

## **BYLAW 1.0 - STRUCTURE**

### **1.1 NAME**

1.1.1 This organization shall be called the Peace River Minor Hockey Association (herein referred to as PRMHA).

### **1.2 DEFINITIONS**

(1) "HC" shall mean Hockey Canada.

(2) "HA" 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 PRMHA.

(5) "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 PRMHA within the confines of the Bylaws.

(6) "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 PRMHA Bylaws. These rules or motions shall reside in the "Policies and Procedures" folder. Refer to Bylaw 10.

(7) "Policies and Procedures" shall be a collection of information and Special Rules used by the PRMHA in order to carry out its day to day activities within the confines of these Bylaws. Refer to Bylaw 11.

### **1.3 AFFILIATION**

1.4.1 Hockey Alberta is the governing body for amateur hockey in the Province of Alberta in accordance with its affiliation with Hockey Canada. The PRMHA is a member of Hockey Alberta and therefore must abide by the Bylaws, Rules and Regulations of Hockey Alberta. The PRMHA Bylaws shall not be and are not any less restrictive than the Bylaws, Rules and Regulations of Hockey Alberta. The PRMHA Bylaws shall be consulted first on any issue before pursuing an issue with the Hockey Alberta or Hockey Canada.

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

1.5.1 The PRMHA does not have or use a "Seal".

## **BYLAW 2.0 - MEMBERSHIP**

### **2.1 REGULAR MEMBERSHIP**

The membership of the PRMHA shall consist of the following:

- (1) all of the hockey clubs, team officials and players participating within the jurisdiction of the PRMHA;
- (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 PRMHA and for whom the prescribed fees have been paid.

### **2.2 CONDITIONS OF MEMBERSHIP**

2.2.1 Each prospective Member, as a condition precedent to membership in the PRMHA, shall agree that:

- (1) all Members recognize the PRMHA as the highest authority concerning amateur hockey in the Town of Peace River and immediate surrounding area, subject only to the rights of appeal to Hockey Alberta;
- (2) all Members shall unconditionally abide by the Bylaws and Special Rules of the PRMHA and any amendments thereto;
- (3) in order for the PRMHA to function efficiently, properly and to the best advantage of all Members, teams, players, coaching staff, officials, as well as the sport and game of hockey, the Executive Committee shall be the sole and final interpreter of the Bylaws and the Policies and Procedures of the PRMHA 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 PRMHA shall have the sole and absolute right to accept or refuse an application for membership in the PRMHA.

### **2.4 RESIGNATION**

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

2.4.2 Resignation of Executive Committee officers is addressed in Bylaw 5.6.

### **2.5 EXPULSION**

2.5.1 A Member may be expelled from the membership in the PRMHA by a resolution passed by two-thirds (2/3) of the members present at a Special Meeting of the membership called for that purpose. No Member shall be expelled without just cause or without being notified of the complaint against that Member in writing from the Executive Committee or without having been given the opportunity to be heard by the Executive Committee with rights of appeal or finally without having been given a final opportunity to be heard by the membership at the aforesaid Special Meeting.

2.5.2 Suspension of Members is addressed in Bylaw 8.0.

## **2.6 LOSS OF MEMBERSHIP**

2.6.1 A Member shall cease to become a Member of the PRMHA only by resignation, expulsion, withdrawal, suspension (see Bylaw 8.0) or failure to pay the required registration fee and/or fundraising fees (see Bylaw 3.0). Withdrawal normally is as a result of relocation, no longer meets the membership criteria or other personal reasons.

## **2.7 ASSOCIATE/LIFE MEMBERSHIPS**

2.7.1 The PRMHA does not have associate memberships. Life membership is a very special honor which may be bestowed by the Executive Committee of the PRMHA. It is to be awarded to individuals only for very distinctive services to the PRMHA. 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.

2.7.2 Life Members can act in an advisory capacity as requested by the Executive Committee and shall be eligible to vote at all PRMHA 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 dates are at the discretion of the Executive Committee.

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, all major fund raising activities have been signed up for, and the Executive Committee has accepted the application.

3.1.4 All coaching staff must register with the Coaching Coordinator prior to the start of the hockey season. All coaches must complete a coaching application and must submit a Criminal Record check prior to being placed on a team.

