

**WABAMUN MINOR HOCKEY ASSOCIATION
BYLAWS**

1

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BYLAWS

1



**WABAMUN MINOR HOCKEY
ASSOCIATION**

BY-LAWS

Box 266
Wabamun, AB
T0E 2K0

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Effective March 15, 2010 Approved by General Membership at Special Meeting, additions as per
Corporate Registry April 29

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**WABAMUN MINOR HOCKEY ASSOCIATION
BYLAWS**

2

1. NAME

- .1 This organization shall be known as the "Wabamun Minor Hockey Association" and referred to herein as the "Association"
- .2 The Wabamun Minor Hockey 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 (By-law 2) of the Hockey Alberta By-laws and Regulations 2001/2002 or as amended.
- .3 This Association will play under the rules and guidelines of the CHA and Hockey Alberta.
- .4 Wabamun Minor Hockey Association will operate within the boundaries approved and filed with Hockey Alberta

2. MEMBERSHIP

- .1 Membership:
Member shall be:
 - a) Any family registered with Wabamun Minor Hockey Association within the "hockey season" calendar dates set out as in 12.2, and is a member of one or more of the following minor hockey divisions:
Midget, Bantam, Pee Wee, Atom, Novice, and Initiation
 - b) Any coach, assistant coach or manager that has no child registered with the Wabamun Minor Association and in this capacity, to a maximum of five (5) persons per team; or
 - c) Any volunteer who has previously been a Member of the Wabamun Minor Hockey Association under 2.1(a) or 2.1(b) and who is approved by the Executive Committee to be a Member; or
 - d) Members of the community that are 18 years or older and interested in participating in the work of Wabamun Minor Hockey Association and the promotion and achievement of its objectives, that have submitted a membership application to the Association which includes their name, address and reasons for requesting membership. This application must be submitted to the Wabamun Minor Hockey Association Executive for approval, together with the prescribed membership fee for members of the community at large as set out in 2.2(d).
- 2.2 Membership Fees:
 - a) The membership fees for Members under 2.1(a) shall be the registration fee per hockey player, such fee being determined by the Executive Committee before each new hockey year.

**WABAMUN MINOR HOCKEY ASSOCIATION
BYLAWS**

3

- b) There shall be no membership fee for a Member admitted under 2.1 (b) above;
- c) The membership fee for a volunteer admitted under 2.1(c) shall be determined annually by the Executive Committee before each new hockey year.
- d) The membership fee for a member of the community at large admitted under 2.1(d) above shall be determined annually by the Executive Committee before each new hockey year and will be posted on the website for the Wabamun Minor Hockey Association.

2.3 Any player as registered under 2.1.

2.4 Voting privileges will be given to persons as registered with the Association per 2.1(a), 2.1(b), 2.1(c) and 2.1(d) and who have membership is in good standing. If any member is in arrears for fees or assessments for any year, voting privileges of such member will be automatically suspended at the expiration of six months from the end of such year and shall have no membership privileges until reinstated.

2.5 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 2.1 are considered to be member/s in good standing.

3. TERMINATION OF MEMBERSHIP AND SUSPENSION

3.1 Any member may resign from the Association at any time by notifying the Registrar in writing: however a pro-rated portion of the registration fee as approved from time to time by the Executive, may be refunded depending upon circumstances and Executive approval.

3.2 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 By-laws 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.

3.3 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 Executive Committee within seven (7) days of the request to

**WABAMUN MINOR HOCKEY ASSOCIATION
BYLAWS**

4

resign. Any member that refuses to resign on written request will be considered expelled from the Association.

3.4 Any member who fails in a way as described in 3.2 may be suspended as outlined in 3.5 on a decision of the Discipline Committee. No previous written warning will have been required.

3.5 The Executive claims the right as the Rental Contract Carrier to bar any expelled, resigned or suspended member from the 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.

