

Redwater Minor Hockey Association Bylaws



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1.0 Name of the Association

1.1 This not-for-profit society shall be known as “Redwater Minor Hockey Association” and can be referred to as “RMHA”.

2.0 Definitions

2.1 “Act” means the Societies Act of Alberta.

2.2 “AGM” means the Annual General Meeting(s).

2.3 “Association” means the Redwater Minor Hockey Association (RMHA).

2.4 “Board” means the Directors of the Association acting as a body (Board of Directors).

2.5 “Director” means any person elected or appointed to a position on the Board.

2.6 “General Meeting” means an Annual General Meeting (AGM) and/or a Special General Meeting.

2.7 “Member” means a member of the RMHA (see 3.0 for more details).

2.8 “Participant(s)” means a player(s) properly registered to participate in the association’s hockey program.

2.9 “Public Notice” means notifications via RMHA website and/or email.

3.0 Membership

3.1 Membership shall include the following:

- a) A parent or legal guardian of each individual who is properly registered to participate in RMHA’s hockey program and is in good standing with the organization.

- b) Each Director/Board Member of the Association upon election or appointment to a position on the Board of Directors.
- c) Each member of team management (coach, assistant coaches, managers).
- d) Persons recognized by RMHA as actively volunteering or giving their time to the association.

3.2 Members who are parents or legal guardians of a properly registered participant(s) in RMHA are entitled to one vote per family, at an Annual General Meeting or Special General Meeting. There will be no proxy votes.

3.3 Every Member shall comply with the bylaws, policies and procedures of the Association and any rules of order governing the conduct of General Meetings, Special General Meetings, and meetings of the Board of Directors.

3.4 No Member shall be allowed to participate in any way unless they are in good standing with the association.

3.5 Any Member wishing to withdraw from membership may do so upon written notice to the Board.

4.0 Membership Suspensions or Expulsions

4.1 A Member may be suspended or expelled from RMHA for a serious violation of Hockey Canada, Hockey Alberta, or RMHA's bylaws or RMHA's policies and procedures.

4.2 Any Member serving a suspension or other disciplinary action imposed by a league, Hockey Alberta, RMHA, or other hockey association shall not be considered to be in good standing and will lose membership privileges, including serving on a team or executive. Privileges will be reinstated once the term of discipline or suspension has been served.

4.3 The Board of Directors shall have the authority by a vote 75% of quorum of the Board of Directors, to suspend any Member whose conduct has been deemed by the Board to be improper, inappropriate or likely to cause danger to the interest or reputation of RMHA, or willing breached a Bylaw of the

Association. Upon suspension all privileges are forfeited until the suspended member is reinstated by the Board.

4.4 No member shall be suspended or expelled without being notified of the charge or complaint against them, and without being given the opportunity to be heard by the Board at a meeting called for that purpose.

4.5 Any member upon a 65% vote of all Members of the Association present and in good standing may be expelled from membership for any cause deemed reasonable by the Board.

5.0 Reinstatement of a Suspended or Expelled Member

5.1 At the next scheduled General Meeting. The Membership shall deliberate on the status of the suspended member.

5.2 Upon receipt of a written request to the President of RMHA to be reinstated, at the next scheduled General Meeting of the Association, the Membership shall deliberate on the status of the expelled member.

5.3 A 75% vote of those Members present and in good standing shall be sufficient to reinstate the suspended or expelled member.

6.0 Grievances

6.1 Any Member in good standing with a Grievance towards the Association or any Member thereof may request that a special meeting of the Board of Directors be called by stating, in writing, the nature of the grievance to the President. The President will notify all Members of the Board of Directors the date of the special meeting and the grievance to be addressed. The Special Meeting must be called within thirty (30) days of receipt of the request.

