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C.A.N. 502819899

SPECIAL RESOLUTION

I hereby certify that the following special resolution was passed at a meeting of the members of the St. Albert Minor Hockey Association on 24 April 2001.

The by-laws were changed as follows:

The existing By-laws are repealed and are replaced by the attached By-laws.

Date: 15 May 2001

Signature: B. Ruedst

Title: Administrator  
St. Albert Minor Hockey Association

FILED A  
MAY 16 2001  
Registrar of Corporations  
Province of Alberta

SE#3007264

**ST. ALBERT MINOR HOCKEY ASSOCIATION  
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C.A.N. 502819899

**1 GENERAL MEMBERSHIP**



**1.00 Boundaries**

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St. Albert Minor Hockey Association boundaries are defined as:

North Boundary: Highway 37 from Highway 28 to Range Road 261

East Boundary: Highway 28 from Edmonton City limits North to Highway 37

South Boundary: Highway 16 and Edmonton City limits to Highway 28

West Boundary: From the junction of Highway 37 and Range Road 261 South to Highway 633 and then West to Villeneuve Highway (794/Highway 44) then South to Highway 16

Boundary is centerline of highway.

Residence must be on the inside of boundary line.

**1.01 Membership**

A Member shall be:

- a) Any family registered with the St. Albert Minor Hockey Association;
- b) Any coach, assistant coach or manager that is officially registered with the St. Albert Minor Hockey Association and in this capacity to a maximum of four (5) persons per team; or
- c) Any volunteer who has previously been a Member of the St. Albert Minor Hockey Association under Article 1.01 (a) or 1.01 (b) and who is approved by the Executive Committee to be a Member, or any other person who is approved by the Executive Committee to be a Member.

**1.02 Membership Fees**

- a) The Membership Fee for Members under article 1.01 (a) shall be the registration fee for a hockey player, such fee being determined by the Executive Committee before each new hockey year;

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- b) There shall be no membership fee for a Member admitted under Article 1.01(b);
- c) The membership fee for a volunteer admitted under Article 1.01 (c) shall be determined annually by the Executive Committee before each new hockey year.

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**1.03 Withdrawal from Membership**

Any member wishing to withdraw from membership to the St. Albert 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, Registrar or Administrator of the St. Albert Minor Hockey Association receives the Notice of Withdrawal.

**1.04 Removal**

Any Member of the St. Albert 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 St. Albert Minor Hockey Association can, upon a 2/3 majority vote of the Executive Committee at an Executive Committee Meeting, be expelled as a Member of the St. Albert Minor Hockey Association for the remainder of the present hockey year or such longer period of time as the Executive Committee may decide upon.

**1.05 Meetings**

**a) Annual General**

The St. Albert Hockey Association shall hold their Annual General Meeting on or before the 31st day of May of each year. Such meeting shall be called by the President and notice shall be given to the general membership in a St. Albert weekly newspaper for 3 consecutive weeks prior to the meeting date.

**b) General and Special Meetings**

General and Special Meetings of the general membership of the St. Albert 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 Members of the St. Albert 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 notice in a St. Albert weekly newspaper for 3 consecutive weeks prior to the meeting date.

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**1.06 Voting Rights**

- a) In the case of a family membership as specified in Article 1.01 (a), voting rights are restricted to persons over the age of eighteen (18) years with only one vote per family.
- b) Voting rights for the Members identified in Article 1.01 (b) shall be one vote per person.
- c) Voting rights for those Members identified in Article 1.01 (c) shall be one vote per member.

No person attending any meeting shall be entitled to more than one vote on each motion at the meeting. Where a person is entitled to vote as a Member in more than one capacity, they must select in which capacity they are voting as a Member.

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.

**1.07 Quorum**

A quorum at any General Meeting, Special Meeting or Annual General Meeting shall be equal to Twenty-five (25) voting Members. This number can include the members of the Executive committee in attendance.

**1.08 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.

**1.09 Special Resolution**

A "Special Resolution" means:

- a) A resolution passed:
  - i) 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
  - ii) by the vote of not less than 75% of those Members who, if entitled to do so, vote in person or by proxy.
- b) 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
- c) A resolution consented to by all Members who would have been entitled at a General Meeting to vote on the resolution in person or, whose proxies are permitted, by proxy.

Notice of the Special Resolution shall be provided to the General Membership by notice in a St. Albert weekly newspaper for 3 consecutive weeks prior to the meeting date.