3.1.5 The PRMHA Operations Manager 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.

3.1.6 The register of all PRMHA members shall be available for inspection by any member of the PRMHA in good standing at any of the *General or Annual Meetings* or upon making arrangements with the *Operations Manager*. Copies of this register shall not be given out for the purpose of any form of solicitation without the prior approval of the *Executive Committee*. A nominal charge of \$1.00 per page shall be assessed for any copies requested.

### **3.2 FEES**

3.2.1 The *Executive Committee* shall have the sole responsibility in setting the annual dollar amount for *registration fees, late fees, fundraising fees* and any 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 rationale for the annual fee structure shall be reviewed with the PRMHA 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, tournaments, referee and coaching clinics, and other operating expenses*.

3.2.3 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 PRMHA *Executive Committee* shall determine an equitable refund based on the circumstances and pro-rationing the amount of the season completed.

### **3.3 COMMITMENT TO MAJOR FUND RAISING ACTIVITIES**

3.3.1 In an attempt to keep annual fees as low as possible, the PRMHA *Executive Committee* shall determine by means of a two-thirds majority vote which major fund raising activities shall be compulsory for all members in the upcoming season.

3.3.2 All major fund raising activities shall be signed up for at time of registration. Once one is signed up, it shall be that individual's responsibility to fulfill this obligation or find someone to fulfill it for them.

3.3.3 (a) In the event a member fails to fulfill his/her obligation, there shall be a default charge assessed against the member in addition to any wages that may have been paid out to cover this obligation. The default charge is payable in full upon receipt of a written notice from the *Executive Committee*.

(b) The *Executive Committee* shall be charged with setting appropriate default charges and in setting the maximum wage to be paid another individual in fulfilling a missed obligation. The default charge shall be non-refundable. The *Executive Committee* shall determine if default charges will be paid in advance, prior to commencing registration. When a member fails to meet his/her obligation, the prepaid default charges, e.g., post-dated cheques will be cashed without providing written notice.

(c) In the event that a member fails to meet another obligation in the second year, or refuses to pay any default charges, the Executive Committee shall have the right to suspend that member and all direct family members from participating in the PRMHA for a time frame the Executive Committee deems appropriate.

(d) All prior default charges or portions thereof not paid shall become payable no later than at the next season's registration otherwise registration may be rejected.

(e) The officer(s) assigned to oversee a major fund raising activity is responsible to keep track of any missed obligations and report them immediately to the Executive Committee.

## **BYLAW 4.0 - MEETINGS OF MEMBERS**

### **4.1 ANNUAL MEETINGS**

4.1.1 An Annual General Meeting shall be held each year prior to March 31<sup>st</sup> for the purpose of reviewing the past year's performance; presenting the Treasurer's and Auditor's reports; voting on major resolutions 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 General Meeting shall be given to the membership via a notice placed on the home page of PRMHA's website, an email sent to each member using the most current email address on file 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 minimum of seven 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 can be presented and adopted at an Annual General Meeting.

4.1.5 Minor resolutions that must be presented and adopted at an Annual General Meeting include: (i) any amendments to honorariums dispersed to Executive Committee officers

### **4.2 ORDER OF BUSINESS**

The order of business for an Annual General 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 Annual General Meeting minutes
- (4) Conclude any business from the old minutes
- (5) President's Report
- (6) Treasurer's and Auditor's Reports
- (7) Committee Reports
- (8) Notices of Motions
- (9) Election of Officers
- (10) Appointment of Auditors
- (11) Honorariums
- (12) Fundraising Commitments

- (13) New Business
- (14) Adjournment

### **4.3 GENERAL MEETINGS**

4.3.1 *General Meetings* shall be at the call of 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 minor resolutions and amending, adding or deleting Bylaws. There shall be as many general meetings as deemed necessary by the Executive Committee but no less than one per season. There shall be a *General Meeting* each year shortly after registration prior to the start of the regular hockey season.

4.3.2 At least 21 days' notice of a *General Meeting* shall be given to the membership via a notice placed on the home page of the PRMHA website, an email sent to each member using the most current email address on file and by posters at the arena with the date, time, place and any proposed major resolutions to the Bylaws.

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

4.3.4 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. An agenda shall be prepared by the President and the Secretary prior to the meeting.

4.4.2 A quorum shall be seven (7) Executive Committee officers. A regular member may attend these meetings but may not participate in the discussions unless officially on the agenda. A regular member or an outside organization wishing to make a presentation at this meeting shall make arrangements with the Secretary ahead of time.

