



**DIDSBURY MINOR HOCKEY ASSOCIATION**  
**BYLAWS**  
Last Revised May 8, 2015

## **Table of Contents**

### **BY-LAW 1.0 – STRUCTURE** **3**

---

- 1.1 NAME
- 1.2 DEFINITIONS
- 1.3 AFFILIATION
- 1.4 SEAL OF THE SOCIETY

### **BY-LAW 2.0 - MEMBERSHIP** **3**

---

- 2.1 REGULAR MEMBERSHIP
- 2.2 CONDITIONS OF MEMBERSHIP
- 2.3 REFUSAL
- 2.4 RESIGNATION
- 2.5 EXPULSION
- 2.6 LIFE MEMBERSHIP

### **BY-LAW 3.0 – REGISTRATION & DUES** **4**

---

- 3.1 REGISTRATION
- 3.2 FEES
- 3.3 PRORATING OF FEES

### **BY-LAW 4.0 – MEETINGS OF MEMBERS** **5**

---

- 4.1 ANNUAL MEETINGS
- 4.2 ORDER OF BUSINESS
- 4.3 GENERAL MEETINGS
- 4.4 EXECUTIVE MEETINGS
- 4.5 SPECIAL MEETINGS
- 4.6 VOTING
- 4.7 CONFLICT OF INTEREST

### **BY-LAW 5.0 – OFFICERS** **8**

---

- 5.1 QUALIFICATIONS
- 5.2 KEY RESPONSIBILITIES
- 5.3 TERMS
- 5.4 ELECTIONS
- 5.5 REMOVAL

5.6 RESIGNATION  
5.7 VACANCIES  
5.8 REMUNERATION

**BY-LAW 6.0 – INDEMNIFICATION** **13**

---

**BY-LAW 7.0 – COMMITTEES** **14**

---

7.1 EXECUTIVE COMMITTEE  
7.2 COACHING COMMITTEE  
7.3 GRIEVANCE COMMITTEE  
7.4 APPEAL COMMITTEE  
7.5 SPECIAL COMMITTEE

**BY-LAW 8.0 – COMPLAINTS/VIOLATIONS** **15**

---

8.1 STRUCTURE  
8.2 DOCUMENTATION  
8.3 DISCIPLINARY ACTION/SUSPENSIONS  
8.4 RIGHTS OF APPEAL  
8.5 COURT ACTION

**BY-LAW 9.0 – BY-LAW AMENDMENT PROCEDURES** **16**

---

**BY-LAW 10.0 – RULES & REGULATIONS** **16**

---

**BY-LAW 11.0 – POLICIES AND PROCEDURES** **16**

---

**BY-LAW 12.0 – GENERAL** **16**

---

12.1 FISCAL YEAR  
12.2 BUDGETS  
12.3 AUDITS  
12.4 BANKING  
12.5 ASSET INVENTORY  
12.6 ANNUAL REPORTS  
12.7 INVESTMENTS/BORROWING POWERS  
12.8 RECORDS  
12.9 INSPECTION OF BOOKS AND RECORDS

**DMHA/League Hierarchy Flowchart** **18**

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## **BYLAW 1.0 – STRUCTURE**

### **1.1 NAME**

This organization shall be called the Didsbury Minor Hockey Association (herein referred to as DMHA).

### **1.2 DEFINITIONS**

1. “H.C.” shall mean Hockey Canada.
2. “H.A.” or HOCKEY ALBERTA shall mean Hockey Alberta.
3. “Legal Guardian” shall be defined as a person who is granted guardianship of a player under the age of eighteen years by the law courts of Alberta.
4. “Major Resolution” shall refer to any amendment, deletion, or addition to the Bylaws of the DMHA.
5. “Member” see definition in “2.1 Regular Membership”
6. “Minor Resolution” shall refer to any motions or Special Rules adopted by the membership and/or Executive Committee in order to carry out the day-to-day activities of the DMHA within the confines of the Bylaws. Refer to Bylaw 10. These rules or motions shall reside in the Policies and Procedures.
7. “Quorum” shall refer to the majority of Executive members, except in the case of Special Meetings. Quorum shall be a minimum of 3 Executive members.
8. “Special Rules” shall describe those rules or motions adopted by the membership and/or Executive Committee that establish or further clarifies the required procedure, practice or conduct of the Association members within the confines of the DMHA Bylaws. These rules or motions shall reside in the Policies and Procedures Refer to Bylaw 10.
9. Policies and Procedures shall be a collection of information and Special Rules used by the DMHA in order to carry out its day-to-day activities within the confines of these Bylaws. Refer to Bylaw 11.

### **1.3 AFFILIATION**

**1.3.1** Hockey Alberta is the governing body for amateur hockey in the Province of Alberta in accordance with its affiliation with H.C.

**1.3.2** The DMHA is a member of the Hockey Alberta and therefore must abide by the Bylaws, Rules and Regulations of the Hockey Alberta. The DMHA Bylaws shall not be and are not any less restrictive than the Bylaws and Policies and Procedures of Hockey Alberta.

**1.3.3** The DMHA Bylaws shall be consulted first on any issue before pursuing an issue with the Hockey Alberta or C.H.A.

### **1.4 SEAL OF THE SOCIETY**

The DMHA does not have or use a "Seal".

## **BYLAW 2.0 – MEMBERSHIP**

### **2.1 REGULAR MEMBERSHIP**

The membership of the DMHA shall consist of:

1. All of the hockey clubs, team officials and players participating within the jurisdiction of the DMHA,
2. the Executive Committee as defined in Bylaw 5.0,
3. other officers appointed by the Executive Committee,
4. parents or legal guardians of children registered to play within the DMHA and for whom the prescribed fees have been paid, and
5. any person who contributes their services voluntarily for the DMHA.

### **2.2 CONDITIONS OF MEMBERSHIP**

Each prospective Member, as a condition precedent to membership in DMHA, shall agree that:

1. All Members recognize the DMHA as the highest authority concerning amateur hockey in the Town of Didsbury and immediate surrounding area, subject only to the rights of appeal to the HOCKEY ALBERTA;
2. All Members shall unconditionally abide by the Bylaws and Special Rules of the DMHA and any amendments thereto.
3. In order for the DMHA to function efficiently, properly and to the best advantage of all Members, as well as the sport and game of hockey, the Executive Committee shall be the sole and final interpreter of the Bylaws,

Special Rules, the 'Let's Play Program' and Policies and Procedures of the DMHA and the application of the same, subject only to the rights of appeal as described in Bylaw 8.0.

