

# Bylaws of the Crowchild Hockey Association

1. The Organization and Its Boundaries
  - 1.1. The name of the organization is “Crowchild Hockey Association”.
  - 1.2. The Crowchild Hockey Association (herein “Crowchild Hockey”) is an incorporated society under the Societies Act of the Province of Alberta.
  - 1.3. The Boundary of Crowchild Hockey is the geographical area of those of the Community Associations it serves.
    - 1.3.1. The Community Associations within the Boundary of Crowchild Hockey are: Scenic Acres Community Association (SACA), Silver Springs Community Association (SSCA) and Varsity Community Association (VCA).
2. Head Office and Mailing Address
  - 2.1. The head office and mailing address of the Crowchild Hockey is:

Crowchild Hockey Association  
c/o Crowchild Twin Arena  
185 Scenic Acres Drive NW  
Calgary, Alberta T3L 1L4
3. Definitions
  - 3.1. “Act” means the Societies Act of the Province of Alberta as amended from time to time.
  - 3.2. “Board” means the Board of Directors for the Crowchild Hockey.
  - 3.3. “Boundary” means the geographical area forming Crowchild Hockey.
  - 3.4. “Community Association” means an organization that represents the residents that live within our Boundary.
  - 3.5. “Community Representative” means an individual authorized by a Community Association to represent the appointing Community Association as a Director of Crowchild Hockey.
  - 3.6. “Community Resident” means an individual living within the Boundaries of a Member Community Association.
  - 3.7. “Director” means an individual appointed to or elected to the Board under the terms of these Bylaws. All of the Officers are also Directors.
  - 3.8. “Election” means General Elections Meeting called for the purpose of electing the Officers and Directors of Crowchild Hockey.
  - 3.9. “Executive Committee” means the group made up by the Officers of Crowchild Hockey as herein defined.
  - 3.10. “General Meeting” means required meetings of the Members as called and carried out in accordance with these bylaws.
  - 3.11. “Hockey Calgary” refers to the Minor Hockey Association of Calgary.
  - 3.12. “Majority” means a number equal to or higher than fifty percent plus one of eligible voters at a duly held meeting where quorum is present.

- 3.13. "Member" means a Community Association within the Boundary of Crowchild Hockey.
- 3.14. "Minutes" means the official written record of a meeting, and should include no less than the approved agenda, a list of attendees, proposed resolutions, details of relevant discussion on proposed resolutions and decisions on proposed resolution.
- 3.15. "Motion" means a resolution requiring a Majority Vote of Officers, Directors or Members as applicable, at a duly held meeting of such as applicable.
- 3.16. "Nominated Volunteer" means an individual who is not a representative of a Member nor Participant yet is deemed by the Governance Committee to be qualified and appropriate to fill a role within Crowchild Hockey.
- 3.17. "Officer" means an individual holding one of the following positions: President, Vice-President, Secretary, and Treasurer.
- 3.18. "Participant" means individual and parent or guardian of an individual eligible, appropriately registered with their respective Community Association and registered in the Program for the playing season falling within a Fiscal Year.
- 3.19. "Policy" means a document describing actions, expectations or procedures for activities related to the business of Crowchild Hockey and facilitation of the Program.
- 3.20. "Program" means the activities associated with providing Members with a hockey program, including but not limited to registration, the creation of teams, recruitment and assignment of necessary roles, and acquiring and allocating ice.
- 3.21. "Special Resolution" means a resolution requiring a two-thirds majority vote of Officers, Directors or Members as applicable, at a duly held meeting of such as applicable.
- 3.22. "Standing Committee" means a Committee convened for an ongoing Association purpose and chaired by a Director.
- 3.23. "Terms of Reference" means a description of the purpose and structure of a project, committee, or any similar collection of individuals working together to accomplish a specific outcome.

