



## **Rockies Hockey League**

**(RHL)**

**BYLAWS**

**June 2023**

### **ARTICLE 1**

The name of the league shall be known as the Rockies Hockey League, herein referred to as “RHL” or the “League”.

### **ARTICLE 2**

Where the provisions of this Constitution/Bylaws are inconsistent with the Constitutions/Bylaws of Hockey Canada and/or Hockey Alberta, the Constitution, Bylaws, Regulations, and/or Policies of Hockey Canada and/or Hockey Alberta shall prevail.

## **OPERATIONAL BYLAWS**

### **101 OPERATION AND CONTROL**

- a) The league will be composed only of teams from approved Minor Hockey Associations of the Rockies Hockey League.
- b) Teams within the league will be controlled and operated by their respective Local Minor Hockey Associations subject to the provisions of these Bylaws. The Bylaws of the league will provide the governance and operating guidelines for all league play.

### **102 MEMBERSHIP**

- a) Membership in the RHL will be open to Local Minor Hockey Associations:
  - i) Who are properly organized Minor Hockey Associations wherein all its' Minor Hockey teams, participating in the RHL, shall be registered with the Alberta Amateur Hockey Association as required by Hockey Alberta;
  - ii) Who are located within the RHL draw zone boundaries as per Appendix 'A';
  - iii) Who have submitted a written application to the League President, and their application being approved by an affirmative 75% (¾) majority vote at any General Meeting.

- b) The Founding Members of the League will be:
  - i) Airdrie Minor Hockey Association
  - ii) Banff Minor Hockey Association
  - iii) Canmore Minor Hockey Association
  - iv) Cochrane Minor Hockey Association
  - v) Okotoks Minor Hockey Association
- c) Local Minor Hockey Associations (LMHA) wishing to operate one or more teams in the league may make application in writing to the League President at any time. Applications will be reviewed by an expansion committee as outlined in section 115 of these Bylaws.
- d) Each LMHA approved into membership will be responsible to maintain their financial obligations to the League. This includes any financial obligations of any team within their association.
- e) Each LMHA approved into membership will provide a delegate to represent them. The LMHA delegate will be responsible to:
  - i) Attend all meetings of the League. If they cannot attend, they can send a report or a representative.
  - ii) Act as the go between for the League Executive and individual team staff.
  - iii) Distribute all League information to teams at the beginning of and throughout the season. This includes schedules and suspensions.
- f) Each LMHA approved into membership will have the right to vote at meetings as outlined in section 107 of these Bylaws.
- g) All members are subject to the League's objectives, these Bylaws, the League's Operating Policy, as the case may be, and the operating rules, regulations, and policies of Hockey Alberta, as the case may be, all as amended from time to time.
- h) Membership is not transferable.

### **103 MEMBERSHIP TERMINATION**

- a) Any member wishing to withdraw from the League may do so upon notice in writing to the Board of Directors through its Secretary at the League's AGM.
- b) Any member, who is in arrears for any fees, for any year, shall be prohibited from participating in the League and their membership in the League will be revoked.
- c) Any member who had its membership rights revoked must again make application to the League as outlined in section 101 of these Bylaws.
- d) Any member who fails to conduct themselves in accordance with section 102(g) or who does not otherwise remain in good standing may be expelled or suspended, by a quorum vote of the Board of Directors at any time during the minor hockey season.
- e) Any refund of league fees or league bond will be determined at the discretion of the Board of Directors and with consideration to the provisions of sections 108 and/or 109 of these Bylaws, as the case may be.

### **104 TEAMS**

- a) All LMHA's participating in the League shall declare the number and category of teams they will operate in the league for the season at or before August 15<sup>th</sup>.
- b) It will be the responsibility of each Local Minor Hockey Association (LMHA) that is accepted into membership of the league to ensure that their team(s) is/are properly registered with Hockey Alberta. All players must be registered to the Hockey Canada Roster (HCR) system, and the HCR for each team must be submitted to the League prior to teams playing in their first league game. Each LMHA RHL Director should maintain a copy of all official player rosters submitted for registration.