4. THE EXECUTIVE

4.1 the Executive shall consist of:

- a) President
- b) Past President
- c) First Vice President
- d) Secretary
- e) Finance Director
- f) Registrar
- g) Concession Director
- h) Bingo Director
- i) Equipment Director
- j) Tournament Director
- k) Director of Referee in Chief and Ice Scheduler
- l) Director of Coaches and Player Development

4.2 All Executive members shall have voting rights while in attendance at any Association meeting.

4.3 Executive Members not maintaining an acceptable level of attendance or conduct as outlined in 4.2 may be disciplined under By-law 4.4.

4.4 Removal

A Member of the Executive Committee shall be relieved of his/her duties and removed as a Member of the Executive (as determined by a 75% vote of a quorum of no less than 2/3 of the Executive) in the following circumstances:

- a) Upon failure to attend 3 consecutive meetings without a reasonable excuse;
- b) If a member's conduct is considered detrimental to the

**WABAMUN MINOR HOCKEY ASSOCIATION
BYLAWS**

best

interest of the Association.

- c) On the basis that a Member is doing an unsatisfactory job;
- d) Upon a Special Resolution of the general membership at a General meeting;
- e) There is no route of appeal available within the Association. This shall be done by majority vote of those present.

.5 To qualify for an Executive position an individual must be a member in good standing of the Association.

.6 The term of an executive position will expire 30 days after the Association's Annual General Meeting of the last prescribed two year term.

5. DUTIES OF THE EXECUTIVE

5.1 General:

- a) The Executive shall be responsible to the General Membership, and shall have full control and management of the Association, within the limits of the By-laws and Policies and Procedures, 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 that 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) The Executive shall in September of each year issue 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.
- 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 Annual General Meeting. With the exception of the President where the Executive as a whole shall select a replacement from within the executive.
- f) The Executive may appoint any member of the Association to serve on a Committee or assist the Executive 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.
- g) The Executive shall establish yearly registration deadlines, fees, late registration fees, volunteer fees or bonds, and NSF check fees.
- h) The Executive is to designate in which league team(s) will play in,

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**WABAMUN MINOR HOCKEY ASSOCIATION
BYLAWS**

and which teams if any, will participate in Provincial Play downs.

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6.2

Conduct of the Executive:

- 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 10.2b within this Association may be permanently barred from holding an elected or appointed office in the Wabamun Minor Hockey Association.
- b) A member of the Executive of the Association who misses three 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 Executive.
- c) Executive members 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 Executive are expected to refrain from public criticism of Executive and/or other Executive members.
- e) Executive members are expected to carry out their duties in a manner consistent with the Bylaws of the Association, and within the directives of the Executive.
- f) Members of the Executive can be removed from their duties for non-performance of duties by a vote of the Executive Committee, in which at least (75%) of members vote for removal.

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6.3

President:

To be elected for a two year term from membership at large on even numbered years. It is recommended that this individual take on this position after having served on the executive in the year immediately prior so as to provide continuity and experience.

- a) Shall be, ex-officio, a member of all committees.
- b) Shall preside over General Meetings Executive Meetings, Executive Committee Meetings and Appeal Committee Meetings.
- c) Shall be responsible for all requirements and communications relating to CHA and Hockey Alberta procedures, policies and By-Laws.
- d) Shall attend or appoint a designate to attend the Hockey Alberta Annual General Meeting.
- e) Shall be responsible for maintenance of and adherence to Wabamun Minor Hockey By-Laws and conduct an annual review of all By-Laws.
- f) Shall be responsible for maintenance of and adherence to Wabamun Minor Hockey Policies and Procedures and conduct an annual review of all Policies and Procedures and issue a Policy and Procedure Statement to the New Executive with

**WABAMUN MINOR HOCKEY ASSOCIATION
BYLAWS**

7

general elections in April of each year.

- g) Shall be responsible for all requirements and communications relating to the Village of Wabamun, its policies and By-laws.
- h) The President is to have the discretion to determine or to appoint other persons to deal with emergent or minor matters not specifically names as the responsibility of other Officers or Executive of the Association.
- i) Shall vote at any meeting of the association only to break a tie.
- j) Shall be a member of the Executive Committee

6.4 First Vice President

To be elected for a two year term on odd numbered years from membership at large.

