

Vulcan & District Minor Hockey Association



ASSOCIATION BYLAWS

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VULCAN & DISTRICT MINOR HOCKEY ASSOCIATION

BY-LAW I – INTERPRETATION

- 1.1 In these By-laws and Regulations, unless the context otherwise requires, words importing the singular number or the masculine gender shall include the plural number or the feminine gender, as the case may be, and vice versa, and references to persons shall include firms and corporations.
- 1.2 When constructing these By-laws and Regulations, reference shall be made to the Societies Act, and the By-laws, Rules and Regulations of the Alberta Amateur Hockey Association (A.A.H.A.) known as Hockey Alberta, and Hockey Canada. Words and expressions used in these By-laws and Regulations shall, so far as the context does not otherwise require, have the same meaning, as would be the case when used under the Act, By-laws, Rules and Regulations.
- 1.3 References to the “Association” in these By-laws refer to the Vulcan & District Minor Hockey Association (V.M.H.A.).

- 1.4 The Association, as a member of Hockey Alberta and affiliated with Hockey Canada, shall conform and comply with the By-laws, Rules and Regulations as set forth by the Alberta Amateur Hockey Association (A.A.H.A.) Hockey Alberta and Hockey Canada respectively.

A potential or actual conflict of interest exists when commitments and obligations to the association are likely to be compromised by that person's other interests or commitments. A conflict arises when an board member is or may be in a position to influence a specific hockey team by taking on a head coaching or managing position; or lead to any form of personal gain for themselves or a family member, or give improper advantage to others to the association's detriment.

When a Board member of the Association is in or believes they are in a conflict of interest position, they must declare so and remove themselves from all discussion and voting on the item.

Situations may include but are not limited to:

- ➔ Discussions regarding a spouse or child

BY-LAW II - NAME OF ASSOCIATION

- 2.1 The name of the organization will be the VULCAN & DISTRICT MINOR HOCKEY ASSOCIATION, hereafter referred to as V.M.H.A. or Vulcan Minor Hockey Association.

BY-LAW III - PURPOSE & OBJECTS OF ASSOCIATION

- 3.1 To provide the youth of the Town of Vulcan and The District of Vulcan, the opportunity to participate in the sport of hockey
- 3.2 To enhance the development of physical and mental skills
- 3.3 To foster the development of moral and community standards
- 3.4 To provide an opportunity for all youths of Vulcan and surrounding areas to participate regardless of their skills and ability
- 3.5 To foster among members, supporters and teams a general community spirit.

BY-LAW IV - MEMBERSHIP

- 4.1 A person becomes a member of the Association when they have paid a registration fee and /or is a member of a coaching staff, a team manager, referee, or parent/legal guardians, in good standing with a player currently registered with VMHA.
- 4.2 The member is the parent or legal guardian for the child who is registered with the association.
- 4.3 All members must be eighteen years or older and be a resident of the Town of Vulcan or resides in the District of Vulcan.
- 4.4 Any person can be accepted as a member by being approved as a member by the Board of Directors.
- 4.5 The annual membership fee shall be an amount as may be determined from time to time by resolution of the Board of Directors.
- 4.6 A person shall cease to be a member of the Association:
- 4.6.1 Upon failure or refusal to pay the annual membership fee, or
- 4.6.2 Upon notification in writing to the Board of Directors of his withdrawal from membership, or
- 4.6.3 When he is expelled from membership in accordance with these By-laws.
- 4.7 A RESIDENT shall:
- 4.7.1 Shall reside within the town of Vulcan or in the geographic area, which has been identified as the boundaries of Vulcan Minor Hockey Association and recognized by Hockey Alberta.
- 4.8 A Non-Resident:
- 4.8.1 Is not a member of Vulcan MHA, and does not reside in the Town of Vulcan or geographical area.
- 4.8.2 Any player, who wishes to play within the VMHA, must comply with Hockey Alberta By-law and Regulations.
- 4.8.3 May be subject to a Non-Resident fee, which will be determined on an annual basis by the VMHA Board of Directors.