**1.10 Nominations**

Every Member of the St. Albert Minor Hockey Association shall have the privilege of nominating a qualified representative for each Executive Committee position open for election in any given year.

**1.11 Qualifications of Executive Members**

Any person nominated for an Executive position must be a Member in good standing under Article 1.01. In addition, any Member under Article 1.01 (c) must have worked at the Committee level for 2 years prior to being allowed to hold a position on the Executive Committee or as a Division Head in the immediately preceding 3 years. Notwithstanding the foregoing, any person may be nominated for any Executive position without the requisite qualifications so long as the Executive Committee has approved the nominated person based on their expertise in Minor Hockey. Also notwithstanding the foregoing, no President may serve more than 2 consecutive terms.

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### 1.12 Election of Executive Committee

At every Annual General Meeting there shall be an election of Officers as follows:

- a) Elected on even numbered years (2000,2002, etc.) shall be the President, Vice President, Promotion & Publicity Chairman, Representative League Chairman, Junior House League Chairman, Personnel Development Co-ordinator, Initiation Chairman and Special Projects Co-ordinator;
- b) Elected on odd numbered years (1997, 1999, etc.) shall be the Treasurer, Registrar, Secretary, Sponsorship Chairman, Senior House League Chairman, Equipment Co-ordinator, Evaluation Co-ordinator, and Interlock Chairman.

The elected officers shall form part of the Executive Committee until their successors are elected and installed.

### 1.13 Conduct of Meetings

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

## 2 THE EXECUTIVE COMMITTEE

### 2.01 Composition

The Executive Committee (also referred to as the Board of Directors) of the St. Albert Minor Hockey Association shall consist of the President, Vice President, Past President, Secretary, Treasurer, Representative League Chairman, Interlock Chairman, Senior House League Chairman, Junior House League Chairman, Sponsorship Chairman, Promotion & Publicity Chairman, Personnel Development Co-ordinator, Registrar, Equipment Co-ordinator, Referee-in-Chief, Evaluation Co-ordinator, Initiation Chairman, and Special Projects Co-ordinator.



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**2.02 Withdrawal**

Any Member of the Executive Committee can withdraw from the Executive Committee by providing to the President or Secretary of the Executive Committee written notice of withdrawal. The effective date of the withdrawal shall be the date on which the President or the Secretary of the St. Albert Minor Hockey Association receives the notice of withdrawal.

**2.03 Removal**

A Member of the Executive Committee shall be relieved of his duties and removed as a Member of the Executive in the following circumstances:

- a) upon the failure to attend 3 consecutive meetings without a reasonable excuse;
- b) upon 75% majority vote of the Members of the Executive Committee on the basis that a Member is doing an unsatisfactory job;
- c) upon a Special Resolution of the general membership at a General Meeting.

**2.04 Filling of Vacancies**

In the event that the President is unable to perform the required duties, the Past President will assume the position of President for the balance of the term or until the next Annual General Meeting, whichever event first occurs. In the event that the Past President cannot assume the President's position, or in the event that any other Member of the Executive Committee withdraws or is removed from the Executive Committee, or should an Executive Committee position not be filled by an election of the general membership at an Annual General Meeting, then the Executive Committee shall elect a Member from the general membership to fill the vacancy until the next Annual General Meeting. Any such executive position filled will be up for election at the next Annual General Meeting with the balance of the length of the term for the position decided in accordance with the time limitations in Article 1.12.



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**2.05 Meetings**

a) **General Meetings:**

There shall be a minimum of 10 general meetings of the Executive Committee held each year with at least 1 general meeting being held each month during the hockey season. The date and time of such meetings shall be set by the President.

b) **Special Meetings:**

A Special Meeting may be called by the President at any time or a Special Meeting of the Executive Committee shall be called by the President upon receipt of a written notice from any 3 Members of the Executive Committee. Upon receipt of written notice from any 3 Members of the Executive Committee the President shall call a Special Meeting within 7 days of the date of receipt of the notice. No subject shall be discussed or considered at any Special Meeting except those matters specified in the Notice or those matters stated by the President at the time of calling the meeting.

**2.06 Voting**

Each Member of the Executive Committee shall be entitled to one vote. In the case of a tie vote the President of the St. Albert Minor Hockey Association shall be entitled to a second or casting vote.

**2.07 Quorum**

A quorum at any Executive Committee Meeting shall be 2/3 of the Members of the Executive Committee.