- a) Shall perform the duties of the President in their absence.
- b) Shall Chair all Discipline Committee meetings.
- c) Shall sit in all Executive Committee meetings.
- d) Shall attend (or designate an appropriate member) all league and division meetings.
- e) Shall organize a Nomination Committee before the end of each season and shall present names for Executive positions to the Annual General Meeting.
- f) Shall personally seek out, apply for and complete reporting of grants, fundraising and sponsors that will enhance the operations of the association.
- g) Review and submit to the Executive for approval of all contracts
- h) Shall be a member of the Awards Committee.
- i) Shall be a member of the Executive Committee

6.6 Past President:

If the Past President is unable to fill this roll the Executive Committee shall appoint an experienced Wabamun Minor Hockey Association member to this position.

- a) Shall sit in all Executive committee meetings
- b) Shall Chair the Wabamun Minor Hockey Association Awards Committee and be responsible for collecting all nominations for these awards

6.7 Secretary

To be elected for a two year term on even numbered years from membership at large.

- a) Shall attend all meetings of the Executive Committee, General Meetings, Annual General Meeting, any Special Meetings, record and keep accurate minutes of each, using a recording device if required only for the purpose in the aid of dictation.

**WABAMUN MINOR HOCKEY ASSOCIATION
BYLAWS**

8

- b) Shall have charge of all incoming and outgoing correspondence of the Association, including mail by post or email, and keep accurate records of each.
- c) The Secretary is one of the three co-signers who have signing authority of checks issued by the association.
- d) Have By-laws and minutes of Minor Hockey Executive meetings available to the membership upon request and minutes posted at the Arena and on the web site.
- e) Shall be responsible to keep files up to date, including copies of all recorded minutes from all meetings, evaluations and disciplinary actions and make files available to the President, First Vice President, and applicable Executive on written request.
- f) Organize and distribute Executive Meeting agendas and written submissions to all executive members 3 days prior to a regularly scheduled meeting.
- g) Shall be responsible for maintaining one set of all keys and combinations used within the association.
- h) Shall be the Web site administrator and appoint a designate as required.
- i) Shall be a member of the Executive Committee.

6. 8

Finance Director:

- a) To be elected for a two-year term on odd numbered years from membership at large.
- b) Shall coordinate the accounting of funds of the Association and coordinate the filing of all tax returns, society documents and gaming documents or licenses.
- c) Obtain, co-ordinate and allocate proceeds of all gaming documents including but not limited to: 50/50 licenses and/or raffles or appoint a designate as required.
- d) Shall present a full detailed accounting of receipts, receivables, payables and disbursements in the prescribed format to the Executive Committee monthly as information only and a motion made and accepted through the normal voting procedures of the Executive Committee.
- e) Shall obtain approval to pay all invoices received on behalf of the association and will arrange to pay by electronic media, cheque or cash, within suppliers terms, excluding any invoices in reference to registration which will be the responsibility of the registrar.
- f) Shall deposit all monies collected by the association except any deposits in reference to registration which will be the responsibility of the registrar.

**WABAMUN MINOR HOCKEY ASSOCIATION
BYLAWS**

9

- g) Shall prepare payroll and submit any documentation required for any hired staff of the association.
- h) Shall make available to the membership a financial statement of the Association on request and giving reasonable notice.
- i) Shall obtain a financial statement/s from each team in accordance with By-Law #13.6.
- j) Shall have the records and books of account of the Association audited 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.
- k) All books and records maintained may be examined by any member of the executive or any member, at any time, upon giving reasonable notice to the Finance Director, who shall arrange to make them available at a time and place satisfactory to all concerned.
- l) The Finance Director is one of the three co-signers who have signing authority of checks issued by the Association and will be a signing authority on any or all bank accounts or bank arrangements.
- m) The Finance Director shall prepare an overall realistic budget for the Association, having regard to the potential income/expenses of the Association for the coming season and shall make its recommendations for approval of the Executive as a whole prior to the upcoming season.
- n) Once the budget is approved at the Association's Annual Meeting then only expenses not included in the budget need to be approved before payment.
- o) Shall be a member of the Executive Committee.