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

### **4.5 VOTING**

4.5.1 All members of the PRMHA present and in good standing during *Semi-Annual, Annual General or Special Meetings* are eligible for one vote per decision, special resolution or election of each officer. Proxy votes shall not be allowed.

4.5.2 At all *Semi-Annual, Annual General, Executive Committee or Special Meetings* of the PRMHA, all minor resolutions except for those covered in Bylaw 2.5 and 2.7, 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.

4.5.3 Voting during elections is covered in Bylaw 5.4.

4.5.4 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 PRMHA shall be sufficient evidence of the fact without proof of the number or proportion of the votes accorded in favor of or against such motion or election. 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.

4.5.5 Casting Vote: The President for all meetings of the PRMHA 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.

#### **4.6 SPECIAL MEETINGS**

4.6.1 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.

4.6.2 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.

4.6.3 At least one week's notice of this Special Meeting shall be given to all parties impacted via telephone, email and 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.

4.6.4 All decisions or motions adopted at this Special Meeting must then be ratified by the Executive Committee before being acted upon to ensure consistency with the PRMHA Bylaws and Special Rules.

#### **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 PRMHA 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.

#### **4.8 RULES OF ORDER**

4.8.1 All meetings of the PRMHA 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 PRMHA Executive Committee. A summarized version of these rules is maintained in the Policies and Procedures.

## **BYLAW 5.0 - OFFICERS**

### **5.1 QUALIFICATIONS**

5.1.1 To be eligible for election as an officer of the PRMHA, 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 It is preferred that an individual seeking the President's position should have previously served as an Executive Committee officer for a 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:

#### **PRESIDENT**

- manages and supervises the operations and affairs of the PRMHA, including any paid positions
- presides at all Annual, General and Executive meetings of the PRMHA
- is an ex-officio member of all committees
- sign as one of the signing officers of the PRMHA, including cheques issued and any legal documents for the Association
- ensure that PRMHA's Bylaws and Policies and Procedures are followed
- shall have the right to act on behalf of this Association where deemed necessary with the well-being of the Association foremost. Any action the President takes must be reported at the next Executive Committee meeting. The Executive Committee has the final decision and therefore the President's decision may be overturned.
- will not vote except to cast a deciding vote
- shall be the official representative of this Association at the Hockey Alberta Annual General Meeting or any other meetings called by Hockey Alberta
- shall be the official liaison with the Town of Peace River
- ensure that all of the duties of the PRMHA's officers are fulfilled
- promote the objectives of the PRMHA to the fullest
- suspend or discipline any team or team management, member, or player in accordance with Bylaw 8.0.

#### **VICE-PRESIDENT**

- exercise all powers granted to the President in the event of the President's absence or inability to act
- shall be the 2<sup>nd</sup> voting delegate of this Association at the Hockey Alberta Annual General Meeting
- shall represent the PRMHA in the All Peace Minor Hockey League including assuming the role of All Peace President when it is Peace River's turn to host the League
- act as the Appeal Committee Chairman
- sign as one of the signing officers of the PRMHA on cheques issued and 2<sup>nd</sup> signature on legal documents

## SECRETARY

- responsible for the preparation and custody of minutes of proceedings of the Association, including Executive Committee meetings
- maintain accurate records of the proceedings of the PRMHA and issuance of any notices of meetings, registration, or other information
- custodian of the up-to-date copies of the PRMHA's By-Laws, Special Rules and Policies and Procedures
- sign as one of the signing officers of the PRMHA

## TREASURER

- shall keep an accurate record of all general association monies received and disbursed
- shall present an up-to-date financial statement of revenue and expenditures at each monthly Executive Committee meeting
- sign as one of the signing officers of the PRMHA
- within 7 days of receiving a written request, arrange a time and a place at which the books and records of the Society may be inspected by the member in good standing within the Association who has submitted a request
- ensure an Audit of all bank accounts and assets is completed prior to and is presented at each Annual Meeting
- prepare an Annual Financial Statement and a Report for presentation at the Annual Meeting

## FOOD BOOTH COORDINATOR

- ensure the food booth is operational as required throughout the hockey season arrange for handling, storage, inventory and purchasing of supplies
- coordinate the use of volunteers and supervise hired workers as food booth workers for the Association
- responsible for preparing and making the food booth deposit into the general account and providing the Operations Manager with copies of cash sheets and deposit slips within one week of making a deposit.

