

# WESTLOCK AND DISTRICT MINOR HOCKEY ASSOCIATION



## BYLAWS

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Box 5837  
Westlock, AB  
T7P 2P6

*Revised January 17th 2013*

Westlock & District Minor Hockey Association  
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# WESTLOCK & DISTRICT MINOR HOCKEY ASSOCIATION BYLAWS

## 1. DEFINITIONS & INTERPREATION

1.1 In the interpretation of these Bylaws, except where excluded by the context:

- a) **“Act”** means the Societies Act of Alberta, R.S.A. 1980, c S-18 amended from time to time;
- b) **“Annual General Meeting”** means the General Meeting held annually in accordance with the provisions of the Act;
- c) **“Association”** shall mean Westlock & District Minor Hockey Association;
- d) **“Bylaws”** means the bylaws of the Association, as amended from time to time;
- e) **“CHA”** means the Canadian Hockey Association who represents the governing body of amateur hockey in Canada and it s member of the International Ice Hockey Federation;
- f) **“Chairman”** means the President, or in his/her absence, the Vice President, shall chair every General Meeting;
- g) **“Constitution”** means the constitution of the Association as amended from time to time;
- h) **“Director(s)”** means a person that has been elected or appointed as a director of the Association as Board of Directors;
- i) **“Discipline Committee”** means a committee formed by the Board of Directors to rule on Disciplinary Matters consisting of a minimum of 5 members, with the President will Chair the meetings. In absence of a member, a member of the Board of Directors will replace.
- j) **“Elite Hockey”** means those Divisions and Categories considered as high performance (Major Junior, Junior A, Midget AAA, Minor Midget AAA, and Bantam AAA)
- k) **“GCM”** means Game & Conduct Management.
- l) **“General Meeting”** means a meeting of the Members;
- m) **“Hockey Alberta”** means the Alberta Amateur Hockey Association and represents the supreme authority concerning Amateur hockey in the Province of Alberta, subject only to the right of appeal to the CHA;
- n) **“Initiation Program”** means the Canadian Hockey Association Initiation Program Curriculum of Initiation hockey (under the age of seven (7) years old);
- o) **“Member”** means a person or legal entity that has been admitted as a member of the Association;
- p) **“Membership”** means any person being of eighteen (18) years of age or older residing in the Westlock & District Association Boundaries, having a players registered with the Association may become a member of the Association.
- q) **“Ordinary Resolution”** means a resolution passed at a General Meeting or Director's meeting by a vote of not less that 50% of those persons present in person plus one (1);
- r) **“President”** shall mean the President of the Association;
- s) **“Registrar”** means the register of all persons that are Members of the Association from time to time containing the address and occupation of each Member, so far as can be ascertained;
- t) **“Regulations”** means those regulations of the Association for the administration and advancement of hockey.

- u) **“Secretary”** means the Secretary of the Association;
- v) **“Special General Meeting”** means all General Meetings other than the Annual General Meeting shall be called the Special General Meeting. The Directors may, whenever they think fit, convene a Special General Meeting. Six (6) Members by notice of writing to the President may direct the Directors to convene a Special General Meeting.
- w) **“Special Resolution”** shall have the meaning as defined in the act and shall further constitute;

Definition of a Special Resolution as per Section 1(d) states:

- (i) a resolution passed
    - (a) at a general meeting of which not less than 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 or by proxy.
  - (ii) 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 the members entitled to attend and vote at the general meeting so agree or
  - (iii) a resolution consented to in writing by all the members who would have been entitled at a general meeting to vote on the resolution in person or, where proxies are permitted by proxy
- x) **“Team Official”** will include coach, assistant coaches, trainer, manager and safety personal.

- 1.2 The headings herein are given for convenience only, and shall not affect the interpretation of these Bylaws;
- 1.3 These Bylaws shall be interpreted in a large and liberal sense so as to give effect thereto wherever possible;
- 1.4 In all the Bylaws, the singular shall included the plural and the plural the singular, the word “person” shall included corporations, societies and partnerships and the masculine shall include the feminine. Wherever reference is made to the Societies Act or a section thereof, such reference shall be extend and apply amendment to that Act or section, as the cast may be.

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## 2. NAME

- 2.1 This organization shall be known as the “Westlock & District Minor Hockey Association” and referred to herein as the “Association”
- 2.2 The Association shall abide by the rules and guidelines as set down by Hockey Alberta and the Canadian Hockey Association (CHA) and will remain a member in good standing (Bylaw 4 of the Hockey Alberta Bylaws and Regulations 2001/2002 or as amended.)
- 2.3 This Association will play under the rules and guidelines of the CHA and Hockey Alberta.

### **3. MEMBERSHIP**

- 3.1 Any parent, legal guardian, or player eighteen (18) years of age or older, currently registered or having a player currently registered with the Association as per Hockey Alberta regulation 4.0
- 3.2 Any person holding a position on the Board of Directors or in a "ratified" position as well as any team official is automatically a member in good standing for the current operating year.
- 3.3 Voting privileges will be given to persons as registered with the Association per 4.1 and 4.2 and who has membership is in good standing.
- 3.4 The payment of the registration fee for a player wishing to take part in the hockey program must be paid as per the payment terms set out by the association or arrangements made for payment before they are assigned to a team in the Association and before the person/s described in 4.1 are considered to be member/s in good standing.

