

Smoky Lake Minor Hockey Association (SLMHA) Bylaws

Updated August 26, 2025

1. GENERAL INFORMATION

1.1 Name

The name of this society shall be "Smoky Lake Minor Hockey Association" hereinafter referred to as "SLMHA" or the "Association".

1.2 Objective

The objective of the Smoky Lake Minor Hockey Association is to provide an orderly competitive organization in which registered hockey players can participate.

1.3 Membership

A Member shall be any of the following individuals who are in good standing with the SLMHA:

- a) A parent or legal guardian of a player registered with the SLMHA.
- b) A registered coach, assistant coach, team staff, or official affiliated with a current SLMHA team.
- c) Any individual actively volunteering in an approved capacity for the Association, including Board Members and Committee Members.
- d) Any individual approved by the Executive Committee to hold membership status.

1.4 Membership Fees

Only registered participants are subject to fees as determined by the Smoky Lake Minor Hockey Association.

- a) Player fees will be based on the hourly rate set by the Smoky Lake Agricultural Society and financial status of the SLMHA.
- b) Player ice fees must be sufficient to cover anticipated annual cost of ice rental.
- c) Under special resolution of the SLMHA executive, an additional player levy may be deemed necessary and appropriate for the unforeseen event of additional expenses.

1.5 Withdrawal from Membership

Any member wishing to withdraw from membership to the Smoky Lake Minor Hockey Association may do so upon written notice to the Executive Committee. The effective date of withdrawal shall be the date on which the President or Secretary of Smoky Lake Minor Hockey Association receives the Notice of Withdrawal.

1.6 Removal of Membership

- a) Any Member of the Smoky Lake Minor Hockey Association who does not conduct him or herself in accordance with the Rules and Regulations of the Alberta Hockey Association, the Canadian Hockey Association or either the By-Laws or Policies of the Smoky Lake Minor Hockey Association can, upon a 2/3 majority vote of the Executive Board at an SLMHA meeting, be expelled as a Member of the Smoky Lake Minor Hockey Association for the remainder of the present hockey year or such longer period of time as the Board of Directors may decide upon.
- b) If any Member is in arrears of fees or assessments on December 31st of any year and no acceptable payment plan has been accepted by SLMHA's Board of Directors, such Member shall be automatically suspended from SLMHA and shall thereafter be entitled to no membership privileges or powers in SLMHA including on-ice privileges, until reinstated.

2. MEETINGS

2.1 Annual General

The Smoky Lake Minor Hockey Association shall hold their Annual General Meeting in the month of April. Such a meeting shall be called by the President and notice of the meeting shall be given to the general membership at least 21 days prior to the meeting date by a post on the SLMHA website and all official SLMHA social media platforms, for a minimum of 21 days prior to the meeting date. Such Annual General Meeting will deal with:

- a) The association's Bylaws - Notice of any Special Resolutions to amend the Bylaws must accompany the notice for the Annual General Meeting.
- b) The association's yearly review of operations.
- c) Election of the Board of Directors, including key executive roles and as many additional Directors as are set by the Board. Notice of the director positions to be filled for the next following year shall form part of the notice for the Annual General Meeting.
- d) New business brought forward at the meeting.

2.2 General and Special Meetings

General and Special Meetings of the general membership of the Smoky Lake Minor Hockey Association will be called at any time by the Secretary upon the instructions of the President, or on written request of three Members of the Executive Committee, or upon receipt by the Executive Committee of a petition signed by 1/3 of the registered families of the Smoky Lake Minor Hockey Association who are in good standing, which petition shall set forth the reasons for calling the General Meeting. Notice of the General and Special Meetings shall be provided to the general membership by email sent at least 21 days prior to the meeting date and by a posting on the SLMHA website for a minimum of 21 consecutive days prior to the meeting date.

2.3 Voting Rights

- a) In all cases, voting rights are restricted to members of the association as defined in Article 1.3.
- b) Members must be present, in-person, to cast a vote.
- c) Each member is entitled to one vote.
- d) Every motion shall be decided by a show of hands. A declaration by the President that a motion has been carried or not carried shall be sufficient evidence of the fact without proof of number or proportion of the votes accorded in favor of or against such motion. A member may demand a poll on any vote which vote shall then be counted by a written ballot.

2.4 Quorum

A quorum at any Special Meeting or Annual General Meeting of Members shall be at least Ten (10) voting Members. This number can include the members of the Board of Directors in attendance.