BY-LAW V - TERMINATION OF MEMBERSHIP

- 5.1. Any member may resign from the Association at any time by notifying the Secretary in writing; however an administration fee may be charged.
- 5.2. Any member who, in the opinion of the Discipline Committee, fails to maintain an acceptable standard of conduct may be asked to resign in written form after at least one previous written warning. That decision will result in the loss of voting privileges, unless the member wins a successful appeal. An administration fee may be charged.
- 5.3. Any member who has been requested to resign may exercise the right to appeal the decision provided the written request is received by the Secretary within seven (7) days of the request to resign. Any member that refuses to resign on written request will be considered expelled from the Association.
- 5.4. The Executive claims the rights and interests as the Rental Contract Carrier to bar any suspended, expelled or resigned member from any or all facilities where Association functions occur including meetings, games and practices, are taking place for a specified period of time.
- 5.5. A member who ceases to be a member, or is expelled or suspended from the Association shall forthwith forfeit all rights and interests arising from, membership in the Association. This means the suspended or expelled member cannot coach or manage a team, hold an elected or appointed position until the suspension is served or waived upon successful appeal.
- 5.6. The member can be suspended or expelled for a time frame deemed appropriate by the President or Discipline Committee and ratified by the Board of Directors.

BY-LAW VI - MEETINGS

GENERAL

- 6.1. The Annual General Meeting (AGM) of the Association membership shall be held in the Town of Vulcan, during the period March 1 and September 30, inclusive, in each year.
- 6.2. Meetings of the Association membership:
 - 6.2.1. Shall be at the call of the President
 - 6.2.2. When required, or desired the Board of Directors may call a meeting of the Association membership.
 - 6.2.3. At the written request from fifteen voting members in good standing of the Association membership, a special meeting shall be convened. The proceedings of such a meeting shall be confined to the matters specified in the request.
 - 6.2.4. Notice of VMHA Annual Meeting or any Special General Meeting will be given in writing at least 14 days in advance of the meeting.
 - 6.2.5. Upon instruction from the President, the Secretary shall notify the appropriate members of the time and place of each meeting. Notification may be by phone or posting of notices on public notice boards, or in local newspapers, or by other methods deemed appropriate by the Board of Directors.
 - 6.2.6. A Quorum for the Annual General Meeting or Special Meeting shall consist of not less than ten members in good standing.
 - 6.2.7. The President shall chair all meetings. In the event the President is unable to fulfill this responsibility, the Vice-President will fill in.
- 6.3. At the annual meeting of VMHA., the following, as appropriate, will be the order of business:
 - Roll call of delegates;
 - Reading of the minutes;
 - Report of the President;
 - Report of the Secretary;
 - Report of the Treasurer;
 - Resolutions;
 - Elections;
 - General Business;
 - Adjournment.

- 6.4 Business will be conducted by following Roberts Rules of Order
- 6.5 The President may, when deemed necessary, invite any member, or non-member to any meeting of the Association, to address a particular subject on the agenda
- 6.6 Voting on any issue arising at Meetings of the Members shall be decided by a simple majority of the eligible members present in person. Each eligible member in attendance is entitled to only one vote per family and issue, regardless of the number of positions they may occupy on the Board of Directors or other committees. There shall be no proxy votes. The Chairman of any meeting is not entitled to vote on an issue, unless to break a tie.

MEETINGS OF THE BOARD

- 6.7 Meetings of the Board of Directors:
 - 6.7.1 Shall be at the call of the President
 - 6.7.2 A minimum of six (6) board meetings per year shall be held or at least once every 2nd month. The Board may decide to meet more than once every 2nd month and may decide not to meet in a particular month.
 - 6.7.3 At the request of three members of the Board of Directors, the President shall convene a special meeting of the Board of Directors. The proceedings at such a meeting shall be confined to the matters specified in the request.
 - 6.7.4 Association members may submit, in writing, items for inclusion on the agenda of a Board of Directors meeting. These members shall be entitled to attend that portion of the meeting devoted to those agenda items but have no vote.
 - 6.7.5 A quorum for the transaction of business shall consist of not less than seven (7) members of the Board of Directors. Only members of the Board of Directors, present in person, are eligible to vote.
 - 6.7.6 The President is entitled to invite any member to be present or to make presentation to the Board when deemed necessary.