**2.08 Powers**

The Executive Committee shall, subject to the By-Laws or directions given by majority vote at any General Meeting of the St. Albert Minor Hockey Association properly called and constituted:

- a) have full control and management of the affairs of the St. Albert Minor Hockey Association;

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- b) have the power to adopt or amend policy, guidelines, procedures or regulations, at any General or Special Meeting, by motion, which shall be binding upon all members of the St. Albert Minor Hockey Association;
- c) have the power to establish policies to ensure allotted ice time is distributed on a fair and just basis to the Interlock League, House League and Representative League.

### **2.09 Majority Vote**

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 2/3-majority vote of the quorum to pass the motion.

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.

### **2.10 Conduct of Meetings**

All meetings shall be conducted under the Robert's Rules of Order.

### **2.11 Duties of the Executive Committee**

#### **2.11.01 President:**

- a) will be responsible for general administration of the Minor Hockey League Operations and be responsible for the supervision of the Administrator.
- b) will be a signing authority along with the Secretary and Treasurer.
- c) will preside at all meetings.
- d) will exercise the powers of the Executive Committee in case of emergency.
- e) will suspend clubs or coaches, subject to ratification at the following meeting of Executive Committee.

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- f) will serve on all committees as an ex-officio voting Member.
- g) will liaise directly with the Community Services department.
- h) will attend or appoint a designate to attend all Alberta Hockey Association meetings.
- i) will ensure that all representative and interlock team coaches are selected by a Committee of not less than 5 Members selected as follows:

For Representative Coaches the committee will consist of:

- (1) President
- (2) Representative Chairman
- (3) Personnel Development Co-ordinator
- (4) Two other Members selected from the Executive by the Executive Committee

(The committee may ask two alumni Team Coaches to be members of the committee and they will be selected jointly by the 5 Executive Committee Members on this Committee.)

The Representative Chairman shall chair this Committee.  
No member of the Representative Selection Committee shall be carded in the year in which they sit on the Committee.

For Interlock coaches the committee will consist of:

- (1) President and/or Vice President
- (2) Interlock Chairman
- (3) Evaluation Co-ordinator
- (4) Two other members of the Executive Committee

The Interlock Chairman will act as Chairman.  
For the Interlock coaches selection the President will call a meeting of the Executive Committee to confirm committee selections.

- j) will assist the Junior House League Chairman and Senior House League Chairman in the selection of coaches for the Junior and Senior House Leagues should he choose to assist.
- k) will appoint, subject to ratification of the Executive Committee, the Referee-in-Chief

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**2.11.02 Vice President**

- a) will assume responsibility of duties of the President in the absence of the President.
- b) will receive the reports from the Discipline Committee and the Hockey Operations Committee in respect to disciplinary actions within the Operational Policies, Rules and Guidelines of the Association.
- c) will be the Associations representative at Edmonton Federation meetings and will attend all Tiering meetings with the Interlock Chairman
- d) will be responsible for developing the associations operating budget in co-operation with the Treasurer
- e) will be responsible for developing and maintaining the association's administrative operating policies and procedures.
- f) will attend league meetings at the request of the President, Representative Chairman or Interlock Chairman.
- g) will report to the President.

**2.11.03 Past President:**

- a) will attend meetings of the Executive Committee.
- b) will fill the vacancy in the office of the President.
- c) will report to the President.

**2.11.04 Secretary:**

- a) will attend all General Membership, Annual General membership and Executive Committee Meetings and shall maintain accurate minutes of same.
- b) will be a signing authority along with the President and the Treasurer.

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- c) will have charge of all Executive Committee records.
- d) will maintain and update the By-Laws as required.
- e) will be responsible for all Executive Committee correspondence.
- f) will work with the Administrator on safekeeping of all committee reports, minutes, By-Laws and Policies
- g) will perform such other duties as designated by the President.
- h) will report to the President.

**2.11.05 Treasurer:**

- a) will be a signing authority along with the President and Secretary.
- b) will have charge of all Executive Committee financial records.
- c) will present an annual statement of all operations.
- d) will work in co-operation with the Vice President in developing the Associations operating budget.
- e) will report to the President.

**2.11.06 Registrar:**

- a) will be responsible for registration of all participants in Minor Hockey including players and coaches.
- b) will register all players and teams in the Association.
- c) will handle all necessary insurance.
- d) will handle all liability claims.
- e) will compile a directory of players, coaches, managers, and trainers. with names. address. and telephone numbers.
- f) will obtain all tournament permits.



