
WESTLOCK & DISTRICT MINOR HOCKEY ASSOCIATION



BYLAWS

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Westlock & District Minor Hockey Association
BYLAWS

VISION STATEMENT

To be the best possible body, which will fairly administer and promote the game of Hockey within Westlock & District.

MISSION STATEMENT

Dedication to the advancement of all our members in Sportsmanship, Life Skills, Self-confidence and hockey skills in a safe and nurturing environment.

WESTLOCK & DISTRICT MINOR HOCKEY ASSOCIATION
BYLAWS

1. DEFINITIONS & INTERPRETATION

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) "Chairman" means the President, or in his/her absence, the Vice President, shall chair every General Meeting;
- f) "Constitution" means the constitution of the Association as amended from time to time;
- g) "Director(s)" means a person that has been elected or appointed as a director of the Association as Board of Directors;
- h) "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 Vice President as Chair of the meetings. In absence or in a case of conflict of interest of a member, a member of the Board of Directors will replace;
- i) "Elite Hockey" means those Divisions and Categories considered as high performance (Major Junior, Junior A, Midget AAA, Minor Midget AAA, and Bantam AAA);
- j) "GCM" means Game & Conduct Management;
- k) "General Meeting" means a meeting of the Members;
- l) "Hockey Alberta" means the Alberta Amateur Hockey Association HA and represents the supreme authority concerning Amateur hockey in the Province of Alberta, subject only to the right of appeal to Hockey Canada;
- m) "HC" means Hockey Canada who represents the governing body of amateur hockey in Canada and its member of the International Ice Hockey Federation;
- n) "Initiation Program" means Hockey Canada 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, as described in section 3.1 and 3.2
- 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 than 50% of those persons present in person plus one (1);
- r) "Policies and Procedures" means those regulations of the Association for the administration and advancement of hockey;
- s) "President" shall mean the President of the Association;
- t) "Registrar" means the person who registers 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;
- u) "Secretary" means the Secretary of the Association;
- v) "Special General Meeting" means all General Meetings other than the Annual General 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;
 - i) A resolution passed,
 - a) At a general meeting of which not less than Ten (10) 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 of the Association who are present and entitled to vote at such meeting;
 - ii) A resolution proposed and passed as a Special Resolution at the general meeting of which less than Ten (10) days-notice has been given, if all the Members of the Association entitled to attend and vote as such meeting so agree, or
 - iii) A resolution consented to in writing by all of the Members of the Association who would have been entitled at a general meeting to vote on the resolution in person.
- x) "Team Official" will include all persons involved in the management of a Hockey Team including without limitation 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 include the plural and the plural the singular, the word "person" shall include 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 extended and apply amendment to that Act or section, as the case may be.

2. NAME

- 2.1 This organization shall be known as the "Westlock & District Minor Hockey Association" WDMHA 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 Hockey Canada and will remain a member in good standing according to Hockey Alberta Bylaws and Regulations as amended from time to time.
- 2.3 This Association will play under the rules and guidelines of Hockey Canada, Hockey Alberta and any League(s) to which the Association is a member.

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 Article 2.
- 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 All participants and players registered with the WDMHA Hockey Programs.
- 3.4 Voting privileges at the AGM and General Meetings will be given to persons as registered with the Association per 3.1 and 3.2 and who has membership in good standing.
- 3.5 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 3.1 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 cannot 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 Policies and Procedures 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 an Executive Committee who is elected for two-year terms from AGM to AGM:
 - a) President (Elected in even)
 - b) Vice President (Elected in odd)
 - c) Past President (term concurrent with President)
 - d) Registrar (odd years)
 - e) Secretary (odd years)
 - f) Treasurer (even years)

If any of the current two-year term positions serving in the odd years transition to President the open term would be elected for one year to match term rotations.

