

**SPRUCE GROVE MINOR HOCKEY ASSOCIATION  
BYLAWS**

**1. NAME**

- 1.1 This organization shall be known as the "Spruce Grove Minor Hockey Association" and referred to herein as the "Association".
- 1.2 The Spruce Grove Minor Hockey Association shall abide by the rules and guidelines as set down by Hockey Alberta and the Canadian Hockey Association (CHA) and will remain a member in good standing (By-law 2.1(b)(ii) of the Hockey Alberta By-laws and Regulations).
- 1.3 This Association will play under the rules and guidelines of the CHA and Hockey Alberta.

**2. MEMBERSHIP**

**2.1 Membership:**

Member shall be:

- a) Any family registered with Spruce Grove Minor Hockey Association;
- b) Any coach, assistant coach or manager that has no child registered with the Spruce Grove Minor Hockey Association and in this capacity to a maximum of five (5) persons per team; or
- c) Any volunteer who has previously been a Member of the Spruce Grove Minor Hockey Association under 2.1(a) or 2.1(b) and who is approved by the Executive Committee to be a Member; or
- d) Members of the community that are 18 years or older and interested in participating in the work of Spruce Grove Minor Hockey Association and the promotion and achievement of its objectives, that have submitted a membership application to the Association which includes their name, address and reasons for requesting membership. This application must be submitted to Spruce Grove Minor Hockey Association Executive for approval, together with the prescribed membership fee for members of the community at large as set out in 2.2(d)
- e) Any SGMHA Junior player 18 to 21 years of age that is registered in the current year with SGMHA.

**2.2 Membership Fees:**

- a) The membership fees for Members under 2.1(a) and 2.1(e) shall be the registration fee per hockey player, such fee being determined by the Senior Executive Committee before each new hockey year;
- b) There shall be no membership fee for a Member admitted under 2.1(b) above;



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- c) The membership fee for a volunteer admitted under 2.1 (c) shall be determined annually by the Senior Executive Committee before each new hockey year.
  - d) The membership fee for a member of the community at large admitted under 2.1(d) above shall be determined annually by the Senior Executive Committee before each new hockey year.
- 2.3 Any player as registered under 2.1.
- 2.4 Voting privileges will be given to persons as registered with the Association per 2.1(a), 2.1(b), 2.1(c), 2.1 (d) and 2.1(e) and who have membership in good standing. One vote per family.
- 2.5 The payment of the registration fee for a player wishing to take part in the hockey program must be paid as per the payment terms set out by the association or arrangements made for payment before they are assigned to a team in the Association and before the person(s) described in 2.1 are considered to be members(s) in good standings.

**3. TERMINATION OF MEMBERSHIP AND SUSPENSION**

- 3.1 Any member may resign from the Association at any time by notifying the Administrator in writing; however a pro-rated portion of the registration fee as approved from time to time by the Executive, will not be refunded.
- 3.2 Any member who, by the decision of the Discipline Committee, fails to maintain an acceptable standard of conduct and/or fails to comply with any of the By-laws and Regulations of the Association may be asked to resign in written form after at least one previous written warning. That decision will result in the loss of voting privileges, unless the member wins a successful appeal. The registration fee will not be refunded.
- 3.3 Any member who has been requested to resign may exercise the right to appeal the decision provided the wish to appeal is made, in writing (along with the appeals fee of \$150) to the Senior Executive Committee within seven (7) days of the request to resign. Any member that refuses to resign on written request will be considered expelled from the Association.
- 3.4 Any member who fails in a way as described in 3.2 may be suspended as outlined in 3.5 on a decision of the Discipline Committee. No previous written warning will have been required.

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- 3.5 The Executive claims the right as the Rental Contract Carrier to bar any expelled, resigned or suspended member from any or all facilities where Association functions including, meetings, games and practices are taking place for a specified period of time as defined by the Executive and/or Discipline Committee.

