.

These Bylaws were read and passed at the Annual General Meeting on October 2, 2012 and signed on the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

President: \_\_\_\_\_

Vice-President: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Secretary: \_\_\_\_\_