#### 4. Membership and Participation

##### 4.1. Membership in the Crowchild Hockey will be as follows:

- 4.1.1. Scenic Acres Community Association
- 4.1.2. Silver Springs Community Association
- 4.1.3. Varsity Community Association

New members will only be allowed on the 2/3 unanimous approval of the existing members. Any Member can withdraw from the Crowchild Hockey upon serving written notice of withdrawal to Crowchild Hockey one year prior to such withdrawal becoming effective.

##### 4.2. Rights of the Members shall be:

- 4.2.1. To appoint one Director each to the Board of Directors
- 4.2.2. To attend and vote at the Annual General Meeting and at any Special General Meetings.
- 4.2.3. To call a Special General Meeting.

- 4.2.4. To inspect the books of Crowchild Hockey upon reasonable notice.
- 4.2.5. To appoint Auditors.
- 4.2.6. To approve the annual financial statements.
- 4.3. Duties of the Members shall be:
  - 4.3.1. To appoint one director each to the Board.
  - 4.3.2. To supervise the affairs of Crowchild Hockey through their respective appointed Director.
- 4.4. Participant in the Crowchild Hockey is any individual and parent or guardian of an individual registered in the Program for the playing season falling within a Fiscal Year.
- 4.5. Rights of the Participant shall be:
  - 4.5.1. Where a participant is of voting age to attend and vote at an Elections Meeting. Each individual qualifying as a Participant is entitled to one vote.
  - 4.5.2. Where a participant is of voting age to run for elected role within Crowchild Hockey.
- 4.6. Duties of the Participant shall be:
  - 4.6.1. To pay the appropriate fees for registration.
  - 4.6.2. To follow applicable policies, procedures and codes of conduct.
  - 4.6.3. To promote the objectives of Crowchild Hockey.
- 4.7. Expulsion of a Participant
  - 4.7.1. The Board may expel a Participant who:
    - 4.7.1.1. Fails to abide by the Bylaws;
    - 4.7.1.2. Fails to abide by Policy or Code of Conduct;
    - 4.7.1.3. Discredits the Association;
    - 4.7.1.4. Disrupts meetings or functions of the Association; or
    - 4.7.1.5. Has done something determined by the Board to be harmful to the Association.
  - 4.7.2. Participants of Crowchild Hockey may be removed by the Board upon the following procedures:
    - 4.7.2.1. A petition for removal.
    - 4.7.2.2. Invitation to the Participant to speak on his own behalf at a meeting of the Board, and
    - 4.7.2.3. An affirmative vote for removal by a two-thirds majority vote at a Meeting of the Board.
- 5. Governing Structure
  - 5.1. Crowchild Hockey shall be governed by its members through the Board of Directors.
  - 5.2. The Board of Directors is made up of Crowchild Hockey Officers and Directors. Officers and Directors are not eligible for remuneration and perform duties on a voluntary basis. Officers and Directors do not enjoy any financial benefit or gain in the performance of duties.
  - 5.3. The Board shall have the vested Authority to act on behalf of and in the best interest of its Members and Participants. The Board shall have the responsibility to maintain operations

that are responsive to the Objectives of Crowchild Hockey. The Board's actions shall be governed by the provisions of these Bylaws and approved Policies.