**4. THE EXECUTIVE**

- 4.1 The Executive shall consist of
- a) President
  - b) Past President
  - c) First Vice President
  - d) Second Vice President
  - e) Secretary
  - f) Chair of Operations
  - g) Chair of Finance
  - h) Registrar
  - i) Equipment Director
  - j) Referee in Chief
  - k) Initiation Director
  - l) Junior Initiation Director
  - m) Novice Director
  - n) Atom Director
  - o) Pee Wee Director
  - p) Bantam Director
  - q) Midget Director
  - r) Female Director
  - s) Coaching Director
  - t) Player Director
- 4.2 All executive members shall have voting rights while in attendance at any Association meeting, except for the Junior Initiation Director. The Junior Initiation Director shall have voting rights only in the event that the Senior Initiation Director is absent.
- 4.3 Executive Members not maintaining an acceptable level of attendance or conduct as outlined in 4.4 may be discipline under By-law 4.4
- 4.4 Removal:  
A Member of the Executive Committee shall be relieved of his/her duties and removed as a Member of the Executive (as determined by a 75% vote of a quorum of no less than 2/3 of the Board of Directors) in the following circumstances:

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- a) Upon failure to attend three (3) consecutive meetings without a reasonable excuse;
  - b) If a member's conduct is considered detrimental to the best interest of the Association.
  - c) On the basis that a Member is doing an unsatisfactory job;
  - d) Upon a Special Resolution of the general membership at a General Meeting;
  - e) There is no route of appeal available within the Association. This shall be done by a majority vote of those present.
- 4.5 To qualify for an executive position an individual must be a member in good standing of the Association.
- 4.6 The term of an executive position will expire on May 31 of the last year of the prescribed two year term.
- 4.7 An Executive Member will be exempt from working concession shifts once they have served one full year on the Executive, for so long as they serve as Executive Member.
- 4.8 No Director or Officer of the Association shall receive any remuneration whatsoever other than for out-of-pocket expenses incurred for the delivery of the hockey program to its Members.

**5. DUTIES OF THE EXECUTIVE**

5.1 General:

- a) The Executive shall be responsible to the General Membership, and shall have full control and management of the Association, within the limits of the By-laws, to serve the best interest of the majority of its members.
- b) Shall insure that the values, objectives, and desires of the Association are represented in a consistent and professional manner to all entities who interact with the association.
- c) The total welfare of the players shall be paramount in the governing of the Association. The player's responsibilities to family and school shall be kept in mind at all times.
- d) The Executive shall in September of each year issue a Policy and Procedures Manual that shall act as the operational guideline for the current hockey season for the Association as a whole with variance from only to be approved in extreme circumstances.
- e) Should a vacancy occur during a term in office the executive shall be empowered to appoint a member of the Association to fill the post until the next Annual General Meeting. With the exception of the President

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where the Executive as a whole shall select a replacement from within the Executive.

- f) The Executive shall be responsible to appoint suitable persons to act as coaches and managers on a yearly basis per the minimum established by Hockey Alberta.
- g) The Executive may appoint any member of the Association to serve on a Committee or assist the Executive or one of its members in the operation of the Association or any project sponsored by the Association. Committees can be given an ongoing status where necessary and be made up of appointed members who are ratified by the executive for a specific term of service.
- h) The Executive shall establish yearly registration fees, late registration fees and NSF check fees.
- i) The Executive is to designate in which league team(s) will play in, and which teams if any, will participate in Provincial Play downs.

5.2 Conduct of the Executive

- a) Any person found guilty (as determined by majority vote of a quorum of no less than 2/3 of the Board of Directors) of having committed any improprieties listed in 10.2b within this Association may be permanently barred from holding an elected or appointed office in the Spruce Grove Minor Hockey Association.
- b) A member of the Board of Directors of the Association who misses three consecutive meetings of the Board without notice and/ or just reason, may be suspended for the balance of his/her term through a majority vote of a quorum of the Board of Directors.
- c) Board members are expected to refrain from publicly criticizing game officials, coaches, or players before, during, or after games. Concerns must be addressed with the appropriate individual, at the appropriate time.
- d) Members of the Board of Directors are expected to refrain from public criticism of Board policy and/or other Board members.
- e) Board members are expected to carry out their duties in a manner consistent with the Bylaws of the Association, and within the directives of the Board.
- f) Members of the Board of Directors can be removed from their duties for non-performance of duties by a vote of the Board of Directors, in which at least fourteen (14) members vote for removal.