And Directors who are elected annually

- 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 (i.e. Communication Officer, Coach Development, Director(s) at Large)
- 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 Member(s) of the 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 At every year's AGM the positions required to be filled for the Executive and Board of Directors will either be elected or re-elected at that time. A noted exception is the Treasurer transition required due to operating year.

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 player's responsibilities to family and school shall be kept in mind at all times.
- d) Shall determine the general Policies and Procedures with respect to the organization, administration and operation of the Association. 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. Any changes to the Policy and Procedures Manual must be: presented to the Executive Committee for analysis prior to presentation to the Board of Directors for adoption; circulated to the Board no less than three days prior to the meeting; and once adopted reported to the membership in a timely fashion.
- 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 until the next AGM.
- f) The Board of Directors shall be responsible to appoint suitable persons to act as Team Officials 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, fundraising fees, late registration fees and NSF cheque fees, payment options and deadlines.
- i) The Board of Directors is to designate in which league team(s) will play, and which teams if any, will participate in Provincial Play downs as per Hockey Alberta Bylaws.

- j) The Board of Directors shall Provide for the development of Players, Team Officials and On-ice Officials.

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.
- h) With regards to conflict of interest whenever a director has a financial or personal interest (i.e. player) in any matter coming before the Board of Directors, the affected person(s) shall a) fully disclose the nature of the interest and b) withdraw from discussion, lobbying and voting on the matter.

6.3 President.

To be elected bi-annually (even years) 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 arrange and organize regular Executive Committee meetings and notify the Executive Committee of their time and place.
- b) Shall preside over General Meetings, Board of Directors Meetings and Executive Committee Meetings, and shall be, ex-officio, a member of all committees.
- c) Shall cast the deciding vote when either Executive or Association Meetings votes end in deadlock.
- d) Shall be one of six co-signers who have signing authority of cheques issued by the Association.
- e) Shall be responsible for all requirements and communications relating to HC, HA, and League procedures, policies and bylaws.

- f) Shall be responsible for maintenance of and adherence to Westlock & District Minor Hockey Bylaws and conduct an annual review of all Bylaws.
- g) Shall suspend any player, Team Official as deemed necessary until such time as the case is reviewed by a Discipline Committee. The President will then establish a Discipline Committee appointing the Vice-President as chair.
- h) The President will chair Appeals Committees or appoint alternates if conflict of interest arises as per 9.4.
- i) Shall represent the Association in all matters before the public.
- j) 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 bi-annually (odd years) 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 Team Officials evaluation forms in confidence and then provide a summary report to the Board of Directors.
- f) Shall Chair Disciplinary Committees unless conflict of interest arises.
- g) 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.
- h) 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.
- i) Shall act as a Coaches Advocate.
- j) Shall act as a resource for any special coaching needs (i.e. HA coaching clinics).
- k) Shall be responsible for distribution, collection and maintenance of coaching materials.
- l) Shall be one of six co-signers who have signing authority of cheques issued by the Association.
- m) Shall along with Fundraising Director be responsible for forming WDMHA Awards Night Committee of a minimum three members, executing the following responsibilities: booking the room, organizing the lunch, contacting sponsors, letting each team know what award is for their team, have names engraved on trophies/plaques, letting teams know of the awards night, and letting the award recipient or recipients' 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 add the duties to his/her role.

- a) Shall attend meetings of the Board of Directors when requested.
- b) Shall perform any functions and serve in any capacity required of him/her by the President.
- c) Shall sit on all Appeals Committee meetings.

- d) Shall organize a Nomination System and or Nomination Committee in preparation for the Association AGM.
- e) 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.
- f) Shall present names for Director of Board positions at the Annual General Meeting.