6.10 Referee-in-Chief / Ice Schedule Director:

To be elected for a two year term on odd numbered years from membership at large.

- a) Shall supervise all referees and be responsible for their scheduling.
- b) 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.
- c) Act as the Wabamun Minor Hockey Association liaison with the Referee's Association and may attend meetings of the Referee's Association.
- d) Shall schedule all ice allotments for the association and be responsible for all communication with the Village of Wabamun relating to ice.

**WABAMUN MINOR HOCKEY ASSOCIATION
BYLAWS**

10

- 6.11 Tournament Director:
To be elected for a two year term on odd numbered years from membership at large.
- a) Shall obtain all Tournament Sanctions for all tournaments to be held by the Association.
 - b) Shall maintain all trophy cases, team pictures and the Wall of Fame and Player of the Month in a current and orderly fashion.
 - c) Shall be responsible for the tendering of and coordination of team photos.
 - d) Shall co-ordinate the production of an Association Tournament Program and pass on deposits and proceeds from it to the Finance Director.
 - e) Shall ensure that all tournaments follow policies set-up by the Executive Committee and shall collect and turn monies over to the Finance Director to deposit.
 - f) Shall act as an advisor to all tournament committees and Provincial Tournaments.
 - g) Shall coordinate and oversee any special events that the executive deems to put on.
- 6.12 Equipment Director:
To be elected for a two year term on even numbered years from membership at large.
- a) Shall assume responsibility for the purchase, maintenance, and storage of all uniforms and equipment.
 - b) Shall maintain and upkeep area of lock-up.
 - c) Shall take inventory and provide accurate listing of inventory to Finance Director.
 - d) Shall be responsible for the distribution and recovery of uniforms and equipment to and from teams on a timely basis.
 - e) Shall be responsible for the disposal of any old or unneeded uniforms and or equipment under the direction of the Executive Committee.
- 6.13 Coaching, Managers, and Player Development Director:
To be elected for a two year term on odd numbered years from membership at large.
- a) Shall recommend and set-up courses of training, and/or conduct such training, for coaches and managers to ensure a sufficient number of qualified persons are available to act as coaches and managers.
 - b) Shall set up roles and responsibilities for all coaches, trainers and managers in conjunction with the Executive.
 - c) Shall act as a Coaches Advocate.
 - d) Shall set-up and maintain a library of written and video

**WABAMUN MINOR HOCKEY ASSOCIATION
BYLAWS**

11

coaching aids and ensure that coaches know what is available to them.

- e) Shall act as a resource for any special coaching needs.
- f) Shall be responsible for distribution, collection and maintenance of coaching manuals.
- g) Shall chair the Coaches Selection Committee as required.
- h) Shall sit on the Discipline Committee when a coach is involved.
- i) Shall coordinate and act as the association Mentor Coaches in design and delivery of programs.
- j) Shall recommend and assist in setting-up courses of training, and/or conduct such training for players.
- k) Shall act as a Players Advocate.
- l) Shall act as a resource for any special Players needs
- m) Shall ensure that fair and unbiased try-outs and team selection are carried out as established by the executive.
- n) Shall ensure that selection criteria as set by the Executive is communicated to the parents and players in writing before the selection process begins.
- o) Shall ensure that the values, objectives, and desires of the Association are represented in a consistent and professional manner to all leagues and entities that interact with the association.
- p) Shall ensure that all coaches and managers within their division are aware of all League By-laws and Policies and changes to them.
- q) In charge of all player development, including the organization and running of all player development clinics, including goalie clinics, power skating clinics, etc.
- r) Shall be the Associations liaison with Parkland Hockey Academy.
- s) Shall be a member of the Executive Committee.

6.14 Concession Director:

To be elected for a two year term on odd numbered years from membership at large.

- a) Shall oversee the running of the concession and its profitability.
- b) Shall have approval to purchase concession items that are deemed necessary for running the concession.
- c) Shall obtain all licenses applying to the concession including but not limited to Public Health and Food Safety.
- d) Shall co-ordinate volunteer schedule as set out by the Executive as part of membership fees which may change from year to year.
- e) Shall provide concession workers report to Finance Director.