- 5.4. The minimum number of Officers and Directors on the Board will be eight and the maximum sixteen. The Officers and Directors are elected by the Participants at a duly held Election. Participants and Nominated Volunteers wishing to act as an Officer or Director must give notice of such interest in writing to the Governance Committee in accordance with the Nomination Policy, and only Participants and Nominated Volunteers nominated by the Governance Committee will be eligible for election, except for nominations regarding the "Community Representative" Director positions. Each of the Community Associations has the exclusive right to appoint the individuals for its respective "Community Representative" Director position on the Board.
  - 5.4.1. In the event the total number of sitting Directors and Officers falls below eight members, the Executive can determine a course of action to bring the complement back in to compliance.
  - 5.4.2. If there is a vacancy on the Board due to Resignation, death, or Removal of an Officer or Director, the remaining Officers and Directors may appoint a replacement to fill that vacancy by two-thirds majority vote.
  - 5.4.3. The term of an Officer or Director elected under the authority of clause 5.3 would be to then end of the current fiscal year.
- 5.5. The term for elected Directors and Officers is two years. Directors and Officers may be elected for a maximum of three (3) consecutive terms. After serving a third consecutive term, a Board Member shall step down for at least one (1) year.
- 5.6. Every Officer or Director assuming office on the Board together with any heirs, executors and estates, shall be indemnified out of the funds of Crowchild Hockey against all costs, charges and expenses sustained by any act brought by any other person relating to his acts as an Officer or Director which are done in good faith except when his own willful neglect and default is proven in court.
- 5.7. The Officers make up the Executive Committee of Crowchild Hockey and shall be the President, Vice-President, Secretary and Treasurer.
- 5.8. The Board shall have the authority to establish committees and terms of reference for the committees and also to form or dissolve committees. The Board may appoint any interested Participant or Nominated Volunteer to a committee.
- 5.9. The Board may extend its authority only through the registered Bylaws.
6. Duties and Responsibilities of the Board, Officers, Directors and Committees.
  - 6.1. The Board is an elected body which will fulfill an executive duty by exercising its vested authority whenever required while maintaining operations within established objectives and policies, and always in the best interests of the Members and Participants. Only approved Motions or approved Special Resolutions obtained from a quorum of Officers and Directors, collectively, shall be interpreted or enforced as under the Authority of the Board.
    - 6.1.1. The Board shall adhere at all times to all structural, organizational and financial requirements established within these Bylaws and inforce Policy.

- 6.1.2. The Board shall develop terms of reference for committees; assign or appoint chairpersons and committee participants to each committee; make each committee aware of its responsibilities, as well as its role in the decision-making process of Crowchild Hockey; and make all Members and Participants of Crowchild Hockey aware of all committees' chairpersons and of each committee's roles and duties. Upon request by Members or Participants provide status of committees work to such.
- 6.1.3. The Board shall take all actions necessary to run the Program.
- 6.1.4. The Board may appoint an Administrator who will assist the Board in the completion of sundry clerical duties as deemed necessary from time-to-time. This individual may be paid for their services, provided such costs are included in the annual budget. The individual appointed as an Administrator has no voting rights in Crowchild Hockey.
- 6.1.5. The Board shall initiate and maintain all necessary insurances, securities, programs or other appropriate annuities that provide adequate protection or coverage for the Participants and Members, as well as all other responsibilities reasonable for and relevant to the Objectives and Program.
- 6.1.6. The Board shall execute all financial affairs of Crowchild Hockey.
- 6.1.7. The Board as required, shall forward annually to the Registrar of Companies, the Financial Audit, the names, addresses and positions of the Directors, specifically identifying the Officers and the Crowchild Hockey business address.
- 6.1.8. The Board shall review the Policies, Terms of Reference and Bylaws annually and make whatever recommendations may be necessary in order to keep these items current and relevant for present and future operations.
- 6.2. The duties and responsibilities of the Officers shall include, but not be restricted to the following;
  - 6.2.1. The President of Crowchild Hockey is its "Chief Executive Officer" and the primary spokesman who interprets its objectives, policies and bylaws. This person also interprets and enforces all Resolutions of the Board to related individuals or groups. The President shall fulfill a coordinating, motivating and mediating responsibility with the Board, Committees or any other group within Crowchild Hockey. The President shall interpret, guide and counsel all Crowchild Hockey Participants or Groups in order that they are always prepared to make responsible decisions on any matter that may arise which is relevant to their respective functions.
    - 6.2.1.1. The President shall call and preside at all Board meetings, General Meetings, Committee meetings and Executive Committee meetings, as well as any other Crowchild Hockey group that may request the President to preside.
    - 6.2.1.2. The President shall be a signing authority for official documentation, agreements, contracts, communications, leases, and financial transactions made out in the name of Crowchild Hockey.
    - 6.2.1.3. The President shall be responsible for the orientation and education of all elected Directors.
    - 6.2.1.4. The President shall maintain a monitoring program to ensure that Crowchild Hockey is always functioning legally within the provisions of the Bylaws, governing

organizations, applicable legislation, and that the Board and its committees are always acting to meet the greater needs of the Program.