## COACHES COORDINATOR

- through an application process obtain qualified coaches for all teams within the PRMHA
- conduct regular meetings with the coaches and managers on coaching requirements
- responsible for the administration of the Association's Coaching Development programs
- responsible for sourcing and facilitating technical development and training resources to enhance the player and coach development programs
- evaluate all programs/clinics upon completion for participation satisfaction arrange for any Coaching Clinics
- serve on the Coaches Selection Evaluation Committee.

### DIRECTOR OF COORDINATORS

- communicate action items and information from the Executive Committee to all levels
- investigate any grievances between players, coaches and/or parents on behalf of and report back to the Executive Committee
- serve on the Coaches Selection Evaluation Committee
- responsible for issuing Travel Permits, Special Event Permits and Tournament Sanction Numbers
- actively recruit members to fill vacant Executive Committee positions
- assist other Executive Committee members with their duties if requested and or required

### REFEREE COORDINATOR

- arrange for the annual Referee Clinic
- manage the Referee Assigning System Software
- ensure referees are paid for their services
- audit the development and performance of junior officials throughout the season
- serve as an Alternate on the Coaches Selection Evaluation Committee

### EQUIPMENT COORDINATOR

- arrange for the handling, storage, repair, inventory, cleaning and disbursement of all Association equipment and jerseys
- recommend new equipment purchases and oversee actual purchase following approval by the Executive Committee
- responsible for assigning and distributing lockers to teams
- responsible for ensuring equipment and jerseys are returned prior to the next playing season
- in conjunction with the Operations Manager, confirm that each team has provided a \$100.00 equipment deposit

### PROMOTIONS COORDINATOR

- acquire sponsors for all teams
- promote reporting of PRMHA activities to the local news media and on the PRMHA website
- coordinate the annual minor hockey photographs

### FUNDRAISING CO-ORDINATOR

- submit association wide fundraising items to Executive Committee for approval
- acquire all necessary licenses, in accordance with AGLC
- submit funds collected to Operations Manager for deposit
- keep accurate record of who has or who hasn't completed their fundraising commitment and provide report to Executive Committee

## DIRECTOR AT LARGE (2 POSITIONS)

- serve on any PRMHA Committee if required, or requested
- assist other Executive Committee members with their duties if requested or required

## POND HOCKEY COORDINATOR

- in conjunction with PRMHA lead contact, work to establish a Pond Hockey Program within the PRMHA boundaries
- work with Operations Manager in regards to registration process, fee collection and ice allocation

### **5.3 TERMS**

5.3.1 The term of office for all Executive Committee officers shall be for one year running from May 1<sup>st</sup> to April 30<sup>th</sup>, except for the following positions: President and Secretary elected for a two year term commencing in 2014; Vice President and Treasurer elected for a two year term commencing in 2015. 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. 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 on May 1<sup>st</sup>

### **5.4 ELECTIONS**

5.4.1 All officers of the Executive Committee should be elected each year at the Annual General Meeting, except as noted in By-law 5.3.1. As a minimum, at least five (5) other officers of the Executive Committee shall be elected at the Annual General Meeting.

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

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

The Executive Committee shall determine the best alternative in order to conduct its business. All appointments or reassignment of duties shall be recorded 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.

5.4.3 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 General Meeting. In the event a potential nominee cannot attend the Annual General 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.

5.4.4 All adult members in good standing of the Association shall be eligible to nominate candidates for an office of the Executive Committee at the Annual General Meeting.

5.4.5 Any member nominated at the Annual General Meeting for an office of the Executive Committee shall be in attendance, except as described in 5.4.3, and shall be given the opportunity to decline or agree to run for election prior to the vote being taken for that position.

5.4.6 The President shall act as the Returning Officer for any Annual General Meeting election or by-election. He/she shall follow the standard process for elections as noted in the Policies and Procedures and in accordance with Robert's Rules of Order provided such rules do not contradict or nullify the Constitution or Bylaws of the Association.

5.4.7 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, Secretary in that order, followed by the remaining officers.

5.4.8 The candidate who receives the number of votes which is greater than the number received by any other candidate for that office shall be deemed elected and a motion to destroy all ballots must be carried by those in attendance.

