

SHERWOOD PARK MINOR HOCKEY ASSOCIATION BYLAWS

AS AMENDED APRIL 22nd, 2020

1. MEMBERSHIP

- a) Membership in the Sherwood Park Minor Hockey Association is open to any person 18 years of age or older who lives in the Hockey Alberta defined operating boundaries of the Association who is interested in furthering the objectives of the Association as determined by the membership.
- b) The membership fee shall be determined from time to time, by members at a general meeting.
- c) Any member in arrears for fees or assessments for any year shall be automatically expelled after the expiration of six (6) months from the end of such year, but may be reinstated upon paying the annual fee and/or assessments.
- d) The executive committee of the society may impose a fine not exceeding five (\$5.00) dollars on any member who contravenes these bylaws or the regulations made hereunder.
- e) Any member may resign from the society by providing written notice addressed to the Board President.
- f) The executive committee of the society, or if applicable, a committee appointed by the executive committee for discipline matters may expel any member of the society or any Sherwood Park Minor Hockey Association team official who fails to comply with these bylaws or the regulations made hereunder or whose conduct shall be determined to be improper or unbecoming by the executive committee or, if applicable, the discipline committee. A expelled member or team official may appeal his expulsion before the executive committee by giving written notice to the executive committee within thirty (30) days of the date of his expulsion.
- g) The membership fee may not be refunded for any reason.
- h) A suspended member may not hold office, vote or act as a team official in any of the society's activities held for any of the players registered by the society.



- i) Any member in good standing is entitled to vote at any general meeting, provided he or she is present at the time the vote is taken, and provided that he or she meets the residency requirements as established from time to time by the Association.

2. MEETINGS

- a) A general meeting for all members to elect the executive committee of the society shall be held on or before May 31st each year. Notice of the place and date of the meeting shall be advertised in the press and/or on the association website not less than 30 days prior to the meeting.
- b) A quorum for the general meeting shall be twenty (20) members eligible to vote. At the option of the Board, general meetings may be held by electronic means, so long as all voting members can communicate with each other. Members can only vote if present at the meeting. If a meeting is held by electronic means, members attending electronically are deemed present. Voting shall be conducted and counted by a show of hands, or by secret ballot, or electronic ballot.
- c) The president may call an emergency or special meeting at any time, and shall do so upon a written request signed by at least twenty (20) members of the society, provided at least ten (10) days notice is given. When the members request the meeting in writing, such meeting shall be held within thirty (30) days of receipt of the request. Special or Emergency Meetings will be advertised in the local papers and on the Association's Website. Quorum for Special or Emergency Meetings is at least twenty (20) members of the society. Voting will be done by a show of hands, or by secret ballot, or by electronic ballot. No proxy votes are allowed at any Meetings of the Association. Only those in attendance are eligible to vote.
- d) Executive committee meetings shall be held on a regular basis to ensure the efficient operation of the society. The president may call an executive committee meeting when he deems it necessary, giving notice by the most efficient means (phone or email).
- e) A quorum for any executive meeting shall be nine (9) members of the executive committee.
- f) The president shall call an executive committee meeting within fifteen (15) days of receiving a written request, signed by at least seven (7) members of the executive committee, and shall give notice by the most efficient means.



- g) The executive committee shall be elected by the members of the Society at the annual general meeting held on or before May 31st each year. Nominations will be proposed by a nominating committee appointed by the executive committee and must be received by the nominating committee no later than seven (7) days prior to the advertised date of the Election meeting.
- h) The executive committee shall consist of at least twenty-one (21) elected members plus the immediate past president, all of whom are entitled to vote on any issue before the executive committee. Excluding the Ice Allocator, the executive committee shall not be compensated for fulfilling their duties as members of the committee. The Ice Allocator's compensation will be established annually by the executive committee.
- i) The elected members shall fill the following positions on the executive committee:
- President
 - Vice President Senior
 - Vice President Junior
 - Vice President Finance
 - Vice President Programs
 - Directors
 - Referee in Chief
 - Ice Allocator
- i. Immediate Past President together with such additional positions as may be determined by executive committee from time to time.
- ii. To be eligible to hold the office of President, or Vice President, the nominee shall have served on the executive committee for not less than one (1) year in the past. Notwithstanding this requirement, and in the absence of any nomination(s) for these positions, the executive committee shall reserve its right to appoint such person or persons who in its view can fulfill the duties of the position.
- iii. That the President and Vice President executive positions become two (2) year appointments, with the President and Vice President Junior being elected on even years, and the Vice President Senior and Vice President Finance being elected on odd years.
- iv. Should a vacancy occur or should a position not be filled during the year or should an additional position be created by the executive committee



for which a member has not been elected, the executive committee may appoint a member of the society to exercise the rights and privileges of that position for the balance of the term of office.

- v. The executive committee shall be responsible to the general membership of the society and shall have full control and management of the society within the limits of these by-laws, to serve the administration of a minor hockey program for players in Sherwood Park, Alberta.
- vi. The executive committee may, from time to time, make regulations concerning the management of the society, the conduct and appointment of any director, team official or player, the function and appointment of any committee and any other matter, which the executive committee deems necessary for the efficient operation of the society. Signing authority shall be delegated to the President, Vice President Finance and Office Administrator. Any two of these signing authorities must sign all cheques on behalf of the society.

j) The duties of the members of the executive are as follows:

- i. PRESIDENT shall be ex-officio a member of all committees. He shall, when present, preside at all meetings of the society and the executive committee. In his absence the Vice-President(s) shall preside at any such meeting and in the absence of either a chairman may be elected by the meeting to preside thereat. He shall oversee the activities of the provincial teams by being an active Board member of the Sherwood Park King's Athletic Club. He shall appoint and select the chairmanship for any required Sherwood Park Minor Hockey Association Discipline Committee through out the year.
- ii. VICE PRESIDENT Senior shall be chairman of Pee Wee, Bantam, Midget, and Junior Divisions. He shall act for the president in the latter's absence but his primary role shall be to supervise the hockey teams in the Senior Divisions together with all matters related thereto. He shall report to the President.
- iii. VICE PRESIDENT Junior shall be chairman of Initiation, Novice, Atom, and Female Divisions. He shall act for the president and Vice President Senior in their absence, but his primary role shall be to supervise the



hockey teams in the Junior Divisions together with all matters related thereto. He shall report to the President.