- 6.2.2. The Vice-President of Crowchild Hockey is one of the Officers whose primary responsibility is to assist the President.
  - 6.2.2.1. The Vice-President shall act as the President in the absence of the President.
  - 6.2.2.2. The Vice-President shall be a signing authority for official documentation, agreements, contracts, communications, leases, and financial transactions made out in the name of Crowchild Hockey.
  - 6.2.2.3. The Vice-President shall accept other duties as assigned by the Board.
- 6.2.3. The Secretary of Crowchild Hockey is one of the Officers and is responsible for record keeping, documentation, and correspondence, this includes but is not limited to meeting activities, communications to the Members and Participants, and fulfilling procedures for Due Notice.
  - 6.2.3.1. The Secretary is responsible for the recording of Minutes for General Meetings, meetings of the Board, and Executive Committee meetings.
  - 6.2.3.2. The Secretary is responsible for receipt of documentation and record keeping of Minutes from committees.
  - 6.2.3.3. The Secretary is responsible of communication of information to the Members and Participants.
  - 6.2.3.4. The Secretary is responsible for providing accurate and approved records of Crowchild Hockey decisions, actions, or procedures, upon a request which states a sound reason for such a request, where such a request is deemed appropriate by the Executive Committee.
  - 6.2.3.5. The Secretary shall fulfill all responsibilities for "Due Notice" related to each respective procedure as each various meetings' circumstances may demand.
  - 6.2.3.6. The Secretary is signing authority on any Crowchild Hockey official documentation, agreements or communications.
  - 6.2.3.7. The Secretary is responsible for the care and control of the "Seal of Crowchild Hockey" which shall be authenticated by both the signatures of the President and the Secretary or Treasurer whenever the Seal is used.
  - 6.2.3.8. The Secretary is responsible for the current list of the names, address and telephone numbers of the Directors.
- 6.2.4. The Treasurer of Crowchild Hockey is one of its Officers and primarily responsible for all financial transactions, financial accounts, budgets, and financial audit procedures.
  - 6.2.4.1. The Treasurer shall develop and maintain reporting systems which have every committee, group or individual turning over all their revenues and expenditures so these can all be accurately recorded in the Crowchild Hockey records and accounted for to the Members.
  - 6.2.4.2. The Treasurer shall prepare and present financial statements for the Board, which contain all Crowchild Hockey revenues, expenditures and cash balance situations.

- 6.2.4.3. The Treasurer shall prepare all financial records for audit, and then be responsible for its completion and presentation to the Members.
- 6.2.4.4. The Treasurer is responsible for ensuring all payments are properly authorized before payment, all cheques are accurately prepared, and cheques have the required signatures.
- 6.2.4.5. The Treasurer shall be responsible for all banking transactions, safety deposit boxes, cash assets, bonds and other assets.
- 6.2.4.6. The Treasurer shall request annually from each committee, their projected budget for the coming year which shall be then correlated into the Crowchild Hockey annual Budget for approval by the Board. The annual Crowchild Hockey Budget must be closely adhered to or taken back to the Board if change is required.
- 6.2.4.7. The Treasurer shall be a signing authority for contracts, leases, financial transactions and financial documents made out in the name of Crowchild Hockey.
- 6.2.5. The Immediate Past-President of Crowchild Hockey is an honorary member of the Board of Directors and Executive Committee. A Past-President's role is one of consultant and advisor. The Past-President does not vote.
- 6.3. The duties and responsibilities of the Directors shall include, but not be limited to those items in the relevant Directors Policy and where applicable any Policy or Terms of Reference.
  - 6.3.1. The Directors of Crowchild Hockey are listed below and only Directors indicated in the Bylaws are eligible to vote at meetings of the Board.
    - 6.3.1.1. Scenic Acres Director represents SACA.
    - 6.3.1.2. Silver Springs Director represents SSCA.
    - 6.3.1.3. Varsity Director represents VCA.
    - 6.3.1.4. President – role and responsibilities as defined herein.
    - 6.3.1.5. Vice-President – role and responsibilities as defined herein.
    - 6.3.1.6. Secretary – role and responsibilities as defined herein.
    - 6.3.1.7. Treasurer – role and responsibilities as defined herein.
    - 6.3.1.8. Evaluations Director is responsible for overseeing the evaluations and team creation process, in accordance with any relevant Policy and Terms of Reference.
    - 6.3.1.9. Coach Director is responsible for overseeing the recruitment, selection, compliance and evaluation of coaches in accordance with any relevant Policy and Terms of Reference.
    - 6.3.1.10. Junior Director is responsible for overseeing the Program for, and providing assistance to teams within Initiation, Novice and Atom age groups, in accordance with any relevant Policy and Terms of Reference.
    - 6.3.1.11. Senior Director is responsible for overseeing the Program for, and providing assistance to teams within Pee Wee, Bantam, Midget and Junior Programs in accordance with any relevant Policy and Terms of Reference.

