

## **WEMBLEY MINOR HOCKEY CONSTITUTION AND BY-LAWS**

- Article I      This Association or League shall be called the Wembley Minor Hockey Association.
- Article II      The Wembley Minor Hockey Association shall abide by the rules as set down by Hockey Alberta and Hockey Canada.
- Article III      The objectives of the Association are:
- (a) To promote and encourage the formation of Minor Hockey clubs and leagues.
  - (b) To maintain and increase the interest in the game of hockey.
  - (c) To have and exercise a general care, supervision, and direction over the playing interest of its team and players
  - (d) To ensure that all interested boys and girls have an equal opportunity to participate in hockey.
- BY-LAW I      This Association is the governing body for **ALL MINOR HOCKEY** in the town of Wembley. The organization shall be in good standing with Hockey Alberta and Hockey Canada
- BY-LAW II      The executive shall consist of **PRESIDENT, VICE-PRESIDENT, SECRETARY, TREASURER, REGISTRAR, FOUR TO SEVEN DIRECTORS, AND PAST PRESIDENT.**
- BY-LAW III      Duties of the Executive:
- (1) General
    - (a) The executive shall be responsible to the general membership and shall have full control and management of the Association within the by-laws. To serve in the best interest of the majority of the members.
    - (b) Should a vacancy occur during the year the executive shall be empowered to appoint a member of the organization to fill the position for the balance of the term.
    - (c) In the event that a member of the executive is absent more than three (3) consecutive meetings, he/she may be asked to leave.
    - (d) A majority of the executive must be present at each meeting, 50% plus one must be present.
  - (2) President
    - (a) President shall be ex-officio and a member of all committees.
    - (b) Shall preside at all meetings and in his/her absence, the Vice-President shall preside.

- (3) Vice-President
  - (a) Shall preside at all general and special meetings of the Association and all meetings of the Executive.
  - (b) In the absence of the President, he/she shall accept responsibility for the supervision of the committees.
- (4) Secretary
  - (a) Shall be responsible for all the minutes of all the meetings of the Association. He/She shall also conduct correspondence on behalf of the Association.
  - (b) Perform the duties of Office Administrator.
- (5) Treasurer
  - (a) Keep records of all the monies received and disbursed. Present at each annual meeting to report on the year's operation and duly audited statement of the Association.
  - (b) Forward email from emt to registrar so the reference number can be added to the payment for proper record retention.
- (6) Registrar
  - (a) Shall be responsible for ensuring all players and team officials are registered according to the rules set forth by Hockey Alberta.
  - (b) Annually co-ordinate the registration process
  - (c) Send reminders for the emt split payments as required.
  - (d) Maintain a record of team rosters (player's and officials) for all leagues in the Association.
  - (e) Keep accurate records on players.
  - (f) Responsible for the WMH website.
- (7) Director of Ice/Ref Co-Ordinator
  - (a) Schedule all ice requirements in cooperation with league commissioners.
  - (b) Serve as the liaison and attend meetings with the arena staff that pertain information in regards to ice rental.
  - (c) Schedule refs as need for home games
- (8) Director of Managers
  - (a) Make up contact lists and information packages for team reps
  - (b) Hold beginning of year and regular meetings with Team managers to review any issues and provide guidance
  - (c) Bring any concerns from Team Managers to board
- (9) Director of Coaches
  - (a) Hold beginning of year and regular meetings with Team Coaches to review any issues and provide guidance
  - (b) Bring any concerns from Team Coaches to board

(10) Director of Fundraising

- (a) Contact for association for fundraising opportunities
- (b) Organize association fundraising as deemed necessary.
- (c) AGLC contact

(11) Director of Hockey Alberta

- (a) Review and provide information as received from Hockey Alberta to the board
- (b) Association rep for any issues or concerns that need to be brought to Hockey Alberta

(12) Director of All Peace

- (a) Review and provide information as received from All Peace to the board
- (b) Association rep for any issues or concerns that need to be brought to All Peace

(13) Director of Equipment

- (a) Organize team jerseys
- (b) Ensure teams have equipment necessary (pucks, jerseys, etc) prior to start of games
- (c) Ensure dressing room lockers have functioning locks and coaches/managers are provided their locker combination