6.6 Registrar:

To be elected bi-annually (odd years) 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 per Hockey Alberta Regulations.
- c) Shall ensure timely and accurate completion of registering players in accordance with current HA Regulations on the HCR system, as well as updating player/coach information as per Hockey Alberta requirements.
- d) Shall ensure all teams and Team Officials are aware of and meet all current HA Coaching Requirements and maintain accurate records of such.
- e) Shall give Team Officials a copy of their approved team roster in appropriate time.
- f) Shall ensure timely and accurate completion of Affiliation and get approved copies to each team.
- g) Shall authorize requests for refunds of registration funds.
- h) Shall be one of six co-signers who have signing authority of cheques issued by the Association.
- i) Shall maintain the information for player releases and prepare the releases on the HCR system, with approval from President.
- j) Shall prepare Permission to Try Out Forms with approval of the President.
- k) Shall attend Annual Hockey Alberta Registrar's meeting.
- l) Shall prepare a list of projected players for the upcoming season.
- m) Shall be responsible for distributing HC Medical Forms to coaches at onset of season.
- n) Shall receive all HC Accident forms and file accordingly with Hockey Alberta.

6.7 Secretary:

To be elected bi-annually (odd years) from the membership at large

- a) Shall keep the minutes of all meetings 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 six 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.

- g) Working with registrar send notice of AGM and AGM agenda out to membership.

6.8 Treasurer:

To be elected bi-annually (even years) from the membership at large.

- a) Shall receive all monies paid to the Association and shall be responsible for the deposit of the same in such financial institution and accounts as the Board of Directors may direct.
- b) Shall pay all accounts payable as authorized by the Board of Directors.
- c) Shall present a proposed operating budget at the first official meeting of the Board of Directors including proposed budgets from Ref-in-Chief, Ice scheduler, Equipment Director and Fundraising Director.
- d) Shall coordinate the accounting of funds of the Association and coordinate the filing of all tax returns.
- e) The position of Treasurer shall run concurrent with the operating year.
- f) 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.
- g) Shall make available to the membership a financial statement of the Association on request.
- h) Shall obtain in conjunction with the Fundraising Director financial statements from each team engaged in fundraising or hosting tournaments in accordance with Bylaw 13.6.
- i) Shall have the records and books of account of the Association reviewed at least once each year by either a qualified accountant who shall not be an officer of the Association or by two qualified representatives of the Association. Such person(s) shall be appointed by the Board of Directors annually.
- j) 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.
- k) 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 statements and cheque book pertaining to his/her office.
- l) The Treasurer is one of the six co-signers who have signing authority of cheques issued by the Association.
- m) Shall be responsible for the presentation of the financial statement for the previous fiscal year at the AGM.
- n) Within 30 days of the holding of the Annual General Meeting, the Association shall file with the Alberta Registrar of Corporations: a) 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 and b) update Notice of Directors or Notice of Change of Directors as needed.
- o) Shall collect any registrations unpaid for any reason.

6.9 Referee-in-Chief:

To be elected annually 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) Shall Act as the WDMHA Association liaison with HA.
- e) Shall supply to the Treasurer in reasonable time, records of games for monthly reimbursement and distribute the cheques to the referees.
- f) The Referee in Chief is one of six co-signers who have signing authority of cheques issued by the Association.
- g) Shall prepare a budget at the beginning of the year in accordance with Bylaw 6.8.c.

6.10 Equipment Director:

To be elected annually 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 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 timely and orderly fashion.
- m) Shall arrange for the purchase of annual fire and theft insurance to cover loss of equipment or property as well as ensuring that liability insurance is purchased for Directors.
- g) Shall prepare a budget at the beginning of the year in accordance with Bylaw 6.8.c.
- h) Shall Chair the Clothing Committee approving and coordinating Association apparel.

6.11 League Representative:

To be elected annually 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 responsible to convey correspondence from the league to the teams.

6.12 Game & Conduct Director:

To be elected annually 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 ensure teams have HC injury report forms for dealing with response to serious injury of member, receive and compile all injury statistics.
- d) Shall monitor and liaise with all Directors and Hockey Alberta regarding all discipline actions and suspensions issued to WDMHA 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 accept all tournament proposals from teams in the Association and ensure that all tournaments follow policies set-up by the Board of Directors.
- h) Shall obtain all Tournament Sanctions Permits for all tournaments to be held by the Association.
- 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 annually from the membership at large.