6.2 Any Member not satisfied with the decision of the Special Meeting must, in writing, present to the President, a petition containing at least the signatures of 65% of the Members in good standing, requesting a special General Meeting be set to present, discuss, and vote upon the grievance named in the petition. Upon receipt of the written request and the petition, the President shall call a Special General Meeting within twenty one (21)

days of said documents. All voting Members of the Association shall be given a minimum of seven (7) days' notice of a Special General Meeting of the Association.

6.3 Recommendations discussed, voted upon, and approved by at least 75% of those Members present at the Special General Meeting will be acted upon by the Board of Directors and the General Membership

7.0 Annual General Meetings of the Membership

7.1 Two Annual General Meetings of the Association shall be held each year. One is to be held at the completion of the season and no later than May 31, and one at the start of a new season and before October 1.

7.2 Fourteen (14) days of public notice must be given for meetings of the Members. Notice must include the date, time, and place of the meeting and the general nature of the meeting. Any motions to be presented at that meeting must be included.

7.3 The failure to receive notice by any Members does not invalidate the proceedings at that meeting.

7.4 Any member who has been suspended or is otherwise not in good standing with RMHA will not be eligible to vote at an AGM.

7.5 Each member has a right to speak at any issue raised at the AGM.

7.6 Voting on any issue may be done by a show of hands, unless a secret ballot is requested by a majority of the Members.

7.7 Proxy voting is prohibited.

7.8 The chair of an AGM is only permitted to vote in the event of a tie.

7.9 The quorum of any AGM is 20 members present. This number can include Members of the Board present. If within 10 minutes of the start of the meeting quorum is not met then the meeting must be postponed until a

later date when quorum can be met. No official business may occur except a call to order and adjournment can be conducted if quorum is not met.

7.10 The President, or in the absence of the President, the Vice President must chair an AGM.

7.11 RMHA will follow Roberts Rules of Order in all cases where they are applicable.

8.0 Annual General Meeting Business

8.1 At every AGM, in addition to any other business that may be attended too, financial statements must be presented.

8.2 The suggested order of business at an AGM shall be:

- a) Call to Order
- b) Acceptance of the Previous Meetings Minutes
- c) Acceptance of the Agenda
- d) Presidents Report
- e) Vice Presidents Report
- f) Treasurer's Report
- g) Development Coordinator
- h) Fundraising Report
- i) Equipment Managers Report
- j) Ice Schedulers Report
- k) Ref Coordinators Report
- l) Registrar's report
- m) 50/50 report
- n) Old Business
- o) Any elections
- p) New Business
- q) Adjournment

9.0 Special General Meetings of the Membership

9.1 Special General Meetings of the Association must be called upon by the request of five (5) members of the Board of Directors or ten (10) Members of the Association in good standing provided that:

9.2 The request is made in writing to the President.

9.3 The reason(s) for the meeting be stated in writing

9.4 The Board of Directors must call a Special General Meeting within thirty (30) days of receipt of the request.

9.5 All voting Members of the Association be given at least seven (7) days' notice of the Special General Meeting which also must state the reasoning for the Special General Meeting.

9.6 The agenda of the Special General Meeting can only include the reason stated in writing for the Special General Meeting. No other association business may be discussed,

9.7 Quorum for the Special General Meeting is twenty (20) members including Members of the Board of Directors.

9.8 Each Member has a right to speak at any issue raised at a Special General Meeting.

10.0 Board of Directors

10.1 The Board of Directors shall consist of:

- a) President
- b) Vice President
- c) Secretary
- d) Treasurer
- e) Registrar
- f) Referee Coordinator
- g) Equipment Manager
- h) Ice Scheduler
- i) Fundraising Coordinator
- j) 50/50 Coordinator
- k) Development and Discipline Director