Duties of Team Staff:

(1) Head Coaches

- (a) Choose their coaching staff
- (b) Plan, organize and conduct practices
- (c) Pre-game preparation and formulation
- (d) Obtain required coaching education per Hockey AB regulations
- (e) Participate in coaching development courses offered by WMHA
- (f) Assist with supervision of players on and off ice
- (g) Support the team manager

(2) Assistant Coaches

- (a) Assist with planning, organizing and conducting practices
- (b) Assist with pre-game preparation and formulation of game plans
- (c) Assist as requested with operation of team during games
- (d) Assist with supervision of players on and off ice
- (e) Support the head coach
- (f) Obtain required coaching education per Hockey AB regulations
- (g) Participate in coaching development courses offered by WMHA

(3) Team Managers

- (a) Oversee the management and operations of the team
- (b) Attend all manager meetings as scheduled by the Director of Managers
- (c) Work with the coaches to allow them to focus on coaching
- (d) Scheduling of games and tournaments
- (e) Facilitate all parent and player meetings
- (f) Make sure each player has all fees paid, proper forms completed
- (g) Delegate jobs as they see fit (i.e. tournament coordinator, etc)
- (h) Communication liaison
- (i) Complete tournament/game sanction requests with Hockey Alberta as required

(4) Team Trainers

- (a) Attend each game or find a suitable replacement
- (b) Obtain required training and first aid courses as per Hockey AB regulations
- (c) Report to head coach and team manager as needed

- BY-LAW IV Out of area players will be accepted upon team space and board discretion. Before participating in any WMH activities the player must be released from their previous association and have all registration requirements complete. Wembley Minor Hockey has the right to refuse to release or submit any forms or documentation until the player is pre-registered with their home association.
- BY-LAW V In regards to the release of a player from Wembley Minor Hockey, those parties must approach the executive board to obtain a release of said player. A minimum of seven (7) days notice must be given to allow the board time to convene. If a board member has a conflict of interest of said player, he/she must be excused from the meeting. WMH has the right to refuse a players release until all documentation is in place.
- BY-LAW VI Once a player is released to another town, he/she would be considered an out of area player to Wembley for that particular season.
- BY-LAW VII There will be no refunds of hockey fees. Exceptions will be made for a player moving out of area, or other special circumstances approved by the board. All reimbursements will be prorated.
- BY-LAW VIII At time of registration, a fee of \$250 (\$200 fundraising fee and \$50 registration fee) must be made. The player being registered will not be allowed to participate in any available practices or try outs until this payment is made.

BY-LAW IX All players must be paid in full, or arrangements made with the board by October 1 of the season. Should the payment not meet the conditions, the player will not be allowed to participate in WMH activities until the payment has been resolved. If payment plan is selected at registration, the split payment dates are July 31, August 31 and September 30.

## ARTICLE I-DEFINITIONS

Providing the context does otherwise dictate, the terms listed shall be defined as:

Associations	Wembley Minor Hockey Association (WMHA) Hockey Alberta (HA) Hockey Canada (HC)
Current Season	Commences on the registration date, as announced, and terminates with the Annual Meeting.
Members	Members in good standing as set out herein, enjoying the benefits as conferred herein.
Majority	Sixty six percent (66%) of the votes cast.
Special Resolution	Seventy-five percent (75%) of the votes cast.
Players	Registered player member in good standing.
Notice of Meeting	Notice either given personally, in writing, or by media advertising as decided by the executive.
Rules	All policies and directives approved by the executive whether written or not, governing the operation of the Association.

## ARTICLE II- AMMENDMENTS TO THE CONSTITUTION

The Constitution of the Association shall not be altered except at the Annual Meeting. Notice of proposed alterations shall be given to the Secretary and Executive in writing on or before the first day of March of the current season. The Secretary shall give notice of the Annual Meeting at least two (2) weeks prior to the date thereof. Any amendments to the Constitution shall be made only at the Annual Meeting send by a special resolution of seventy-five percent (75%) of the members present and voting thereon. Proposed amendments to the constitution will be posted at the Annual Meeting and shall be available in advance of the meeting from the Executive.