- iv. VICE PRESIDENT Finance shall be financial chairman. He shall act for the president plus Vice Presidents in the event of their absences, but his primary role shall be in respect to financial matters including the appointment and chairmanship of budget and fund raising committees. Shall properly account for the funds of the society and keep such books as may be required for this purpose. Shall present a full detailed account of receipts and disbursements to the executive committee whenever requested and shall prepare a statement, duly audited, which sets out the financial position of the society, for presentation to the members at the annual general meeting. Shall have signing authority for cheques issued by the society. Shall have as his direct report the Office Administrator. He shall report to the President.
- v. VICE PRESIDENT Programs shall oversee the non-operating programs of SPMHA as determined by the President.
- vi. President Sherwood Park King's Athletic Club shall be chairman of provincial teams (including Female Midget AAA but excluding all other Female teams). He shall supervise the hockey teams entered in the provincial leagues together with all matters related thereto. He shall report to the President.
- vii. DIRECTORS shall perform such duties as are decided upon by the executive committee but it is desirable that at least one director assume responsibility for each of the age groups or categories of players and be reportable to the Vice-Presidents as applicable. Reporting lines for each Director shall be detailed in the Policies and Procedures.
- viii. The Junior Director shall operate the junior team so as to produce revenue and be at least self-sustaining. The Junior Director shall table a separate budget before the executive committee and is responsible for the overall supervision of the junior, as set out in the regulations made under these by-laws.



viii. REFEREE IN CHIEF shall select and assign referees to all minor team games and tournaments and shall supervise those referees in regard to training and performance.

ix. PAST PRESIDENT shall attend meetings of the executive committee whenever possible and shall provide guidance and assistance to his successor, in the interest of continuity for the overall minor hockey program.

3. BORROWING POWERS

- a) For the purpose of carrying out its objects, the society may borrow or raise or secure the payment of money in such manner as it thinks fit, and in particular by the issue of debentures. But this power shall be executed only under the authority of the society, and in no case shall debentures be issued without the sanction of a special resolution of the society.

4. AUDIT OF ACCOUNTS

- a) April 30th in each year shall be the end of the fiscal year of the society. The books, accounts, and records of the treasurer shall be audited at least once each year by a duly qualified accountant.

5. SEAL OF THE SOCIETY

- a) The Vice President Finance shall have charge of the seal of the society, which seal whenever used, shall be authenticated by the signature of the Vice President Finance and the President, or, in the case of the death or inability of either to act, by the Vice President.

6. BY-LAWS

- a) The by-laws may be rescinded, altered or added to by an "special resolution" passed by a majority of not less than three-fourths of such members entitled to vote as are present in person, at a general meeting of which Thirty (30) days notice specifying the intention to propose the resolution as a special resolution has been duly given.

7. RECORDS OF THE SOCIETY



- a) Records of the society's provincial league entries including the list of team officials plus league communications shall be kept in the custody of the President of the Sherwood Park King's Athletic Club.
- b) Records of the society's minor league entries including the list of team officials and/or directors plus other records relating to this program, shall be kept in the custody of the-Division Vice Presidents through the Office Administrator.
- c) Records of the budget and fund raising committees including lists of sponsors and fund raising activities shall be kept in the custody of the Vice President Finance through the Office Administrator.
- d) Minutes of the meetings of the society and of the executive committee plus lists of members of the society and the players together with other correspondence shall be kept in the custody of the Office Administrator. The Office Administrator will attend all Meetings (Executive, Special, Emergency) and will take and prepare the Minutes of such Meetings
- e) Lists of coaches and managers shall be kept by each director for his or her designated category, together with related schedules and team correspondence.
- f) Lists of referees and pertinent details of budget, referee records and training shall be kept in the custody of the referee in chief.

8. REMUNERATION

- a) Unless authorized at any meeting and after notice of same shall have been given, no officer, member or director of the association shall receive any remuneration for his services.

9. INSPECTION OF RECORDS

- a) The books and records of the society may be inspected by any member of the society at the annual general meeting provided for in these by-laws or at any time upon giving reasonable notice and arranging a time satisfactory to the elected member having charge of same. Each member of the executive committee shall at all times have reasonable access to such books and records.



10. RULES

- a) Sherwood Park Minor Hockey Association shall operate within the rules of the Hockey Canada and Hockey Alberta.

11. SUSPENSION

- a) Should any member of the executive committee without reasonable cause absent himself from three or more executive committee meetings or be suspended or expelled from the society, the executive committee may suspend such member from the executive committee and declare the position occupied by such member vacant and may appoint a member of the society to exercise the rights and privileges of the position for the balance of the term of office.

12. DISSOLUTION OF THE ASSOCIATION

- a) Should the Sherwood Park Minor Hockey Association dissolve, after payment of all debts and liabilities, any assets remaining will be donated to another charitable organization with like goals and objectives.