### **2.3 REFUSAL**

**2.3.1** The Executive Committee of the DMHA shall have the sole and absolute right to accept or refuse an application for membership in the DMHA.

**2.3.2** The Executive Committee shall have the sole and absolute right to impose probationary conditions on membership.

1. Probationary conditions will be set at the discretion of the Executive, which may include, but is not limited to: suspension

**2.3.3** Probationary members who fail to follow probationary conditions will have their membership revoked, without the right to appeal and without reimbursement to membership fees.

### **2.4 RESIGNATION**

**2.4.1** Any Member may resign from membership in the DMHA by submitting his/her resignation in writing to the Executive Committee of the DMHA. Upon such resignation becoming effective, such Member shall forfeit his/her rights and privileges in the DMHA.

**2.4.2** Resignation of Executive Committee officers are addressed in Bylaw 5.6.

### **2.5 EXPULSION**

**2.5.1** A Member may be expelled from the membership in the DMHA by a resolution passed by two-thirds (2/3) of the members present at a Special Meeting of the membership called for that purpose.

**2.5.2** No Member shall be expelled without just cause or,

1. without being notified of the complaint against that Member in writing from the Executive Committee, or
2. without having been given the opportunity to be heard by the Executive Committee with rights of appeal, or
3. without having been given a final opportunity to be heard by the membership at the aforesaid Special Meeting.

**2.5.3** Suspensions of Members is addressed in Bylaw 8.0.

### **2.6 LIFE MEMBERSHIP**

**2.6.1** Nominations shall be submitted to the Executive Committee for consideration a minimum of 30 days prior to an Annual Meeting. Two-thirds majority vote of all Executive Committee officers shall be required to approve a life membership.

**2.6.2** Life Members can act in an advisory capacity as requested by the Executive Committee and shall be eligible to vote at all DMHA Annual or General Meetings.

## **BYLAW 3.0 - REGISTRATION / DUES**

### **3.1 REGISTRATION**

**3.1.1** Registration is open to all children interested in the sport of hockey whose age is or between four (4) and seventeen (17) years as of December 31st of the year in which one is registering.

**3.1.2** Registration shall be held with a minimum of two dates with notices published in the local newspaper, with a minimum of 14 days' notice.

0. Email notifications to prior year membership shall be done one month prior to the first registration date.

1. To be eligible for decreased registration rates, members must register prior to 12:00am, June 30<sup>th</sup> prior to the fall season start.

**3.1.3** Registration forms for all minor hockey players shall be completed and signed by the child's parents or legal guardians. If registration is not completed, one does not become a member, and the minor hockey player shall not be allowed on the ice until the registration form is properly completed, all current dues and default charges are paid in full for that child and family, and the Executive Committee has accepted the application.

**3.1.4** Registration will also be considered complete if completed and paid for using the on-line registration system.

**3.1.5** Prospective coaches must register/apply with the Coach-In-Chief

**3.1.6** The DMHA Registrar shall maintain a complete register of all its members and file all applications with the following information on each person as a minimum:

- a. the full name and residential address,
- b. the date on which the person is admitted as a member,
- c. the date on which any member ceases to be a member or is suspended,

- d. the class of membership of the person i.e. hockey player, coaching staff, Executive Committee member, parent, or a life time member.
- e. Birth-date upon registration will be adequate with the option to provide birth certificate if requested.
- f. The member parents must provide proof of age of upon request.
- g. Parents may provide medical information for their child. This information will be provided on a voluntary basis only, and will be kept strictly confidential.
- h. An Alberta Health Care number must be provided prior to commencement of on-ice activities. (h) All parents must provide a minimum of one emergency contact number/person.

**3.2 FEES**

**3.2.1** The Executive Committee shall have the sole responsibility in setting the annual registration fees and default charges based on expected budgetary costs, anticipated fund raising revenues and the direction received from the membership at the Annual Meeting.

**3.2.2** The Executive Committee will determine the acceptable dates for the payment of fees, and present these dates in the registration package.

**3.2.3** The rationale for the annual fee structure shall be reviewed with the DMHA membership at the first General Meeting following registration. These fees shall cover as a minimum the costs such as ice rental, referee fees, insurance, equipment purchases, referee and coaching clinics, and other operating expenses.

**3.2.4** If a Member is not accepted, resigns, is expelled, or withdraws, a formal request in writing to the Executive Committee can be made to obtain a refund of all or part of any paid registration fees. The DMHA Executive Committee shall determine an equitable refund based on the circumstances and prorating the amount of the season completed.

**3.3 PRORATING OF FEES**

**3.3.1** Upon late registration, fees will be prorated according to the schedule specified:

- Registration Dec 15 – Jan 10.

- 75% of registration fees
- No raffle ticket commitment
- No Fall Ball Ticket Commitment
- 100% concession obligation, if applicable.

**3.3.2** Should a member withdraw from the Association during the regular hockey season, the Executive Committee shall have the discretion to refund a portion of monies paid. Should the Executive Committee determine that a refund is warranted, the following guidelines will be followed:

1. Requests for refunds must be made in writing to the Registrar of the Didsbury Minor Hockey Association.
2. After registration, and prior to the commencement of the first category of player evaluations or first practice, all fees, including registration fees, will be refunded in full minus a \$50 administration fee.
3. After this, a refund will be given based on the following:

<u>Month of Withdrawal</u>	<u>% of Fees Reimbursed (less carding fees paid by DMHA)</u>
September	75% of Program Cost
October	60% of Program Cost
November	45% of Program Cost
December	30% of Program Cost
January	15% of Program Cost

4. All fee's, will be refunded in full for players who show proof of active Membership (including, but not limited to, a signed "Permission to Play") with another Minor Hockey Association and transfer to that organization in September or October of the season.
5. No refunds will be given for withdrawals after January 10.

**4.0 - MEETINGS OF MEMBERS**

**4.1 ANNUAL MEETINGS**

**4.1.1** An Annual Meeting shall be held each year between March 15th and April 30th pending any undue circumstances for the purpose of reviewing the past year's performance; presenting the Treasurer's and Auditor's

reports; voting on changes to the Bylaws; and electing the Executive Committee officers for the next hockey season.

**4.1.2** At least 21 days' notice of an Annual Meeting shall be given to the membership via weekly subscriptions in the local newspaper(s), by email notifications to current membership and by posters at the arena with the date, time, place and any proposed major resolutions to the Bylaws duly received by the Executive Committee as required by Bylaw 9.0

**4.1.3** For a quorum, a majority (>50%) of Executive Committee officers and an equal number of regular adult members shall be present. These meetings are open to all of the membership.