- 6.3.1.12. Referee Director is responsible for overseeing the recruitment, selection, compliance and scheduling of Referees in accordance with any relevant Policy and Terms of Reference.
- 6.4. Any Committees struck for the purpose of carrying out the Program or business of Crowchild Hockey shall report to the Board through the submission of regular reports which must give account of each Committee's decisions and actions relating to past and current activities as well as for future plans. In all matters that require decision which exceeds the authority of a Committee, it shall provide guidance, in the form of recommendations to the Board. The Officers of Crowchild Hockey are ex-officio members of all established committees.
  - 6.4.1. The Standing Committees of the Board shall be:
    - 6.4.1.1. Program Committee: purpose is to develop and oversee all hockey activities related to participants, coaches, and development. The Program Committee is chaired by the Coach Director.
    - 6.4.1.2. Evaluations Committee: purpose is to develop and oversee all activities related to evaluation of participants. The Evaluations Committee is chaired by the Evaluations Director.
    - 6.4.1.3. Finance Committee: purpose is to develop and oversee all activities impacting Crowchild Hockey financing, such as but not necessarily limited to budgeting, accounting, fee setting, and purchasing. The Finance Committee is chaired by the Treasurer.
    - 6.4.1.4. Governance Committee: purpose is to develop and oversee all activities required for governance, such as but not necessarily limited to succession, elections, policies, and terms of reference. The Governance Committee is chaired by the President.
    - 6.4.1.5. Ice Committee: purpose to develop and oversee the objectives and activities related to ice procurement and distribution. The Ice Committee is chaired by the Vice-President.
  - 6.4.2. The Board shall approve a Terms of Reference for all Committees, including sub-committees.
  - 6.4.3. All Committees requiring funds for its activities shall provide an annual budget to the Board for approval. The committee's annual Budget must be closely adhered to or taken back to the Board if change is required.
  - 6.4.4. The Board shall appoint a Director to chair each committee.
  - 6.4.5. Each Committee representative will be appointed for a term of one year with the exception of Special Committees where the term will be specified by the Board.
- 7. Removal of Officers and Directors
  - 7.1. Officers and Directors of Crowchild Hockey may be removed from their position by the Board upon the following procedures:
    - 7.1.1. A petition for removal.
    - 7.1.2. Invitation to the Officer or Director to speak on their own behalf, and
    - 7.1.3. An affirmative vote for removal by a two-thirds majority vote at a Meeting of the Board.