- a) Shall ensure in conjunction with the Treasurer, that sufficient funds are available to meet the accepted budget as approved by the Board of Directors.
- b) Shall co-ordinate all fundraising activities in consultation with the Board of Directors that are held in the name and under the authority of the Association
- c) Shall prepare a budget at the beginning of the year in accordance with Bylaw 6.8.c.
- d) Shall approve all Team fundraising activities.
- e) Shall ensure that all team fundraising done at the team level is recorded in an appropriate financial form and submitted in a timely fashion to appropriate authorities (i.e. AGLC) and the Board of Directors.
- f) Shall ensure all teams' funds do not exceed \$100 in team accounts at the end of the year.
- g) Shall ensure all licenses are dealt with and inform the President of any deficiencies.
- h) Shall, in conjunction with the Vice President, coordinate the Association Awards Night.

6.14 Ice Scheduler:

To be elected annually 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 in accordance with Bylaw 6.8.c.

- 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.
- i) Shall coordinate and communicate all ice scheduled and ice-schedule changes with managers and Ref-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 participating 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 30th. Notice of at least 21 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 to vote by being members in good standing as per Bylaw 3.1 and 3.2..
- 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 twenty-one (21) 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 4.
- d) Notice of a meeting shall be given via the use of public media including but not limited to: WDMHA website, Social Media 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, Social Media 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 include two of the following: President, Vice President, Secretary, Registrar or Treasurer
- d) A board member may participate in a meeting of the Board of Directors by means of telephone or other communication facilities that permits all persons participating in the meeting to hear each other and the member participating in such a meeting shall be deemed present.

8. COMMITTEES

8.1 Clothing Committee:

The Clothing Committee, with Equipment Director as Chair may 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 conform with the Associations colors and logo as set forth by the Board of Directors.

- b) Shall research, determine and approve Association Apparel including but not limited to companies, brands and distribution.
- c) Shall present proposals and decisions to the Board of Directors for ratification.
- d) Shall approve all the Association's apparel that has WDMHA name or logo in regards to style, color and logo including individual team clothing matters. Teams must submit request in writing before ordering.

8.2 Fundraising Committee

The Fundraising Committee, with Fundraising Director as Chair shall consist of a member from each team in the Association. The committee does not only have to be made up of Board of Directors, but is expected to have members at large.

- a) Each team is responsible to provide a team fundraiser representative to assist the Fundraising Director and to notify and coordinate their team's activities with the Association's fundraising projects.
- b) All teams must have written permission from the Fundraising Director prior to undertaking any fundraising projects.
- c) Teams are not permitted to duplicate fundraising projects without written consent.
- d) All parent and players are required to participate in fundraising efforts, unless they have paid the opt out fee in full as set 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.
- 9.3 A member may request his/her vote to be recorded into the minutes.
- 9.4 If conflict of interest regarding a voting member is invoked disclosure, abstention and rationale should be recorded in the minutes; most applicable to issues of player and finance.

10. VIOLATIONS OF BYLAWS AND POLICIES AND PROCEDURES

10.1 Violation and Discipline:

- a) Membership and participation in the Association's activities is a privilege not a right. Members, players and participants are required to abide by the Bylaws and Policies and Procedures of the Association and as such Members' behavior is expected to mirror the spirit of the bylaws. All members, fans and participants of the Association shall respect the game of hockey and shall behave in a manner so as not to make a travesty of the sport.
- b) Any Player, Member, Hockey Team, Team Official or Member of the Board of Directors that violates or breaches a Bylaw, and/or Association Policies and Procedures is subject to discipline as set out herein. Herein after for Section 10 and 11 the term "Member" will represent all persons or entities previously listed.

10.2 Report and Investigation:

Upon learning of an alleged violation or breach of the Association Bylaws and/or Policy and Procedures, the Vice President shall forthwith begin the investigative process set by Association's policy.