**4.1.4** Minor resolutions, i.e. changes to Policies and Procedures, can be presented and adopted at an Annual Meeting.

## **4.2 ORDER OF BUSINESS**

### **4.2.1 RULES OF ORDER**

All meetings of the DMHA shall generally be conducted in accordance with the rules contained in "Robert's Rules of Order", to the extent they are applicable to, and not inconsistent with, the Bylaws or any specific rules of order as adopted by the DMHA Executive Committee. A summarized version of these rules is maintained in the Policies and Procedures.

### **4.2.2 ORDER OF BUSINESS**

The order of business for an Annual Meeting shall be as follows:

1. Call the meeting to order.
2. Confirm a Quorum exists to proceed.
3. Read and adopt last year's General Meeting minutes.
4. Conclude any business from the old minutes.
5. President's Report.
6. Treasurer's and Auditor's Reports
7. Report's of Committee's.
8. Notices of Motions
9. Election of Officers.
10. Appointment of Auditors
11. Lottery License Renewal Motion
12. New Business
13. Adjournment

## **4.3 GENERAL MEETINGS**

**4.3.1** General Meetings shall be held between August 15<sup>th</sup> and October 15<sup>th</sup> by the Executive Committee for the purpose of sharing information, seeking direction in conducting the day to day business, allowing a forum for the membership to ask questions, adopting changes to the Policies and Procedures and amending, adding or deleting Bylaws.

**4.3.2** There shall be as many general meetings as deemed necessary by the Executive Committee but no less than one per season.

**4.3.3** There shall be a General Meeting each year shortly after registration prior to the start of the regular hockey season.

**4.3.4** At least 21 days' notice of a General Meeting shall be given to the membership via weekly subscriptions in the local newspaper, included in the registration packages, and by posters at the arena with the date, time, place and any proposed major resolutions to the Bylaws.

**4.3.5** For a quorum, a minimum of 50% of the Executive Committee officers and an equal number of regular adult members shall be present. These meetings are open to all of the membership.

**4.3.6** An agenda shall be prepared by the Executive Committee with copies available at the door for the members.

## **4.4 EXECUTIVE MEETINGS**

**4.4.1** The President shall call Executive Meetings as required and the Secretary shall notify the Executive Committee officers of the time and place. The President and the Secretary shall prepare an agenda prior to the meeting.

**4.4.2** The first Executive meeting called after the Annual General Meeting shall be for the new executive to review the duties of the executive.

**4.4.3** An Executive meeting shall be called prior to the start of the hockey season to review all by-laws, policies and procedures, appendices, and manuals to ensure all executive member are aware and understand said documents.

**4.4.4** A quorum shall be a majority of voting Executive Committee officers.

**4.4.5** During Executive Committee Meetings, only Executive Committee officers shall make motions and vote there upon.

**4.4.6** A regular member may attend these meetings but may not participate in the discussions unless officially on the agenda.

**4.4.7** A regular member or an outside organization wishing to make a presentation at this meeting will notify their intention to the President and the Secretary within 3 days prior to the meeting.

**4.4.8** The Executive Committee may, at their discretion, hold an a 'Closed Door' meeting to address sensitive issues. The general membership will not be permitted to attend these meetings.

#### **4.5 SPECIAL MEETINGS**

**4.5.1** The Executive Committee may at its discretion call Special Meetings with certain parties to address issues specific to those parties, which do not impact the general membership.

**4.5.2** A minimum quorum of three Executive Committee officers shall be appointed by the Executive Committee to be present at this Special Meeting and to provide a status report back to the Executive Committee. The Executive Committee shall define the powers, the Chairperson, boundary conditions and reporting expectations for this meeting and the officers in attendance.

**4.5.3** Notice of this Special Meeting shall be given to all parties impacted via telephone, email, written handouts, or by posting a notice at the arena. The Chairperson shall be responsible for ensuring that the above notification has occurred and for preparing a meeting agenda.

**4.5.4** A Special Meeting may be called as required. This may be within 24 hours of notification, depending on the circumstance.

**4.5.5** A quorum of 50% of those impacted by the Special Meeting must be present in order for the meeting to proceed.

**4.5.6** The Executive Committee must then ratify all decisions or motions adopted at this Special Meeting before being acted upon to ensure consistency with the DMHA Bylaws and Special Rules.

#### **4.6 VOTING**

**4.6.1** Each player member registered and in good standing with DMHA, will be represented by one vote.

**4.6.2** Said vote will be assigned to a member, who will be either the parent or legal guardian of the player member, over the age of eighteen (18) years. If a player member is over the age of eighteen (18) years, said players may vote for themselves.

**4.6.3** All members of the DMHA present and in good standing during Annual, General or Special Meetings are eligible for one vote per decision, special resolution or election of each officer. These votes may be in the form of proxy votes.

**4.6.4** Proxy votes for individual, specific issues will be honoured at the Annual General Meeting and General Meetings, provided that the issue has been advertised, either through mail-out to the entire membership or through advertisement in the local newspaper. Proxy votes, specifying the issue to be voted upon, must be signed, dated and in writing. Only one proxy vote per absent player member, per decision, will be accepted

**4.6.5** At all Annual, General and Special Meetings of the DMHA, all minor resolutions except for those covered in Bylaw 2.5 and 2.6, shall be decided by a majority of those votes cast by the members present and in good standing. The voting requirements for major resolutions are covered in Bylaw 9.0

**4.6.5** Voting during elections is covered in Bylaw 5.4.

**4.6.6** All votes shall normally be conducted by a show of hands unless the President specifies a secret ballot. When a clear majority exists for or against during a show of hands, a declaration by the President that a resolution has been carried or not carried and an entry to that effect in the minutes of the DMHA shall be sufficient evidence of the fact without proof of the number of proportion of the votes accorded in favour of or against such motion or election.

**4.6.7** In the event of a secret ballot, the President shall direct the manner in which it shall be conducted with the final results of the ballot determining the outcome. There will be a minimum of two (2) Executive Officers responsible for counting the votes in a secret ballot.

**4.6.8 Casting Vote:** The President for all meetings of the DMHA shall refrain from voting except in the case of an equality of votes or where one vote may determine the outcome of a special resolution or as specified in Bylaw 5.4.

#### **4.7 CONFLICT OF INTEREST**

**4.7.1** Every officer who has, directly or indirectly, any personal interest in any contract, transaction, disciplinary action or complaint to which DMHA is or is to be a party other than a motion limited solely to his/ her remuneration, shall declare the nature and extent of such interest to the Executive Committee. This officer shall then be excused from further discussion and voting on the matter in question.