**WABAMUN MINOR HOCKEY ASSOCIATION
BYLAWS**

12

- f) Shall hire and manage all staff under the guidelines set out by the Executive.
- g) Shall be responsible for having staff make timely bank deposits from concession revenues and establish a bookkeeping system acceptable to the Director of Finance.
- h) Shall approve all hours worked by staff including overtime.

6.15 Registrar:

To be elected for a two-year term on even numbered years from membership at large

- a) Shall maintain a record of all members and confirm players' eligibility in the HCR system or any other system set out by Hockey Alberta.
- b) Shall organize and carry out registrations and deposit registration fees on the specified dates.
- c) Shall ensure timely and accurate completion of Team Sheets.
- d) Shall maintain the updating of the carding information as per Hockey Alberta requirements.
- e) Shall order the Hockey Alberta officials & Player Cards by the appropriate time.
- f) Shall request the refunds from Hockey Alberta for the unused Officials & Player Cards by the appropriate time.
- g) Shall ensure timely and accurate completion of Affiliation Sheets.
- h) Shall recommend to the Executive all requests for refunds of registration funds
- i) Shall collect any registrations unpaid for any reason.
- j) Shall maintain and prepare the information for player releases and make recommendations to the Executive for approval.
- k) Shall attend any Hockey Alberta Registrar's meetings as required.
- l) The Registrar is one of the three co-signers who have signing authority of checks issued by the association.

6.25 Bingo Director:

To be elected for a two- year term on odd numbered years from membership at large.

- a) Shall attend all Wabamun Lions Bingo Association Meetings as required.
- b) Shall collect revenues and pay out all expenses at all Association bingos and report these to the Finance Director.
- c) Shall be the single signing authority on all cheques issued for the Associations Bingo Account, with the Finance Director having access to all accounts at all levels of banking.
- d) Shall request and collect the Bingo donation from the Wabamun

**WABAMUN MINOR HOCKEY ASSOCIATION
BYLAWS**

13

Lions twice yearly (at the end of June and the end of December)

- e) Co-ordinate and schedule volunteers as set out by the Executive as part of membership fees which may change from year to year.

7. MEETINGS

7.1 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 conjunction with the September Policy and Procedure meeting. A quorum at such meetings shall be twelve (12) members who are eligible vote by being members in good standing as per By-law 3.
- b) The President must call a General Meeting upon receipt of a written request, signed by at least 12 member family units of the Association. Such a meeting must be held within twenty-eight (21) days of receipt of the request. A quorum at such meetings shall be 12 members who are eligible to vote by being members in good standing as per By-law 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 twelve (12) members who are eligible to vote by being members in good standing as per By-law 3.
- d) Notice of a meeting shall be given via the use of public media; including local flyers or newspapers, posters in public places and the associations Web site.
- e) The Executive 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 as per By-Law 3.
- f) Nominations for positions on the executive shall be posted on the associations Web site and public places. Nominations will close ten (10) 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.

7.2 Executive Meetings:

- a) Executive meetings shall be held on a regular basis to ensure the efficient operation of the Association with a minimum of six per year. The President may call an executive meeting when he deems it necessary.
- b) A Special meeting of the Executive shall be called when any

**WABAMUN MINOR HOCKEY ASSOCIATION
BYLAWS**

14

three (3) members of the Executive make such a request in writing to the President

- c) A quorum for any Executive meeting shall be 50% plus 1, members drawn from the executive as a whole.

7.5 Executive Committee Meetings:

- a) Executive Committee shall meet on a regular basis as necessary and set by the committee.

8. COMMITTEES

8.1 Discipline Committee:

The Discipline Committee shall consist of the First Vice President, who will be responsible to Chair the meeting; (unless a direct conflict exists); depending on the person involved, one of the following: Coach Manager and Player Director, Referee in Chief or Past President; as well as two other members from the executive as appointed by the First Vice President from time to time.