BY-LAW VII - THE EXECUTIVE BOARD OF DIRECTORS

7.1 The Board of Directors shall consist of the following 13 positions:

- President (1 year)
- Vice President (1 year)
- Past President**
- Secretary (2 years)
- Treasurer (2 years)
- Registrar (2 years)
- Referee in Chief (2 years)
- Coaching Coordinator (2 years)
- Association Development (2 years)
- Player Safety & Development (2 years)

3 Directors:1 CAHL representative, 2 directors At Large (all 3 directors are 2 year terms)

Governor will be appointed by the board for a 2 year term

**The Past President position will be a 1 year term for an outgoing president only. The position will only be held in the event we have an outgoing president for the term.

BYLAW VIII – DUTIES & POWERS OF THE EXECUTIVE & BOARD OF DIRECTORS

- 8.1 The Board of Directors shall have the power to appoint to any vacant Director position. That appointee will hold that office until the next AGM unless deemed otherwise by the Committee. The appointment must have a 3/4 support of all Board members in attendance, before the appointment can be ratified.
- 8.2 The Board of Directors shall have control of the affairs of the Association, and shall govern in the best interests of the association.
- 8.3 The Board of Directors will have the power to impose and enforce penalties for violation of the Bylaws or Regulation & Rules of the VMHA.
- 8.4 The Directors shall be elected at the election meeting of the Association membership.
- 8.5 All Directors are elected for terms of two years, with the exception of the President and Vice President, which are elected for one-year terms.
- 8.6 One half of the Board of Directors will be elected each year.
- 8.7 Each member of the Board of Directors shall be elected or appointed to hold office until the conclusion of his/her term. If any member of the Board of Directors resigns his office, or ceases to be a member of the Association, or without reasonable excuse absents himself from three consecutive meetings of the Board of Directors, or be suspended or expelled from the Association, the Board of Directors may declare his office vacated. The Executive Committee shall then be charged with filling the vacant position subject to By-Law 8.1
- 8.8 Unless authorized by any meeting of the Board of Directors, no officer or member of the Association shall receive any remuneration for his services.
- 8.9 The Board of Directors shall have the authority to appoint any committee as deemed necessary.
- 8.10 There shall be no remuneration for Directors of the Association, but a Director may be reimbursed for out of pocket expenses incurred on behalf of the Association, and approved by the Board of Directors.
- 8.11 The Board of Directors may, by a three-quarters vote, forthwith remove from office any member of the Board for neglect of duty, or for conduct tending to impair such member's usefulness; for example "not meeting the responsibilities" of the Position.
- 8.12 The Board of Directors will supervise the collection and authorize the expenditure of funds of the VMHA provided always that funds coming into the VMHA will be allocated in accordance with the purpose so intended.
- 8.13 The Board of Directors shall develop Policies and Procedures and Regulations for the management and operations of the Association.
- 8.14 The Board of Directors will interpret, define and explain all provisions of the Bylaws, Policies and Procedures and Regulations of the Association.
- 8.15 The Board of Directors will adjudicate all disputes between members, which may arise between Annual Meetings.
- 8.16 The Board of Directors will appoint all delegates to attend all meetings of the members of Hockey Alberta, Zone Meetings and League meetings.
- 8.17 Where the President or Vice President is unavailable to Chair a meeting, the members present can nominate a Chairperson for the purposes of a meeting. This can only be done after fifteen minutes has passed from the "call of the meeting".

BYLAW IX – DUTIES AND POWERS OF THE PRESIDENT

- 9.1.1 The President, in consultation with at least two other Directors, and in agreement, may exercise the power to suspend summarily, any player, coach, trainer, or manager of any team under the auspices of a member of the VMHA for ungentlemanly conduct, on or off the ice, for abusive language to any official, or for any other infraction, in the sole discretion of the President, deemed to be detrimental.

Such suspension to be effective until dealt with by the Discipline Committee within a reasonable period of time, as determined by the Chairman of the Discipline Committee.