2.5 Majority Vote

Except in the case of a Special Resolution, all motions shall be adopted by majority vote of those Members in attendance at a meeting.

2.6 Special Resolution

A "Special Resolution" means:

- a) A resolution passed at a General Meeting of which not less than twenty-one (21) days' notice specifying the intention to propose the Resolution has been duly given, and;
- b) By the vote of not less than 75% of those Members who, if entitled to do so, vote in person.

- c) A resolution proposed and passed as a Special Resolution at a General Meeting of which less than 21 days' notice has been given, if all Members entitled to attend vote at the General Meeting so agree, or
- d) A resolution consented to by all Members who would have been entitled at a General Meeting to vote on the resolution in person.
- e) Notice of the Special Resolution shall be provided to the General Membership by notice on the association website for 21 days prior to the meeting date.

3. BOARD OF DIRECTORS

3.1 Nominations

Every member of the Smoky Lake Minor Hockey Association shall have the privilege of nominating members to serve on the open Board of Directors positions.

3.2 Qualifications of Executive Committee and Board Members

- a) Any person nominated for a Board position must be a Member in good standing.
- b) The executive officers must reside within the boundaries of Smoky Lake Minor Hockey Association.

3.3 Composition and Election of Executive Committee and Board of Directors

a) The affairs and business of the SLMHA shall be managed and supervised by a Board of Directors which consists of the following Executive officers: President, Vice President, Secretary, Treasurer, Registrar, five (5) Directors, and Past President. Director roles include, but are not limited to;

- Fundraising and Sponsorship
- Marketing and Communication
- Equipment
- Player and Coach Development
- Officiating and Ice Scheduling

The Board of Directors shall act in the best interests of SLMHA, establishing policies and providing direction, and shall assist in the general operations of the association. The Board of Directors will exercise all powers and perform all acts and things that may be exercised or done by the SLMHA, except where these by-laws or Statute expressly require action by the Members at meetings.

At each Annual General Meeting (AGM), there shall be an election of the Executive Committee and Board of Directors. The executive officers shall be elected every two years at the AGM. The positions of President, Treasurer, Registrar, and two Directors are to be elected on even years. The positions of Vice President, Secretary, and three Directors shall be elected on odd years. Executive officers must reside within the boundaries of SLMHA and be at least 18 years of age.

3.4 Executive Committee Positions

President

- a) The President shall preside at all association meetings. In the President's absence, the designated Vice President or an elected Chairman will preside. The President is the principal signing officer.
- b) May exercise Board powers in emergencies, subject to Executive Committee ratification within 48 hours. Emergencies are defined as situations requiring immediate action for the members' and Association's best interest.
- c) Will attend or appoint a designate to attend Hockey Alberta Annual General Meeting, all zone meetings, and league meetings.

Vice-President

- a) Vice-President will assume responsibility of duties of the President in the absence of the President.
- b) The Vice-President serves on the Executive Committee, responsible for operations, development, programs, administration, and other duties as needed.

Past President

- a) The Past President, upon completion of his or her term in office, shall be a source of guidance to the Executive Committee and the Board of Directors on all matters relating to the past conduct of business of the Association, will report to the President and will attend meetings of the Executive Committee and/or the Board when requested by the Executive Committee.

Secretary

- a) Will attend all General Membership, Annual General membership, and Executive Board Meetings and shall maintain accurate minutes of the same. In the case of the absence of the Secretary, his/her duties shall be discharged by such officer or person as may be appointed by the Executive Committee. A copy of the minutes must be sent to each executive member and team manager within two weeks after each meeting.
- b) Will have charge of all Board records and of the keys to any Association premises.
- c) Will be responsible for the safekeeping of all committee reports, minutes, By-laws, and Policies.
- d) Will perform such other duties as designated by the President.

Treasurer

- a) Will have signing authority.
- b) shall prepare an annual budget, record all revenue and expenditures, and present a current financial report at each association meeting. Financial statements will be audited annually by an independent source.

Registrar

- a) Will ensure proper compliance of all registered participants among members. Including players and team officials with all necessary credentials and requirements, including affiliations.
- b) Shall prepare a full report of each team; players and staff and present a current roster report upon request.