- c) It is the League's responsibility to monitor that all teams are registered with Hockey Alberta as per these Bylaws.
- d) The LMHA will be responsible for ensuring that any affiliate player used in any game is properly affiliated as per Hockey Alberta Regulations prior to playing in that game.
- e) A copy of all player registration and named player affiliation lists shall be provided to the League.

## **105 VIOLATIONS**

- a) Any violations of these Operational Bylaws and any other policies, procedures, rules or regulations of the League, Hockey Alberta or Hockey Canada by any member of this League may render such members liable to disciplinary action and/or suspension as deemed necessary.
- b) Upon learning of an alleged violation or breach of these Operational Bylaws and any other policies, procedures, rules or regulations of the league, the President, Vice President or their designate shall determine whether there was a violation or breach and impose such disciplinary measures and sanctions as the President, Vice President or designate may deem appropriate.
- c) Upon learning of an alleged violation or breach of the bylaws, regulations of Hockey Alberta or Hockey Canada, the President or designate shall refer such to the appropriate representative for disciplinary action.
- d) The league will recognize and enforce any decision rendered by Hockey Alberta or Hockey Canada.

## **106 MEETINGS**

- a) The League shall hold one (1) Annual General Meeting (AGM) on or before June 30<sup>th</sup> each year, of which notice by email to the email address on file for each member shall be delivered not less than twenty-one (21) days prior to the date of the meeting.
- b) General Meetings may be called at any time by the Secretary upon the instructions of the President or the Board of Directors, of which notice by email to the email address on file for each member shall be delivered not less than ten (10) days prior to the date of the meeting.
- c) A request for Special Meetings must be from at least three (3) member associations and the request must be in written form, submitted to the Board of Directors through its Secretary at least thirty (30) days prior to the date of the requested meeting. The written request shall state the business to be discussed at the Special Meeting. Notice by email to the email address on file for each member shall be delivered not less than twenty-one (21) days prior to the date of the meeting.
- d) The League shall hold its organizational meeting on or before August 31<sup>st</sup> annually.
- e) The League will hold its division discussion meeting in early November annually before the 2<sup>nd</sup> part of the schedule is released. At this meeting, it will be determined if it will be necessary for adjustments to the setup of any divisions to keep the division competitive.
- f) Any member who has not withdrawn from membership nor has been suspended, expelled or had its membership privileges revoked, shall have the right to representation at any AGM or any Special Meeting.
- g) Two thirds (2/3) Members in good standing in addition to two thirds (2/3) Directors shall constitute a quorum at any General Meeting or any Special Meeting.
- h) Two thirds (2/3) Directors shall constitute a quorum at any meeting of the Board of Directors.
- i) Voting will be on all matters including election of officers. In the case of a tied vote the President (or presiding meeting Chairman in the absence of the President) shall cast the deciding ballot.
- j) All meetings including AGM and League meetings can be held in person or by other agreed upon means.

## **107 VOTING**

- a) Any member who has not withdrawn from membership nor has been suspended, expelled or had its membership privileges revoked, shall have the right to vote at any AGM or any Special Meeting. Members shall be entitled to votes based on the following chart:

No. of teams in the league	No. of votes
1-5	1
6-11	2
12-17	3
18-23	4
24+	5

- b) Only Directors shall have the right to vote at meetings of the Board of Directors.
- c) All such votes set forth in this By-Law shall be made in person by show of hands, in a virtual meeting by show of hands, or by secret ballot as may be determined, from time to time, by the Chairman of any given meeting of the league and not by proxy or otherwise; provided, however, that by a unanimous consent of the Board of Directors, votes in regard to issues to be decided by the Board of Directors may be cast by the Directors via e-mail.