- a) Investigate the alleged violation or breach of Bylaws and/or Policy and Procedures 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 acting reasonably:
 - Breach of confidentiality,
 - Physical, Emotional, or Sexual Abuse of Players or Other Volunteers,
 - Mistreatment of Players, Staff, On-Ice Officials or 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,
 - Failure to Abide by WDMHA Bylaws and/or Policies and Procedures.

10.3 Discipline Committee:

On receipt of a signed written complaint on a discipline issue as referenced by Bylaw 10.2(a), the Vice President shall form a Discipline Committee to address the specific complaint within ten (10) calendar days. The Discipline Committee shall consist of the Vice President who will act as Chair, Game and Conduct and three (3) other members from the Board of Directors as appointed by the Vice President.

- a) The Discipline Committee shall review the complaint or report, within (10) days and determine if a violation or breach of the Bylaws and/or Policies and Procedures has occurred as contemplated by Bylaw 10.2(a) upon determination of violation the Discipline Committee will establish if an Informal Process or Formal Hearing is required.
- b) An Informal Process may result in but is not limited to: a verbal reprimand, a written reprimand, and demand for an apology either written or verbal to any affected party.
- c) Once the requirement of a formal hearing is determined by the Discipline Committee, the Discipline Committee shall set a date for a hearing as soon as practically possible and will render its decision, after any necessary consultation with Hockey Alberta or the league governing body if they deem it necessary. A decision once rendered is submitted in writing to the affected parties including the Secretary of the Association for record keeping.
- d) The Discipline Committee shall have the power to discipline any Member as defined previously in 10.1.b for unseemly conduct on or off the ice or for a breach of the Bylaws and/or Policies and Procedures, subject always to the right of Appeal hereinafter provided.

10.4 Discipline Committee Authority

- a) 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.
- b) Direct involvement by any Member of the Board of Directors or a member of their family will exclude them from this particular hearing with the replacement being appointed by the Vice President.
- c) Shall deal with matters relating to discipline on the part of players, off-ice officials managers and parents.
- d) Shall have the right to take further disciplinary action over and above that imposed by Hockey Alberta or Leagues.
- e) All persons involved in the discipline hearing shall be given equal opportunity to explain their particular position in relation to the matter being discussed.
- f) The decision of the Discipline Committee will be issued in writing to the principals involved and will inform principal parties of the right to appeal and that it will be binding pending its appeal; a written submission will be submitted to the secretary for record keeping.
- g) An appeal of the ruling of the Committee must be made in writing to the President within seven (7) days of notification of the ruling. This stipulation shall be brought to the attention of all principals involved at the time of the hearing.
- h) For any player receiving a match penalty, or Team Official removed from a game or suspended by the President of the Association, the Association reserves the right to call a Discipline Committee before permission may be given to take part in any further activity under the authority of the Association.
- i) Any individual found to have committed any of the violations as outlined in 10.2(a) can be dismissed immediately without warning as outlined in 4.2 and 4.4.

10.5 Right of Appeal:

The decisions of the Discipline Committee pursuant to the Bylaws shall be subject to appeal only as provided for in Bylaw 11.

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 Minor Hockey Association policy. The Appeals Committee will consist of The President as chair, Past President and two (2) others Board of Directors appointed by the President that did not sit on the Discipline Committee. 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.

11.2 Appeals of Discipline Committee's Decisions:

Any Player, Member, Team Officials or Hockey Team has the right of Appeal to the Appeals Committee when dissatisfied with the ruling, in whole or in part, of the Discipline Committee made pursuant to the Bylaws and/or Policies and Procedures of WDMHA, or a decision of the President regarding registration of an association member.

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 Appeals Committee may direct as a result of the completion of the Appeals Committee.