**4.7.2** If an Officer does not make the conflict of interest known, the issue on which they preside will be re-addressed during another meeting, where the Office will not be present.

### **BYLAW 5.0 – OFFICERS**

#### **5.1 QUALIFICATIONS**

**5.1.1** To be eligible for election as an officer of the DMHA, the following qualifications are required:

1. A member in good standing for the current or the past hockey season.
2. An adult of the age of 18 years or older

**5.1.2** An individual seeking the President's position should have previously served as a DMHA Executive Committee officer for a minimum period of one year.

#### **5.2. KEY RESPONSIBILITIES**

Without limiting the generality of the following, the key responsibilities of the Executive Committee officers shall be to:

##### **A. PRESIDENT**

- i. Manage and supervise the operations and affairs of the DMHA.
- ii. Ensure that DMHA's Bylaws and Policies and Procedures are followed.
- iii. Sign as one of the signing officers of the DMHA
- iv. Exercise the powers of the Executive Committee in case of emergency, subject to ratification at the next meeting of the Executive Committee
- v. Refrain from voting except to cast a deciding vote
- vi. Represent the DMHA whenever formally dealing with outside agencies such as CAHL, HA and 2&27.
- vii. Ensure that all of the duties of the DMHA's officers are fulfilled.
- viii. Preside at Annual, General and Executive meetings of the DMHA, unless due to conflict of interest. In this instance, the President shall assign an impartial/non-partisan representative to stand in on their behalf.
- ix. Promote the objectives of the DMHA to the fullest.
- x. Suspend/discipline any team or team management, member, or player in accordance with Bylaw 8.0., subject to ratification at the next Executive meeting of DMHA
- xi. Work with the DMHA Secretary to develop agendas for General, Executive and Annual General meetings.

##### **B. VICE-PRESIDENT**

- i. Exercise all powers of the President in the event of the President's absence or inability to act
- ii. Accept and assume all responsibilities as assigned by the President or Executive Committee
- iii. Sign as one of the signing officers of the DMHA.
- iv. Represent the DMHA whenever formally dealing with outside agencies such as CAHL, HA and 2&27, if the President is unable to do so.
- v. Sit on any discipline board involving a coach, player, manager, trainer, or other official, unless conflict is proven to the Executive, at which time the Executive will appoint another executive member to attend.
- vi. Address 'Let's Play' Program incidents and report to the Grievance Committee and or Executive Committee, as required.
- vii. sit on Coaches Evaluation Committee, as required,
- viii. Responsible for administering the player evaluation process.
- ix. Accept and assume all responsibilities as assigned by the President or Executive Committee.



### **C. SECRETARY**

- i. Responsible for the preparation and custody of minutes of proceedings of the Association, including Executive Committee meetings:

#### Monthly Meetings:

- a. Aid the President and Vice President in developing the monthly meeting agenda
- b. Notification to all board members of time & place on monthly meetings
- c. Record all facts, decisions and motions made at monthly meetings
- d. Issue minutes for all monthly meeting to Board Members

#### Annual General Meeting

- a. Aid the President and Vice President in developing the monthly meeting agenda
- b. Attend Annual General Meeting to record election of new officers along with motions passed

- ii. Maintain accurate records of the proceedings of the DMHA and issuance of any notices of meetings, registration, or other information.
- iii. Retain both digital and print up-to-date copies of the DMHA's By-Laws, Special Rules, and Policies and Procedures.
- iv. Sign as one of the signing officers of the DMHA
- v. Accept and assume all responsibilities as assigned by the President or Executive Committee

### **D. TREASURER**

- i. Maintain, or cause to be maintained, a record of all monies received and disbursed and be entrusted with the banking of all monies, securities, and safety box keys, including fundraising monies, specifically:

#### Budget related items, including:

- Develop annual budget for DMHA for distribution and approval at the AGM for the upcoming hockey season.
- Monitor budget against actual revenue and expenses to ensure budgeted areas are on track.
- Work with the Tournament coordinator to develop tournament budgets for DMHA Executive approval before tournament preparations are able to begin.
- Report any concerns to the DMHA Board Members.

#### Accounting of all monies related to the play of minor hockey including:

- Deposit and tracking of all registration fees – ensure all players have paid registration dues
- Deposit and allocation to team accounts of 50/50 money and money raised/donated for said team.
- Deposit and payments related to tournaments.
- Issuance of receipts for all sponsorship and donations made (tournaments or otherwise).
- Payment of all invoices related to the play of hockey.

#### Reporting:

- Provide year-to-date income statements to all board members at monthly executive meetings.
- Provide team account reports to team managers on a monthly basis.
- file DMHA's Annual Return to Consumer & Corporate Affairs.

#### Miscellaneous

- Delivery of DMHA books to accountant for annual audit. Report any discrepancies to the Board.
- Present income statement for current year along with audited financial statement from previous year to association members at the Annual General Meeting.
- Completion and submission of various grant application as required.
- Completion and submission of Societies Act Annual Return.
- Sign as one of the signing officers of the DMHA.

- ii. Accept and assume all responsibilities as assigned by the President or Executive Committee

## **E. COACH-IN-CHIEF**

- iii. Obtain qualified coaches for all teams within the DMHA .
- iv. Conduct regular meetings with the coaches and managers on coaching requirements.
- v. Arrange for any Coaching Clinics, and notify potential coaches of clinics and locations.
- vi. Serve on the Coaches Evaluation Committee, as chair and/or spokesperson.
- vii. Accept and assume all responsibilities, as assigned by the President or Executive Committee

## **F. FUNDRAISING & RAFFLE LICENSE COORDINATOR**

- i. Arrange for the printing of any tickets.
- ii. Develop/form a fundraising committee of 3-5 people.
- iii. Delegate to a fundraising representative or manager for each team the team's responsibilities.
- iv. Distribute any tickets or information to team managers.
- v. Collect the Fundraising revenue and balance sheets and deliver to the Treasurer
- vi. Arrange for advertising and prizes.
- vii. Complete the draws, publish the winners and arrange for payment to the winners
- viii. Ensure the annual license application and Annual Report are submitted to the Alberta Gaming and Liquor Commission
- ix. Be a member of the Fundraising Committee
- x. Purchase all raffle licences for DMHA and final submissions to Alberta Liquor and Gaming.
- xi. Assist any tournament raffle coordinators.
- xii. Print all 50/50 boards and put in team lockers for managers.
- xiii. Collect completed boards and record the amount of funds collected by each team.
- i. Accept and assume all responsibilities, as assigned by the President or executive committee.