5.3 President :

Two -year term: to be replaced firstly by the 1<sup>st</sup> Vice President or secondly by the Chair of Operations every 2 years on odd numbered years. If the 1<sup>st</sup> Vice

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President or the Chair of Operations choose not to take the position, then the position is to be elected from the membership at large.

- a) Shall be, ex-officio, a member of all committees.
- b) Shall preside over General Meetings Executive Meetings and Senior Executive Committee Meetings.
- c) Shall be one of the three co-signers who have signing authority of cheques issued by the Association.
- d) Shall be responsible for all requirements and communications relating to CHA and Hockey Alberta procedures, policies and By-Laws.
- e) Shall chair all Appeals Committees.
- f) Shall be responsible for all requirements and communications relating to the City of Spruce Grove, its policies and By-laws.
- g) Shall be a member of the Senior Executive;
- h) Shall be a member of the Finance Committee;
- i) Shall be a member of the Operations Committee;
- j) The President is to have the discretion to determine or to appoint other persons to deal with emergent or minor matters not specifically named as the responsibility of the Officers or Directors of the Association.

5.4 First Vice President:

To be elected for a two year term on odd numbered years from membership at large.

- a) Perform the duties of the Chair of Operations Committee in their absence.
- b) Shall Chair the Coaches Selection Committee
- c) Shall Chair all Discipline Committee meetings.
- d) Shall be a member of the Operations Committee;
- e) Shall be a member of the Senior Executive Committee;
- f) Shall be a member of the Awards Committee.

5.5 Second Vice President:

To be elected for a two year term on even numbered years from membership at large.

- a) Shall perform the duties of the Chair of Finance in their absence.
- b) Shall personally seek out, apply for and complete reporting of grants that will enhance the operations of the association.
- c) Shall seek out team sponsors and set guidelines for team communications with the Sponsor.
- d) Shall sit in all Appeals Committee meetings.
- e) Shall be a member of the Finance Committee;
- f) Shall be a member of the Senior Executive Committee.
- g) Shall be a member of the Awards Committee.

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5.6 Past President:

If the Past President is unable to fill this role the Executive Committee shall appoint an experienced Spruce Grove Minor Hockey Association member to this position.

- a) Shall perform the duties of the President in their absence.
- b) Shall be a member of the Senior Executive Committee.
- c) Shall Chair the Spruce Grove Minor Hockey Association Awards committee and be responsible for collecting all nominations for these awards.
- d) Shall be responsible for maintenance of and adherence to Spruce Grove Minor Hockey Policies. Conduct an annual review of all Policies and issue a Policy Statement to the New Executive in April of each year.
- e) Shall sit on all Appeals Committee meetings.

5.7 Secretary:

To be elected for a two year term on even numbered years from membership at large.

- a) Shall attend all meetings of the Senior Executive Committee, General Meetings, Finance Committee Meeting and Operations Committee Meetings and keep accurate minutes of each.
- b) The Secretary is one of the three co-signers who have signing authority of cheques issued by the association.
- c) Have By-laws and minutes of Minor Hockey Executive meetings available to the membership upon request.
- d) Organize and distribute Executive Meeting agendas and written submissions to all executive members 3 days prior to a regularly scheduled meeting.
- e) Shall be responsible for the tendering of and coordination of team photos.
- f) Shall be a member of the Senior Executive Committee;
- g) Shall be a member of the Finance Committee and Operations Committee;

5.8 Chair of Finance:

To be elected for a two year term on odd numbered years from membership at large.

- a) Shall perform the duties of the Second Vice President in their absence.
- b) Shall chair the Finance Committee and is responsible for ensuring that the committee through its members carries out its responsibilities.
- c) Shall coordinate the accounting of funds of the Association and coordinate the filing of all tax returns.
- d) The position of Chair of Finance shall run concurrent with the operating year.
- e) Shall present a full accounting of receipts, receivables, payables and disbursements in the prescribed format to the Senior Executive Committee as prepared by the bookkeeper as information only and a motion made and accepted through the normal noting procedures of the Senior Executive Committee quarterly.