### **4. TERMINATION OF MEMBERSHIP AND SUSPENSION**

- 4.1 Any member may resign from the Association at any time by notifying the Registrar in writing: Refunds will only be given out for an injury with a doctor's note stating the player can not play the rest of the season or the player is moving out of the Associations boundaries. If a refund is applicable a pro-rated portion of the registration fee as approved from time to time by the Board of Directors may be refunded.
- 4.2 Any member who, by the decision of the Discipline Committee, fails to maintain an acceptable standard of conduct and/or fails to comply with any of the Bylaws and Regulations of the Association 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. The registration fee will not be refunded.
- 4.3 Any member who has been requested to resign may exercise the right to appeal the decision provided the wish to appeal is made, in writing to the President 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.
- 4.4 Any member who fails in a way as described in 4.2 may be suspended as outlined in 4.5 on a decision of the Discipline Committee. No previous written warning will have been required.
- 4.5 The Board of Directors claims the right as the Rental Contract Carrier to bar any expelled, resigned or suspended member from any or all facilities where Association functions including meetings, games and practices are taking place for a specified period of time as defined by the executive and/or Discipline Committee.

## 5. THE BOARD OF DIRECTORS

- 5.1 The Board of Directors shall consist of:
- a) President
  - b) Vice President
  - c) Past President
  - d) Registrar
  - e) Secretary
  - f) Treasurer
  - g) Referee in Chief
  - h) Equipment Director
  - i) League Rep.
  - j) Game & Conduct Director
  - k) Fund Raising Director
  - l) Ice Scheduler
  - m) Other officers as deemed necessary
- 5.2 All Board of Directors either elected or appointed shall have voting rights while in attendance at any Association meeting. The President will only vote in a case of a tie.
- 5.3 Board of Directors not maintaining an acceptable level of attendance or conduct as outlined in 6.2 may be disciplined under Bylaw 5.4.
- 5.4 The Board of Directors shall be empowered by a quorum of no less than 2/3 of the Executive Board to discuss any Director or Officer of the Association whose conduct is considered detrimental to the best interest of the Association. The Board of Directors shall administer whatever discipline is appropriate. There is no route of appeal available within the association. This shall be done by majority vote of those present.
- 5.5 To qualify for a Board of Director position an individual must be a member in good standing of the Association.
- 5.6 The term of a Board of Director will expire on the date of Annual General Meeting.

## 6. DUTIES OF THE BOARD OF DIRECTORS

### 6.1 General:

- a) The Board of Directors shall be responsible to the General Membership, and shall have full control and management of the Association, within the limits of the Bylaws, to serve the best interest of the majority of its members.
- b) Shall insure that the values, objectives, and desires of the Association are represented in a consistent and professional manner to all entities who interact with the association.
- c) The total welfare of the players shall be paramount in the governing of the Association. The players responsibilities to family and school shall be kept in mind at all times.
- d) The Board of Directors shall issue each year a Policy and Procedures Manual. That shall act as the operational guideline for the current hockey season for the Association as a whole, with variance from only to be approved in extreme circumstances. (ie: coaching manual)
- e) Should a vacancy occur during a term in office the executive shall be empowered to

appoint a member of the Association to fill the post.

- f) The Board of Directors shall be responsible to appoint suitable persons to act as coaches and managers on a yearly basis per the minimum requirements established by Hockey Alberta.
- g) The Board of Directors may appoint any member of the Association to serve on a Committee or assist the Board of Directors or one of its members in the operation of the Association or any project sponsored by the Association. Committees can be given an ongoing status where necessary and be made up of appointed members who are ratified by the executive for a specific term of service.
- h) The Board of Directors shall establish yearly registration fees, late registration fees and NSF cheque fees.
- i) The Board of Directors is to designate in which league team(s) will play in, and which teams if any, will participate in Provincial Play downs.

#### 6.2 Conduct of the Board of Directors:

- a) Any person found guilty (as determined by majority vote of a quorum of no less than 2/3 of the Board of Directors) of having committed any improprieties listed in 10.2 (a) within this Association may be permanently barred from holding an elected or appointed office in the Westlock & District Minor Hockey Association.
- b) Any Board of Director who misses two (2) consecutive meetings of the Board without notice and/or just reason, may be suspended for the balance of his/her term through a majority vote of a quorum of the Board of Directors.
- c) Board of Directors are expected to refrain from publicly criticizing game officials, coaches, or players before, during, or after games. Concerns must be addressed with the appropriate individual, at the appropriate time.
- d) Members of the Board of Directors are expected to refrain from public criticism of Board policy and/or other Board members.
- e) Board of Director members are expected to carry out their duties in a manner consistent with the Bylaws of the Association, and within the directives of the Board.
- f) Members of the Board of Directors can be removed from their duties for non-performance of duties by a vote of the Board of Directors, in which at least six (6) members vote for removal.
- g) Shall remember that all matters discussed about the membership at meetings is strictly confidential.

#### 6.3 President:

To be elected annually from membership at large. It is recommended that this individual take on this position after having served on the executive to provide continuity and experience.

- a) Shall be, ex-officio, a member of all committees.
- b) Shall preside over General Meetings Board of Directors Meetings and Executive Committee Meetings.
- c) Shall be one of the co-signers who have signing authority of cheques issued by the Association.
- d) Shall be responsible for all requirements and communications relating to CHA and Hockey Alberta procedures, policies and bylaws.
- e) Shall be responsible for maintenance of and adherence to Westlock & District Minor Hockey Bylaws and conduct an annual review of all Bylaws.
- f) Shall suspend any player, coach or manager as deemed necessary until such time as the case is reviewed by the Discipline Committee and serve as chairperson of the Discipline Committee and the Disciplinary Appeal Committee



- g) Shall represent the Association in all matters before the public.
- h) Exercise the powers of the full Board of Directors in case of emergency, subject to ratification by the Directors at the next meeting.

#### 6.4 Vice President:

To be elected from membership at large.