## 8. Meetings

8.1. Annual General Meetings shall be called by the Secretary and held before the 31th day of December in each year. The Agenda for an Annual General Meeting (AGM) should be structured in order to allow for any and all matters to be brought up desirable to and in the best interest of Crowchild Hockey. At an AGM, the Agenda shall consist of no less than:

- 8.1.1. Confirmation of Quorum
- 8.1.2. Approval of Agenda
- 8.1.3. Reading and Approval of Minutes from most recent AGM
- 8.1.4. Report from the President
- 8.1.5. Presentation of the Audited Financial Statements

8.2. Special General Meetings (SGM) shall be called for any matter that requires a vote of the Members and cannot wait for the next AGM. A SGM is similar in all procedures to an AGM and shall be called by the Secretary, in the event of any of the following:

- 8.2.1. Upon written request of not less than a combination of any five Officers or Directors, where the reason for the SGM is indicated in the written request.
- 8.2.2. Upon written request of the Members, where the reason for the SGM is indicated in the written request.
- 8.2.3. Upon petition requesting a SGM where the reason for the SGM is indicated in the petition and the petition is signed by no less ten percent of the Participants.

8.3. General Elections Meeting (Election) shall be called by the Secretary for the purpose of electing the Officers and Directors of Crowchild Hockey. The Election shall be called and carried out during the final quarter of the fiscal year.

8.4. Meetings of the Board shall be called by the President no less than once every three months.

## 9. Due Notice

9.1. The Secretary shall provide Due Notice of an Annual General Meeting to the Members no less than thirty days prior to the date of the meeting.

- 9.1.1. Due Notice shall include the date, time and location.
- 9.1.2. Due Notice shall include the Agenda and any Resolutions.
- 9.1.3. The Agenda circulated with the initial notice may be modified, a supplementary Agenda must be made available no less than fifteen days prior to the date of the AGM.
- 9.1.4. Due Notice shall be provided by e-mail.

9.2. The Secretary shall provide Due Notice of a Special General Meeting to the Members no less than fifteen days prior to the date of the meeting.

- 9.2.1. Due Notice shall include the date, time and location.
- 9.2.2. Due Notice shall include the Agenda and any Resolutions.
- 9.2.3. Due Notice shall be provided by e-mail.

- 9.3. The Secretary shall provide Due Notice of a General Elections Meeting to the Members and Participants no less than forty-five days prior to the date of the meeting.
  - 9.3.1. Due Notice shall include the date, time and location.
  - 9.3.2. Due Notice shall include the Agenda.
  - 9.3.3. Due Notice shall be provided by e-mail.
- 9.4. Meetings of the Board shall be at any time that circumstances may demand, but no less than once every three months. The Secretary or Administrator shall give Due Notice to all Officers and Directors no less than forty-eight hours prior to such meetings.
- 9.5. Meetings of the Executive Committee shall be at any time that circumstances may demand. The Secretary or Administrator shall give due notice to all Officers no less than forty-eight hours prior to such meetings.

## 10. Quorums

- 10.1. A Quorum is the minimum number of the Officers, Directors, Participants or Members who must be present at a respective meeting of such in order that the meeting may be called to order and those present may have the authority to officially vote and carry out the duly constituted business.
- 10.2. At an Annual General Meeting an official quorum shall be no less than three Members. Should quorum not be achieved within thirty minutes of the scheduled start of an AGM, another AGM shall be announced by the Secretary to occur seven days from the date of the initial AGM and the number of Members attending such rescheduled AGM shall be determined to be quorum.
- 10.3. At a Special General Meeting an official quorum shall be no less than two Members. Should quorum not be achieved within thirty minutes of the scheduled start of a SGM, the Secretary shall announce to the Members that the SGM did not achieve quorum.
- 10.4. At a General Elections Meeting an official quorum shall be no less than twenty Participants and Community Residents. Should quorum not be achieved within thirty minutes of the scheduled start of an Election, another Election shall be announced by the Secretary to occur seven days from the date of the initial Election and the number of Participants and Community Residents attending such rescheduled Election shall be determined to be quorum.
- 10.5. At a meeting of the Board an official quorum shall be any combination of no less than fifty percent of serving Officers or Directors, provided one or more of the President, Vice-President, Treasurer, or Secretary are part of that fifty percent.
- 10.6. At a meeting of the Executive Committee an official quorum shall be no less than three officers.

## 11. Voting

- 11.1. A Member, Officer, Director, Participant or Community Resident is entitled to one vote at a duly called respective meeting of such where Quorum is achieved.
- 11.2. At a General Meeting voting is afforded only to a Member.
- 11.3. At an Executive Committee meeting voting is afforded only to Officers.

