

HIGH COUNTRY MINOR HOCKEY ASSOCIATION

CONSTITUTION AND BY-LAWS Revised and Adopted March 18, 2008

ARTICLE I – NAME & OBJECTIVES

- (a) Name: This organization shall operate as an independent body to be known as the High Country Minor Hockey Association, hereinafter called HCMHA, and shall be recognized as the governing authority for minor hockey in the Longview, Black Diamond, Turner Valley, Millarville, Red Deer Lake, and Priddis communities and surrounding districts.
- (b) Objectives: The Objectives shall be:
 - (1) Encourage the maximum participation of children and adults in the game of hockey with a view to:
 - (i) Fostering among its members, supporters and teams a general community spirit.
 - (ii) Developing character and sportsmanship.
 - (iii) Maintain and increase the interest in the game of hockey.
 - (iv) Developing the skills of the game.
 - (v) Developing a healthy self-image and enjoyment of the sport.
 - (vi) Showing leadership (by example) through hockey by teaching what is right and wrong, fair and unfair, co-operation with teammates, respect for property of others, unselfishness and a sense of duty.
 - (2) Adopt and promote all programs such as the three model programs: Initiation, Recreation and Competitive, as set out by Hockey Canada (Canadian Amateur Hockey Association), as well as any other set out by Hockey Alberta (Alberta Amateur Hockey Association) and CAHL (Central Alberta Hockey League).
 - (3) Solicit or raise money to meet these objectives.
 - (4) Remain, at all time, a non-profit organization.

ARTICLE II – CONSTITUTION

The Constitution of the association shall not be altered except at the Annual General Meeting and notice of the proposed alterations shall be given to the secretary in writing at least two weeks before the day of the meeting and he (she) shall forthwith notify the Executive of the proposed changes. Any amendments to the Constitution shall be accepted only by a two-thirds majority of the paid-up membership in attendance and voting thereon.

ARTICLE III – MEMBERSHIP AND FEES

- (a) Membership: Membership is open to the parents or guardians of all minor age hockey players who have paid the annual registration fees. The term of membership shall be on an annual basis from September 1 to August 31 of the following year.
- (b) Memberships may be purchased for an annual fee of \$5.00 by those who do not have children enrolled in High Country Minor Hockey but wish to be a voting member of the Association.
- (c) Registration fees: Registration fees are to be set prior to the commencement of each hockey season, by the current Executive. Fees can be fully refunded if requested in writing to the Executive. Fees can be fully refunded if requested in writing to the Executive by the member (if over 18 years of age) or a parent or guardian of the member prior to the start of league pay. Partial refunds shall be 50% of the fee up to December 15, however there shall be no refunds after December 15.

ARTICLE IV – EXECUTIVE

The Executive officers shall:

- (a) Consist of President, Vice-President, Secretary, Treasurer, Director and Registrar.
- (b) Be elected at the Annual General Meeting. The 2001 year election puts the President, Director and Secretary in for a two-year term and the Vice-President, Treasurer and Registrar in for a one year term. The following year (2002) the Vice-President, Treasurer and Registrar will be elected for a two-year term. All positions thereafter will be for a two-year term. Any Executive position shall be eligible, however, for re-election in the subsequent year.
- (c) An Executive Member cannot hold more than one position on the Executive unless a volunteer can not be found for a vacant position.

BY-LAW ONE – EXECUTIVE OFFICERS DUTIES

The Executive Officers shall:

- (a) Have and exercise control over the affairs of the Association.

- (b) Have the power to remove an Executive from office for breach of duties or contravention to the By-Laws or Regulations by the remaining members of the Executive.
- (c) Have the power to temporarily fill any vacancy, through appointment, which may occur in its number. The position must go to the membership at the next AGM for nomination and election.
- (d) Have the power to amend or alter the regulations of the Association.
- (e) Have the power to suspend or discipline any coach, manager, trainer or association member connected with the association for:
 - (1) Proven foul play.
 - (2) Unfair or unsportsmanlike conduct, individually or collectively at any place where a hockey game is being held or at any meeting of the HCMHA.
 - (3) Refusing to accept or obey the rulings of the HCMHA executive.
 - (4) Any infringement of the laws of the game of hockey or the rules of any of Hockey Canada, Hockey Alberta or CAHL.
- (f) Have the power to re-admit by a majority vote of any individual under suspension.
- (g) Review all major penalties and deal with them according to established regulations.
- (h) In the event of a lack of qualified coaches as per By-Law 5, Section (a), make every effort to provide instruction as may be necessary to certify coaches for at least the minimum requirements of By-Law 5, Section (a).