- a) Shall perform the duties of the President in their absence.
- b) Shall run condition and selections camps and ensure that fair and unbiased try-outs and team selection are carried out.
- c) Shall ensure that selection criteria as set by the executive is communicated to the parents and players in writing before the selection process begins.
- d) Shall Chair the Coaches Selection Committee.
- e) Shall compile and record input from Evaluation Forms in confidence.
- f) Shall sit in all Disciplinary Committee.
- g) Shall sit in all Appeals Committee meetings.
- h) Shall recommend and set-up courses of training, and/or conduct such training, for coaches to ensure a sufficient number of qualified persons are available to act as coaches.
- i) Shall ensure that all coaches and managers work within the framework of an approved coaching philosophy that gives equal opportunity to all players and enables every player to develop and play to the maximum of his/her own ability.
- j) Shall act as a Coaches Advocate.
- k) Shall set-up and maintain a library of written and video coaching aids and ensure that coaches know what is available to them.
- l) Shall act as a resource for any special coaching needs.
- m) Shall be responsible for distribution, collection and maintenance of coaching manuals.
- n) Shall be one of the co-signers who have signing authority of cheques issued by the Association.
- o) Shall be responsible for Westlock & District MHA Awards Night
  - from booking the room,
  - organizing the lunch,
  - contacting sponsors,
  - letting each team know what award is for their team,
  - have winner names engraved on trophies/plaques,
  - letting teams know of the awards night,
  - letting the winners or winners families know of the award to be presented.

#### 6.5 Past President:

If the Past President for what every reason chooses not to or is unable to fill this role, this position will stay vacant, and the Vice President will added the duties to his

- a) Shall perform any functions and serve in any capacity required of him/her by the President.
- b) Shall sit on all Appeals Committee meetings.
- c) Shall organize a Nomination Committee before the end of each season.
- d) Shall confirm that all positions of the Board of Directors shall be posted on the Association website and public places. Nominations will close three (3) days prior to the Annual General Meeting.
- e) Shall present names for Director of Board positions at the Annual General Meeting.

#### 6.6 Registrar:

To be elected from the membership at large

- a) Shall maintain a record of all members and confirm players' eligibility, ensuring that all players reside within the boundaries of the Association and notify the Board of Directors of any player that does not reside within the boundaries.
- b) Shall organize and carry out registrations, as her Hockey Alberta requirements.
- c) Shall ensure timely and accurate completion of registering players on the HRC system, as well as updating player/coach information as per Hockey Alberta requirements.

- d) Shall give coaches a copy of their approved team roster in appropriate time.
- e) Shall ensure timely and accurate completion of Affiliation and get approved copies to each team.
- f) Shall authorize requests for refunds of registration funds.
- g) Shall be one of the co-signers who have signing authority of cheques issued by the Association.
- h) Shall maintain the information for player releases and prepare the releases on the HRC system, with approval from President.
- i) Shall prepare Permission to Try Out Forms with approval of the President.
- j) Shall attend Annual Hockey Alberta Registrar's meeting.
- k) Shall prepare a list of projected players for the upcoming season.
- l) Shall be responsible for distributing CHA Medical Forms to coaches at onset of season.
- m) Shall receive all CHA Accident forms and file accordingly with Hockey Alberta.

#### 6.7 Secretary:

To be elected from the membership at large.

- a) Shall keep the minutes of all meeting of the Association and all official records of the Association.
- b) Shall have charge of all incoming and outgoing correspondence of the Association and keep accurate records of each.
- c) The Secretary is one of the co-signers who have signing authority of cheques issued by the association.
- d) Have Bylaws and minutes of Minor Hockey Board of Directors meetings available to the membership upon request.
- e) Shall be responsible to keep files up to date, including evaluations and disciplinary actions and make files available to the President, Vice President, and applicable Directors on written request.
- f) Organize and distribute Board of Directors Meeting agendas and written submissions to all Directors three (3) days prior to a regularly scheduled meeting.

#### 6.8 Treasurer:

To be elected from the membership at large.

- a) Shall coordinate the accounting of funds of the Association and coordinate the filing of all tax returns.
- b) The position of Treasurer shall run concurrent with the operating year.
- c) Shall present a full detailed accounting of receipts, receivables, payables and disbursements in the prescribed format, to the Directors monthly as prepared by the Treasurer as information only and a motion made and accepted through the normal voting procedures of the Board of Directors.
- d) Shall make available to the membership a financial statement of the Association on request.
- e) Shall obtain a financial statement/s from each team in accordance with Bylaw 14.6.
- f) The books, accounts and records of the Secretary and Treasurer shall be audited at least once each year by a duly qualified accountant or by two members of the society elected for that purpose at the Annual meeting.  
A review is not acceptable
- g) All books and records maintained by the Treasurer may be examined by any Board of Directors, at any time, upon giving reasonable notice to the Treasurer.
- h) Shall turn over to the President or by the majority vote of the Board of Directors all monies, accounts, books papers, vouchers, and records including bank and cheque book pertaining to his/her office.
- i) The Treasurer is one of the co-signers who have signing authority of cheques issued by the Association.
- j) Shall be responsible for the presentation of the audited finals statement for the previous fiscal year at the General Meeting.
- k) Shall present a proposed operating budget at the first official meeting of the Board of Directors.
- l) Within 30 days of the holding of the Annual General Meeting, the Association shall file

with the Alberta Registrar of Corporations, a statement in the form of a balance sheet containing general particulars of its liabilities and assets, and a statement of its income and expenditures, if audited, signed by the auditor or auditors of the Association, or, if there is no auditor or auditors, signed by two Board of Directors.

- m) Shall make sure that liability insurance is purchased for Directors.
- n) Shall collect any registrations unpaid for any reason.

#### 6.9 Referee-in-Chief:

To be elected from the membership at large.

- a) Shall select and assign referee to all league, exhibition. Provincial and tournament games
- b) Shall supervise and evaluate all referees and exercise control over their activities.
- c) Shall recommend and set-up courses of training, and/or conduct such training, for referees to ensure a sufficient number of qualified persons to act as referees.
- d) Act as the Westlock & District Minor Hockey Association liaison with the Referee's Association and may attend meetings of the Referee's Association.
- e) Shall supply to the Treasurer in reasonable time, records of games for monthly reimbursement and distributes the cheques to the referees.
- f) Shall prepare a budget at the beginning of the year.