- 9.1.2 The President shall also have the power to prevent summarily any spectator from viewing any game or other activity, or to enter a facility to view such games or activity falling under the auspices of Vulcan Minor Hockey Association for any conduct, which in the sole discretion of the President is deemed to be unbecoming or detrimental to the game.
- 9.1.3 Further the President, in consultation with at least two other Directors and in agreement, may exercise the power to suspend summarily the player, coach, team official or the team to which the spectator is affiliated. Such suspension to be effective until dealt with by the Discipline Committee within a reasonable period of time, as determined by the Chairman of the Discipline Committee.
- 9.1.4 The President may delegate this authority to such Association Directors, officials or Committees as he designates.
- 9.1.5 No person may be elected President unless that person has served as a member of the Board of Directors for a period of not less than one year, with the exception made when there is no present board member able to make that commitment.
- 9.1.6 The President, within the jurisdiction of the Association, shall:
- Be a signing officer for the Association
 - Shall be elected for a term of one year.
 - Exercise the powers of the Executive, in case of emergency
 - Discipline up to and including suspension of any member, coach, manager, player, trainer, or other official connected within the Association, subject to ratification at the next meeting of the Executive
 - Sit on committees as an ex-officio voting member,
 - Generally manage and supervise the affairs and operations of the Association.
 - Together with the Secretary, or other officer appointed by the Board of Directors for that purpose, shall sign all resolutions, transfers, and releases.

BY-LAW X - DUTIES OF THE VICE PRESIDENT

- 10.1 No person may be elected a Vice-President unless that person has served as a member of the Board of Directors for a period of not less than one year, with the exception made when there is no present board member able to make that commitment.
- 10.2 In the absence of the President, or in the event of his inability to act, the Vice-President shall first have and exercise all the powers, authority and restrictions of the President. The Vice-President will be appointed President by the executive committee to be ratified at the next Board of Directors meeting.
- 10.3 The Vice President is the Chairperson of the Discipline Committee.

BY-LAW XI - BORROWING

- 11.1 For the purpose of carrying out its objectives, the Association may borrow, or raise or secure the payment of money in such a manner, as it deems appropriate, and in particular, by the issue of debentures. If the Board of Directors wishes to raise monies through a debenture, the decision must be ratified through Special Resolution of the members

BY-LAW XII - BANKING

- 12.1 The Signing Officers of the Association for the purpose of drawing cheques on the account or accounts of the Association shall be Treasurer and either the vice president or president.

12.2 All signing officers of the Association must be able to be bonded.

BY-LAW XIII - SEAL

13.1 The Board of directors may adopt a seal, which shall be the common seal of the Association.

13.2 The common seal of the Association shall be under the control of the Board of Directors, and the Board of Directors shall determine the responsibility for its custody and use from time to time.

BY-LAW XIV - AUDIT

14.1 A person or firm qualified to do so as designated by the Board of Directors shall make an audit of the financial transactions of the Association at the end of each fiscal year.

BY-LAW XV – AMENDMENTS

15.1 No amendments to the By-laws of the Association, whether by way of new provision, amended provisions, or to rescind any of the provisions in these by-laws, shall be made except at the Annual Meeting, or other general meeting of the Association membership, and then only by “Special Resolution.” Notice of any proposed amendment or amendments must be filed with the Secretary in writing at least twenty-one (21) days prior to the meeting. The Secretary shall cause the contents of the resolution, or a summary thereof to be posted in a public place, with the notice of the Annual Meeting, or any other general meeting at which it is proposed to consider the resolution.

15.2 The Board of Directors is empowered to amend or alter Rules & Regulations, Policy and Procedures, as required to conduct the affairs of the Association. Amendments to Bylaws can only be made at an Annual General or Special Meeting of the members.

BY-LAW XVI - MINUTES OF MEETING AND OTHER BOOKS AND RECORDS

16.1 The minutes of the meetings of the Association and of the Board of Directors shall be taken and prepared by the Secretary. After approval of the minutes the President and Secretary shall first sign them. The Secretary shall keep a record of all minutes arising out of meetings of the Association and the Board of Directors and shall have custody of all such minutes, as well as of other books, records, and documents of the Association. The Secretary shall maintain the long-term records of the Association. Upon a change of Secretary position, all records shall be transferred to the new Secretary. The Treasurer shall keep the financial records of the association. On a change of the Treasurer, all records shall be transferred to the new Treasurer.

BY-LAW XVII - INSPECTION OF BOOKS AND RECORDS

17.1 The President shall make available for inspection, the books and records of the Association to a member of the Board of Directors at any time and to all other members of the Association in good standing upon request at the Annual Meeting of the Association.