BY-LAW TWO – MEETINGS

- (a) Executive Meetings shall:
 - (1) Be held on a regular monthly basis during the hockey season at a time and place to be determined by a consensus of the current Executive officers.
 - (2) Have a quorum of three (3) Executive members.
 - (3) Have decisions based on a majority vote. In the event of a tie, the President shall cast an additional vote to break the tie.
- (b) General Meetings shall:
 - (1) Be held on a regular monthly basis during the hockey season at a time and place to be determined by the Executive.
 - (2) Have a quorum of eight (8) members.
 - (3) Have in attendance all appointed officers as specified in By-Law Three, Section (b), Sub-Section (2).
 - (4) Employ proper rules of order (such as addressing all comments and questions through the chair) to provide equal opportunity for all members.
- (c) Special Meetings shall:

- (1) Be called by the President for the Executive at the request of two members of the Executive and subject to the conditions of By-Law Two, Section (a), Sub-Section (2) and (3).
 - (2) Be called by the Executive for the general membership and subject to the conditions of By-Law 2, Section (b), Sub-Sections (2), (3) and (4).
 - (3) Deal only with the subject for which the meeting was called and no other issues shall be discussed.
- (d) Annual General Meetings of the Association shall:
- (1) Be held before May 15th of each year at a time and a place to be determined by the Executive.
 - (2) Have a quorum of twenty (20) members.
 - (3) Be posted and advertised at least three (3) weeks prior to the meeting.
 - (4) Suggested to use the following order of business:
 - I. Call to order
 - II. Reading of the minutes of the last Annual General Meeting.
 - III. Business arising from the minutes.
 - IV. Reading of correspondence.
 - V. Business arising from correspondence.
 - VI. Financial reports.
 - VII. Special committee reports
 - VIII. Amendments to the Constitution and By-laws.
 - IX. New business.
 - X. Election of Executive positions.
 - (5) Employ proper rules of order (such as addressing all comments through the chairs) to provide equal opportunity for all members.
 - (6) Have decisions based on a majority vote excepting those decisions relating to constitutional change as specified in Article 2 of the Constitution.

BY-LAW THREE – ELECTIONS AND APPOINTMENTS

- (a) Elections shall:
 - (1) Take place for President, Vice-President, Secretary, Treasurer, Registrar and Director.
 - (2) Be by majority vote by show of hands or by secret ballot.
- (b) Appointments shall:
 - (1) Be made by the Executive for a one (1) year term (subject to re-appointment in subsequent year).

(2) Include the following positions:

- (i) Concession Representatives.
- (ii) Ice Coordinator.
- (iii) Referee Coordinator.
- (iv) Fund Raising Coordinator.
- (v) Equipment Manager.
- (vi) Team Representative from each team (such person cannot be a member of the current Executive).
- (vii) Coaching Coordinator.
- (viii) Governor to CAHL.

BY-LAW FOUR – SPECIAL DUTIES OF OFFICERS

(a) President – The President shall have the power to:

- (1) Sign as one of three signing officers for the Association.
- (2) Preside at all meetings.
- (3) Exercise the powers of the Executive in case of emergency and will be responsible to the Executive for his actions on their behalf.
- (4) Suspend clubs or players, subject to ratification at the next meeting of the Executive.
- (5) Sit on all Committees as an ex-officio voting member.
- (6) At any duly constituted meeting of the HCMHA, appoint Committees to deal with specific issues, to report on these issues and also to state their recommendations. Once a committee struck by the President has fulfilled the purpose for which it was called, the committee shall be disbanded.
- (7) Represent HCMHA at all HA meetings or functions.