#### 6.10 Equipment Director:

To be elected from the membership at large.

- a) Shall assume responsibility for the purchase, maintenance, and storage of all uniforms and equipment.
- b) Shall be responsible for the distribution and recovery of uniforms and equipment to and from teams on a timely basis.
- c) Shall be responsible for the disposal of any old or unneeded uniforms and or equipment under the direction of the Board of Directors.
- d) Shall seek out team Sponsors and ensure sponsors receive team photo and letter of recognition where applicable.
- e) Shall be responsible for the tendering of and coordination of team photos.
- f) Shall maintain all trophy cases, team pictures and hanging of banners in a current and orderly fashion.
- g) Shall arrange for the purchase off annual fire and theft insurance to cover loss of equipment or property.
- h) Shall prepare a budget at the beginning of the year.

#### 6.11 League Representative:

To be elected from the membership at large.

- a) Shall be the Westlock & District Minor Hockey Association contact person with the league.
- b) Shall convey information from the league to Board of Directors and vice-versa.
- c) Shall accept a position at the league, either on the Executive Committee or League Director or find a volunteer from our membership to accept the position.
- d) Shall be the responsibility to convey correspondence from the league to the teams.

#### 6.12 Game & Conduct Director:

To be elected from the membership at large.

- a) Shall undertake all Game & Conduct Management (GCM) responsibilities for the Association as defined by Hockey Alberta, for Game, Conduct, Safety and Risk Management, including representing Westlock & District at Hockey Alberta Zone GCM Seminars, acting as a liaison between Hockey Alberta and the Association.
- b) Shall attend Board of Directors meetings and advise of risk management and safety concerns, ensure arena checks and liaison with facility management, meet regularly with teams and safety people.

- c) Shall ensuring teams have CHA injury report forms and for dealing with response to serious injury of member, receive and compile all injury statistics.
- d) Shall monitor and liaise with all Directors, Hockey Alberta and other Associations all discipline actions and suspensions issued to Westlock & District MHA Members.
- e) Shall monitor and assist with conduct and existing abuse and harassment policies and procedures.
- f) Shall report to the President and Vice-President.
- g) Shall obtain all Tournament Sanctions Permits for all tournaments to be held by the Association.
- h) Shall accept all tournament proposals from teams in the Association and ensure that all tournaments follow policies set-up by the Board of Directors.
- i) Shall act as an advisor to all tournament committees and provincial tournaments.
- j) Shall coordinate and oversee any special events that the Directors deem to put on.
- k) Shall issue Travel Permits as required by Hockey Alberta.

#### 6.13 Fundraiser Director:

To be elected from the membership at large.

- a) Shall obtain in conjunction with the Treasurer, that sufficient funds are available to meet the accepted budget as approved by the Board of Directors.
- b) Shall approve and co-ordinate all fundraising activities held in the name and under the authority of the Association.
- c) Shall prepare a budget at the beginning of the year.
- d) Shall approve all Team fundraising activities.
- e) Shall ensure all teams' funds do not exceed \$100 in team accounts at the end of the year.

#### 6.14 Ice Scheduler:

To be elected from the membership at large.

- a) Shall schedule all ice throughout the year and ensure each team has adequate ice time.
- b) Shall prepare a budget of expected ice usage for the upcoming season.
- c) Shall submit ice times to league.
- d) Shall approve and submit ice schedule to Treasurer for payment.
- e) Shall attend coaches meeting.
- f) Shall attend all arena user meeting.
- g) Shall be responsible for block booking of ice.
- h) Shall be one of the main contacts with the Referee-in-Chief.

#### 6.15 Division Representatives:

Will be appointed from the Board of Directors.

- a) Shall be the first line of contact for parents, players, managers and coaches in their division with complaints or concerns.
- b) Shall be in regular contact with coaches and managers in their division.
- c) Shall attend or designate someone to attend in their absence, all meetings of teams participated in their division.
- d) Shall ensure that the values, objectives, and desires of the Association are represented in a consistent and professional manner.
- e) Shall ensure that all coaches and managers within their division are aware of all League Bylaws and Policies and changes to them.
- f) Shall work with the Treasurer in collecting unpaid fees.

## 7. MEETINGS

### 7.1 Annual General Meeting:

Annual General Meetings shall be held on or before April 30<sup>th</sup>. Notice of at least 28 days shall be given.

- a) In addition to the Annual General Meeting, a General Meeting will be held in September. A quorum at such meetings shall be twenty (20) members who are eligible vote by being members in good standing as per Bylaw 3.
- b) The President must call a General Meeting upon receipt of a written request, signed by at least fifty (50) member family units of the Association. Such a meeting must be held within twenty eight (28) days of receipt of the request. A quorum at such meetings shall be fifty (50) members who are eligible to vote by being members in good standing as per Bylaw 3.
- c) The president may call an emergency or special meeting at any time, provided notice of at least fourteen (14) days is given. A quorum at such meetings shall be twenty members who are eligible to vote by being members in good standing as per Bylaw 3.
- d) Notice of a meeting shall be given via the use of public media; including Westlock & District website and posters in public places.
- e) The Board of Directors shall be elected by members of the Association at the Annual General Meeting. Only members in good standing are eligible to cast ballots to elect officers or to vote on any issue.
- f) Nominations for positions on the Board of Directors shall be posted on the Association website and public places. Nominations will close three (3) days prior to the Annual General Meeting. Uncontested nominees are elected by acclamation.
- g) Nominations from the floor of the Annual General Meeting will only be accepted where there are no previous nominations.
- h) All attendees at the Annual General Meeting must sign in to have their membership verified and to receive their ballots.
- i) All meetings shall be conducted in accordance with Roberts Rules of Order.
- j) The order of business at the Annual General Meeting shall be:
  - 1) Reading of the Minutes of the last Annual Meeting
  - 2) President's Report
  - 3) Vice President's Report
  - 4) Correspondence received
  - 5) Treasurer's Report
  - 6) Registrar's Report
  - 7) Fundraiser's Report
  - 8) Equipment Manager's Report
  - 9) Ice Scheduler's Report
  - 10) Referee in Chief's Report
  - 11) Game & Conduct Director's Report
  - 12) League Representative's Report
  - 13) Amendments to the Constitution/Bylaws
  - 14) General Business
  - 15) Election of Officers
  - 16) Adjournment