## **G. COMMUNICATIONS OFFICER**

- i. Maintain the DMHA website.
- ii. Promote reporting of DMHA activities to the local news media.
- iii. Coordinate the annual minor hockey photographs.
- iv. Arrange for the completion of a framed poster for all team photographs.
- v. Coordinate the annual banquet and awards night.
- vi. Responsible for the placement of advertisement in the local paper to promote awareness of upcoming AGM and vacant positions. Posters and/or notices may also be placed in the arena and on DMHA Website.
- vii. Ensure membership receives all communications and updates directed from the executive.
- viii. Ensure the posting of minutes and updates to the Policies and Procedures, appendices and By-laws.
- ix. Accept and assume all responsibilities as assigned by the President or Executive Committee.

## **H. REGISTRAR**

- i. Maintain a register of all players in the DMHA.
- ii. Responsible for the coordination of registration of all members and players in the Association Responsible for the carding and team sheeting of all players, coaching staff and managers in consultation with the President.
- iii. Liaison with Hockey Alberta.
- iv. Coordinate player registration and affiliation for Hockey Alberta purposes.
- v. Accept and assume all responsibilities as assigned by the President or Executive Committee.

## **I. REFEREE-IN-CHIEF**

- i. Must be carded to a minimum of Level 1 as required.
- ii. To oversee the Referee Scheduler.
- iii. To evaluate performance of referees, on a monthly basis.
- iv. To adhere to and pass along the Policies and Procedures of the Association and the North Central Zone referee committee.
- v. To act as liaison between the North Central Zone Referee Committee and the DHMA.
- vi. To be available, as required, to fill in due to the absence of an assigned official.
- vii. To support, guide and offer advice to the officials both on and off the ice.
- viii. Be responsible for scheduling referees for games, as required.
- ix. Oversee the performance of the referees under his supervision on a monthly basis.

- x. Adhere to the Policies and Procedures of the Association and appropriate Referee Association.
- xi. Notify treasurer of Referee time sheets.
- xii. Act as liaison between Central Zone Referee Association and this Association.
- xiii. Actively recruit 'all interested' to attend a Referee's clinic and if necessary, organize the same.
- xiv. Accept and assume all responsibilities, as assigned by the DMHA President or DMHA executive committee.

**J. REFEREE SCHEDULER**

- i. Responsible for assigning all referees and linesmen for league, exhibition, tournament and provincial play unless the officials are appointed by the governing body.
- ii. Provide a monthly report to the Treasurer listing all referees and linesmen who officiated in the previous month, the amount each is to be paid and any travel charges incurred
- iii. Receive direction from the Referee in Chief regarding on-ice official scheduling for training purposes
- iv. Report to the Executive committee on all games not properly cancelled and the resulting costs incurred.
- v. Accept and assume all responsibilities, as assigned by the President or executive committee.

**J. ICE TIME COORDINATOR**

- i. In advance of each hockey season, identify anticipated ice time requirements as determined by DMHA.
- ii. Responsible for negotiations with the Town of Didsbury to obtain ice time for DMHA programs.
- iii. Obtain Board approval for:
  - a. Conditioning camp
  - b. Practices per week
  - c. Time frame of practices
  - d. Game time allocations for each division
  - e. Tournament times and dates
  - f. Teams going in provincial play downs

iv. DATES of IMPORTANCE:

**April to June 30<sup>th</sup> of Current Year**

- a. In accordance with letter from Town of Didsbury, make a written request for an estimate of ice required by DMHA for current season.
- b. An estimate can be made based on historical information, which can be provided by the DMHA treasurer or Town of Didsbury.
- c. Meet with Town of Didsbury and other user groups regarding possible overlaps in ice time requests.

**April (date may change according to Town Documents)**

- a. In accordance with letter from Town of Didsbury, attend meeting with Town of Didsbury and other user groups, to finalize, in writing, ice times required for the current season.

**October**

- b. In accordance with information and dates received by the League Director, submit times and dates for each division for league play to League Governor

- v. Develop an efficient, equitable allocation of ice time amongst Association teams for practices, league games, league play off games and provincial play off games.
- vii. Develop an efficient, equitable allocation of vacant or spare ice time, striving to ensure that each team is treated fairly, provided, however, that the following uses of vacant or spare ice time shall have priority in the following order:
  - a. Provincial playoff games
  - b. Regular league games
  - c. League playoff games
  - d. Exhibition games
  - e. Practices
- vi. Ensure that the ice allocation schedule is made available to all level directors and that it is posted on the Complex bulletin board.
- vii. Responsible for scheduling, rescheduling, exchange and cancellation of all ice time under the jurisdiction of DMHA

- viii. Approve and record all ice time used by teams under the jurisdiction of DMHA.
- ix. Act as the liaison with the Referee Coordinator and Concession Coordinator to ensure that referees are set for each game and that the concession is open for all Minor Hockey events.
- x. Act as the liaison with the Town of Didsbury ensuring that they are informed of game, tournament and practice times.
- xi. Verify ice-usage statement with treasurer on a monthly basis.
- xii. accept and assume all responsibilities, as assigned by the DMHA President or DMHA executive committee.

**K. LEAGUE REPRESENTATIVE(S) (CAHL & 2&27)**

- i. Attend League meetings and report on it to the Executive Committee
- ii. Act as liaison between Leagues and divisions and this Association
- iii. May be more than one person.
- iv. Accept and assume all responsibilities, as assigned by the DMHA President or DMHA executive committee.

**L. CAHL GOVERNOR**

- i. Exact duties as defined by CAHL By-laws.
- ii. Subject to approval of the C.A.H.L. President, shall have the power to suspend, suspend and fine, or discipline any coach, manager, player, trainer, or other official connected with a team playing within C.A.H.L. and under his jurisdiction for any infringement of the rules or regulations of either this league, Hockey Alberta or the HOCKEY CANADA. To obtain consistency within C.A.H.L., each Governor shall contact the C.A.H.L. President for advice and direction before implementing any disciplinary action.

**M. EQUIPMENT COORDINATOR**

- i. maintain an inventory of all hockey equipment and what is disbursed to each team
- ii. recommend new equipment purchases and oversee actual purchase following approval by the Executive Committee
- iii. accept and assume all responsibilities, as assigned by the President or executive committee.

**5.3 TERMS**

**5.3.1** The term of office for all Executive Committee officers except for the Treasurer shall be for one year running from AGM to AGM.

