

Claresholm Minor Hockey Association Bylaws

2022/2023

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**Article 1 – Name**

1. The organization shall be called the “Claresholm Minor Hockey Association”, hereinafter referred to as the CMHA.

## **Article 2 – Fiscal Year**

2. The fiscal year of the CMHA shall be from May 1<sup>st</sup> to April 30<sup>th</sup> of the following year.

## **Article 3 – Membership**

- 3.1 A person becomes a member of the Association when they have paid a registration fee and/or is a member of a coaching staff, an executive board member, a manager, or a parent/legal guardian of a player in good standing who is currently registered with CMHA.
- 3.2 The annual membership fee is paid through player registration and shall be an amount as determined from time to time by resolution of the Board.
- 3.3 Any member wishing to withdraw from membership may do so upon a notice in writing to the Board through its Secretary.
- 3.4 Any member upon a majority vote of the Board may be expelled from membership for any cause which the CMHA may deem reasonable including, but not limited to failing to abide by CMHA By-Laws, Rules and Regulations.

## **Article 4 – CMHA Board Members**

- 4.1 The CMHA shall be governed by the Executive Board (the “Board”)

President  
Vice President of Operations/CAHL Director  
Treasurer  
Secretary  
Registrar  
Directors (3 Divisional Directors)

- 4.2 Board members will be elected from the general membership at the AGM by general nomination and vote; other non-elected positions shall be appointed by the board at regular meetings as necessary.
- 4.3 The Board shall be empowered to conduct the business of the CMHA on behalf of its Members and, subject to the limitations contained herein, to make such decisions and to carry out such actions as it considers necessary.
- 4.4 Each elected board member shall serve a 2 year term. Any board member wishing to withdraw from membership may do so upon a notice in writing to the board.
- 4.5 A special meeting can be petitioned for the purpose of removal of a Board member. A 75% majority vote of the general membership present at a Special Meeting is required.
- 4.6 The Board shall have the authority to revoke a position in the event the board member is absent for three (3) duly constituted monthly Board meetings in a season, having due regard for the nature of

the Board members absence. A Board member position may be so revoked by majority vote of a duly constituted Board meeting.

4.7 Filling of Board Executive Vacancies: In the event that the President is unable to perform the required duties, the Vice-President of Operations will assume the position of President for the balance of the term or until the next Annual General Meeting of the CMHA, whichever event first occurs.

4.8 In the event of the resignation or revocation of any other board position, the CMHA Board can appoint a member in good standing from the general membership to fill the position or assign the responsibilities of that position to an existing member of the Board until the next Annual General Meeting.

4.9 The Board shall be the Coach Selection Committee consisting of not fewer than four (4) Board Members, of which Board Members must not be in a conflict position with respect to the decision to come before the Selection Committee. The majority decision of the Selection Committee shall be binding.

## **Article 5 – Roles and Responsibilities of CMHA Board Members**

### **5.1 President**

- Ensures that all Board members are familiar with their roles and responsibilities
- Ensures all board decisions are established on a democratic basis
- Coordinates and chairs Board Meetings of the CMHA in accordance with the bylaws; ensure agendas are prepared and a proper record of proceedings is maintained.
- Coordinates and chairs Annual General Meetings of the CMHA in accordance with Article 6 of the bylaws; ensure agendas are prepared and a proper record or proceedings is maintained.
- Liaise with the Board Executive, and any Committees, ensuring that the business of the CMHA is conducted in a prudent, organized and efficient manner.
- Attends annual Town of Claresholm Ice Users meeting, advocates for any arena concerns, and books tournament weekends for the upcoming year
- Along with the Treasurer and Vice President, act as a signing authority for the CMHA's banking matters.
- Have general oversight of the affairs of the CMHA and acts as an ex-officio member of all committees
- Be familiar with the terms and provisions of the By-Laws of the CMHA and identify needs for revision or change.
- Be familiar with the Rules and Regulations of the Central Alberta Hockey League (CAHL).
- Be familiar with the By-Laws and Regulations of Hockey Alberta.
- Shall represent the CMHA at Hockey Alberta Meetings, or assign a designate.
- Responsible for authorizing permission to try out and player movement requests

