

ROCKY MINOR HOCKEY ASSOCIATION BYLAWS

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BYLAW 1: CANADIAN HOCKEY ASSOCIATION & HOCKEY ALBERTA MEMBERSHIP

- A. The Association is a member of and operates under the rules of the Canadian Hockey Association and Hockey Alberta.
- B. All Association players, coaches, managers and safety persons must be registered, certified and insured according to CHA and HA regulations.

BYLAW 2: ASSOCIATION MEMBERSHIP

- A. All parents or guardians of registered players are automatically members of the Association, when they pay fees.
- B. All current-year coaches, managers and safety persons are automatically members.
- C. Any responsible adult in the Town of Rocky Mountain House or Clearwater County #99 may become a member by paying a yearly membership fee.

BYLAW 3: LOSS OF MEMBERSHIP

- A. Any member may resign from the Association by notifying the secretary in writing.
- B. The executive may ask any member, who, in their opinion, fails to maintain acceptable conduct, to resign.
- C. The executive may ask any member who fails to comply with Association articles, bylaws or rules to resign.
- D. Any member who has been asked to resign may appeal the decision by requesting a hearing within seven days of the notice to resign. (see Bylaw 5, C-3)

BYLAW 4: MEMBERSHIP FEES

- A. The Association shall set fees annually before registration, based on the estimated costs and income for the next year.
- B. The Association shall advertise fees before registration each year.
- C. Adults who do not have children registered in the Association shall pay \$1.00 or an amount set at an annual meeting.

BYLAW 5: FISCAL YEAR, MEETINGS AND QUORUM

- A. Fiscal Year
 - 1. The Association's fiscal year is from May 1 of the current year to April 30 of the following year.
- B. Annual and General Meetings
 - 1. The Association shall hold an annual meeting prior to May 31 each year, with twenty-one days' notice given.
 - 2. The president may call a special general meeting at any time provided that fourteen days' notice is given.
 - 3. The president must call a general meeting at the written request of fourteen Association members, within twenty-eight days of the request.
 - 4. The secretary shall give notice of annual, general or special general meetings by advertisements in local newspapers and posters in public places.
 - 5. The quorum at annual, general and special general meetings is 14 members.
- C. Executive Committee Meetings
 - 1. The executive committee shall hold meetings regularly to ensure the efficient operation of the Association. The president may call meetings as necessary.
 - 2. The president must call an executive committee meeting at the written request of four

executive committee members, within seven days of the request.

3. The president must call an appeal meeting promptly if a member, who has been asked to resign, appeals the decision within seven days of the ruling.
4. The president must call an appeal meeting promptly if a member, who has received a discipline committee ruling, appeals the decision within forty-eight hours of the ruling.
5. A quorum at executive committee meetings is one more than half of the executive committee members.

C. Hockey Alberta & League Meetings

1. Two executive committee members shall attend all Hockey Alberta & league meetings concerning any Association teams.

BYLAW 6: ELECTIONS, NOMINATION & VOTING

A. Election of Executive Committee

1. Elections to fill expired terms shall be held at the annual meeting.

B. Nominations

2. A nominating committee shall present names at the annual meeting of members willing and eligible to stand for nomination.
3. Nominations shall also be accepted from the floor.

C. Voting

1. All members are entitled to vote when present at annual or general meetings.
2. All executive committee members are entitled to vote when present at any meetings, except the chairman, who votes only to break a tie.
3. Voting by proxy is not permitted.
4. Executive committee members are elected by secret ballot.

BYLAW 7: EXECUTIVE COMMITTEE & TERMS OF OFFICE

A. The executive officers shall be:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Registrar
6. Clinic & Risk Management Co-ordinator
7. Coach Co-ordinator

B. Their terms of office are two years. The president, secretary and registrar are eligible for re-election in even-numbered years and the vice president, treasurer, clinic & risk management co-ordinator and coach co-ordinator are eligible for re-election in odd-numbered years.

C. Additional members of the executive committee can be elected or appointed as follows:

1. One director for each age group or division in the Association
2. Referee-In-Chief

D. The term of office for the above positions is one year with re-election permitted.

E. Executive committee members cannot receive any wages.

BYLAW 8: EXECUTIVE COMMITTEE DUTIES

A. Executive Committee

1. The executive committee is responsible to the general membership and has full control and management of the Association within the limits of the objects and bylaws, to serve in the best interests of the majority of the members.
2. The welfare of all the players is paramount in governing the Association.
3. The executive committee may make rules to ensure that Association objectives are followed.
4. The executive committee shall hire and oversee the office manager.
5. The executive committee shall approve suitable coaches, managers, and safety persons.
6. The executive committee may replace coaches, managers and safety persons who, in the executive committee's opinion, are not acting in the best interests of the players or the Association.

7. Executive members may apply for a coaching position, but must go through the coach committee's selection process. Directors shall be allowed to be on the coaching staff of a team other than the level for which they are elected as director.
8. The executive committee shall appoint members to fill vacancies that occur during the year.
9. The executive committee may appoint members to serve on committees or assist in any operation of the Association.
10. Executive committee members shall attend meetings regularly and fulfill their obligations or they will be replaced.
11. The executive committee may ask executive committee members missing two consecutive meetings, without notifying the secretary of a good reason, to resign.

B. President

1. Shall preside at general and executive meetings. In his absence the vice president shall preside.
2. Shall be a member of all committees.
3. Shall be chairman of the discipline committee.
4. Shall supervise all Association team entries in leagues, and their affiliation.
5. Shall advise new executive members of their duties and responsibilities.
6. Shall have signing authority on Association accounts.