- 10.2 The Board, whether elected or appointed, shall serve until their successors are elected or appointed, unless removed by a resolution of the Board or resignation.
- 10.3 If a vacancy occurs throughout the year, at the discretion of the Board, they can appoint a member until the next AGM or Special General Meeting where an election will be held.
- 10.4 Any member in good standing may hold a position in the Board of Directors.
- 10.5 A person may only hold one position of the Board at a time.
- 10.6 The Board shall, subject to the Bylaws and direction given to it by any majority vote at any AGM or Special General Meeting, have full control and management of the business of the Association.
- 10.7 Meetings of the Board may be called as often as needed, but no longer than 3 months may lapse between meetings. Board Meetings must be called by the President.
- 10.8 Members of the Board must receive a minimum of three (3) days' notice of a meeting of the board. Notice can be given over phone, text, or email.
- 10.9 All elected or appointed Members of the Board shall be entitled to one vote on any motion, except for the President. The President shall only vote on a motion in the case of a tie.
- 10.10 Quorum of the Board of Directors is six (6) Directors. If quorum is not met, that no association business shall be discussed.
- 10.11 The Board may, upon a 75% vote of members present, suspend any member of the Board from their position on the board. It must be in the opinion of the Board that the suspended Member has been or is being remiss or neglectful of duty or conduct tending to impair their usefulness or discretion as a member of the Board. A suspended member must be given notice of their suspension in writing, including the reason(s) for the suspension and length.

- 10.12 Upon a suspension of a Board Member, who is not satisfied with the decision of the Board may, in writing, present a petition to the President, signed by 65% of the Members of the Association requisitioning a Special General Meeting. The Special General Meeting will be to present, discuss, and vote upon the grievance named in the petition. Upon receipt of the petition and written request a Special General Meeting must be called within thirty (30) days, with at least twenty one (7) days' notice given to the voting Members of the Association.
- 10.13 The Board may, upon a 75% vote of all of its Directors present, suspend a Director pending a recommendation of the general membership that the Director be expelled for the remainder of their term.
- 10.14 The expulsion of a Director, shall be by way of a resolution placed before a Special General Meeting or AGM, if it falls within the time frame. Written notice to the Board Member must specify the reason(s) for the expulsion.
- 10.15 The Board Member must be provided sufficient and reasonable opportunity to speak to the expulsion.
- 10.16 Failure to call a Special General Meeting within thirty (30) days will result in the Director to be reinstated into their position.
- 10.17 Unless approved by a majority vote at an AGM, no member of the Board of Directors will receive any remuneration for services rendered to the Association.
- 10.18 A Member of the Board ceases to be a Director:
- a) On ceasing to be a member of RMHA
 - b) At the end of their term of office, unless reelected.
 - c) On becoming unwilling or unable to perform their duties of a Board Member.
 - d) Failing to attend three consecutive meetings of the Board without Board approval.

11.0 Elections of the Board of Directors

- 11.1 All members of the Board of Directors shall serve a three (3) year term.
- 11.2 All elections of Members of the Board of Directors shall be conducted at the Spring General Meeting. Regardless of when elected all three (3) year terms will end at the Spring AGM when the positions are up for nomination.
- 11.3 Every member of the RMHA has the ability to nominate a qualified member for each Board position open for election.
- 11.4 Every nomination shall have been seconded by a member in good standing.
- 11.5 There shall be three (3) calls for nominations for every position open for election.
- 11.6 In the case of two (2) or more nominees for a position, the nominations will be by ballot provided at the beginning of the AGM for every position open for nominations. Three people shall be responsible for holding and tallying the ballots, two current board members, with the exception of the position being voted on, and one member in good standing in attendance.
- 11.7 If a current board member wishes to stay on at their current position at the end of their three (3) year term they can let their name stand for renomination and then the subsequent voting process.
- 11.8 If a position is not filled at the Spring AGM, then the meeting chairperson can defer the election to the Fall AGM.
- 11.9 All Board members shall be sworn in to begin their position at the next executive meeting.
- 11.10 All Board Members will provide a current Criminal Record Check to the Registrar by their first executive meeting.
- 11.11 The treasurer cannot be affiliated with the financial institution that represents RMHA.

11.12 No member of the executive shall receive any remuneration for their volunteer services as it relates to their RMHA position and duties related to that position.