### 7.2 Board of Directors Meetings:

- a) Board of Directors meetings shall be held on a regular basis to ensure the efficient operation of the Association. The President will call an extra Board of Directors meeting when he/she deems it necessary.
- b) A Special meeting of the Board of Directors shall be called when any four (4) members of the Board of Directors makes such a request in writing to the President.
- c) A quorum shall consist of five (5) members of the Board of Directors present and must included two of the following: President, Vice President, Secretary, Registrar or Treasurer.

## 8. COMMITTEES

### 8.1 Discipline Committee:

The Discipline Committee shall consist of the President, who will be responsible to Chair the meeting; the Game & Conduct Director, and the Vice President; as well as two (2) other members from the Board of Directors as appointed by the President from time to time.

- a) Shall have the power to discipline any Player, Coach, Manager, Trainer, Off Ice Official, Parent/Guardian or Hockey Team for unseemly conduct on or off the ice or for a breach of the Bylaws and Regulations, subject always to the right of Appeal hereinafter provided.
- b) Shall have the power to discipline a Member for any reason which in the sole discretion of the Discipline Committee, is sufficient, subject always to the right of Appeal as hereinafter provided.
- c) Direct involvement by any Board of Directors or a member of their family will exclude them from this particular hearing with the replacement being appointed by the President.
- d) Shall deal with matters relating to discipline on the part of players, coaches, referees, managers and parents.
- e) Shall have the right to take further disciplinary action over and above that imposed by Hockey Alberta or Leagues.
- f) All persons involved in the discipline hearing shall be given equal opportunity to explain their particular position in relation to the matter being discussed.
- g) The Committee shall meet as soon as can reasonably be expected if a written complaint or protest is submitted and will render its decision, after any necessary consultation with Hockey Alberta or the league governing body if they deem it necessary.
- h) The decision of the Discipline Committee will be issued in writing to the principals involved and will be binding pending its appeal.
- i) An appeal to the ruling of the Committee must be made in writing to the President within 48 hours of notification of the ruling. This stipulation shall be brought to the attention of all principals involved at the time of the hearing.
- j) Any player receiving a match penalty and coach or manager removed from a game or suspended by the President of the Association shall appear before the Discipline Committee before permission may be given to take part in any further activity under the authority of the Association.

### 8.2 Appeals Committee:

- a) The Appeals Committee shall consist of the President, who will be responsible to Chair the meeting; Vice President, Past President, as well as two (2) other members from the Board of Directors as appointed by the President.
- b) Direct involvement by any executive member or a member of their family will exclude them from this particular hearing with the replacement being appointed by the President.
- c) Shall have the right to reduce or take further disciplinary action over and above that imposed by the Discipline Committee.
- d) All persons involved in the appeal hearing shall be given equal opportunity to explain their particular position in relation to the matter being discussed.
- e) The Committee shall meet as soon as can reasonably be expected after a written appeal is submitted and will render its decision in writing, after any reasonable consultation with the Discipline Committee, Hockey Alberta or the league governing body if they deem it necessary.
- f) The ruling of the Committee will be issued in writing to the principals involved and will be final and binding.

### 8.3 Clothing Committee:

The Clothing Committee will consist of five (5) members of the Association. The clothing committee does not only have to be made up of Board of Directors, but can have members at large.

- a) Shall handle all the Associations including individual team clothing matters, in regards to style, color and logo.
- b) Shall inform the Board of Directors of any decisions made.
- c) Shall conform with the Associations colors as set forth by the Board of Directors.
- c) Shall conform with the Associations colors as set forth by the Board of Directors.

## 9. VOTING

- 9.1 Each family unit of registered members that are all in good standing, as defined in Bylaw 3, are entitled to one vote at any General Meeting, provided a registered member of the family is present at the time the vote is taken. Voting by proxy shall not be permitted at any meeting of the Association.
- 9.2 Voting for contested Board of Directors positions at the Annual General Meeting will be by secret ballot only. Ballots will be counted by one of the Board of Directors. Results will be announced and recounted if requested. Ballots will then be destroyed.

## 10. VIOLATIONS OF BYLAWS, RULES AND REGULATIONS

### 10.1 Violation and Discipline:

Any Member, Hockey Team, Player, Coach, Manager, Trainer, Off Ice Official, or Parent that violates or breaches a Bylaw, Rule and/or Regulation is subject to discipline as set out herein.

### 10.2 Report and Investigation:

Upon learning of an alleged violation or breach of the rules and regulations, the Vice President shall forthwith begin the investigative process set by Associations policy.

- a) Investigate the alleged violation or breach of Rules and Regulations as to particulars thereof and report the findings to the Discipline Committee. In the case of any individual being accused of the following improprieties the individual can be suspended immediately at the discretion of the Vice President,
- Breach of confidentiality
  - Physical, Emotional, or Sexual Abuse of Players or Other Volunteers,
  - Libel or Slander of Players or other Volunteers,
  - Lies about a Previous Record or Relevant Civil or Criminal Convictions, or about Current Relevant Charges Pending,
  - Misrepresentation of Credentials, Qualifications or References,
  - Gross Misconduct or Insubordination,
  - Being under the influence of alcohol or drugs while performing a volunteer assignment
  - Falsification of Records,
  - Illegal, Violent or Unsafe Acts,
  - Abuse or Mistreatment of Players, Staff, or Volunteers,
  - Failure to Abide by Westlock & District MHA Policies and Procedures.