**5.3.2** There will be a period at the end of each season where the new executive will overlap with the old executive for the purpose of facilitating a smooth wrap-up of the current year's operation and a smooth turnover.

**5.3.3** The newly elected Executive Committee officers may participate in the decision making process but shall not have any voting responsibilities until the start of their term. the first meeting following the AGM.

**5.3.4** The Treasurer's term shall run from the Annual Meeting to July 31st of the following year to coincide with our fiscal year. There will be approximately 3 months' overlap to aid in a smooth transition.

**5.4 ELECTIONS**

**5.4.1** All officers of the Executive Committee should be elected each year at the Annual Meeting. As a minimum, the President, Vice-President, Secretary, and the Treasurer plus at least four (4) other officers of the Executive Committee shall be elected at the Annual Meeting.

**5.4.2** Any positions on the Executive Committee which remain vacant or become vacant after the Annual Meeting shall be filled for the remainder of the term:

- i. by appointment by the Executive Committee, or
- ii. the duties reassigned by the Executive Committee amongst the newly elected and appointed officials, or
- iii. by holding a by-election at the next General Meeting.

**5.4.3** All appointments or reassignment of duties, for the current season/term, shall be documented by the Secretary and shall be approved by the Executive Committee officers by majority vote. Any by-elections shall be conducted in a similar manner to the elections held at the Annual Meeting.

**5.4.4** The Executive Committee shall prepare a slate of members who would like to let their names stand for election to a specific office prior to the Annual Meeting. In the event a potential nominee can not attend the Annual Meeting due to extenuating circumstances which are acceptable to the Executive Committee but wishes his/her

name to be nominated for a specific office and this request is received in writing, that individual's name shall be nominated by the Executive Committee. Failure to be present otherwise shall result in the missing member's name being removed from the nominee list

**5.4.5** All Associate members of the Association shall be eligible to nominate candidates for an office of the Executive Committee at the Annual Meeting.

**5.4.6** Any member nominated at the Annual Meeting for an office of the Executive Committee shall be in attendance, except as described in 5.4.4, and shall be given the opportunity to decline or agree to run for election prior to the vote being taken for that position.

**5.4.7** The President shall act as the Returning Officer for any Annual election or by-election. He/she shall make any rules which he/she believes are necessary for the proper and efficient conduct of the election provided such rules shall not contradict or nullify the Constitution or Bylaws of the Association.

**5.4.8** The nomination and election for the office of President, if an election is required, shall be conducted first and the results of the vote, if any, shall be announced before proceeding with the election of the Vice-President, Treasurer, and Secretary in that order, followed by the remaining officers.

**5.4.9** The candidate who receives the number of votes that is greater than the number received by any other candidate for that office shall be deemed elected.

**5.5.0** In the event that two or more candidates receive the same greatest number of votes and the number of tied candidates are less than the original number of candidates; another vote shall be conducted to decide the successful candidate. Otherwise, the Returning Officer shall place the names of the candidates who have received the greatest number of votes in a suitable container from which one name shall be drawn and the person whose name is drawn shall be declared elected.

## **5.5 REMOVAL**

**5.5.1** The Executive Committee may, by a two-thirds majority vote of all eligible Committee officers, remove a fellow officer who, in the opinion of the Executive Committee has been or is being remiss or neglectful of duty or by conduct tending to impair his usefulness and/or discretion as an Executive Committee officer.

**5.5.2** Any Executive Committee officer who fails to attend three (3) consecutive Executive Committee Meetings, without just cause as determined by the Executive Committee, on a motion passed by two-thirds majority of all eligible Executive Committee officers, shall be removed from office.

**5.5.3** Any removal from office is open to appeal procedures as covered in Bylaw 8.0. Vacancies shall be filled in accordance with Bylaw 5.4 and 5.7.

**5.5.4** The members may, by resolution passed by a majority of the votes cast at a General Meeting of members duly called for that purpose, remove an Executive Committee officer before the expiration of his term of office and may by a majority of votes cast at the meeting, elect any person in his stead for the remainder of the term of the officer so removed subject to Bylaw 2.5.

## **5.6 RESIGNATION**

**5.6.1** An Executive Committee officer may resign from office upon giving notice thereof in writing to the DMHA and such resignation becomes effective in accordance with its terms or upon acceptance by the Executive Committee.

## **5.7 VACANCIES**

**5.7.1** In the event of a vacancy in the office of the President, the Vice-President shall assume the duties of and the title of the President for the balance of the term.

**5.7.2** In the event of a vacancy occurring in the office of any other Executive Committee officer, the vacancy shall be filled in accordance with Bylaw 5.4.

## **5.8 REMUNERATION**

**5.8.1** Executive Committee officers shall be reimbursed for any reasonable out-of-pocket expenses incurred in attending any League or HOCKEY ALBERTA Zone meetings or in performing their duties as the Executive Committee may from time to time determine, upon presentation of receipts.

## **BYLAW 6.0 – INDEMNIFICATION**

The DMHA shall indemnify every Executive Committee officer, all DMHA volunteers, and all DMHA members, his/her heirs, executors or administrators against all losses, costs, and expenses, including solicitor and client

fees, reasonably incurred by he/she in connection with any action, suit or proceeding to which he/she may be made a party by reason of his/her being or having been an officer, volunteer or member of the DMHA except to the extent that such losses, costs, and expenses incurred or suffered by the DMHA by reason of, or arising out of or in conjunction with, the foregoing indemnification provisions shall be treated and handled by the DMHA as an expense of the DMHA.

## **BYLAW 7.0 – COMMITTEES**

### **7.1 EXECUTIVE COMMITTEE**

**7.1.1** The Executive Committee shall be comprised of the following officers: President, Vice-President, Secretary, Treasurer, Coach-In-Chief, Director-In-Chief, Fundraising Coordinator, Communication Coordinator, Registrar, Referee-In-Chief, Ice Time Coordinator, Equipment Coordinator, Raffle Licence Coordinator, Referee Scheduler, CAHL Representative, Tyke Director and CAHL Governor

**7.1.2** The key responsibilities of each officer are provided in Bylaw 5.2. A detailed job description for each officer shall be maintained in the Policies and Procedures and updated on a yearly basis by the secretary.

**7.1.3** The Executive Committee shall be charged with the duties to interpret and administer the objectives of the Association in accordance with the Bylaws. The Executive Committee has the authority to develop Policies and Procedures and adopt Special Rules, which build upon the intent of the Bylaws to assist in implementation and provide consistency in approach for the day-to-day operation of the DMHA.