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- g) will apply for player cards from the Association.
- h) will report to the President.

**2.11.07 Initiation House League Chairman:**

- a) will be responsible for the non-interlocked Initiation and Novice Divisions of the House League.
- b) will appoint Division Heads and conduct monthly meetings.
- c) will conduct pre-season meetings with coaches and Initiation Program Instructors and will require a team budget be submitted for review before 1 November of each year.
- d) will produce an information letter for all parents within the Junior House League.
- e) will ensure that each coach has an up-to-date Rule Book and Association Rules and Regulations.
- f) will ensure that a league schedule including Playoffs is processed.
- g) will approve all out of town exhibition games and tournaments for Junior House League teams. May delegate this responsibility to the Division Heads.
- h) will ensure that all on-ice personnel in leadership positions in the divisions of Novice and below successfully complete the Initiation Program Instructor clinic.
- i) will ensure that each of the coaches and Instructors use the Initiation Program curriculum in their on-ice seasons.
- j) will submit a report on the Initiation House League at the Annual General Meeting.
- k) will report to the President.

**NOTE:** All hockey players under the age of eight (8) years are to be called INITIATION by definition as resolved by Hockey Alberta and Hockey Canada.



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**2.11.08 Junior House League Chairman:**

- a) will be responsible for the non-interlocked Atom and Pee Wee Divisions of the House League.
- b) will appoint Division Heads and conduct monthly meetings.
- c) will conduct pre-season meetings with coaches and Initiation Program Instructors and will require a team budget be submitted for review before 1 November of each year.
- d) will produce an information letter for all parents within the Junior House League.
- e) will ensure that each coach has an up-to-date Rule Book and Association Rules and Regulations.
- f) will ensure that a league schedule including Playoffs is processed.
- g) will approve all out of town exhibition games and tournaments for Junior House League teams. May delegate this responsibility to the Division Heads.
- h) will submit a report on the Junior House League at the Annual General Meeting.
- i) will report to the President.

**2.11.09 Senior House League Chairman:**

- a) will be responsible for the non-interlocked Bantam, Midget and Female Hockey Divisions of the House League and the Junior C Division.
- b) will appoint Division Heads and conduct monthly meetings.
- c) will conduct pre-season meetings with coaches and will require a team budget be submitted for review by 1 November each year.
- d) will produce an information letter for all parents within the Senior House League.

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- e) will ensure that each coach has an up-to-date Rule Book and Association Rules and Regulations.
- f) will ensure that a league schedule including Playoffs is processed.
- g) will approve all out of town exhibition games and tournaments for Senior House League teams. May delegate this responsibility to the Division Heads.
- h) will submit a report on the Senior House League at the Annual General Meeting.
- i) will report to the President.

**2.11.10 Interlock League Chairman:**

- a) will be responsible for all teams within the divisions that the Executive Committee agree to Interlock into the Edmonton Minor Hockey Association.
- b) will appoint Division Heads and conduct monthly meetings.
- c) will conduct pre-season meetings with coaches and require a team budget to be submitted for review by 1 November each year.
- d) will produce an information letter for all parents within the Interlock League.
- e) will ensure that each coach has an up-to-date Rule Book and Association Rules and Regulations.
- f) will approve all out of town exhibition games and tournaments for Interlock teams. May delegate this responsibility to the Division Heads.
- g) will be the Associations representative at all Tiering meetings for the Edmonton Minor Hockey Association.
- h) will, in the absence of the Vice President, be the representative of the Association at Edmonton Federation meetings.
- i) will submit a report on the Interlock League at the Annual General Meeting.

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- j) will report to the President.

**2.11.11 Representative League Chairman:**

- a) will oversee the complete operation of all representative teams.
- b) will ensure that every team under his jurisdiction submits a budget for review by 1 November each year.
- c) will produce an information letter for all parents within the Representative League.
- d) will represent the St. Albert Minor Hockey Association at all League meetings or appoint a designate from the Executive or a member of the team.
- e) will approve all out of Province games to the coaches.
- f) will approve all Representative schedules, exhibition and tournament games.
- g) will appoint a Bantam "AAA" Tournament Co-ordinator.
- h) will control the distribution of all player cards.
- i) will submit a report on the Representative League at the Annual General Meeting.
- j) will report to the President.