### **5.2 Vice President- Operations- CAHL Director**

- Shall represent the CMHA as CAHL Director, attend CAHL meetings and represent CMHA to CAHL and vote on CMHA's behalf to CAHL

- Assume the duties and responsibilities of the President in his or her absence.
- Assume duties and responsibilities as delegated by the President from time to time.
- Along with the President and Treasurer, act as a signing authority for the CMHA's banking matters.
- Assume the role of the Public Relations Liaison.

### **5.3 Treasurer**

- Be a signing authority, along with the President or Vice-President, for the CMHA's banking matters.
- Maintain the accounting records of the CMHA in a businesslike manner.
- Promptly deposit all funds in a bank account in the name of the CMHA, and promptly pay all approved bills and accounts of the CMHA when due.
- Prepare financial statements summarizing the CMHA's financial position and results on a monthly basis throughout the year, and submit same for Board approval.
- Submit the accounting records of the CMHA to a duly qualified auditor (Chartered Accountant, Certified Management Accountant or Certified General Accountant) for an annual compilation.
- Present the annual financial statement for approval at a duly constituted General Meeting of the CMHA, no later than six (6) months after the end of the CMHA fiscal year.
- Liaise with all representatives, Board members and Committees identifying and dealing with actions and plans that will impact the CMHA's financial affairs.
- The Treasurer shall, if and when necessary, arrange for bank borrowings or other credit arrangements to finance the expenditures of the CMHA. Provided that in the event such borrowings are to cumulatively exceed \$5,000 at any point in time, such excess borrowing or credit shall require the approval of a 75% majority at a duly constituted Board meeting. And further provided that if such borrowing are to cumulatively exceed \$25,000 at any point in time, such excess borrowing or credit shall require the approval of a 75% majority at a duly constituted General Meeting.
- Ensure all taxation matters (e.g.; GST, income tax, etc.) are dealt with and any required appropriate filings are made on time.
- Ensure that any required annual returns for the CMHA (e.g. Consumer and Corporate Affairs – Annual Return) are filed on an annual basis.
- The Treasurer should have accounting knowledge and background.
- Review with Executive the insurance policies carried by the CMHA and ensure that the policies are maintained and that the premiums are paid on a yearly basis having due regards to premium deadlines.
- Coordinate yearly player and team photos by booking photographer and notify team of dates/times
- Responsible for advertising as needed for CMHA.
- Have control over the CMHA's mailbox at the Post Office; get CMHA's mail on a regular basis and forward mail to the appropriate individuals within the CMHA.
- Provide guidance and financial recommendations in collaboration with board to create an annual budget for the association.

#### **5.4 Secretary**

- Assist the President, preparing the agenda for each CMHA Board meeting, ensure that all Members of the Board have a copy of the agenda prior to each meeting.
- Prepare minutes of the proceedings at all meetings of the CMHA Board, circulate copies of same to all Board Members on a timely basis.
- Maintain the minute book for the CMHA ensuring that copies of all minutes and other relevant documentation are retained therein.
- Review all correspondence received from the Hockey Alberta and participant leagues and refer contents of same to appropriate individuals within the CMHA on a timely basis. Refer all Hockey Alberta correspondence to the Registrar/President.
- Prepare and send correspondence on behalf of the CMHA as necessary. Maintain a file of all CMHA's correspondence.
- Assist Board Members with preparation of reports.
- The Secretary will maintain written record of all current rules, regulations and guidelines and post PDF format on the association website.
- The Secretary is responsible for updating the rules, regulations and guidelines after each Board Meeting, Special Meeting and General Meeting or from time to time as additions, deletions and amendments are made.