## **108 LEAGUE BOND**

- a) All members will be required to provide and maintain the established league bond. The league bond fee is \$500.00 per LMHA. This will be added to league fees.
- b) Withdrawal by any member from the League, within its first three years, will result in the forfeit to the League of its performance bond.
- c) Each member that pays the performance bond is entitled to the number of votes according to Bylaw 106(f) at any League meeting, including the AGM. Disbandment of the League would result in the performance bond being returned to each member.
- d) Any member association that withdraws from the League, after three years from entry, is entitled to a refund of its performance bond, providing it is in good financial standing with the League and its request for withdrawing is reasonable. This must be agreed upon by the remaining member associations.

## **109 MEMBERSHIP FEES**

- a) The annual membership administration fee for each LMHA wishing to participate in the league will be determined with the approval of the present members of the League at the Annual Meeting.
- b) The membership administration fees shall be reviewed at each AGM, and be set after consideration of the budget.
- c) The annual membership administration fees shall be payable to the League by each member on or before October 15th each year.
- d) All members' privileges are automatically lost upon default of any monies due to the League.

## **110 BOARD OF DIRECTORS**

- a) The Board of Directors of the League shall have full control and management of the affairs of the League within the confines of the Leagues objectives and these bylaws and in accordance with any directions given to it by a majority vote at any meeting of the Membership of the League properly called and constituted.

- b) The members of the Board of Directors shall, upon the respective expirations of each one's term, be duly elected/appointed by the Membership of the League at the AGM and shall hold the following executive offices, each of which is for a two (2) year term, alternating so that only 3 positions expire each year as follows:
  - i) President, (2 year term, odd years)
  - ii) Vice-President, (2 year term, even years)
  - iii) Secretary, (2 year term, even years)
  - iv) Treasurer, (2 year term, odd years)
  - v) Governor in Chief, (2 year term, even years)
  - vi) Past President, (2 year term, odd years)
- c) Directors may only hold the position of team manager or coach for a team that plays in the League if approved by the RHL Executive.
- d) Unless otherwise authorized at any meeting of the League properly called and constituted, no Director or Member shall receive any remuneration or compensation for his/her services.

## **111 ELECTION OF DIRECTORS**

- a) The election of Directors will take place at the AGM of the league and will be conducted by secret ballot or other agreed upon means.
- b) At each AGM the President of the League shall appoint a non-voting independent person to act in the capacity of the Returning Officer, who will chair the meeting for elections only.
  - i) Candidates may be nominated from the floor and or by a Nominating Committee as selected by the league.
  - ii) A candidate requires a simple majority of the voting members present to be elected.
  - iii) In the event three or more candidates are nominated and no candidate secures a simple majority of votes required, the candidate with the lowest number of votes will be deleted from the ballot, and a revote shall take place. This procedure shall be repeated until a candidate receives the simple majority required.
  - iv) In the case of a tied vote, the President elect will cast the deciding vote. In the case of the position of President or Returning Officer the tie will be broken by a simple toss of a coin.
- c) Should any vacancy occur on the Board of Directors during the year, the Board of Directors shall be empowered to appoint a member to fill the position for the balance of the term. A vacancy shall occur upon:
  - i) Written notification of resignation by a Director; or
  - ii) A Directors failure to attend three (3) consecutive meetings of the Board of Directors without due cause; or
  - iii) A favorable vote of all of the Directors to remove any Director from his/her duties as a Director for any cause which the Board of Directors may deem reasonable.

## **112 DUTIES OF THE DIRECTORS AND ADMINISTRATOR**

### **Duties and Powers of the President**

- a) May represent all the members of the League on any occasion and will be responsible to the League. In the absence of the President, the President may designate the Vice-President and he shall have the powers of the President in this respect.

- b) Shall call such meetings as are deemed necessary or to call a special meeting at the request of a majority of the League teams received in writing from the appropriate local associations. Such a request shall state the business to be considered at the special meeting.
- c) Shall ensure that League expenditures do not exceed budget amounts without due consideration and approval of the League.
- d) To be responsible for the complete operation of the League.
- e) To control discipline matters within the League's jurisdiction.
- f) To attend and chair League meetings, or any other meetings relating to the League.
- g) Shall appoint, as required, an Expansion Committee to accept and review on behalf of the RHL applications from prospective members as outlined in ~~403~~ 102
- h) Establish, when necessary, any other committee necessary to review operations of the league.
- i) Liaise with Hockey Alberta and Hockey Canada on behalf of the League.
- j) Ensure that the representatives of each LMHA that participate in the league are communicating with the Board of Directors of their respective LMHA regarding the operations of the League.
- k) Bank signing authority, any two of the President, Vice-President or Secretary, is required to sign cheques, any one of the above to verify the account.