11.4 Notice of Appeal:

All appeals shall be initiated by notice in writing ("Notice of Appeal") addressed to the Vice-President and filed within seven (7) calendar days of the date of the decision or ruling being appealed. The Notice of Appeal may be filed by email, mail, or courier. All Appeals must be accompanied with a non-refundable fee of one hundred (\$100) payable to WDMHA for the Board of Directors to proceed.

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 one hundred (\$100) in the form of cash or a cheque made out to Westlock & District MHA.

The appeals committee, or board, have the discretion to determine whether the notice of appeal file is sufficient relative to the requirements above. Should the file be determined to be insufficient they may request further clarification from the Appellant prior to proceeding with appeal.

11.6 Appeal Duties of the President:

The Vice President, upon receiving a Notice of Appeal, shall forthwith notify the 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 reasonably determine necessary.
- b) All persons involved in the appeal hearing shall be given equal opportunity to explain their particular position in relation to the matter being discussed.

11.8 Date of Meeting:

Upon receiving a Notice of Appeal pursuant to the Bylaws the President, in consultation with Committee, shall set a date for the Hearing which shall be no later than the 10th 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 President to Parties involved in the Appeal either in writing (letter or email) or by telephone.

11.10 Decisions of Adjudicators:

The committee will render its decision in writing to all principals involved, after any reasonable consultation with the Discipline Committee, Hockey Alberta or the league governing body if they deem it necessary.

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, and Off Ice Officials by virtue and because of their status as such, shall accept as final and binding the decisions of the Appeals Committee 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 Hockey Canada by any Member, Team, Player, Team Official, 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 unsportsmanlike 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

- 12.1 The financial operating year for the Association will be from July 1st of one year to June 30th of the next.

13. GENERAL

- 13.1 These bylaws may be rescinded, altered or added to by Special Resolution of the Association with notice of such resolution to be given to the membership at large at least twenty-one (21) days prior to the Annual General Meeting or Special Meeting at which it is intended to present a special resolution. A vote of 75% of members in attendance is required to pass such Special Resolution.

- 13.2 Proposed Bylaw amendments must be submitted to the Board of Directors in writing 40 days prior to the Annual General Meeting, and must be posted at least twenty-one days (21) prior to the Annual General Meeting.
- 13.3 The Board of Directors shall fully review the Bylaws of the Association on even (numbered) years. Submissions to change or alter any Bylaw may be made to the Board of Directors by any member of the Association, and will only be presented at the Annual General Meeting if 66 2/3 % of the Board of Directors in attendance vote to support it.
- 13.4 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.
- a) with the exception of elected and or appointed members of the Board of Directors who in addition to their duties as directors have weekly scheduling responsibilities for WDMHA and shall receive an honorarium: RIC \$100 per team for Novice and up to a maximum of \$1500, and Ice-Scheduler \$100 per team as registered on the HCR to maximum of \$1500, to be paid on or just prior to the AGM.
- 13.5 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 over the one hundred dollars, the excess money will be turned over to WDMHA.
- 13.6 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.
- 13.7 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.
- 13.8 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)
- 13.9 Registration for the following year shall be held prior to the Fall General Meeting.
- 13.10 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 WDMHA. 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 as determined by Board of Directors 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.

13.11 All equipment worn must conform to CSA Standards, Hockey Alberta and HC guidelines.

13.12 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

14.1 The Association will follow Hockey Alberta Guidelines.

15. PERMISSION TO TRY OUT

15.1 The Board of Directors will grant a permission to try out for an elite team. Providing the granting of a permission to try out does not leave our Association with insufficient numbers to field a hockey team at the player's age division to participate in Provincials for the current hockey season. This applies to the first team and any other team in the player's age division proposed by the Association. As per Hockey Alberta regulations, it cannot be to an Association that's provincial category who is the same or below WDMHA category.

16. RELEASE

16.1 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

17.1 The Board of Directors will appoint a person to maintain the Westlock & District Minor Hockey Association Website and Association Social Media.