#### **5.5 Registrar**

- Maintain a listing of CMHA Board Members and Committees, and ensure that this listing is available to all members, CAHL and Hockey Alberta as needed
- Organize, advertise and attend yearly player registration dates.
- Provide all required player registration information to Hockey Alberta and CAHL
- Collaborates with President regarding player movement/releases and submits data of such to CAHL and Hockey Alberta as needed
- Ensure all coaches/managers have the required Hockey Alberta coach certification.
- Ensure all parents have completed the Hockey Alberta respect in sport program.
- Communicate league and provincial deadlines and requirements to team coaches and managers. Obtain and submit information prior to deadlines.
- Provide education and direction for coaches and managers to obtain necessary qualifications for their roles.
- Provide parents with necessary information to access and complete Hockey Alberta Respect in Sport program.
- Chair managers meeting prior to start of season to outline expectation in regard to League & Hockey Alberta rules and deadlines.

#### **5.6 Directors (3 Divisional Director positions)**

- Coordinate the ranking and team placements of all players during the evaluation process at the beginning of each hockey season, having due regard for the skill and ability level of all players.

- The Divisional Directors shall have input on all disputes and discipline provided he or she is without conflict with respect to the dispute in question. In addition, the Divisional Directors cannot have a close relative (i.e. son/daughter-nephew/niece) playing in the division they are coordinating if at all possible.
- In conjunction with the Coaches, Managers, and registrar coordinate the affiliations of all players within their Divisions.
- Monitor the progress of coaches, bench staff and players throughout the season bringing reports forward to the Board on at regular meetings or more frequently as needed.
- Assess the need for coaches at the various divisions and conduct an effective coach recruitment program.
- Chair coaches meeting prior to start of season league games, to provide updates to League & Hockey Alberta rules and guidelines.
- Attend initial team meetings with players and parents to observe the team's goals and objectives for the upcoming season and confirm CMHA's Rules and Regulations.
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- With input from general membership, define and implement annual player and coach development. This includes - but is not limited to - organizing player skills clinics, organizing coach and volunteer workshops and clinics, developing, and implementing a dry-land training program, and delivering parent education programs.
- Liaise with Coaches ensuring that all recruited coaches are certified accordingly for each team.
- Act as liaison between teams and Coaches, to promote the Hockey Alberta Coach Mentorship program within the CMHA.
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- Bring Member concerns forward to CMHA Board to enable their support of team officials in resolving issues and improving the overall level of coaching within the CMHA.
- 
- Liaise with Hockey Alberta and neighbouring associations regarding player and coach development opportunities.

### **5.7 Past President**

- Assume duties and responsibilities as delegated by the president from time to time
- Provide history, background and advice to the President and Board to ensure continuity on all matters relating to the CMHA administration.
- Remains in communications between the Board and attends Board meetings upon request or by person choice.
- Holds the ability to cast a vote, assisting in decision making when necessary.

### **5.8 Ice Scheduler**

- Attend Town Ice user meetings as association representative.
- Collaborate with CMHA board to determine ice requirements for practice, development, tournaments and game times for each division.
- Responsible for submitting ice schedule to CAHL and Intro to hockey leagues prior to deadline.
- Communicate schedules to Town of Claresholm Recreation Director and arena staff.

- Collaborate with Town Recreation director to secure adequate ice for minor hockey games and tournaments.

### **5.9 Casino/Raffle Coordinator for CMHA**

- Submit updated contact information to AGLC yearly.
- Ensure proper requests and filing of casino and raffle.
- Advise team managers on rules and regulations for AGLC
- Organize necessary forms and volunteer schedule for casino dates.
- Work with the treasurer to ensure accuracy of receipts and expenditures related to AGLC matters.