### **Duties and Powers of the Vice President**

- a) Keep a record of all suspensions associated with the teams within the league and present and maintain this list for league purposes.
- b) Ensure the League schedule is developed and distributed.
- c) Annually, participate in a meeting with all Coaches and Managers before the start of League play.
- d) Jointly approve and communicate schedule changes to the ice scheduler.
- e) Chair any disciplinary review committees.
- f) Review all game change forms for all league and playoff play, keep a record of and communicate changes to the ice scheduler who will communicate these game changes to team managers.
- g) Chair any playoff, all-star and league award activities.
- h) Bank signing authority, any two of the President, Vice-President or Secretary, is required to sign cheques, any one of the above to verify the account.

### **Duties and Powers of the Secretary**

- a) Records minutes of all league meetings, and distributes copies to all members within 14 days of the meeting.
- b) Handle such correspondence as required by the League.
- c) Bank signing authority, any two of the President, Vice-President or Secretary, is required to sign cheques, any one of the above to verify the account.

### **Duties and Powers of the Treasurer**

- a) To manage a bank account, record all revenues and expenditures, deposit all monies received, and pay all accounts of the League and prepare appropriate financial statements for all League meetings. (Fiscal year ends May 31<sup>st</sup> of each year).
- b) Handle such financial matters as required by the League.
- c) Audit Clause - Annual internal audit is to be conducted on a yearly basis of all accounts by two representatives of League members or an independent auditor, prior to each pre-season meeting.
- d) Budget:

- i) To prepare a draft budget, for the ensuing year, in conjunction with the President elect and to effect circulation to League members at least 30 days prior to the Pre-season Meeting.
- ii) To accurately steward within the budget amounts approved by the Pre-season meeting.
- iii) To monitor expenditures, relative to the budget, and advise the President when budget limits are being reached.

### **Duties of Governor in Chief**

- a) Shall be responsible for League discipline as per HA Minimum Suspension Guidelines, and inform HA of all suspensions issued.
- b) Shall be responsible for supervising and providing training and support to the Division Governors in matters of League records and statistics.
- c) Must ensure that Governors are keeping their statistical information no more than 10 days out of date. Should Governors fall behind in their duties; the Governor in Chief will contact them. Should they continue to fall behind in their duties; the Governor in Chief will press the association Director to find a replacement.
- d) To mentor and direct the Lead Governors to manage the divisions or partial divisions they are responsible for.

### **Duties of the Past President**

- a) Shall provide support to the President and Vice-President, serving on committees as required.
- b) Shall provide advice and experience to help ensure continuity to the administration of the league.
- c) May perform other duties on the Executive Committee, including accepting appointment to a vacant executive position or other such duties as the President may request.

### **Administrator**

- a) The position of Administrator shall be a fully compensated, non voting position whose duties will include but not be limited to:
  - i) Regulate the RHL in accordance with the Bylaws, policies, and budgets established by the board.
  - ii) Reporting to the Board through the president and when required to by the Board, directly to the Board.
  - iii) Additional duties assigned to them by the Board to maintain consistent operation of the RHL.

## **113 AMENDMENTS**

- a) These By-Laws may be amended by a Special Resolution at any General Meeting by the affirmative vote of not less than seventy-five (75%) percent of those Members, if entitled to do so, who vote in person, and such Special Resolution shall become valid upon the approval of and registration by Alberta Registries, Corporate Registry. Notice of all proposed amendments to these By-Laws shall be signed by two (2) members of the Board of Directors if the amendment is proposed by the Board of Directors or by two (2) Members in good standing if proposed by the Members. The proposed amendments must be received by the board of Directors through its Secretary forty-five (45) days in advance of the General Meeting and shall be included in the notice of the General Meeting, of which not less than twenty-one (21) days' notice specifying the intention to propose the Special Resolution has been duly given, otherwise the meeting shall have no power to deal with the same.