**2.11.12 Evaluation Co-ordinator**

- a) will be responsible for organising all evaluation programs in conjunction with the Representative, Junior House, Senior House and Interlock Chairman.
- b) will ensure the association has clear policies and procedures for the evaluation of all players at all levels.
- c) will ensure each Representative, Junior, Senior and Interlock division follows the evaluation policies.
- d) will report to the President

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**2.11.13 Equipment Co-ordinator:**

- a) will ensure that, if equipment is released during the off season, a substantial deposit is paid.
- b) will submit a list of equipment required.
- c) will meet with the President, Treasurer, and Sponsorship Chairman to select the equipment requirements.
- d) will arrange for handling, storage, repairing, cleaning and inventory of equipment as required.
- e) will ensure that all equipment is returned to stock by 1 May.
- f) will purchase all playoff trophies and be the legal holder of all trophies.
- g) will prepare a minimum of two tenders for equipment for the upcoming playing season by 1 June each year. The lowest tender is not necessarily the winning tender.
- h) will report to the President.

**2.10.14 Personnel Development Co-ordinator:**

- a) will arrange and supervise a definite period of training for all coaches, and players, in order that technical knowledge is conveyed at the necessary level of instruction, that is:
  - (i) coaches clinics (N.C.C.P.);
  - (ii) players clinics;
  - (iii) sport medicine clinics.
- b) Will establish and maintain a coach mentoring system for all levels in the Association.
- c) will report to the President.

**2.11.15 Sponsorship Chairman:**

- a) will solicit and secure a sponsor for each Interlock, House League and Representative team.

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- b) will investigate all potential for grants from Government and sporting agencies.
- c) will co-ordinate grant applications in conjunction with other Officers.
- d) will monitor marketplace and propose annual budget adjustments and sponsorship fees.
- e) will co-ordinate with the business community with respect to logos for team sweaters.
- f) will cooperate with the Equipment Co-ordinator in allocation of team colours to sponsors and divisions.
- g) will report to the President.

**2.11.16 Promotion & Publicity Chairman:**

- a) will promote the association and association's activities through to the community at large through appropriate promotional vehicles and be the liaison for such activities for the association in general.
- b) will be responsible for the maintenance of the associations' web page.
- c) will prepare all required press releases and advertising to all media as required by the Association.
- d) will obtain all information pertinent to any league tournaments and advise the applicable division of these tournaments.
- e) will develop a format and guidelines for persons who are reporting on the hockey games to the Press.
- f) will produce a minimum of 4 newsletters with the first being in early November.
- g) will report to the President.



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**2.11.17 Special Projects Chairman:**

- a) will assume responsibility to manage special projects as identified by the association.
- b) will be responsible for applications for grants and the management of related projects.
- c) will be responsible for applications for special hockey events and major tournaments.
- d) will report to the president.

**2.11.18 Referee-in-Chief:**

- a) will appoint the referees for all House League, Representative and exhibition games and his appointment shall be final with exception of Provincial Games.
- b) will arrange training programs for all referees.
- c) will monitor supervisions on all referees.
- d) will see that all games are handled in accordance with the St. Albert Minor Hockey Association Rules and the Canada Amateur Hockey Association hockey rules.
- e) will suspend or discipline referees as required.
- f) will submit to the Executive Committee in writing the details of any disciplinary action taken.
- g) will forward to the Executive Committee the Rules and Regulations governing the referees.
- h) will report to the President.



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**2.11.19 Administrator**

The Association may employ an Administrator whose remuneration shall be set by the Executive. The Administrator will report directly to the President. The Administrator will be responsible for all ice allocations, registration record management, equipment record management and general office duties as designated by the Executive Committee through the President. The Administrator will be a non-voting member of the Executive Committee.

**2.12 Committees**

The Executive Committee or a Committee thereof may create Committees or Sub-Committees including a nominating Committee. Such Committees may be composed of Members or non-members of the Executive Committee. Notwithstanding the foregoing all Members of Committees or Sub-Committees must be Members in good standing of the St. Albert Minor Hockey Association.

**2.13 Eligibility to Coach**

Members of the Executive Committee are not eligible to coach any St. Albert Minor Hockey Association teams while holding office.