(b) Vice-President – the Vice President shall:

- (1) In the absence of the President or in the event of his inability to act, have and exercise all powers of the President.
- (2) At all times be an ex-officio voting member of all Committees.
- (3) Attend open meetings of the Town of Black Diamond Recreation Board.

(c) Secretary – The Secretary shall:

- (1) Notify the Executive Officers of the time and place of meetings.
- (2) Prepare an agenda for all Executive, Special, General and Annual General Meetings.
- (3) Keep an accurate record of the proceedings of the Association.
- (4) Be one of the three signing officers for the Association.

- (5) Within one (1) week of all meetings, post on the bulletin board the minutes of such meetings.
- (6) Be to all intents and purposes the legal holder of all trophies and cups in trust of the Association.
- (7) Publish the Notice of the Annual General Meeting at least three (3) weeks before the meeting.
- (8) Immediately advise the Executive of any protests received.
- (9) Ensure that all players are properly registered with HA and CAHL and are affiliated with the team one level above.
- (10) Perform such other duties as shall be necessary for the good and welfare of the Association.

(d) Treasurer – The Treasurer shall:

- (1) Keep a record of all moneys received and disbursed.
- (2) Present at each annual meeting, a report of the year's operations and duly audited statement of the Association.
- (3) Prepare an annual budget for the Association.
- (4) Be one of the three (3) signing officers for the Association.
- (5) Place funds in savings accounts and have transfers to chequing accounts as required.
- (6) Reconcile monthly bank statements.

(e) Director – The Director shall:

- (1) Attend CAHL meetings as the representative of HCMHA.
- (2) Be responsible to CAHL for HCMHA.
- (3) Ensure the HCMHA has qualified minor officials and certified referees and linesmen for all league, playoff, exhibition and tournament games.
- (4) To ensure all coaches and managers are aware of CAHL By-Laws and Regulations.
- (5) Be spokesperson AAHA Referees Council local coordinator.

(f) Registrar – The Registrar shall:

- (1) Assist with pre-season registration activities.
- (2) Maintain accurate records of all registrants.
- (3) Communicate with Hockey Alberta and the CAHL regarding movement, affiliation and registration of all hockey players, coaches and team officials.
- (4) Keep copies and accurate records of all registrants and registration activities.
- (5) Develop and maintain hard copy filing systems or, if capable, an electronic database record system.

- (6) Responsible for the safe keeping of unused "cards" and "team sheets" and submitting to Hockey Alberta for refunds at the end of the year.
- (7) Attend monthly HCMHA meetings.

BY-LAW FIVE – COACHES

The Coaches shall:

(a) Be approved by the Executive under the following minimum requirement conditions:

- (1) Initiation Program: attendance and certification at Initiation Instructors Training Clinic.
- (2) Recreation Young Programs: attendance at a NCCP coach clinic or old CNNP Level II coaches' certification.
- (3) Competitive Programs: old NCCP Level II or NCCP Intermediate for head coach and old NCCP Level II or NCCP coach for assistant coach.

(b) In the event of lack of qualified coaches as per Section (a) above, the Executive may recommend (for short term and with consideration by By-Law One, Section (g)) individuals for the positions.

BY-LAW SIX – PLAYERS

The players shall be:

- (a) Properly carded or registered with their team under Hockey Alberta or CAHL.
- (b) Properly released from previous associations before being allowed to join HCMHA.
- (c) Affiliated with the team one level above.

BY-LAW SEVEN – REFEREES

The Referee Coordinator shall:

- (a) ~~Not be allowed to officiate games in HCMHA unless they are in possession of a current year AAHA Referee's certification.~~
- (b) Officiate HCMHA games as per the following AAHA Referee structure:
 - (1) Level I for non-competitive minor hockey.
 - (2) Level II for PeeWee to Midget league games.
 - (3) Level III (if available) for minor league playoffs.

BY-LAW EIGHT – AUDITORS

Two members shall be appointed to review accounts and the Treasurers annual statement at the end of the season (May 31) and recommend acceptance or rejection.

BY-LAW NINE – MEMBERSHIP FEES DUE DATE

This date is to be set annually by the Executive so that funds are available early enough to meet operating costs. We must purchase insurance etc., before the hockey season commences each year. There are also other cost impacts that must be dealt with before November 1.