Directors

- a) will be elected to govern and maintain the duties necessary to ensure the success of the Association.
 - i) Fundraising and Sponsorship
 - ii) Marketing and Communication
 - iii) Equipment
 - iv) Player and Coach Development
 - v) Officiating and Ice Scheduling

3.5 Committees

The Executive Committee, or a Committee thereof may create Committees or Subcommittees. Such Committees may be composed of Members or non-members of the Board. Notwithstanding the foregoing all Members of Committees or Sub-Committees must be Members in good standing of the Smoky Lake Minor Hockey Association.

3.6 Conduct of Meetings

All Regular, Special, and Annual General Meetings shall be conducted under the Robert's Rules of Order.

3.7 Withdrawal of an Executive Officer

Any Member of the Board of Directors can withdraw from the Board by providing to the President or Secretary written notice of withdrawal. The effective date of the withdrawal shall be the date on which the President or the Secretary of the Smoky Lake Minor Hockey Association receives the notice of withdrawal.

3.8 Removal of an Executive Officer

A Member of the Board shall be relieved of his/her duties and removed as a Member of the Board in the following circumstances:

- a) Upon the failure to attend 3 consecutive meetings without a reasonable excuse;
- b) Upon 2/3rds majority vote of the Members of the Board on the basis that a Member is doing an unsatisfactory job;
- c) Upon a Special Resolution of the general membership at a General Meeting.

3.9 Filling of Vacancies

If the President is unable to perform duties, the Vice President will assume the position until the end of the term or the next Annual General Meeting (AGM). If the Vice President cannot assume the position, the Board will elect a current Board Member. If any other Board Member withdraws or is removed, the Board will elect a Member from the general membership to fill the vacancy until the next AGM, at which point the position will be up for election.

3.10 Meetings

- a) The Board shall hold a minimum of six general meetings each year. The date and time of these meetings shall be determined by the Secretary.
- b) Notice of meetings will be posted in a manner accessible to all Members.
- c) Minutes of the meetings will be made available upon request.

3.11 Voting

Each Member of the Board shall be entitled to one vote on all issues. In the case of a tie vote, the President of the Smoky Lake Minor Hockey Association shall be entitled to a second or casting vote. Official votes do not have to take place at a meeting. They may be made by telephone or any other means of communication.

3.12 Quorum

A quorum at any Executive Committee meeting shall be 6 members of the Executive Committee, including the President or his or her designated Vice-President.

3.13 Powers

The Board shall, subject to the By-Laws or directions given by majority vote at any properly called and constituted General Meeting of the Smoky Lake Minor Hockey Association:

- a) Have full control and management of the association's affairs.
- b) Submit amendments to these By-Laws to the Members at any General or Special Meeting with 21 days' notice. Any amendment passed is binding on all members.
- c) The Board of Directors may adopt policies, guidelines, procedures, or regulations by a 3/4 majority vote at any Board Meeting. Any changes made during the season must be ratified at the AGM for permanent inclusion into the SLMHA bylaws.
- d) Establish policies to ensure fair and just distribution of allotted ice time.

3.14 Majority Vote

- a) On any general motion, a majority vote of the quorum shall pass the motion. A motion to adopt a policy, guideline, procedure or regulation requires a $\frac{3}{4}$ majority vote of the quorum to pass the motion.
- b) Every motion shall be decided by a show of hands or written ballots as declared by the Chairperson;
- c) A declaration by the President that a motion has been carried or not carried shall be sufficient evidence of the fact without proof of number or proportion of the votes accorded in favor of or against such motion.
- d) A Board Member may demand a poll on any vote, which vote shall then be counted by a written ballot.

3.15 Attendance at Executive Meetings

Executive meetings of the SLMHA are primarily for the Board of Directors.

- a) General members may attend open sessions of the executive meetings to observe and provide input on specific agenda items.
- b) The President may call for a closed session when discussing confidential or sensitive matters, at which point only the Board of Directors may be present.

3.16 Confidential Matters

The Smoky Lake Minor Hockey Association (SLMHA) values transparency and accountability but recognizes the need for confidentiality in certain matters to maintain integrity and effective operation. Confidential matters discussed in executive meetings include:

- a) Legal Matters: Pending or potential litigation, legal advice, disputes, grievances.
- b) Confidential Financial Matters: Members' personal financial information, including payment records and any financial assistance provided by the association.
- c) Member Discipline: Complaints, investigations, disciplinary actions and internal conflicts among board members.

The President or the Executive Committee may call for a closed session to discuss these or any other matters deemed confidential. During such sessions, only the members of the Executive Committee and any individuals invited to provide specific input on the matter at hand may be present.