### **7.2 COACHING COMMITTEE**

**7.2.1** The Coaching Committee shall be comprised of the Coach-In-Chief, the President, the appropriate Level Directors and up to two (2) outside members.

**7.2.2** The function of the Coaching shall be to evaluate and select coaches for the upcoming season; evaluate the performance of coaches; resolve conflicts between coaches and parents, coaches and players, and coaches and referees; select coaches for annual awards; and to recommend removal, replacement or suspension of coaches or players who do not abide by the Bylaws or Special Rules of the DMHA or the Rules and Regulations of Alberta Hockey

**7.2.3** This Committee shall report to the Executive Committee and shall obtain approval from the Executive Committee for all of its recommendations. Upon approving the recommendation, the Coaching Committee shall have the responsibility to supervise and carry out the decision.

**7.2.4** The Coach-In-Chief shall act as the chairperson for this committee and any meetings shall be at the call of the chairperson.

### **7.3 GRIEVANCE COMMITTEE**

**7.3.1** The Grievance Committee will be comprised of not less than 3 persons, not associated with the age category in dispute; and shall NOT be required to be part of the Executive Committee nor DMHA.

**7.3.2** Each Grievance shall be addressed by a newly selected committee.

**7.3.3** Should any member of the Grievance Committee have any conflict of interest, directly or indirectly, whether perceived, declared or implied, said member shall be removed from the committee, as per Bylaw 4.7, and replaced with a designate Executive Committee member

**7.3.4** After investigation, the DMHA Grievance Committee shall have the power to suspend any coach, player, manager, official or spectator of any team under the auspices of the Association for any conduct on or off the ice, which in the sole discretion of the Grievance Committee is deemed to be unbecoming or detrimental to the game.

**7.3.5** The DMHA Grievance Committee shall have the power to prevent any spectator from viewing any game or other activity or entering a facility to view such game or activity under the auspices of the Association for any conduct, which in the sole discretion of the Committee is deemed to be unbecoming or detrimental to the game.

**7.3.6** The DMHA Grievance Committee shall have the power to suspend the player, coach or team official to which the spectator is attached.

**7.3.7** The DMHA Grievance Committee will report to the Executive Committee a summary of any and all incidents reported.

**7.3.8** The DMHA Grievance Committee will refer to the full Executive Committee for any situation outside the guidelines set forth in the 'Let's Play Program' for which no precedent has been set.

**7.3.9** The DMHA Executive Committee can make changes to the Discipline Guidelines, upon requested by the Grievance Committee, at an Executive Committee Meeting.

## **7.4 APPEAL COMMITTEE**

**7.4.1** The Appeal Committee shall normally be chaired by an Executive member with one other Executive Committee officer plus three non-partisan members of the DMHA. The Chair shall choose these three members plus the other Executive Committee member.

**7.4.2** The appeal process and the authority of the Appeal Committee is covered in Bylaw 8.0.

## **7.5 SPECIAL COMMITTEES**

The Executive Committee may establish special committees from time to time as it decides necessary by adoption of a motion. The Executive Committee shall duly establish the chairperson, the special committee's expectations, powers, and reporting requirements.

## **BYLAW 8.0 - COMPLAINTS / VIOLATIONS**

### **8.1 STRUCTURE**

The DMHA will abide by the guidelines set forth in the 'Let's Play Program', as defined in the Constitution.

### **8.2 DOCUMENTATION**

**8.2.1** Any complaints against the DMHA or its members, abuse of arena facilities or any violation of the DMHA Bylaws or Special Rules or the Rules and Regulations of HA shall be made in writing and submitted to the manager, or League Representative if an acceptable resolution cannot be found, as set forth in the 'Let's Play Program'.

**8.2.2** Consideration may only be given to those individuals with documented or recorded attempts of mitigation.

**8.2.3** The appropriate pathway for issuing concerns is as follows: **flow chart of DMHA/League Hierarchy**

**8.2.4** Upon receipt of written grievance, the Committee will address and discuss complaint with persons involved in issuing said complaint. After complaint has been clarified from issuer, the Committee will request a meeting with persons named, if required.

### **8.3 DISCIPLINARY ACTION/SUSPENSIONS**

**8.3.1** DMHA has granted power to the Grievance Committee that allows for effective, quick and consistent action against conduct unbecoming or detrimental to the Game of Hockey. The Association is prepared to enforce these provisions as required.

**8.3.2** Failure to comply with the disciplinary action shall result in the immediate suspension of membership until such time as the Executive Committee deems appropriate with no recovery of fees or expenses and no rights of appeal.

**8.3.3** When hockey players are suspended, the player, the parent(s) or legal guardian(s), and the coach shall be notified of all terms and conditions. The coach shall uphold any suspension as laid out by HOCKEY ALBERTA, the League or the DMHA or himself become liable for disciplinary action.

**8.3.4** When coaches are suspended, the Coach-In-Chief shall be responsible for finding a replacement as soon as possible. The team shall be informed as to the terms and conditions only as deemed appropriate by the Executive Committee.

### **8.4 RIGHTS OF APPEAL**

**8.4.1** Any member of the DMHA that is dissatisfied with a decision or disciplinary action, in whole or in part, of the Grievance Committee shall have the right of appeal to the Executive Committee.

**8.4.2** Notification of the intent to appeal will be submitted, in writing, to the Secretary, a minimum of 3 days prior to the next scheduled Executive Committee meeting, for inclusion on the agenda.

**8.4.3** Any member of DMHA that is dissatisfied with the decision of the Executive Committee, as per Bylaw 8.4.1, shall have the right to appeal to HA.

### **8.5 COURT ACTION**

**8.5.1** All members of the DMHA shall agree that any recourse to the law courts of any jurisdiction before all rights provided by these Bylaws and the Bylaws of the HA have been availed of and utilized shall be prohibited. Any such recourse to the law courts as foresaid shall be deemed by the DMHA and HA as unsportsmanlike conduct enabling the Executive Committee to suspend the said members.

## **BYLAW 9.0 - BYLAW AMENDMENT PROCEDURES PROCEDURES**

**9.1** Notice of any proposed major resolutions to the Bylaws shall be received by the Secretary in writing a minimum of 40 days in advance if the motion is to be voted upon at the Annual Meeting, or at a General Meeting

**9.2** These bylaws may be rescinded, altered or added to, and shall be deemed passed, if 75% of those members present and in good standing vote in favour of proposed changes at a General or Annual meeting,

**9.3** The Secretary shall notify the President of any notices received under Bylaws 9.1 An Executive Committee Meeting shall be called to determine if there is a need to research the implications of a notice or to clarify the intent or wording of a notice prior to scheduling the Annual or General Meeting.