### **5.10 Association Safety Leader**

- Ensures that a coach and/or manager on each team has safety qualifications.
- Ensures all required safety resources are available to teams.
- Ensures that required safety documentation is collected by each team.
- Ensures that all required paperwork is complete when an injury occurs and all return to play steps have been completed.
- Promotes a safe environment within his or her association.
- Communicates regularly with the Board, Coaches, Managers, and parents on safety related matters.
- Provides development, support, and mentorship to his or her team safety people.
- Ensures that Hockey Alberta safety initiatives are being implemented within his or her association.
- Communicates Hockey Alberta safety information within his or her association.
- • Provides Hockey Alberta with safety related information from his or her association.

## **Article 6 – Annual General Meetings Of The CMHA**

6.1 The Association shall hold its annual meeting in April of each year. A duly constituted Annual General Meeting shall be a meeting for which notice has been published at least twice (2) in a local newspaper on dates which are at least two (2) weeks and one (1) week, respectively, prior to the date of the Annual General Meeting and/ or emailed and posted on the CMHA website.

6.2 The President, or his or her nominee, shall preside over Annual General Meetings of the CMHA and, having due regard for conventional rules of order, conduct the meeting.

6.3 The purpose of the Annual General Meeting is to ensure that all Members having an interest in the CMHA have the opportunity to vote on the following:

- (i) proposed amendments to the CMHA's By-Laws and Rules and Regulations; and
- (ii) election of the Board of Directors
- (iii) other questions deemed necessary by the president

6.4 A minimum of twelve (12) members in good standing must be present for a quorum at the Annual General Meeting.

## **Article 7 – Special Meetings Of The CMHA**

7.1 Special Meetings of the general membership may be called by the President:

- (i) at his or her discretion
- (ii) upon written request of any three (3) Board members of the CMHA
- (iii) or upon written request of any 25% of the Members of the CMHA

7.2 A minimum 7 days written notice will be provided to all members in good standing via email and/or posting on CMHA website. The notice will include the time, location and object of the meeting

7.3 A minimum of nine (9) members in good standing must be present for a quorum at a Special Meeting.

## **Article 8 – CMHA Board Meetings**

8.1 The CMHA Board will meet the second Wednesday of each month. In the event of a date conflict, the meeting may be cancelled or changed at the discretion of the President, and with written notice to the Board.

8.2 The President may call a meeting of the Board, outside of the standing monthly meeting:

- (i) At his or her discretion; or
- (ii) Upon written request by any Board Member

For which notice, either verbal or written, has been provided to each Board Member with 48 hours notice

8.3 A minimum of 50% plus 1 (majority) of the current Board Members must be present for a quorum at a Board of Directors meeting.

## **Article 9 – Voting**

9.1 A vote on any matter to come before a Board or Annual General Meeting, other than a change to the CMHA's By-Laws or objectives (Article 11), shall be carried by majority vote of those present and eligible to vote.

9.2 All members of CMHA have the eligibility to vote at AGM or Special Meetings.

9.3 There shall be no votes by proxy.

9.4 The President, in all meetings of the Board or Committee Meetings will participate in a vote only to break a tie. The President is however, allowed to vote at the Annual General Meeting.

## **Article 10 – Financial**

10.1 For the purpose of carrying out its objects, CMHA may borrow or raise or secure the payment of money by such means as the issue of debentures, but this power shall be exercised only under the authority of the society and in no case shall debentures be issued without the sanction of a special resolution of CMHA.



10.2 A person(s) or firm qualified to do so as designated by the Board shall make an audit of the financial transactions of the association at the end of each fiscal year.

10.3 The books and records may be inspected by any member at the AGM or at anytime with reasonable notice, at a time convenient for those having charge of the same. Each member of the Board shall at all times have access to such books and records.

## **Article 11 – Amending The By-Laws or Objectives**

11.1 The bylaws remain in force from year to year unless amended at AGM by majority of membership.

11.2 Notice of proposed bylaw amendments must be circulated and advertised within membership at least twenty-one (21) days in advance of AGM.