3.17 Indemnity of Executive Committee, Members, Directors, and Officers

No member of the Smoky Lake Minor Hockey Association (SLMHA) is personally liable for any debt or liability of the association.

The SLMHA shall indemnify Executive Committee members, Directors, Officers, and Discipline Committee members, including their heirs and legal representatives, against all claims, costs, expenses, and losses, including legal fees, incurred in the course of their duties. This indemnification applies when they act honestly and in good faith in the best interests of the association.

3.18 Remuneration

- a) No members of the Executive Committee, as well as team officials, shall receive any remuneration for their services. These are volunteer positions.
- b) Travel to league and Hockey Alberta meetings will be reimbursed at the provincial government rate per km.
- c) Any personal expenses for the purpose of conducting affairs for SLMHA will be reimbursed by motion at a regular association meeting with submission of expense receipt.

d) Team officials can request remuneration for all required courses to ensure team eligibility.

4. FINANCIAL MATTERS

4.1 Financial Disclosure

In accordance with the Societies Act of Alberta, the SLMHA shall ensure financial transparency to its members by adhering to the following requirements:

Annual General Meeting (AGM) Financial Statement:

- a) At each AGM, the association shall present a financial statement.
- b) This financial statement shall be audited by two members of the association who are not part of the Executive Committee.
- c) May 30th of each year shall be the fiscal year end.
- d) The financial statement shall be made available to all members to ensure transparency and accountability.

Access to Financial Records:

Members have the right to inspect the financial records of the association upon reasonable notice to the Treasurer or designated officer.

Books and records of SLMHA shall be maintained for 7 years after which time they shall be destroyed in accordance with data protection and privacy policies.

Members' Personal Financial Information:

- a) The association shall maintain the confidentiality of all members' personal financial information, including payment records and any financial assistance provided by the association.
- b) This information shall only be accessible to authorized personnel and shall not be disclosed without the member's explicit consent, except as required by law.

4.2 Banking and Financial Transactions:

- a) The SLMHA shall maintain bank accounts in its name at a recognized financial institution.
- b) All cheques, drafts, or orders for the payment of money issued in the name of the SLMHA must be signed by any two of the following officers: the President, the Vice-President, the Treasurer, the Registrar or the Secretary.
- c) Electronic transfers or other forms of financial transactions also require authorization from two of the aforementioned officers, documented through secure means.

4.3 Borrowing Powers

For the purpose of carrying out its objects, SLMHA may borrow, raise, or secure the payment of money in such manner as it thinks fit. SLMHA may issue Debentures or General Security Agreements only under the sanction of a Special Resolution passed at a general meeting of the General Membership.

5. DISCIPLINE

5.1 Actions

The Policies, Rules, and Guidelines adopted by SLMHA provide for the general rules of conduct for all members including Directors, Officers, Coaches, Assistant Coaches, Managers, Players, Parents, and Spectators.

Any Executive Committee Member, Board Member, Team Player, Coach, Assistant Coach, Trainer, Manager, Parent, or Spectator who violates the By-Laws, Code of Conduct or Policies, Rules and Guidelines of SLMHA is subject to discipline under the Discipline Procedure.

5.2 Grounds for Disciplinary Action

Disciplinary action may be taken for:

- a) Violations of MHA rules and regulations.
- b) Unsportsmanlike conduct.
- c) Harassment, bullying, or discrimination.
- d) Physical or verbal abuse.
- e) Any behavior that undermines the safety or integrity of SLMHA.

5.3 Preliminary Review:

- a) The coach or manager will first attempt to resolve the issue. If unsuccessful, the complaint will be escalated to the SLMHA Board of Directors.
- b) If the issue involves the coach or manager directly, the Board of Directors will handle the complaint.
- c) If the issue involves a member of the Board of Directors, the complaint will be handled by the non-conflicted members of the Board.

If the issue cannot be resolved by the non-conflicted Board members, the complaint will be escalated to the Disciplinary Committee to ensure impartiality in review and action.

5.4 Disciplinary Committee:

- a) The Disciplinary Committee will be composed of 3 or 5 neutral members who have no affiliation with the alleged incident or the team involved, to ensure a majority ruling.
- b) The Committee is responsible for reviewing complaints, conducting hearings, and making disciplinary decisions.
- c) Any member of the Disciplinary must disclose any potential conflicts of interest. If a conflict exists, they must recuse themselves from the proceedings.