5.4.9 In the event that two or more candidates receive the same greatest number of votes and the numbers 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 PRMHA 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.

5.8.2 The only Executive Committee officer that may receive an honorarium is the Food Booth Coordinator.

5.8.3 The Executive Committee shall determine the honorarium/wages that the PRMHA shall pay to the above position and reveal at the Annual General Meeting.

## **BYLAW 6.0 - INDEMNIFICATION**

6.1 The PRMHA shall indemnify every Executive Committee officer, all PRMHA volunteers, and all PRMHA 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 PRMHA except to the extent that such losses, costs, and expenses incurred or suffered by the PRMHA by reason of, or arising out of or in conjunction with, the foregoing indemnification provisions shall be treated and handled by the PRMHA as an expense of the PRMHA.

## **BYLAW 7.0 - COMMITTEES**

### **7.1 EXECUTIVE COMMITTEE**

7.1.1 The Executive Committee shall be comprised of the following officers: the President, Vice-President, Secretary, Treasurer, Food Booth Coordinator, Coaches Coordinator, Director of Coordinators, Referee Coordinator, Equipment Coordinator, Promotions Coordinator, Fundraising Coordinator, Pond Hockey Coordinator and two (2) Directors at Large.

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 folder.

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 PRMHA.

## **7.2 COACHES SELECTION EVALUATION COMMITTEE**

7.2.1 The Coaches Selection Evaluation Committee shall be comprised of the Coaches Coordinator, the Vice President and the Director of Coordinators. The Alternate member of this committee shall be the Referee Coordinator if a conflict of interest arises with any of the other members.

7.2.2 The function of the Coaches Selection Evaluation Committee shall be to evaluate the performance of coaches; resolve conflicts between coaches and players, and coaches and referees where the parties involved do not come to a resolution, 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 PRMHA or the Rules and Regulations of Hockey Alberta.

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 Coaches Selection Evaluation Committee shall have the responsibility to supervise and carry out the decision.

7.2.4 The Coaches Coordinator shall act as the chairperson for this committee and any meetings shall be at the call of the chairperson.

## **7.3 APPEAL COMMITTEE**

7.3.1 The Appeal Committee shall normally be chaired by the Director of Coordinators with three other Executive Committee officer plus two non-partisan members of the PRMHA. These five members shall be chosen by the Executive Committee. A final report must be presented to the Executive Committee within 10 days.

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

## **7.4 FUND RAISING COMMITTEE**

7.4.1 The Fund Raising Committee shall be Chaired by the Fundraising Coordinator with a tournament or promotions representative from each of the hockey teams in PRMHA.

7.4.2 The Fund Raising Committee shall normally coordinate any participation on PRMHA's behalf in any large fund raising events sponsored by PRMHA or the local community.

7.4.4 Prior to committing to any fund raising activities or expenditures, the Fund Raising Committee shall make recommendations in sufficient detail to obtain approval from the Executive Committee.

## **7.5 INVESTIGATIONS COMMITTEES**

The Investigations Committee shall consist of those persons appointed by the President from time to time, usually three (3) people, to investigate complaints or violations against the PRMHA or against individual(s) within the membership. This Committee shall report back to the Executive Committee their findings and recommendations.

## **7.6 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 REPORTING / INVESTIGATION / DOCUMENTATION**

8.1.1 Any complaints against the PRMHA or its members, abuse of arena facilities or any violations of the PRMHA's Bylaws or Policies and Procedures or the Rules and Regulations of Hockey Alberta shall be made in writing and submitted to the President before it will be dealt with by the Executive Committee.

8.1.2 Any violations of the Rules and Regulations of Hockey Alberta shall normally be dealt with by the appropriate channels within Hockey Alberta however, PRMHA may, in addition to any Hockey Alberta ruling, also investigate and deal with a significant violation when the PRMHA President deems it to be in the best interest of the PRMHA to do so.

8.1.3 Any of the Executive Committee members may be approached if guidance on making a complaint or reporting a violation is desired. All complaints involving coaching staff, parents or players should be dealt with at that level first, secondly with either the Coaching Coordinator or Director of Coordinators, and only finally brought to the Executive Committee.

8.1.4 Any Executive Committee member shall notify the President immediately of any complaint or violation received in writing and shall forward a copy to the President to initiate action.