BY-LAW XVIII - DISCIPLINE PROCEDURE & DISPUTE RESOLUTION PROCESS

18.1 **General Policy** - The Vulcan Minor Hockey Association expects all team officials to exhibit leadership qualities that promote player sportsmanship and decorum, as well as acceptable levels of propriety, towards opponents, game officials, and spectators.

As such, standards of behaviour should be clearly defined and maintained throughout the season, within a climate of mutual respect. It is recognized, however, that from time to time, sanctions may be necessary, from an external source, for behaviour, which transgresses acceptable standards. Such sanctions may be applied to any player, team official, team follower, parent, or member, and may take the form of:

1. A verbal reprimand
2. A written reprimand
3. A suspension

4. An expulsion
5. A combination of the above

18.2 **The Informal Process - Stage 1**

Standard Suspensions

Where the current Playing Rule Book dictates a suspension to a player for a rule violation, and game officials write-up the incident, the coach in consultation with the Team Reps, will automatically implement the suspension. Examples of these rulebook infractions includes match penalties and game misconducts.

Non-Standard Suspensions

This category of suspension is applied to incidents that may involve parents, coaches and players. An Incident Report Form should be used to bring serious behavior concerns to the attention of the Discipline Committee. This form must be given to the Secretary or Discipline Chair.

When incidents with players occur which may warrant disciplinary action, the coach(s) shall report to the Discipline Chairperson, the incident as quickly as possible, and definitely prior to the next game. The Discipline Chair, and coach(s) shall meet, investigate the incident, and determine the sanction to be applied. In investigating the incident they may consult game officials, players, parents, or other observers to gain the relevant facts of the incident.

The coach and Team Rep and Discipline Director implements the sanctions with the players(s). The Incident Report form must be completed and maintained in a file with the Discipline Chair.

Appeal Of Discipline To The Discipline Chairperson

Notwithstanding the above, should a coach, player, or parent feel that Stage 1 has not satisfactorily resolved the issue, it may be appealed, in writing to Stage 2. However, Stage 1 sanctions remain in effect until Stage 2 is complete.

For incidents of a very serious nature, the Discipline Chair or Committee may elect to suspend the player(s) indefinitely and proceed directly to Stage 2.

Any Appeal of discipline must occur within 72 hours of notification of the original discipline. The appeal must be in writing to the Vice President/Discipline Chairperson.

18.3 **The Formal Process - Stage 2**

The Discipline Chair, on receiving a written appeal or request shall convene a Discipline Committee Meeting. The Discipline Committee shall consist of a Team Rep /and a Director, but not the Team Rep and Director involved in the Stage One decision, and another executive member approved by the President, and shall have no less than 3 people.

The Discipline Committee shall establish a hearing and invite such persons, as they deem necessary to provide information to the Committee.

The Discipline Committee shall, with all dispatch, render a decision and communicate that decision to the offending party or parties. Such communication may be verbal at the outset but shall be confirmed in writing and copies maintained in a file created by the Discipline Chair. The Discipline Chair reports the outcome of the hearing to the President.

Appeal Of Discipline – Stage 2

Should a coach, player, or parent feel that Stage 2 has not satisfactorily resolved the issue, it may be appealed in writing to the Secretary, requesting an Appeal to the decision. This appeal must occur within 72 hours of the decision being communicated.

18.4 **The Appeal Process - Stage 3**

Two appeal processes exist at this stage. They include an **appeal of decision by the Discipline Director** and **appeal of decision by the Appeal Committee**. Once an appeal is made at this level it must be heard by the Appeal Committee as identified by the Executive of VMHA.

18.5 Appeal of Decision of the Discipline Director or Discipline Committee

The VMHA Secretary, on receiving a written request for an appeal, shall place the item on the agenda for the next regular meeting of the VMHA Executive and inform the President, Vice President (Discipline Chair) of its receipt.

At the next executive meeting, an Appeal Committee will be struck to deal with the appeal. A minimum of three board members, who were not involved in the previous decision, will hear the appeal.

The Appeal Committee may provide up to thirty minutes of meeting time for the person making the appeal to state their case. After the statement has been given, the Committee will discuss the case in private, and then the Committee shall render its decision by motion with a simple majority of those members in attendance.

Appeal of the Decision of the Appeal Committee

If the disciplined member disagrees with the decision of the Appeal Committee, their next avenue of appeal is directly to the Board of Directors of VMHA.