- a) Shall have the power to discipline any Player, Coach, Manager, Trainer, Parent/Guardian or Hockey Team for unseemly conduct on or off the ice or for a breach of the Rules 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 Executive member 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 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 72 hours of notification of the ruling. This stipulation shall be brought to the attention of all

**WABAMUN MINOR HOCKEY ASSOCIATION
BYLAWS**

15

principals involved at the time of the hearing.

8.2 Appeals Committee:

- a) The Appeals Committee shall consist of the President, who will be responsible to Chair the meeting; Past President, Director Of Referee in Chief and Ice Scheduler, and The Director of Coaches and Player Development.
- 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.

8.5 Executive Committee:

- a) Shall consist of the:
 - President
 - First Vice President
 - Finance Director
 - Secretary
 - Director of Coaches Managers and Player Development
- b) Shall review reports from all Committees of Association.
- c) The prime directive of this committee is to deal with forward planning issues,
- d) A quorum for any Executive Committee meeting shall be three (3) members drawn from the Executive Committee
- e) The Executive Committee shall be chaired by the President.

8.8 Awards Committee:

- a) Shall consist of the:
 - Past President as Chair
 - First Vice President
- b) The Nomination of any executive member or a member of their family will exclude them from involvement with this particular award decision process or they withdraw if they feel another conflict of interest with the replacement being appointed by the

**WABAMUN MINOR HOCKEY ASSOCIATION
BYLAWS**

16

President.

9. VOTING

.1 Voting at General and Special Meetings:

Each family unit of registered members that are all in good standing, as defined in Bylaw 2.0, are entitled to one vote at any General Meeting provided a registered member of the family is over 18 years of age and is present at the time the vote is taken. Voting by proxy shall not be permitted at any meeting of the Association. The Chairperson of the meeting shall have the deciding vote. Voting at all meetings may be by show of hands or by standing vote, or by secret ballot

9.2 Voting for contested Executive positions at the Annual General Meeting will be by secret ballot only. Ballots will be counted by one Executive member and one non-Executive Member. Results will be announced and recounted if requested. Ballots will then be destroyed.

10. VIOLATIONS OF BY-LAWS, RULES AND REGULATIONS

10.1 Violation and Discipline:

Any Member, Hockey Team, Player, Coach, Manager, Trainer, Official, Employee, Contracted Individual 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 First Vice President shall forthwith begin the investigative process set by W.M.H.A. policy

a) investigate the alleged violation or breach of Rules and Regulations as to particulars thereof and report the findings to the Discipline Committee,

b) In the case of any individual being accused of the following improprieties the individual can be suspended immediately at the discretion of the First 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

Effective March 15, 2010 Approved by General Membership at Special Meeting, additions as per Corporate Registry April 29

**WABAMUN MINOR HOCKEY ASSOCIATION
BYLAWS**

17

- Falsification of Records,
- Illegal, Violent or Unsafe Acts,
- Abuse or Mistreatment of Players, Staff, or Volunteers,
- Failure to Abide by Wabamun Minor Hockey Policies and Procedures

THE LEGACY GROUP
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10.3 Discipline Committee's Authority:

The Discipline Committee shall:

- a) upon receiving the report of the First Vice President of a violation or breach of the Rules as contemplated by Bylaw 10.2(a), within ten(10) days of receiving the First 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 First 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 10.2b can be dismissed immediately without warning as outlines in 4.2 and 4.4.

THE LEGACY GROUP
Mar 27, '02, 8:50 PM
Added: Paragraph Break

10.4 Right of Appeal:

The decisions of the Discipline Committee pursuant to the By-Laws 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 W.M.H.A. policy.

11.2 Appeals of Discipline Committee's Decisions:

Any Member, Hockey Team, Player, Coach, Manager, Trainer, 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:

Effective March 15, 2010 Approved by General Membership at Special Meeting, additions as per Corporate Registry April 29

**WABAMUN MINOR HOCKEY ASSOCIATION
BYLAWS**

18

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.