5.5 Disciplinary Procedures:

- a) Hearing Process: The Chairperson of the Disciplinary Committee will notify the respondent of the complaint and the nature of the complaint. The respondent will have the opportunity to respond and attend a confidential hearing in a safe environment.
- b) Decision-Making: The Committee will review all evidence and will render a decision. The decision will be documented and communicated to the respondent.

5.6 Sanctions and Penalties:

Possible sanctions include a verbal warning, written reprimand, removal of leadership letters from jerseys, suspension from games and practices, expulsion from the SLMHA, or any combination of these measures.

In cases of suspension or expulsion, there will be no adjustment or refund of fees.

Any decision from the Discipline Committee will be binding.

5.7 Record Keeping and Confidentiality:

- a) All documents related to disciplinary matters will be securely stored and accessible only by the Chairperson of the Disciplinary Committee and the SLMHA President.
- b) All parties involved in the disciplinary process must maintain confidentiality. Complaints will be documented, but the names of complainants will not be disclosed and can be referred to as "complainant A," "complainant B," etc.

6. OTHER PROVISIONS

6.1 Amendments to By-Laws

The By-Laws of SLMHA may only be rescinded, altered, or added to by a Special Resolution passed at a general meeting of the General Membership.

6.2 Eligibility to Coach

Members of the Board may serve as head coaches of any hockey program in the Smoky Lake Minor Hockey Association if approved by the Executive Committee. Any Board member coaching a program must recuse themselves from decisions where there is a conflict of interest.

6.3 Code of Conduct

All members of the Executive Committee, Board, Committee Members, Coaches, and staff of Smoky Lake Minor Hockey Association are required to sign and adhere to a detailed Code of Conduct, which includes maintaining respectful behavior, promoting inclusivity, and avoiding conflicts of interest.

6.4 Governing Bodies

SLMHA recognizes Hockey Canada and Hockey Alberta as governing bodies of the sport of hockey and agrees to abide by all rules and regulations as instituted by these bodies. Except where modified by the Association to suit its own program. Such modified rules will not be in contradiction to Hockey Canada or Hockey Alberta rules and regulations and will be shown as by-laws in the constitution.

6.5 Conflict of Interest

A conflict of interest occurs when an individual's personal, professional, or financial interests, including those of immediate family members and close friends, could interfere with their duty to act in the best interests of SLMHA.

All board members must act in the best interests of SLMHA as a whole, and not in the best interests of a particular team or player individually.

Disclosure:

All board members, officers, employees, and volunteers must disclose any real, potential, or perceived conflicts of interest involving themselves, their immediate family members, or close friends.

If a board member, officer, employee, or volunteer has an immediate family member or close friend involved in a decision or action of SLMHA, all parties must disclose this relationship.

a) Immediate family includes spouses, parents, children, and siblings.

b) Close friends are those with whom there is a significant personal relationship that could influence decision-making.

Removal:

Any board member, officer, employee, or volunteer with an immediate family member or close friend directly involved in SLMHA's decisions or actions must be recused from related discussions and decisions.

In cases where the conflict cannot be managed through recusal, the individual may be asked to resign from their position within SLMHA to preserve the association's integrity.

Compliance:

Failure to disclose conflicts of interest may result in disciplinary action, including removal from the individual's position within SLMHA.

6.6 Dissolution

Should the Smoky Lake Minor Hockey Association dissolve or vote to conclude its activities, the following procedure shall be followed:

- a) A special resolution for dissolution must be passed by a majority vote of the members at a general meeting, with at least 21 days' notice given to all members.
- b) All liabilities and obligations of the SLMHA shall be settled and paid.
- c) Any remaining assets after payment of all debts shall be distributed to one or more registered charities within the community, as determined by the Board.
- d) A final report detailing the settlement of debts and distribution of assets shall be prepared and presented to the members.
- e) Notice of the dissolution and the final report shall be submitted to the Registrar in accordance with the Societies Act of Alberta.

6.7 Fair Play Policy

The Smoky Lake Minor Hockey Association (SLMHA) maintains a Fair Play Policy to ensure equitable participation for all players. This policy is reviewed, amended, and adjusted annually at the Annual General Meeting (AGM). All members of SLMHA are required to adhere to the Fair Play Policy. The full details of the Fair Play Policy are available to all members.