## **Article 12 – Rules, Regulations & Guidelines**

12.1 The Board may adopt, rescind or amend rules, regulations and guidelines, other than those contained in the By-Laws, which will govern the conduct of players, coaches, referees and others involved in the CMHA.

12.2 A written record of all current rules, regulations and guidelines is to be maintained and provided to the membership by the Secretary of the CMHA who will be responsible for updating the rules, regulations and guidelines after each Board Meeting, Special Meeting and Annual General Meeting as additions, deletions and amendments are made.

## **Article 13 – Disciplinary Matters**

13.1 Any disciplinary matter involving the conduct of a player, coach, team official, or any other individual whose conduct falls under the jurisdiction of the CMHA, shall be dealt with by an ad-hoc Discipline Committee which shall be established by the Board in accordance with the provisions of this Article.

13.2 The Discipline Committee shall consist of not less than two (2) Members of the Board, which includes the relevant Divisional Director, CMHA President/Vice-President of Operations who shall chair the Discipline Committee, and such other Members as the Board deems appropriate.

13.3 Notwithstanding the above provisions, any individual in a position of conflict shall not sit on a Discipline Committee.

13.4 The Chairman of the Discipline Committee shall only vote on a matter coming before the Committee in the event of a tie-vote among the other Members of the Committee.

13.5 The proceedings of all Discipline Committees shall be held in the strictest of confidence and any record of proceedings of a Discipline Committee shall be maintained in the personal possession of the Secretary of the CMHA in the strictest of confidence.

13.6 At the end of each hockey season the Board shall review the subject matter dealt with by each Discipline Committee established during the course of the year, and provided that there are no matters

of an ongoing nature, prepare a summary of all disciplinary matters dealt with during the year, without reference to names, but including a description of the matter dealt with and details of any disciplinary action taken.

13.7 In the event the individual that will be subject to the decision of the Discipline Committee is under the age of eighteen (18) years, a parent or guardian of such individual shall be entitled to attend with him or her at any hearing. In all other cases, other individuals will only be allowed to attend during the proceedings of the Disciplinary Committee at the discretion of the Committee Chairman.

**Article 14 – Appeals**

14.1 An Appeal Tribunal may at the request of any involved party, review decisions of the CMHA, at a cost of \$100.00. If the appeal is upheld, the \$100.00 fee is refunded, otherwise the funds go into the CMHA general fund account.

14.2 The Appeal Tribunal shall consist of one (1) Member of the Board, one (1) Member at large appointed by the President, and a third individual mutually selected by the first two (2) Members of the Appeal Tribunal.

14.3 Individuals directly involved with the matter of the appeal will not be eligible to sit on the Appeal Tribunal.

14.4 The Appeal Tribunal will review the written submission of any appellant who has been impacted by a decision of the CMHA.

14.5 The Appeal Tribunal will respond to the appellant’s request within (7) seven days of receiving the appeal unless the matter of the appeal is extremely time sensitive, in which case the Appeal Tribunal will attempt to deal with the matter as soon as practically possible.

14.6 The proceedings of the Appeal Tribunal shall be dealt with in the same manner as provided for in Article 13 with respect to disciplinary matters.

14.7 The majority decision of the Appeal Tribunal shall be final and binding.

**Article 15 – Society Seal**

15.1 The CMHA shall not have a Society Seal.

These Bylaws have been adopted by the Board of the CMHA on the \_\_\_\_\_ and approved by the membership of the CMHA on the \_\_\_\_\_ and are now officially recognized Bylaws of the Association.

President Signature \_\_\_\_\_ Date: \_\_\_\_\_

CMHA Board Signatures

\_\_\_\_\_ VP Operations

\_\_\_\_\_ VP Development

Claresholm Minor Hockey Association Bylaws

2022/2023

\_\_\_\_\_ Treasurer

\_\_\_\_\_ Secretary

\_\_\_\_\_ Registrar

\_\_\_\_\_ Director

\_\_\_\_\_ Director

\_\_\_\_\_ Director