## **114 APPEALS**

- a) A decision of a referee and a minimum suspension issued pursuant to that decision may not be appealed. Additional suspension may be issued by the members LMHA and will be that LMHA's responsibility.

- b) Suspensions greater than the Hockey Alberta Minimum Suspension Guidelines or those suspensions issued by League officials as a matter of discipline are subject to appeal to a League disciplinary committee, which will be appointed to hear the appeal.
  - i) The committee shall be comprised of three members from the league membership, who shall be empowered to review the suspension or league official's rulings and to determine the appropriateness of the suspension or league officials ruling.
  - ii) Any review of a suspension cannot fall below the Hockey Alberta Minimum Suspension Regulations
  - iii) All appeals must be in writing to the President and must be signed by the president of the local minor hockey association within forty eight (48) hours of the game or officials ruling.
  - iv) An appeal must be accompanied by a \$250 nonrefundable cheque payable to the league.
  - v) The appeal committee will render its decision within 10 days of the appeal being filed.
  - vi) Some decisions may be appealed to Hockey Alberta as per Hockey Alberta By-laws & Regulations

### **115 EXPANSION COMMITTEE**

- a) The League will form an Expansion Committee of three (3) Directors and three (3) current members in good standing, to review new applications and report their findings and/or recommendations at any General Meeting.
- b) The committee will review each application taking into consideration:
  - i) Healthy growth for the League.
  - ii) The timing of the application as it pertains to season planning and scheduling.
  - iii) The location of the prospective LMHA in relation to the travel and programs of the current membership. Member LMHA's will be within the RHL specified draw zone which can be re-evaluated on an annual basis. Please see Appendix 'A' for the draw zone map.
  - iv) Detrimental effects to existing associations.
  - v) Matters associated with the cost of participation of the prospective team, including the cost of travel;
  - vi) Such other factors as the committee considers appropriate in the circumstances.
- c) The committee will report to and be accountable to the League President.

### **116 LEAGUE VOLUNTEERS**

- a) Each LMHA shall provide volunteers within the league based on what is decided at league meetings.

### **117 LEGAL ACTION**

- a) Any LMHA team, team official, parent or player who threatens the RHL or its League Officers with any legal implications or actions, the member LMHA involved may be suspended from the RHL until the legal action or implication has been properly dealt with.

### **118 BORROWING POWERS**

- a) For the purpose of carrying out its objects, the league may borrow or raise or secure the payment of money in such manner as it deems fit and, in particular, by the issue of debentures; provided, however, that this power shall be exercised only under the authority of the league, and in no case shall debentures be issued without the sanction of a special resolution, as defined by the Alberta Societies Act, as amended, from time to time (a "Special Resolution"), of the Members.

### **119 AUDITING**



- a) The financial books, accounts, and records of the league shall be audited at least once a year by a duly qualified accountant or by two (2) Members, outside of the Board of Directors, duly elected/appointed at the AGM for that purpose; provided, however, that such elected/appointed Members, if not present at the AGM, may consent to such election/appointment, in writing, prior to the AGM.
- b) A complete and proper statement of the standing of the books for the previous year shall be submitted by such elected/appointed auditor(s) to the Treasurer prior to the AGM.
- c) Leagues Fiscal Year will end May 31<sup>st</sup> annually.
- d) All the financial books, accounts, and records of the Association may be inspected by any Member at the AGM or at any time upon giving reasonable notice and arranging a time and place satisfactory to the Director(s) having charge of the same. Each Director shall at all times have access to such books and records.

## **120 SOCIETY SEAL**

- a) Unless otherwise authorized at any meeting of the League properly called and constituted, the RHL will not adopt the use of a Society Seal.

Appendix 'A'

RHL Draw Zone Map 2017