8.1.5 Any concerns brought to the Executive Committee's attention even though it was not in writing may, at the discretion of the Executive Committee, be investigated further if it is in the best interest of the PRMHA that it be resolved or prevented in the future.

8.1.6 All complaints and violations received in writing shall be investigated with the findings and recommendations documented. Every attempt shall be made to provide a verbal response to the originator within 10 days of receiving a written complaint or violation notification. The Executive Committee shall issue a final written report to the originator within 14 days of receiving a written complaint.

8.1.7 All complaints or appeals to Hockey Alberta shall be made by the PRMHA as it is the recognized member of Hockey Alberta. Individual teams, parents, or players within the PRMHA must first approach the Executive Committee.

## **8.2 PRESIDENT'S AUTHORITY**

8.2.1 The President, upon receiving a written complaint or notification of a violation, shall:

- (i) establish a special Investigation Committee (as per Bylaw 7.5) to pursue the matter and report to the Executive Committee within 7 days, or
- (ii) convene the Executive Committee within 7 days if further direction on the matter is warranted, or
- (iii) without further investigation, determine that there was a serious violation or breach of the Bylaws or Policies and Procedures requiring immediate action and impose such disciplinary measures as the President deems appropriate until the matter can be addressed by the Executive Committee.

## **8.3 DISCIPLINARY ACTION / SUSPENSIONS**

8.3.1 Every effort shall be made to obtain input from all parties involved in an alleged complaint or violation of the Bylaws or Policies and Procedures of the PRMHA or Hockey Alberta's Rules/Regulations in order to ascertain whether disciplinary action is warranted.

8.3.2 Except as described in Bylaw 8.2.1 (iii), the Executive Committee shall approve by majority vote any disciplinary measures including suspensions as deemed appropriate for the particular circumstances.

8.3.3 If disciplinary action is to be imposed or levied against a member(s) of the PRMHA by the President as in Bylaw 8.2.1 (iii) or by the Executive Committee, the member(s) shall be notified by the President in person or by telephone as to the nature of the offense, extent of the disciplinary action, and the term involved subject to the rights of appeal. This verbal notification shall be followed up in writing within 14 days.

8.3.4 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.

8.3.5 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 as per Bylaw 8.3.3. The coach shall uphold any suspension as laid out by Hockey Alberta, the League or the PRMHA or himself become liable for disciplinary action.

8.3.6 When coaches are suspended, the Coaches Coordinator shall be responsible for finding a replacement as soon as possible or take over as interim coach until he is able to find a replacement. 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 PRMHA that is dissatisfied with a decision or disciplinary action, in whole or in part, of the PRMHA Executive Committee shall have the right of appeal to the President.

8.4.2 If a member wishes to appeal a decision or disciplinary action, he/she shall submit an appeal in writing to the President within 14 days of receiving the written notification from the Executive Committee. The appeal shall contain the following:

- i) a statement of the decision which is being appealed or a copy of the written notification received;
- ii) a concise statement of the grounds for appeal in numbered paragraphs;
- iii) a concise statement of the facts as alleged by the Appellant;
- iv) a summary of the evidence which the Appellant intends to produce at the Appeal Hearing.

8.4.3 The Operations Manager shall notify both the President and the Vice-President immediately of any appeal received in writing and shall forward a copy to each. The Vice-President shall select his Appeal Committee members and schedule an Appeal Hearing within 14 days.

8.4.4 The Appeal Committee shall obtain any information, call witnesses, consider both sides of the appeal and document their findings as required in order to make a ruling.

8.4.5 The Appeal Committee shall issue a final report within 10 days of the Appeal Hearing to the Appellant with copies for the Appeal Committee members and the Executive Committee officers.

#### **8.5 APPEAL COMMITTEE AUTHORITY**

8.5.1 The Appeal Committee shall give a decision based on a majority vote whether to:

- a) allow the Appeal;
- b) dismiss the Appeal;
- c) give any decision or ruling which ought to have been made and make such further or other decision(s) and/or ruling as the circumstances require.

8.5.2 The decision of the Appeal Committee shall be considered final subject only to a right of appeal to Hockey Alberta as may be allowed according to Hockey Alberta's Bylaws, Rules and Regulations.