18. DISSOLUTION

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

19 BOUNDARIES:

19.1 Westlock & District Minor Hockey Association boundaries are as follows:

NORTH SIDE: The north boundary would be the Westlock County and M.D. of Lesser Slave Lake running from Hwy. 44 east on County Boundary to the intersection of Lesser Slave River M.D., Westlock County and County of Athabasca (Range Road 252 and Township Road 650)

EAST SIDE: Following county line intersecting at the northeast corner and 18th Baseline, south on Range Road #250 following the M.D. of Lesser Slave River and County of Athabasca boundaries. It would then continue south following the east side of Westlock County, County of Athabasca and County of Thorhild all the way to the southeast corner to Township Road #590 and Range Road #233.

SOUTH SIDE: Commencing $\frac{1}{2}$ mile south of the corner of Range Road #12 and Township 573 between Township 572 and 574, northwest corner of section 14-57-1-W 5th Meridian follow this east to Range Road 275, then south 1 mile, east $\frac{1}{2}$ mile, south $\frac{1}{2}$ mile to Township 571 between Township 570 and 572. Continue east along Township 571 to Range Road 270, go north 1 mile to Township 572. Continue east on Township 572 to $\frac{1}{2}$ mile past Range Road 264 between Range Road 264 and 263, then north to Range Road 574, northwest corner of Section NE 21-57-26- W4th.

WEST SIDE: Starting at the County intersections of Westlock County, Sturgeon County and County of Barrhead, running north on Range Road #12 and continuing along Westlock and Barrhead County Lines. It continues north along the Eastside of the Athabasca River starting at Range Road #31 and Township Road #640 all the way north to the 18th Baseline (Township Road #690).

Revised April, 2019

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 of Athabasca. Rgd. 2571, Rgd. 65.

East Boundary

The Westlock County Boundary south and east starting at Rgd. 2571, Twp Rd. 650 to the Westlock County Boundary at Twp Rd. 590 West on Twp Rd. 590 to Rgd. 260, South Rgd. 260 to Westlock County Boundary, West & South to Rgd. 573.

South Boundary

From the West County of Westlock Boundary East on Twp 573 (between Twp 574 & Twp 572) to the Westlock County Boundary, North East 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 Ranchland Counties.

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

Agreed to Date Discussed Association's Representative Position Held

North Boundary:

Slave Lake ☒ Yes / ☐ No May 2/00 Garino M... President

East Boundary:

Athabasca ☒ Yes / ☐ No May 1, 2000 Rudi G... President
Therford ☒ Yes / ☐ No May 3/00 Paul Br... PRES. DIST.
Legal ☒ Yes / ☐ No SEPT 99 DAN PELLETIER PRESIDENT

West Boundary:

Ranchland ☒ Yes / ☐ No Sept 10/2000 Gene Mc... Rep LEAGUE

South Boundary:

River Cree Assoc. ☒ Yes / ☐ No May 1/2000 Richard G... President

Bryan R. Carnegie
President WDMHA

03/31/2009
5 Mar 09 05:22p

09:05 WIN → 7803496177
Norine/Ken Schuster

/80-349-6177

NO. 969 002
p.2

03/25/2009 15:31 WIN → 7803496177

NO. 969 002
p.2

**Riviere Qui Barre Minor Hockey Association
Box 162
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 mile south of HWY #651, NW corner of Sec. NW 14-57-1-W5thM follow TWP 573 East to the Sturgeon/Westlock Boundary at 1/2 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 21-57-26W4th 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 1/2 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 1/2 mile, south 1/2 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 1/2 mile past RGE RD 264 between RGE RD 264 and RGE RD 263 then north to RGE 574, NW corner of Sec. NE 21-57-26W4th M. Continue east. Boundary ending @ NE corner of NE 23-57-26 W4.

Westlock & District M.H.A. President

Riviere Qui Barre M.H.A. President

N. Schuster

Norine Schuster

Dated: March 25/09

[Signature]

Annette Borle

Dated: March 31/09