### 10.3 Discipline Committee's Authority:

The Discipline Committee shall:

- a) Upon receiving the report of the Vice President of a violation or breach of the Rules as contemplated by Bylaw 10.2(a), within ten(10) days of receiving the Vice President's Direction, investigate the circumstances of the alleged violation or breach of the Rules and Regulations and determine whether there has been a violation or breach of the Rules and Regulations and impose or levy such disciplinary measures and sanctions as the Discipline Committee may deem appropriate, or
- b) Without further investigation, consider the report of the Vice President as contemplated in Bylaw 10.2(a) to determine whether there was a violation or breach of the Rules and Regulations and impose such disciplinary measures and sanctions as the Discipline Committee may deem appropriate.
- c) Any individual found to have committed any of the violations as outlined in 10.2(a) can be dismissed immediately without warning as outlines in 4.2 and 4.4.

#### 10.4 Right of Appeal:

The decisions of the Discipline Committee pursuant to the Bylaws shall be subject to appeal only as provided for in Bylaw 12.

### 11. APPEALS

#### 11.1 Appeals Committee:

The Appeals Committee shall hear appeals as provided for in this Bylaw 11 and the President shall adjudicate on the issues arising from decisions rendered by the Discipline Committee, following prescribed Westlock & District MHA policy. The Appeals Committee will consist of President, Vice President and two (2) others Board of Directors appointed by the President that do not sit on the Discipline Committee.

#### 11.2 Appeals of Discipline Committee's Decisions:

Any Member, Hockey Team, Player, Coach, Manager, Trainer, Off Ice Official or Parent that is dissatisfied with a decision or ruling, in whole or in part, of the Discipline Committee made pursuant to the Rules and Regulations, or a decision of the President regarding registration of an association member, has the right of Appeal to the Appeals Committee.

#### 11.3 Effect of Appeal:

An Appeal to the Appeals Committee does not operate as a stay of the decision or ruling appealed from, except so far as the authority appealed from may direct.

#### 11.4 Notice of Appeal:

All appeals shall be initiated by notice in writing ("Notice of Appeal") addressed to the President and filed within seven (7) days of the date of the decision or ruling being appealed. The Notice of Appeal may be filed by ordinary mail, courier or fax. All Appeal must be accompanied with a non-refundable fee of fifty dollars (\$50) for the Board of Directors to proceed with.

#### 11.5 Contents of Notice:

The Notice of Appeal shall include and contain the following:

- a) A statement of the decision which is being appealed, including a copy of the written decision, if any;
- b) Concise statements of the grounds for appeal in numbered paragraphs;
- c) Concise statements of the facts, in numbered paragraphs, alleged by the Appellant;
- d) If an Appeal Hearing is provided for in these Bylaws, a summary of the evidence which the Appellant intends to produce at the Appeal Hearing, whether by document or via voice (with the living voice) evidence.
- e) The fee of fifty dollars (\$50) in the form of cash or a cheque made out to Westlock & District MHA.

#### 11.6 Appeal Duties of the President:

The President, upon receiving a Notice of Appeal, shall forthwith notify the Vice President, who shall act as "Respondent" on behalf of the Discipline Committee. Further, shall serve a copy of the Notice of Appeal on such persons as the President shall reasonably direct.

#### 11.7 Appeal Procedures:

Appeals made pursuant to a decision of the Discipline Committee, at the sole discretion of the President, shall be conducted with the following procedure:

- a) A formal meeting of parties to the President or Appeals Committee, as the case may be, and with the evidence and arguments produced as the President or Appeals Committee, as the case may be, may reasonably determine necessary.



### 11.8 Date of Meeting:

Upon receiving a Notice of Appeal pursuant to the Bylaws the President, in consultation with the Vice President, shall set a date for the Hearing which date shall be no later than the 20<sup>th</sup> day following the date of receiving the Notice of Appeal.

### 11.9 Notice of Appeal Date:

Notice of the date for the Hearing of the Appeal shall be given by the Vice President to Parties involved in the Appeal either in writing (letter or fax) or by telephone.

### 11.10 Decisions of Adjudicators:

The adjudicators of the appeals provided for in this Bylaw shall give the decision in writing within ten (10) days from the date the Hearing concluded and may:

- a) Allow the Appeal;
- b) Dismiss the Appeal;
- c) Give any decision or ruling which ought to have been made and make such further decision and/or ruling as the circumstances require;

### 11.11 Appeals Committee Decisions – Final and Binding:

All members, Hockey Teams, Players, Coaches, Managers, Trainers, Off Ice Officials and Parents by virtue and because of their status as such, shall accept as final and binding the decisions of the Appeals Committee, including, without limiting the generality of the foregoing, the Appeals Committee's interpretation or construction of the Rules, Regulations and Bylaws subject only to a right of Appeal to Hockey Alberta as provided for in the Bylaws of Hockey Alberta.

### 11.12 Recourse Actions:

Any recourse to the Courts of Law, Hockey Alberta or Canadian Hockey Association by any Member, Team, Player, Coach, Manager, Referee, Off Ice Official or Parent regarding the interpretation and administration of Bylaws, Policy, Rules and Regulations before all rights and remedies of the Westlock & District Minor Hockey Association have been availed of and exhausted, shall be deemed ungentlemanly and un-sportsmanlike conduct within the meaning of the Hockey Alberta Rules and Regulations and a violation of the same thereby enabling the President to suspend and disqualify the said offender.

## 12. OPERATING YEAR

The financial operating year for the Association will be from July 1<sup>st</sup> of one year to June 30<sup>th</sup> of the next.