12.0 Responsibilities of the Board of Directors

12.1 The Board shall administer the affairs of RMHA in all aspects and may exercise all such powers to do all such other acts and things as the Association is authorized to exercise and do in accordance with the Alberta Societies Act including:

- a) Advising the members in all matters of policy.
- b) Reviewing the previous season's operations prior to the AGMs and reviewing and revising any policies.
- c) Establishing and maintaining liaison with Hockey Alberta and associated league(s).
- d) Monitoring and ensuring that each Member of the Association abides by the bylaws, policies and procedures of RMHA, Hockey Canada, Hockey Alberta, and any league(s) that the Association participates in.
- e) Expenditure of funds as per the approved budget.
- f) Present reports of the Associations activities to the Members at the AGM(s).
- g) Engaging the professional services deemed necessary by the Board, with respects to the affairs of the RMHA.

12.2 The President is responsible and accountable for the general management, direction, and control of the day to day activities of RMHA. The President, unless absent, presides over all meetings of the Association. The President is the principal signing officer of the Association.

12.3 Detailed descriptions of all the Board of Director positions will be in the RMHA's policy documents.

12.4 The President may assign or reassign tasks or responsibilities to other Board Members. The president may also establish sub committee's as he/she deems necessary.

12.5 The Secretary is responsible for recording and storing the minutes of the AGM and Directors meetings.

13.0 Fiscal Management and Audit

13.1 The fiscal year for the Redwater Minor Hockey Association is June 1 to May 31.

13.2 The Financial Statements of the Association must be presented to the Members at every AGM.

13.3 The treasurer is responsible for documenting and keeping the RMHA financial records.

13.4 The books and records of RMHA may be inspected by any Member of the Association in good standing upon giving reasonable notice to the President who will arrange a meeting between the Member and the Treasurer.

13.5 The cheques of RMHA shall be signed by the President and the Treasurer, unless one is unavailable, then another Director with signing authority can be in replace of only one signature.

13.6 The Association may borrow, raise, or secure funds as it deems necessary, including debentures. No debenture can be issued without a special resolution by the Members of the Association.

13.7 The Association can only invest its funds in a secure, guaranteed investment.

14.0 Governing Bodies

14.1 Redwater Minor Hockey Association recognizes Hockey Canada, Hockey Alberta, and the affiliated hockey league(s) as governing bodies of the sport of hockey and agrees to abide by the rules and regulations set out by these bodies.

15.0 Amendments to Bylaws

15.1 The Bylaws of this Association may only be rescinded or altered by a special resolution, passed by a majority of not less than 75% of voting Members present at an AGM in which thirty (21) days' notice is given, where specification of the intent of the proposed motion to change the bylaws.

16.0 Indemnification

16.1 Each Director holds office with protection from the Society. The Society indemnifies each Director against all costs or charges that result from any act done in his role for the Society. The Society does not protect any Director for acts of fraud, dishonesty, or bad faith.

16.2 No Director is liable for the acts of any other Director, Officer or employee. No Director is responsible for any loss or damage due to the bankruptcy, insolvency, or wrongful act of any person, firm or corporation dealing with the Society. No Director is liable for any loss due to an oversight or error in judgment, or by an act in his role for the society, unless the act is fraud, dishonesty or bad faith.

16.3 Directors can rely on the accuracy of any statement or report prepared by the Society's auditor. Directors are not held liable for any loss or damage as a result of acting on that statement or report.

17.0 Society Seal

17.1 Redwater Minor Hockey Association will not adopt a society seal.

18.0 Dissolution

18.1 In the event that Redwater Minor Hockey Association dissolves the Board of Directors, on behalf of the Association shall:

- a) If any equipment was purchased through a grant, that equipment shall be turned over to the agency who supplied the grant.
- b) Items on loan will be returned to the loaner.
- c) All remaining supplies, property, or funds shall go towards any outstanding debts of the Association. Once all debts are paid the remaining assets will be donated to charitable organizations.