**9.4** All proposed amendments as described above shall be advertised in the local newspaper and by posters at the Didsbury Arena 21 days in advance of the Annual or General Meeting where they shall be voted upon.

**9.6** Any amendment adopted in the manner stated in 9.1& 9.2 shall not be negated by reason of any error or omission, which may occur in the periodic printing of the Bylaws.

## **BYLAW 10.0 - RULES & REGULATIONS**

**10.1** The DMHA and all of its members shall abide by the Rules and Regulations as established by Hockey Alberta.

**10.2** The DMHA may amend, add or delete Special Rules by passing a minor resolution at either a General or Annual Meeting or at an Executive Committee Meeting. A Special Rule shall be deemed passed if it receives a majority of the votes cast by those members or officers present and in good standing.

**10.3** Special Rules shall come into force on the day following the day on which they are adopted or amended or on the date specified in the Special Rule.

**10.4** All newly adopted or amended Special Rules shall be posted at the Didsbury Arena for a minimum period of two weeks for general awareness of all DMHA members.

## **BYLAW 11.0 POLICIES AND PROCEDURES**

**11.1** Policies and Procedures shall provide a means for capturing various processes, procedures, logistics, detailed job descriptions, sample forms, typical agendas, special notices or advertising, etc., and other reference material of the Association to facilitate consistency and fairness in the application of our Bylaws on a day-to-day and year-to-year basis and to speed up the learning curve for new members.

**11.2** The Executive Committee shall be empowered to develop these guidelines and amend or add to as required during their term.

**11.3** The Policies and Procedures shall be the home for all Special Rules adopted by the DMHA.

**11.4** The custodian of the Policies and Procedures shall be the Secretary but it is the responsibility of all Executive Committee officers to keep it current

**11.5** Both digital and print copies will be retained by the secretary

## **BYLAW 12.0 – GENERAL**

### **12.1 FISCAL YEAR**

The fiscal year of the DMHA shall commence on the 1st day of August of every year running up to and including the 31st day of July of the following year.

### **12.2 BUDGETS**

**12.2.1** The Treasurer shall prepare a Budget at the beginning of each hockey season including recommended registration fees, anticipated expenditures, and expected fund raising revenues, and any other special expenses for presentation at the Annual General Meeting.

**12.2.2** The Executive Committee shall review and finalize the Budget for the DMHA. The Executive Committee shall be empowered to set the registration fees based on the income and expense projections from this budget. This Budget shall then be presented to the general membership at the first General Meeting of each season for information.

**12.2.3** A copy of the Budget shall be made available to all members at the first General Meeting.

**12.2.4** The DMHA may, in a fiscal year, without having adopted a budget, expend an amount less than or equal to 120% of the budgeted expenditures.



### **12.3 AUDITS**

**12.3.1** The Auditors shall be determined at the Annual Meeting subject to approval by a majority vote of members present. The Auditors shall consist of either a qualified accounting firm or an elected audit committee comprised of a minimum of two DMHA members. If unsuccessful in electing the Auditors at the Annual Meeting, the Executive Committee shall be empowered to appoint the Auditors by majority vote.

**12.3.2** Shortly after the end of each fiscal year, the new Treasurer shall arrange for the Auditors to review all records, books, accounts, and vouchers of the DMHA for the preceding year and prepare their report. The Auditors shall be entitled from the Executive Committee officers such information and explanations as may be necessary for the performance of their duties as the Auditor.

**12.3.3** The Auditors shall state in their report whether in their opinion the Financial Statements presents fairly the financial position of the DMHA and the results of its operations for the period under review, in accordance with general accounting principles applied on a basis consistent with that of the preceding period.

**12.3.4** The Auditors shall also make appropriate statements in their report in any instance that:

- i. the financial statement is not in agreement with the accounting records,
- ii. they have not received all the information and explanations that they had required/ requested or,
- iii. proper accounting records have not been kept so far as appears from their examinations.

### **12.4 BANKING**

**12.4.1** Funds of the DMHA shall be retained in two separate accounts - one for normal DMHA receipts/expenditures, one for long term savings/investments

**12.4.2** These two separate accounts shall be kept on deposit in a chartered bank or Treasury Branch in Didsbury, and all expenses are to be paid by cheque. Both accounts are to be managed by the Treasurer with all cheques against these accounts signed by the Treasurer and one other of the President, the Vice President or Secretary co-signing. (Revised February 2001)

### **12.5 ASSET INVENTORY**

The Treasurer with support from the Equipment Coordinator, Concession Manager and Secretary shall maintain an inventory of all Association Assets.

### **12.6 ANNUAL REPORTS**

**12.6.1** The Treasurer shall prepare a Financial Report for the accounts at the end of each fiscal year. The Treasurer shall prepare an Income Statement and Balance Sheet for the DMHA for the past fiscal year, make copies for the members, and present it at the Annual Meeting. **12.6.2** The Treasurer shall present a summary of the Association's Inventory with any acquisitions or disposal of assets over the past year highlighted.

**12.6.3** The Treasurer shall prepare interim financial reports for the current year and present them at the Annual Meeting.

**12.6.4** The Auditors shall report to the members at the Annual Meeting regarding the Financial Statements of the DMHA for the preceding fiscal year.

### **12.7 INVESTMENTS / BORROWING POWERS**

**12.7.1** The Executive Committee shall be authorized to invest surplus funds in securities maturing within two years, issued and guaranteed by the Government of Canada or any of the provinces of Canada.

**12.7.2** For the purpose of carrying out its objectives, the DMHA may, by minor resolution of the Executive Committee, borrow or raise or secure monies, and the repayment thereof, in such a manner as is required. In no case shall any debentures of the DMHA be issued without a special resolution of the general membership requiring the support of 75% of the members present at a duly constituted General Meeting and which 21 days' notice of such meeting has been given.

### **12.8 RECORDS**

**12.8.1** All DMHA correspondence, files, minutes of meetings, register of members, financial reports, inventory of assets, original copies of the Bylaws, Special Rules and Policies and Procedures, etc. shall be retained by the President of DMHA.

### **12.9 INSPECTION OF BOOKS AND RECORDS**

12.9.1 The President shall make available for in sections, the books and records of the Association, at any time, to a member of the Executive Committee and to all other members of the Association in good standing, at the Annual Meeting of the Association.

## DMHA/League Hierarchy



**Parents and Players should not contact the League nor Hockey Alberta**