#### **8.6 COURT ACTION**

8.6.1 All members of the PRMHA shall agree that any recourse to the law courts of any jurisdiction before all rights provided by these Bylaws and the Bylaws of Hockey Alberta have been availed of and utilized shall be prohibited. Any such recourse to the law courts as foresaid shall be deemed by the PRMHA and Hockey Alberta as unsportsmanlike conduct enabling the President to suspend the said members.

## **BYLAW 9.0 - BYLAW AMENDMENTS**

### **9.1 AMENDMENT PROCEDURES**

9.1.1 Notice of any proposed major resolutions to the Bylaws shall be received by the Secretary in writing by December 15th of the current hockey season if the motion is to be voted upon at the Annual Meeting.

9.1.2 Notice of any proposed major resolutions to the Bylaws shall be received by the Secretary in writing no later than thirty (30) days prior to a General Meeting.

9.1.3 The Secretary shall notify the President of any notices received under Bylaws 9.1.1 or 9.1.2. 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.

9.1.4 All proposed major resolutions as described above shall be advertised on the home page of the PRMHA website and sent to each member by email using the most current email address on file in advance of the Annual or General Meeting where they shall be voted upon.

9.1.5 These bylaws may be rescinded, altered or added to only through a special resolution and shall be deemed passed if 75% of those members present and in good standing vote in favour of the special resolution at a General or Annual meeting, of which 21 days' notice of intention to propose the motion as a Special Resolution has been given.

9.1.6 Any special resolution adopted in the manner provided for in these Bylaws shall not be negated by reason of any error or omission which may occur in the periodic printing of the Bylaws.

### **9.2 COMING INTO FORCE**

9.2.1 Subject to compliance with the requirements of the laws of the Province of Alberta, any major resolutions, if received in writing, advertised and passed by the PRMHA in the manner provided for in these Bylaws, shall not take effect until they have been registered in accordance with the Societies Act.

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

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

10.2 The PRMHA 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 on the PRMHA website for a minimum period of two weeks for general awareness of all PRMHA members.

## **BYLAW 11.0 - POLICIES AND PROCEDURES**

11.1 The 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 Policies and Procedures 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 PRMHA.

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.

## **BYLAW 12.0 - GENERAL**

### **12.1 FISCAL YEAR**

12.1.1 The fiscal year of the PRMHA shall commence on the 1st day of May of every year running up to and including the 30<sup>th</sup> day of April of the following year.

### **12.2 BUDGETS**

12.2.1 The Treasurer shall prepare a Budget by June 30<sup>th</sup> including recommended registration fees, anticipated expenditures, expected fund raising revenues, and any other special expenses.

12.2.2 The Executive Committee shall review and finalize the Budget for the PRMHA. 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.

### **12.3 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 PRMHA 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 PRMHA 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 PRMHA 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 PRMHA shall be retained in three separate accounts - one for normal PRMHA receipts/expenditures, one for revenue generated from Alberta Gaming and Liquor Commission (AGLC) approved fundraising, and one for revenue generated from Casino Operations. The Fundraising and Casino accounts are to be operated as defined in the PRMHA's license from the AGLC.

12.4.2 These three separate accounts shall be kept on deposit in a chartered bank, a Treasury Branch or a Credit Union in Peace River, and all expenses are to be paid by cheque. All three accounts are to be managed by the Treasurer with all cheques against these accounts signed by any two of the following authorities: President, Vice President, Secretary or Treasurer.

12.4.3 All teams within the PRMHA shall submit to the Operations Manager by April 30<sup>th</sup> each year their current team bank account information, balance, and the names of all signing officers to the Operations Manager.

#### **12.5 ASSET INVENTORY**

12.5.1 The Treasurer with support from the Equipment Coordinator, Food Booth Coordinator 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 all PRMHA bank accounts at the end of each fiscal year. The Treasurer shall prepare an Income Statement and Balance Sheet for the PRMHA 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 at the Annual General Meeting.

12.6.3 The Treasurer shall prepare interim financial reports for all bank accounts 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 PRMHA 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 or guaranteed by the Government of Canada or any of the provinces of Canada, or the Alberta Treasury Branches.

12.7.2 For the purpose of carrying out its objectives, the PRMHA 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 PRMHA 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 PRMHA correspondence, files, minutes of meetings, register of members, financial reports, inventory of assets, original copies of the Bylaws, Special Rules and Operating Guidelines, etc. shall be retained in the PRMHA's office at the Peace River Arena.