## ARTICLE III-AFFILIATION

- i) The Association shall maintain good standing in affiliation with Hockey Alberta and shall observe all laws, rules and all regulations as set forth by Hockey Alberta alone and in conjunction with Hockey Canada, and shall have representation at HA meetings.
- ii) The executive shall appoint a representative or liaison as required for HA or HC meetings.

#### ARTICLE IV-MEETINGS

- i) General Meetings: The Association shall have an annual meeting. A quorum shall consist of 10 members of the Association.
  - (a) The Annual Meeting shall be held by the end of September and shall be held for the main purposes of:
    - 1. Executive reporting on the past season.
    - 2. Electing a slate of executive officers for the upcoming season.
    - 3. Amendments to the Constitution.
    - 4. Presentation of financial statements of the current season.
    - 5. Member input.
- ii) Special Meetings: May be called by the executive with not less than twenty-four hours notice. A quorum shall consist of 66% of members of the executive.
- iii) Board Meetings: Meetings of the board shall be held as often as the business of the Association requires, minimum of 10 meetings per year.
- iv) Order of Business: The order of business at all meetings shall be set out by the President in an orderly fashion to facilitate the meeting process yet assuring an opportunity for all members to give input at both general and executive meetings.
- v) The Executive shall be responsible for conducting the business and administration of the Association.
- vi) The Executive shall have complete control of all minor hockey activities including minor hockey teams, minor hockey team officials, referees, and all other members of the Association and shall be empowered to carry out policies and make rules as required.
- vii) The Executive shall have the authority to remove or dismiss any member of its own body, parent, player or volunteer, by special resolution whose conduct has been determined by the Executive to be improper, unbecoming or likely to endanger the interest or reputation of the Association or who wilfully commits

a breach of the Constitution or rules of the Association including acts of bullying or harassment.

- viii) The Executive shall be empowered to establish registration fees for all players.
- ix) The Executive is empowered to appoint coaches to the various teams. These appointed coaches may then select a team representative whom is acceptable to the Executive.
- x) The Executive may appoint an auditor to annually audit the books of the Association at a time prior to the annual meeting.
- xi) The signing officers for the Association shall be any two (2) of the President, Vice-President, Secretary or Treasurer.

#### ARTICLE V –MOTIONS TO RECONSIDER

- i) In all matters brought before the Association, decisions and rulings of the executive are final and there is no recourse for any appeal. However, any person, player or team may apply in writing to have the motion reconsidered at the next executive meeting.
- ii) The executive, at its discretion, may grant a hearing to any such person and may, alter any previous decision or ruling.

#### ARTICLE VI-SIGNING AND MOVEMENT OF PLAYERS

- i) Players shall not play in a level of hockey within the Association above or below his/her age group.

U7	Ages 5-6
U9	Ages 7-8
U11	Ages 9-10
U13	Ages 11-12
U15	Ages 13-14
U18	Ages 15-17
- ii) In a special case however, the request to move a player would have to come in writing to the Association. If registration numbers allow, the board will evaluate on a case by case basis.
- iii) A birth certificate must be produced upon registration.
- iv) Special consideration will be given to 4 year old children who are able to demonstrate appropriate skill level and comprehension of hockey.

Coaches and the Executive together will have final ruling on these children. The decision will be made within the first month of the current season with a full refund.

#### ARTICLE VII-INSPECTION OF BOOKS AND RECORDS OF THE ASSOCIATION

- i) The executive shall, from time to time, determine whether and to what extent the accounts and books of the Association shall be open to inspection.

#### ARTICLE VIII-RULES OF ORDER

- i) The official rules of order for the transaction of business at all meetings shall be Roberts Rule of Order. In those instances where Roberts Rules of Order conflicts with the Wembley Minor Hockey Association Constitution or rules of the Association, the Wembley Minor Hockey Association Constitution rules of the Association shall take precedence.

#### ARTICLE IX-DISSOLUTION

- i) Upon the dissolution of the Association and after the payment of all debts and liabilities, the remaining property of the Association shall be distributed to charitable organizations or disposed of.