**2.14 Indemnity of Executive Committee, Members, Directors and Officers**

- a) No Member of the St. Alberta Minor Hockey Association is, in his individual capacity, liable for a debt or liability of the St. Albert Minor Hockey Association.
- b) The St. Albert Minor Hockey Association shall indemnify an Executive Committee Member, Director or Officer, his heirs, legal representatives and assigns from and against any and all claims, costs charges, expenses and losses including payment of legal fees on a solicitor and client basis necessary to settle or defend an action or satisfy a Judgement reasonably incurred by such person as a result of them having been an Executive Committee Member, Director or Officer in those cases where they were acting in their course and scope of duty and acted honestly and in good faith with the view to the best interests of the St. Albert Minor Hockey Association.

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- c) The St. Albert Minor Hockey Association shall indemnify a Discipline Committee Member, his heirs, legal representatives and assigns from and against any and all claims, costs charges, expenses and losses including payment of legal fees on a solicitor and client basis necessary to settle or defend an action or satisfy a Judgement reasonably incurred by such person as a result of them having been an Discipline Committee Member in those cases where they were acting in their course and scope of duty and acted honestly and in good faith with the view to the best interests of the St. Albert Minor Hockey Association.

**2.15 Remuneration**

No Directors, Officers or members of the Executive Committee shall receive any remuneration for their services.

**3 Discipline**

- a) The Operational Policies, Rules & Guidelines adopted by the Association provide for the general rules of conduct for all members including Directors and Officers, Coaches, Assistant coaches, Managers, Players, Parents or Fans.
- b) Any Officer, Executive Committee Member, Team Player, Coach, Assistant Coach, Trainer, Manager, Parent or Spectator who violates the By-Laws, Code of Conduct or Operational Policies, Rules & Guidelines of the Association is subject to discipline under the Discipline Procedure.
- c) The Discipline Procedure shall be administered as follows:
  - i) The Administrator shall direct complaints as follows:
    - a. Discipline matters relating to activities governed by the rules of the league in which a particular team participates or which is specifically covered by Hockey Alberta or Canadian Hockey Association rules shall be administered by the Hockey Operations Committee;
    - b. Discipline matters relating to activities of game officials acting in their capacity as game officials shall be administered by the St. Albert Referees Association or Hockey Alberta;

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- c. Discipline matters not covered by a or b (in other words matters not involving the rules governing the game of hockey) shall be administered by the Discipline Committee.
  - d. The Administrator shall maintain a log of the complaints received providing the date the complaint was received, the log number, the name of the complainant, the name of the respondent and the date the file was closed. The log shall not include any details of the nature of the complaint.
- ii) Upon the conclusion of the hearing into the complaint by either the Hockey Operations Committee or the Discipline Committee all documents pertaining to the complaint shall be placed in a special filing cabinet accessible solely by the Chairman of the Discipline Committee and/or the Vice President of the Association and shall not be accessed by any other party.
- iii) In order to ensure the consistency in the application of discipline:
- a. Monthly, the Discipline Committee will summarize the complaints where discipline was issued. These summaries shall identify the issues giving rise to the discipline and the discipline issued by the Discipline Committee. These summaries shall not make reference to either the complainant or to the individual being disciplined.
  - b. Monthly, the Hockey Operations Committee will summarize the complaints where discipline was issued and forward this summary to the Chairman of the Discipline Committee. These summaries shall identify the issues giving rise to the discipline and the discipline issued by the Hockey Operations Committee. These summaries shall not make reference to either the complainant or to the individual being disciplined.
  - c. Monthly, the Discipline Committee will request that the St. Albert Referees Association provide a summary of the complaints where discipline was issued by it. These summaries shall identify the issues giving rise to the discipline and the discipline issued by the St. Albert Referees Association. These summaries shall not make reference to either the complainant or to the individual being disciplined.
  - d. The files in respect of specific discipline matters will be retained for a period of three years after which they shall be

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destroyed and disposed of in accordance with policies established by the Executive Committee. The annual summaries referred to in a,b and c shall not be destroyed but shall be retained on file.

- iv) Monthly, the Discipline Committee, Hockey Operations Committee and the St. Albert Referees Association shall prepare a report to the Vice President of the Association providing a summary of the discipline matters including at least the number of complaints received, the number of hearings held and a general description of the issues encountered and the discipline imposed.
  