- 11.4. At a Board meeting voting is afforded only to Officers and Directors.
- 11.5. At an Election voting is afforded to Participants and Community Residents, where a Community Resident has notified Crowchild Hockey in writing no less than five days in advance of an Election of a desire to vote in the next upcoming Election.
- 11.6. Voting shall only be considered official where all of the requirements for Quorum are achieved.
- 11.7. Voting shall be indicated by the raising of a hand or secret ballot, if requested. The result of the vote shall be recorded in the minutes.
- 11.8. Voting by proxy shall not be accepted unless there is a special provision provided for a meeting where proxy will be permitted, where everyone who is eligible to vote is aware of these provisions at the time of Due Notice for the meeting where the vote is to be taken.
- 11.9. The President, or other Officer, acting as Chair of a meeting should not vote on any matter unless it is needed to break a tie vote. It is recommended that if a tie-breaking vote is needed, the group consider a Tabling or Referral Motion on the matter.
- 11.10. Any dispute during any duly called meeting which cannot be settled by reference to these Bylaws will be determined by Roberts Rules of Order. In the event that no solution can be found to the satisfaction of the voting participants of such a meeting, an arbitrator, whose decision shall be binding on all parties, shall be determined according to the Arbitration Act of the Province of Alberta.

## 12. Finances

- 12.1. The fiscal year-end of Crowchild Hockey shall be June 30 in each year, unless otherwise altered by the Board.
- 12.2. Each committee shall prepare annual Budgets for all their coming year's expenses and revenues, which shall be incorporated into a total Crowchild Hockey budget for the coming fiscal year. The budget shall be approved by the Board.
- 12.3. A contingency fund of up to ten percent of the annual gross revenue can be maintained and carried forward to the next year to cover unforeseen and/or emergency items.
- 12.4. An affirmative vote at either an Executive meeting or Board meeting shall be required in order to authorize any expenditure in excess of one thousand dollars when such expenditures are not already approved by the Crowchild Hockey Annual Budget.
- 12.5. A professional accounting firm shall be retained to establish or review proper accounting systems including internal controls with provisions for expenses, capital allocations and financial planning. Crowchild Hockey financial records and accounts shall be audited annually by a certified accountant (firm or individual) with a fiscal audit statement presented to the Members for approval, and copies provided to the Registrar of Companies.
- 12.6. For purposes of carrying out its objectives, Crowchild Hockey may borrow, raise or secure the payment of money in such a manner as deemed fit, provided appropriate approval is obtained.
- 12.7. Cheques on the Crowchild Hockey bank accounts must be signed by two signing authorities, one of which shall be either the President or Treasurer.

- 12.8. The Officers with signing authority for financial activities of Crowchild Hockey are the President, Vice-President, Treasurer and the Administrator, except regarding expenditures paid with funds obtained from gaming proceeds, for which the Administrator is not an eligible signing authority.
- 12.9. All moneys collected in the name of Crowchild Hockey may be accounted for to the Members in each annual audit. Cash floats, petty cash, or special accounts can be provided for in the Policies, but all such moneys must be accounted for, in total, in the annual audit.

### 13. Dissolution

In the event of the dissolution of Crowchild Hockey, any assets remaining after paying all debts and liabilities are to be transferred to the Crowchild Twin Arena Association (CTAA). In the event that at the time of dissolution the CTAA does not exist or is not a registered charity, any assets remaining are to be transferred to eligible charitable groups in accordance with a Resolution of the Members at a General Meeting.

### 14. Alteration of Bylaws

These Bylaws may only be changed by a Special Resolution passed at a General Meeting.

### 15. Interpretation

In all the Bylaws of Crowchild Hockey, the singular shall include the plural and the plural the singular; and the word 'person' shall include corporation and societies, and the masculine shall include the feminine. Where reference is made to any statute or section thereof, such reference shall be deemed to extend and apply to any amendment to such statute or section as the case may be.