## 13. GENERAL

- 13.1 The bylaws may be rescinded, altered or added to by a "Special Resolution" as per section 1(d)
- 13.2 Elected and/or appointed members of the Board of Directors shall not receive any remuneration for the discharge of their respective duties in relation the Association or its various activities or projects with the exception of submitted and approved expenses.
- 13.3 Each team shall have a Treasurer, two unrelated (not married or cohabiting to each other) signing authorities, and provide the Board of Directors with a year-end financial statement and interim documentation as directed by the Board of Directors. No team shall carry over more than one hundred dollars (\$100) in any team account. If year-end statement shows any amount of over the one hundred dollars, the excess money will be turned over to Westlock & District MHA.
- 13.4 The Association corporate seal is located at our Registrar Office, Lennon and Barlow, Barristers and Solicitors, which they maintain the corporate minute book and corporate seal on our behalf, which could be changed from time to time by the Ordinary Resolution of Directors. The corporate seal shall be used by the authority of the Board of Directors, who may make such regulations with regard to the affixing thereof as they may deem necessary. In default of such regulations, the seal may be validly

used only if its use is authenticated by the signature of two (2) or more Board of Directors of the Association.

- 13.5 For the purpose of carrying out its objectives, the Association may borrow or secure the payment of money in such a manner as it sees fit, in particular by the use of debentures. This power shall be exercised only under the authority of the Association and in no case shall debentures be issued without the sanction of a special resolution of the Association. [X]
- 13.6 All players must provide proof of residency within the Association boundaries. Any player(s) requesting to play in the Association who resides outside the Association boundaries will be considered an import player, and must be approved by the Board of Directors before he/she is allowed to play. (See Boundaries)
- 13.7 Registration for the following year shall be held prior to the General Meeting.
- 13.8 Each player must provide a fully completed registration form signed by the parent or guardian together with payment and additional forms or information required by the Board of Directors on or before the registration date to be considered as registered with W&DMHA. Any player who has not registered on or before the registration date shall have his/her registration request reviewed by the Board of Directors at a regularly scheduled meeting. The player may be charged an additional fee up to \$200.00 and shall not practice or play until registration request has been reviewed and approved by the Board of Directors. The Board of Directors may refuse any registration request due to extenuating circumstances.
- 13.9 All equipment worn must conform to CSA Standards, Hockey Alberta and CHA guidelines.
- 14.0 At all practices any coaching staff or helpers on the ice must wear a helmet at all times, with any person under the age of eighteen (18) wearing full equipment.

## **14. ELITE HOCKEY**

The Association will follow Hockey Alberta Guidelines.

## **15. PERMISSION TO TRY-OUT**

The board of directors will grant a permission to try-out for a team in a higher category than offered by our association providing granting of permission to try-out does not leave our association with insufficient numbers to field a hockey team at the player age division to participate in provincials for the current hockey season. This applies to the 1<sup>st</sup> team and any other team in the player age division proposed by the association.

## **16. RELEASES**

The Board of Directors will not grant a release for other than playing at a highest level of which he/she is capable. Dislike of coach or team, dislike of ice time etc., are not reasons to be granted a release.

## **17. WEBSITE**

The Board of Directors will appoint a person to maintain the Westlock & District MHA Website.