- d) Discipline Committee:
  - i) No member of the Discipline Committee shall have voting rights as a member of the Executive Committee nor shall they attend Executive Committee meetings unless required to provide information regarding Discipline Committee decisions.
  - ii) The Discipline Committee shall report findings or decisions to the Association's Vice-President.
  - iii) The Discipline Committee shall consist of five (5) Members of the Association as follows:
    - (1) The Executive Committee shall appoint the Chairperson of the Discipline Committee. Such appointment shall be for a term of two years and may be renewed at the discretion of the Executive Committee.
    - (2) The remaining four members of the Discipline Committee shall be elected by the general membership. Each member shall serve for a term of two years such that two members are elected at each Annual General Meeting of the Association.
    - (3) In the event that there are less than four elected members following the Annual General Meeting, the Discipline Committee shall have the power to search for and appoint sufficient Members of the Association to fill any vacancies. These appointed members of the committee shall serve until the next Annual General Meeting of the Association.
  
- e) The chairperson shall be responsible for the conduct of meetings of the Discipline Committee within the Operational Policies, Rules and Guidelines of the Association and shall attend meetings of the Executive



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Committee only as required to provide information regarding the Discipline Committee.

- f) The Discipline Committee shall conduct its meetings as required. During such meetings a quorum shall comprise three members.
- g) Disciplinary hearings and investigations conducted by the Discipline Committee or the Hockey Operations Committee shall be conducted in accordance with the Operational Policies, Rules and Guidelines established by the Association for such deliberations.

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- h) The Discipline Committee, in conjunction with the Vice President of the Association, shall make recommendations for any changes to the Operational Policies, Rules and Guidelines to the Executive relating to the Discipline Procedure. The Executive Committee shall ensure that such policies exist and that such policies ensure that:
  - i) The Discipline Committee or the Hockey Operations Committee deals with each disciplinary incident in a timely manner.
  - ii) Not less than three members of either the Disciplinary Committee or the Hockey Operations Committee, as applicable, deal with each disciplinary incident.
  - iii) Fairness and consistency is maintained in the application of the disciplinary procedure and policies.
- i) The Discipline Committee shall be empowered to issue discipline against any member of SAMHA which includes but is not limited to: Officer, Executive Committee Member, Team Player, Coach, Assistant Coach, Trainer, Manager, Parent or Spectator which it determines is guilty of a breach of the By-Laws, Code of Conduct or Operational Policies, Rules & Guidelines as adopted by the Association. Such discipline may take the form of, but is not limited to:
  - i) A verbal reprimand
  - ii) A written reprimand.
  - iii) A demand for an apology, either written or verbal, to any affected party.
  - iv) A suspension from participation in or at Association activities.
  - v) An expulsion from the Association.
  - vi) A combination of two or more of the above.
- j) The individual receiving such discipline has the right to appeal to an Appeal Committee.
- k) The Appeals Committee:
  - i) The Appeals Committee shall consist of three members of the Association's Executive Committee.
  - ii) Participation on the Appeals Committee by members of the



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Executive will be rotated with each Appeal Hearing.

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- iii) No member of the Association's Executive shall sit on more than one (1) consecutive hearing.
- iv) The Appeals Committee shall convene a hearing to hear the evidence from both the Respondent and the Complainant and any other party it feels should be required to appear.
- v) The hearing process will be that as set out in the Operational Policies, Rules and Guidelines of the Association.

**4 Miscellaneous**

**4.01 Seal**

There is no seal for the St. Albert Minor Hockey Association.

**4.02 Fiscal Year End**

April 30th in each year shall be the fiscal year end for the St. Albert Minor Hockey Association.

**4.03 Auditing**

The financial records, books and accounts of the Treasurer shall be audited at least once each year by a duly qualified accountant. A complete and proper statement shall be submitted by the auditor at the Annual General Meeting.

**4.04 By-Laws**

The By-Laws of the St. Albert Minor Hockey Association may only be rescinded, altered or added to by a Special Resolution passed at a general meeting of the General Membership. Notice of the Special Resolutions to amend the By-Laws must be received by the President in writing at least 21 days prior to the General Meeting.

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#### 4.05 Inspection of Books and Records

The books and records of the St. Albert Minor Hockey Association may be inspected by any Member in good standing at the Annual General meeting or any other time upon giving reasonable notice to the Executive Committee and arranging a mutually satisfactory time with the Member of the Executive Committee having charge of same. The books and records of the St. Albert Minor Hockey Association will be available at all Executive Committee meetings for review by the Executive Committee Members. The books and records of the Association shall be available to the President at all times.

#### 4.06 Borrowing Powers

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

By-Laws as amended at the Annual General Meeting held 24 April, 2001

Becky Benedict  
Association Administrator