C. Vice President

1. Shall perform the president's duties in his absence.
2. Shall be chairman of the budget committee.
3. Shall be a member of the discipline committee.
4. Shall be responsible for Association hockey team equipment.
5. Shall be co-ordinator of all Association tournaments.
6. Shall have signing authority on Association accounts.

D. Secretary

1. Shall take accurate minutes of each Association general and executive meeting.
2. Shall keep past Association minutes and other records in a safe place.
3. Shall be responsible for all correspondence.
4. Shall have signing authority on Association accounts.

E. Treasurer

1. Shall deposit all funds paid to the Association in designated bank accounts.
2. Shall pay Association bills promptly.
3. Shall properly account for all Association funds in books or permanent form.
4. Shall present a detailed financial statement at monthly executive meetings.
5. Shall present a reviewed financial statement at the annual meeting.
6. Shall keep past Association account books or computer records in a safe place.
7. Shall sit on the budget committee and chair the concession committee.
8. Shall have signing authority on Association accounts. Any two signatures of the president, vice president, secretary, treasurer or office manager shall be valid on Association accounts.

F. Registrar

1. Shall be responsible for player and team registration at local, provincial and national levels.
2. Shall be responsible for affiliations.
3. Shall keep a record of all Association players and members.
4. Shall be a member of the budget committee.

G. Clinic & Risk Manager Co-ordinator

1. Shall arrange clinics as directed by executive committee
2. Shall insure that RMHA has risk management policies according to Hockey Alberta.

H. Coach Co-ordinator

1. Shall select and allocate coaches to each team fairly, from those who apply, based on coaches' qualifications and past performance.
2. Shall organize player evaluations, and oversee team placements.
3. Shall see that coaches are certified according to HA rules.
4. Shall set up regular coach and referee meetings at least three times a season, to promote co-operation between coaching staff, referees and the executive.

I. Directors

1. Shall be a liaison between parents and the executive committee.
2. Shall review Association regulations with parents in their division.
3. Shall be responsible for EACH team in their division.
4. Should have a child playing in their division.

J. Referee-In-Chief

1. Shall supervise all referees hired by the Association.
2. Shall arrange referee clinics and see that referees are registered according to HA and CHA rules.
3. Shall present referee fees and operating rules for executive approval.
4. Shall be a member of the discipline committee, but, if involved, shall abstain from voting.
5. Shall oversee assigning of referees for all games and tournaments.

BYLAW 9: OFFICE MANAGER DUTIES

1. Shall be responsible to the executive committee.
2. Shall take registrations.
3. Shall manage the concession.
4. Shall schedule home ice times fairly for all games, practices and tournaments.
5. Shall see that ice times and information is posted on the website.
6. Shall assign referees to all games and tournaments.
7. Shall handle all HA accident reports, tournament sanctions and special permits.
8. Shall do other jobs as assigned by the executive committee.
9. Shall have signing authority for Association accounts.

BYLAW 10: COMMITTEES

A. Discipline/Protest Committee

1. Five executive committee members shall deal with matters relating to discipline of players, coaches, managers, safety persons, referees, members, etc., according to the RMHA Code of Conduct.
2. The committee shall also deal with protests that apply to game results and/or mismanagement of games or players by coaches, referees, etc.
3. The president is the chairman and reports the ruling to the executive committee.
4. The president, vice president, referee-in-chief, director of the division involved and one other director are on the committee unless directly involved in the matter.
5. Complaints or protests must be in writing and signed. They must be mailed or presented to an executive committee member immediately after the alleged incident. All letters must be presented to the executive committee, with names and teams withheld.
6. The discipline committee shall meet immediately after a written complaint or protest is received and must keep names of the people involved confidential.
7. All persons involved shall be given equal opportunity to explain their position.
8. The majority decision of the discipline committee shall be binding unless the executive committee overrules the decision at an appeal. (see Bylaw 5, C-4)

B. Nominating Committee

1. A committee of two executive committee members shall find people willing and eligible for nomination at the next annual meeting.

C. Budget Committee

1. The vice president, treasurer and registrar, shall prepare a budget and recommend fees for approval for the next hockey season.
2. The committee shall try to keep the Association operating within the budget.

D. Concession Committee

1. The treasurer as chairman, the office manager and one other executive member shall make policy decisions for efficient concession operation.
2. The chairman shall report decisions to the executive committee for approval.
3. The office manager shall present a concession financial statement at executive meetings.

BYLAW 11: BORROWING POWERS

- A. The executive committee may, by a majority vote, borrow or raise money as needed to carry out the objectives of the Association.
- B. Issuing debentures requires a special resolution of the Association.

BYLAW 12: REVIEW OF ACCOUNTS

- A. A qualified accountant shall review the treasurer's accounts once each year.
- B. At each annual meeting, the executive committee shall appoint an accountant to review the accounts for the following year.

BYLAW 13: ASSOCIATION SEAL

- A. The Association seal, if one is purchased, shall be kept in a safe place and used by any two of the president, vice president, secretary or treasurer.

BYLAW 14: BYLAW CHANGES

- A. Additions, deletions and amendments to the constitution and bylaws shall only be made by special resolution.
- B. A special resolution means:
 1. a resolution passed
 - a. at a general meeting
 - b. with 21 days' notice given of the intention to propose the resolution
 - c. by the vote of not less than 75% of those members who are present and entitled to vote.
 2. a resolution proposed and passed as a special resolution
 - a. at a general meeting
 - b. with less than 21 days' notice given
 - c. if all the members entitled to attend and vote at the general meeting so agree.

BYLAW 15: ASSOCIATION RECORDS

- A. Minutes, accounts and other records may be examined by Association members at any time, with reasonable notice given to the secretary, treasurer or office manager.