- 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 By-Laws, 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.
- 11.6 Appeal Duties of the President:
The President, upon receiving a Notice of Appeal, shall forthwith notify the First 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 By-Laws the President, in consultation with the First Vice President, shall set a date for the Hearing which date shall be no later than the 20th 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 First Vice President to Parties involved in the Appeal either in Writing (letter or fax) by telephone or Email.
- 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;

**WABAMUN MINOR HOCKEY ASSOCIATION
BYLAWS**

19

- 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, 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 By-Laws subject only to a right of Appeal to AAHA as provided for in the By-Laws of AAHA.

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, Official or Parent regarding the interpretation and administration of By-Laws, Policy, Rules and regulations before all rights and remedies of The Wabamun 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 and MEMBERSHIP/HOCKEY SEASON

- 12.1 June 30th of each year shall be the fiscal year end for the Wabamun Minor Hockey Association.
- 12.2 Membership/Hockey Season means the period commencing April 1 to March 31 of the following year.

13. GENERAL

- 13.1 Amendments to By-Laws may only be presented at the Annual General Meeting after Twenty One (21) days notice has been given of intent of making the amendment
- 13.2 An amendment to the By-Laws must be approved by 75% of the votes cast (before it become valid)
- 13.3 Proposed Bylaw amendments must be submitted to the Executive in writing (60 days prior to The Annual General Meeting,) and must be posted at least twenty one days prior to the Annual General Meeting.
- 13.4 The Executive shall fully review the By-Laws of the Association on even (numbered) years. Submissions to change or alter any Bylaw may be made to the Executive by any member of the Association, and

Effective March 15, 2010 Approved by General Membership at Special Meeting, additions as per Corporate Registry April 29

**WABAMUN MINOR HOCKEY ASSOCIATION
BYLAWS**

20

will only be presented at the Annual General Meeting if 75% of the Executive in attendance vote to support it.

13.6 Each team shall have a treasurer, two unrelated (not married or cohabiting to each other) signing authorities, and provide the Executive with a year-end financial statement and interim documentation as directed by the Executive.

13.7 The seal of the Association shall be in such form as shall be prescribed by the first officers of the Association, and shall have the words "Wabamun Minor Hockey Association" endorsed thereon. Custody of the seal will be held by the Secretary of Wabamun Minor Hockey Association, which shall be affixed to documents as required.

.8For 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]

.9For the purpose of carrying out its objectives, and in consideration of growth within the association, in consideration of good governance, the Executive, by majority vote may from time to time contract services such as book keeping or accounting, legal, ice scheduling, referee assigning, concession and bingo management or employment, or other services as it sees fit, on a fee for service schedule. The fee for service to be determined by competitive bid. The contractors would not be considered voting member.

14. INDEMNITY OF THE EXECUTIVE AND EXECUTIVE COMMITTEE

No member of Wabamun Minor Hockey Association is in his/hers individual capacity, liable for a debt or liability of Wabamun Minor Hockey Association. Wabamun Minor Hockey Association shall indemnify an Executive member, his/her heirs, legal representatives and assigns from and against any and all claims, costs, charges, expenses and losses including payment of legal fees on a solicitor and client basis necessary to settle or defend an action or satisfy a judgment reasonably incurred by such person as a result of them having been an Executive member in those cases where he/she was acting in his/her course and scope of duty and acted honestly and in good faith with the view to the best interests of Wabamun Minor Hockey Association.

15. RENUMERATION

Effective March 15, 2010 Approved by General Membership at Special Meeting, additions as per Corporate Registry April 29

**WABAMUN MINOR HOCKEY ASSOCIATION
BYLAWS**

21

At no time shall any member of the Executive Committee receive any remuneration for their services. Members of the Executive shall be entitled to reimbursement for reasonable expenses incurred while engaging in business approved by the Executive. The President and Finance Director, or designate, shall ensure the validity of and countersign all expense claims.

16. DISSOLUTION

In the event that the Wabamun Minor Hockey Association ceases its activities and/or that it be dissolved for any reason, the gaming assets remaining shall be transferred in trust to the Village of Wabamun until such time as the assets can be transferred from the Village of Wabamun to a not-for-profit group whose purpose is to support and/or organize minor hockey in the Village of Wabamun.