Only members of the Board not involved in the Discipline Committee or Appeal Committee decisions can participate in the appeal to the Board.

Following the appeal to the Board, the member then must proceed to Hockey Alberta processes to appeal any decisions.

18.6 Appeal of Decision by the Appeal Committee

Should a coach, player, or parent feel the appeal decision has not satisfactorily resolved the issue, they may request another appeal. This must be done in writing to the VMHA Secretary, within 72 hours of the previous decision being communicated.

The VMHA Secretary, on receiving a written request for an appeal, shall place the item on the agenda for a special meeting of the Board of Directors. The Secretary must inform the President, Vice President of its receipt.

The VMHA Executive may provide up to thirty minutes of meeting time for the person making the appeal to state their case. Then the Board of Directors shall render its decision by motion, with a simple majority of those members in attendance.

Only board members not involved in the original decision and appeal can be involved at this stage. The Board may identify other members or community representatives to sit in on this appeal.

Examples of eligible persons could include Hockey Alberta Zone representatives, community members or anyone that the Board deems appropriate.

The decision of the Board of Directors shall be final and binding on all parties, except where there is an avenue of recourse provided by Hockey Alberta and Hockey Canada.

18.7 Without restricting the foregoing, the following general guidelines apply:

- First infractions by players will normally be satisfactorily concluded at Stage 1.
- Second infractions by players could proceed directly to Stage 2 under extreme circumstances. Infractions that involve coaches, team followers, or parents will normally proceed directly to Stage 2.

18.8 Suspensions, when applied to players, shall specify:

- The number of games to which the suspension applies, both league and exhibition, or
- The time-period for which the suspension applies including its application to practices or other team functions.
- Player suspension includes no activity in bench area, prior to or after the specified games, or during the specified time period.

- Suspensions when applied to parents, coaches, or team followers shall normally restrict the access of those persons to dressing rooms, bench areas, and possibly spectator areas of arenas.

BY-LAW XIX - GRIEVANCES PROCEDURES

Parental, player, or team problems not resolved by the Head Coach &/or Team Manager shall be addressed to the Discipline Chair / Vice President of VMHA.

Resolution not received at the above level shall be directed to the Discipline Committee via the appropriate Director.

All Grievances may only be initiated in writing to the Discipline Committee.

Upon receipt of written notification, a Grievance hearing date shall be set within seven (7) days. The Vice President of the Association shall convene the Discipline Committee. In the event of conflict of interest, the President will name another designate.

The decision of the Discipline Committee shall be given in writing within forty-eight (48) hours. All decisions of the Discipline Committee shall be subject to appeal to the Board of Directors of the Association. All decisions shall be subject to appeal to Hockey Alberta as provided for in By-Law XIII of Hockey Alberta.

BY-LAW XX - COURT AND LEGAL ACTION

13:03 & 13.20 from Hockey Alberta Bylaws & Regulations

All decisions shall be subject to appeal to Hockey Alberta as provided for in By-Law XIII of Hockey Alberta.

Pursuant to By-Law 13.20 – Court Actions of Hockey Alberta

(All People) by virtue and because of their status as such, agree that any recourse to the law court of any jurisdiction before all right and remedies as provided for by the Bylaws of the Association, Hockey Alberta and Hockey Canada have been availed of and utilized, shall be deemed by the VMHA to be unsportsmanlike conduct enabling the President to suspend and/or disqualify the said persons.

BY-LAW XXIV - FISCAL YEAR

The fiscal year of the VMHA shall commence the 1st day of May of every year to and including the 31st day of April of the following year.

DEFINITIONS

Voting Member

- ☛ A voting member is the person who meets one of the criteria as defined by a Member.
- ☛ Only one vote per family is allowed, regardless of the number of positions a person may occupy in the association.

ACCEPTANCE OF BYLAWS

These Bylaws, having been adopted by the Board of Directors of Vulcan Minor Hockey Association on the 20th day of June, 2022, and approved by the membership of VMHA on the 20th day of June 2022, and are now the official recognized Bylaws for the Association.

Signature Date: _____

President

Signature

Address & Phone Number

Vice President

Signature

Address & Phone Number

Secretary

Signature

Address & Phone Number

Director

Signature

Address & Phone Number

Director

Signature

Address & Phone Number