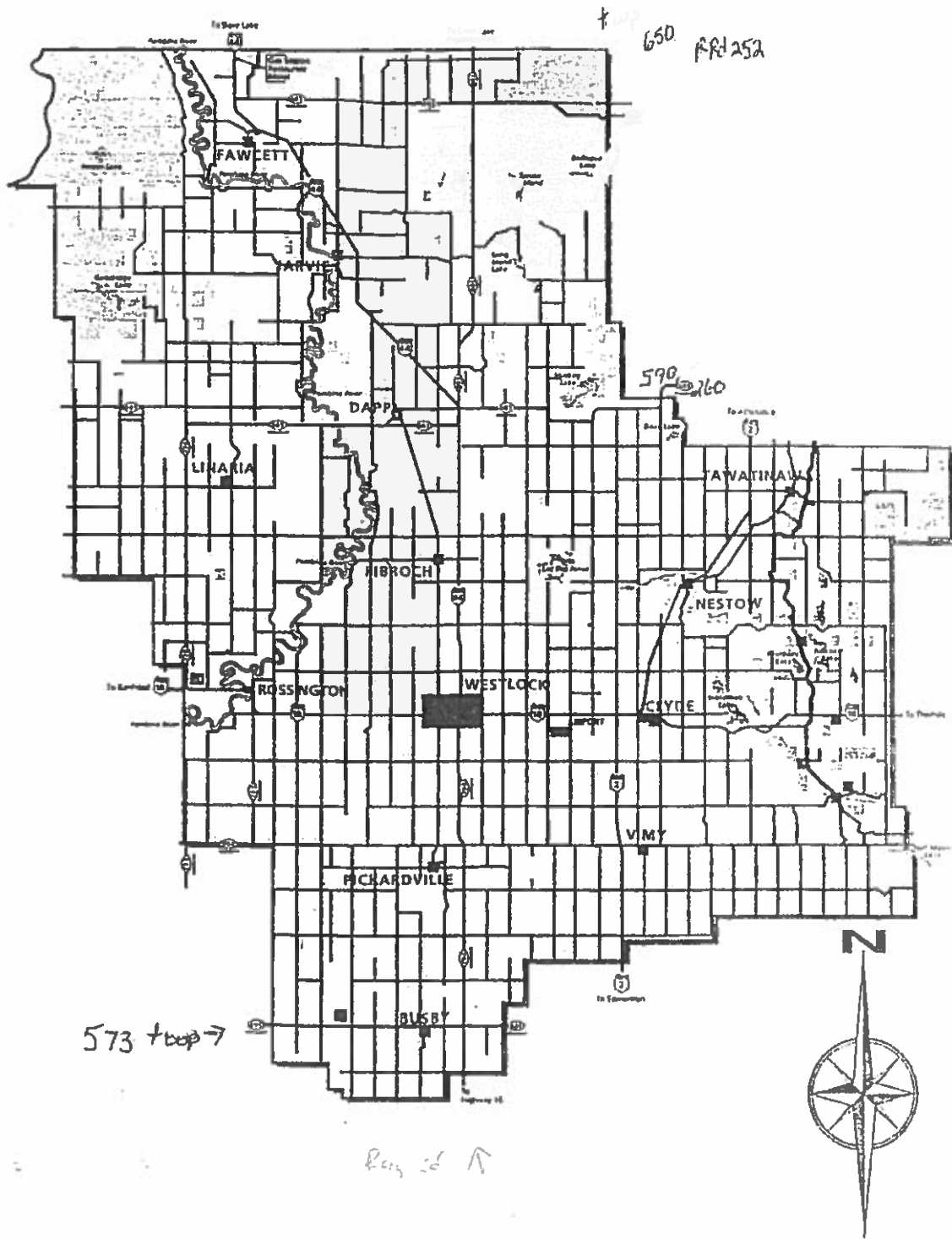
## **18. DISSOLUTION**

Should the Westlock and District Minor Hockey Association dissolve, after paying debts and liabilities, any assets remaining will be donated to another charitable organization.

## 19. BOUNDARIES







11



Appendix 1

Member Association: Westlock And District Minor Hockey Association

The Member Association's proposed boundaries are described as follows:

North Boundary

~~The County of Westlock and MD of Lesser Slave Lake running from Hwy 44 east on County Boundary to the intersection of Lesser Slave MD Westlock County and County Athabasca Rge Rd 2571. Rd. 65~~

East Boundary

~~The Westlock County Boundary SOUTH and east starting at Rge Rd 250 i TWP Rd 650 to the Westlock County Boundary at TWP Rd 5 West on TWP Rd 590 to Rge Rd 260 SOUTH Rge Rd 260 in Westlock County Boundary, West 2 SOUTH to Rge Rd 573.~~

South Boundary

~~From the West County of Westlock Boundary East on TWP 513 (between Twp 514 & TWP 512) to the Westlock County Boundary, North West following the Westlock Boundary meeting east boundary~~

*Revised March 23, 2009 - see next page*

West Boundary

~~The boundary between the Westlock & District Minor Hockey Assoc. will become the County boundary of Westlock and Barhead Counties.~~

Affected member associations that border on WDMHA proposed boundaries are shown below to contact these member associations in regards to these proposed boundaries.

	Agreed to	Date Discussed	Association's Representative	Position Held
North Boundary: <u>Slave Lake</u>	<input checked="" type="checkbox"/> Yes / No	<u>May 2/00</u>	<u>Shirley H. ...</u>	<u>President</u>
East Boundary: <u>Athabasca</u>	<input checked="" type="checkbox"/> Yes / No	<u>May 1, 2000</u>	<u>Rudi Grab</u>	<u>President</u>
<u>Thabada</u>	<input checked="" type="checkbox"/> Yes / No	<u>MAY 3/00</u>	<u>Paul Brumby</u>	<u>PRESIDENT</u>
<u>Legal</u>	<input checked="" type="checkbox"/> Yes / No	<u>SEPT 1999</u>	<u>DAN PELLETIER</u> <i>also Dilliston</i>	<u>PRESIDENT</u>
West Boundary: <u>Barhead</u>	<input checked="" type="checkbox"/> Yes / No	<u>Sept 10/2000</u>	<u>Gene McLean</u>	<u>Rep / LEAGUE</u>
South Boundary: <u>River Cree River</u>	<input checked="" type="checkbox"/> Yes / No	<u>May 1, 2000</u>	<u>Richard Gaskway</u>	<u>President</u>

*Bryan R. Carnegie*  
Bryan R. Carnegie  
President WDMHA

03/31/2009 09:05 WIN + 7803496177  
Mar 09 05:22p Norine/Ken Schuster  
03/25/2009 15:31 WIN + 7803496177

/80-349-6111

NO. 969 082  
p.2  
NL. 306 vac

**Riviere Qui Barre Minor Hockey Association  
Box 163  
Riviere Qui Barre, Alberta  
T0G 1Y0**

March 23, 2009

Please review the proposed changes to our neighbouring hockey association boundary as discussed at the Riviere Qui Barre Hockey Meeting on November 26, 2008. Please sign the bottom upon agreement of these said boundaries and fax a signed copy to 780-418-3298.

Current Boundary

Commencing at the corner of RGE RD #12 and TWP 573 between TWP 572 & 574  
1/1 mile south of HWY #651, NW corner of Sec. NW 14-57-1-W5thM follow TWP 573  
East to the Sturgeon/Westlock Boundary set 1/4 mile between RGE RD 264 & RGE RD  
263, NW corner of Sec. NE 16-57-26-W4thM. Proceed north 1 mile to HWY 651, NW  
corner of Sec. NE 21-57-26W4<sup>th</sup> M.

Proposed Boundary

Riviere Qui Barre Minor Hockey Association and Westlock & District Minor Hockey  
Association have come to a mutual agreement that the boundary between associations.  
This boundary is to follow the county map as to the natural division between Westlock  
and Sturgeon County. The boundary is proposed as follows:

Commencing 1/4 mile south of the corner of RGE RD #12 and TWP 573 between  
TWP 572 & 574, NW corner of Sec. SW 14-57-1-W5thM follow this East to RGE RD  
275, then south 1 mile, east 1/4 mile, south 1/4 mile to TWP 571 between TWP 570 & 572.  
Continue east along TWP 571 to RGE RD 270, go north 1 mile to TWP 572. Continue  
east on TWP 572 to 1/4 mile past RGE RD 264 between RGE RD 264 and RGE RD 263  
then north to RGE 574, NW corner of Sec. NE 21-57-26W4<sup>th</sup> M. Continue east.  
Boundary ending @ NE corner of NE 23-57-26 W4.

Westlock & District M.H.A. President

*N. Schuster*

Norine Schuster

Dated: March 25/09

Riviere Qui Barre M.H.A. President

*[Signature]*

Annette Borls

Dated: March 31/09