



# High Country Minor Hockey Association

## Bylaws

*Revised April 2024*

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## High Country Minor Hockey Association Bylaws

### Article 1 – Name and Objective

#### 1.1 NAME:

This organization shall operate as an independent body to be known as “High Country Minor Hockey Association”, hereinafter referred to as the HCMHA.

#### 1.2 OBJECTIVE:

- A) Encourage the maximum participation in the game of hockey with a view to:
  - a) To foster among the members a general community spirit.
  - b) Develop character and sportsmanship.
  - c) Maintain and increase the interest in the game.
  - d) Develop skills of the game.
  - e) Develop a healthy self-image and enjoyment of the sport.
  - f) Develop leadership skills and general respect for others.
- B) Solicit or raise money to meet these objectives.
- C) Remain, at all time, a non-profit organization.

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### Article 2 – Fiscal Year

2.1 The Fiscal year of the FMHA shall be from May 1st to April 30th of the following year.

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### 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 coaching staff, a manager, an Active Supporting Volunteer (as determined by the Board) or a parent/legal guardian of a player in good standing who is currently registered with HCMHA.

3.2 The annual membership fee shall be an amount as determined from time to time by resolution of the Board of Directors.

3.3 Any member wishing to withdraw from membership may do so upon a notice in writing to the Board through its Secretary. Review the Player With Drawl Policy for details.

3.4 Any member upon a majority vote of the Board of Directors may be expelled from membership for any cause which the HCMHA may deem reasonable including, but not limited to failing to abide by HCMHA By-Laws, Rules, Regulations and Codes of Conduct.

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### Article 4 – Executive Board of Directors and Association Volunteers

4.1 The HCMHA shall be governed by the Executive Board of Directors.

4.2 Executive Board members will be elected from the general membership at the Annual General Meeting (AGM) by general nomination and vote; positions will be appointed at the subsequent board meeting from the elected members by the Executive Board of Directors.

4.3 The President, Registrar and CAHL Director are voted in every 2 years on odd-numbered years, and the Vice President, Treasurer and Secretary are voted in every 2 years on even-numbered years.

4.4 The Executive Board of Directors shall consist of the following (all 2-year terms):

- \* President
- \* Vice President
- \* Treasurer
- \* Secretary
- \* Registrar
- \* CAHL Director

4.5 The Executive Board of Directors Duties:

- A) Shall be empowered to conduct the business of the HCMHA 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 as stated in the *Objectives* of the HCMHA.
- B) Have the power to remove an Executive Board member from office for breach of duties or Code of Conduct by the remaining Board members with a majority vote.
- C) Have the power to temporarily fill any vacancy, through appointment, and a majority vote with the remaining Executive Board members.
- D) Have the power to amend or revise the policies of the Association.
- E) Have the power to suspend or discipline any member, coach, manager or trainer connected to HCMHA for the following:
  - 1) Proven foul play.
  - 2) Breach of Parent and/or Player Code of Conduct at any event associated to HCMHA.
  - 3) Refusing to accept or obey the rulings of HCMHA Board of Directors.
  - 4) Violation of any rules, regulations or policies within CAHL, Hockey Alberta and/or Hockey Canada.
- F) Review all major penalties and deal with them according to established regulations.
- G) An Executive Board member cannot hold more than one position on the Executive Board, unless a volunteer cannot be found to vote in at the AGM or an Executive Board member vacates or is voted out of their position during their term. See article 4.6.

4.6 Filling of Vacancies

- A) In the event that the President is unable to perform the required duties, the Vice-President will assume the position of President for the balance of the term. Will be referred to as “Acting President”.

- B) In the event that the Vice-President cannot assume the President's position, it will go to a member of the Executive Board for the remaining term with a majority vote.
- C) In the event that any other Executive Board member withdraws or is removed, it will go to a member of the Executive Board for the remaining term with a majority vote.
- D) In the event that 3 or more Executive Board members withdraw or are removed, then the Executive Board of Directors shall elect a member from the general membership to fill the vacancy until the next AGM of the HCMHA.

4.7 The Association Volunteers shall consist of the following (all 2-year terms):

- \* Equipment Manager
- \* Social Media Coordinator
- \* CAHL Governor
- \* Coach Coordinator
- \* Intro To Hockey Coordinator
- \* Ice Scheduler
- \* Permits/Sanction Coordinator
- \* Complaints Liaison
- \* Fundraising Coordinator
- \* Manager Coordinator

4.8 Executive Board of Director and Association Volunteer Duties – See policies for details.

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### Article 5 – Annual General Meetings (AGM) of HCMHA

5.1 The Association shall hold its annual meeting on or before the 31st day of May each year. A duly constituted General Meeting shall be a meeting: for which notice has been published at least 4 weeks prior to the date of the AGM via HCMHA newsletter/email. The agenda must be published 2 weeks prior to the date of the AGM via HCMHA newsletter/email.

5.2 The President, shall preside over AGM of the HCMHA and, having due regard for conventional rules of order, conduct the meeting.

5.3 The purpose of the AGM is to ensure that all Members having an interest in the HCMHA have the opportunity to vote on the following:

- (i) proposed amendments to the HCMHA's By-Laws; and
- (ii) election of the Board of Directors

5.4 A minimum of twenty (20) members in good standing must be present for a quorum at the General Meeting.

5.5 Employ proper rules of order (such as addressing all comments through the chair) to provide equal opportunity for all members.

5.6 Have decisions based on a majority vote.

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### Article 6 – Special Meetings Of HCMHA

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

(i) at their discretion.

(ii) upon written request of any two (2) Executive Board members of the HCMHA.

(iii) or upon written request of any 25% of the Members of the HCMHA.

(iv) a minimum 7 days written notice will be provided to all members in good standing via newsletter/email. The notice will include the time, location and object of the meeting.

6.2 A minimum of ten (10) members in good standing must be present for a quorum at a Special Meeting.

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### Article 7 – Executive Board of Directors Meetings

7.1 The HCMHA Executive Board of Directors meeting are to held on a regular monthly basis.

7.2 A minimum of 3 current Executive Board members are to be in attendance at an Executive Board of Directors meeting to make the quorum.

7.3 Have decisions based on a majority vote. In the event of a tie, the President shall cast an additional vote to break the tie.

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

(i) At their discretion; or

(ii) Upon written request by any Executive Board Member

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

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### Article 8 – Voting

8.1 A vote on any matter to come before an Executive Board or Special Meeting, other than a change to the HCMHA's By-Laws, shall be carried by majority vote of those present and eligible to vote.

8.2 Only one vote is allowed per family, regardless of the number of positions they hold as Executive Board members or the number of children registered in the association at the AGM or Special Meetings.

8.3 There shall be no votes by proxy.

8.4 In the event of a tie, in all meetings (Executive Board of Directors, AGM, Special, and Committee meetings), the President shall cast an additional vote to break the tie.

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### Article 9 – Financials

9.1 For the purpose of carrying out its objectives, HCMHA 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 HCMHA.

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

9.3 The 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 Executive Board shall at all times have access to such books and records.

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### Article 10 – Rules, Regulations & Guidelines

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

10.2 A written record of all current rules, regulations and policies is to be maintained and provided to the membership upon request.

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### Article 11 – Policies

11.1 See website, [www.highcountryrockies.ca](http://www.highcountryrockies.ca) for all policies in full details.