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- f) Shall make available to the membership a financial statement of the Association on request.
- g) Shall obtain a financial statement(s) from each team in accordance with By-laws 13.6
- h) Shall have the records and books of account of the Association audited at least once each year by either a qualified accountant who shall not be an officer of the Association or by two qualified representatives of the Association. Such a person(s) shall be appointed by the Board of Directors annually.
- i) All books and records maintained by the book keeper may be examined by any member of the executive, at any time, upon giving reasonable notice to the Chair of Finance, who shall arrange with the book keeper to make them available at a time satisfactory to all concerned.
- j) The Chair of Finance is one of the three co-signers who have signing authority of cheques issued by the Association.
- k) Shall be a member of the Senior Executive Committee.
- l) Shall be a member of the Finance Committee.
- m) Shall be a member of the Appeals Committee.
- n) Shall be a member of the Awards Committee.

5.9 Chair of Operations:

To be elected for a two year term on even numbered years from membership at large.

- a) Shall perform the duties of the First Vice President in their absence.
- b) Shall Chair the Operations Committee and is responsible for ensuring that the committee through its members carries out its responsibilities.
- c) Shall be a member of the Senior Executive.
- d) Shall be a member of the Finance Committee.
- e) Shall be a member of the Operations Committee.
- f) Shall be a member of the Appeals Committee;
- g) Shall be a member of the Awards Committee.

5.10 Referee – in – Chief:

To be elected for a two year term on odd numbered years from membership at large.

- a) Shall supervise all referees and be responsible for their scheduling.
- b) Shall recommend and set-up courses of training, and/or conduct such training, for referees to ensure a sufficient number of qualified persons to act as referees.
- c) Act as the Spruce Grove Minor Hockey Association liaison with the Referee's Association and may attend meetings of the Referee's Association.
- d) Shall be a member of the Operations Committee.
- e) Shall be a member of the Finance Committee



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5.11 Equipment Director:

To be elected for a two year term on even numbered years from membership at large.

- a) Shall assume responsibility for the purchase, maintenance, and storage of all uniforms and equipment.
- b) Shall be responsible for the distribution and recovery of uniforms and equipment to and from teams on a timely basis.
- c) Shall be responsible for the disposal of any old or unneeded uniforms and or equipment under the director of the Executive Committee.
- d) Shall be a member of the Finance Committee.

5.12 Coaching Director:

To be elected for a two year term on odd numbered years from membership at large.

- a) Shall recommend and set-up courses of training, and/or conduct such training, for coaches to ensure a sufficient number of qualified persons are available to act as coaches.
- b) Shall act as a Coaches advocate.
- c) Shall set-up and maintain a library of written and video coaching aids and ensure that coaches know what is available to them.
- d) Shall act as a resource for any special coaching needs.
- e) Shall be responsible for distribution, collection and maintenance of coaching manuals.
- f) Shall sit in on the Coaches Selection Committee as required.
- g) Shall sit on the Discipline Committee when a coach is involved.
- h) Shall be a member of the Operations Committee.
- i) Shall be a member of the Finance Committee
- j) Shall work with the association Mentor Coaches in design and delivery of programs.

5.13 Registrar:

To be elected for a two year term on even numbered years from membership at large.

- a) Shall keep up to date on Hockey Alberta Regulations & Bylaws
- b) Shall oversee the administrator regarding registration & player movement
- c) Shall perform the duties of the Administrator in their absence.
- d) Shall be a member of the Finance Committee.
- e) Shall attend Annual Hockey Alberta Registrar's meeting.
- f) Shall attend Hockey Alberta Zone Meetings.

5.14 Player Director:

To be elected for a two year term on even numbered years from membership at large.

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- a) Shall recommend and assist in setting up courses of training, and/or conduct such training, for Players in conjunction with the Association Mentor Coaches.
- b) Shall act as a Player Advocate
- c) Shall act as a resource for any special Players needs
- d) Shall sit on the Coaches Selection Committee.
- e) Shall sit on the Discipline Committee when a Player is involved.
- f) Shall be a member of the Operations Committee.
- g) Shall be a member of the Finance Committee.

5.15 Midget Director:

To be elected for a two year term on odd numbered years from membership at large.

- a) Shall sit on the Coaches Selection Committee for the Midget and Junior Divisions.
- b) Shall ensure that fair and unbiased try-outs and team selection are carried out as established by the executive.
- c) Shall be the first line of contact for parents, players, managers and coaches in this division with complaints or concerns.
- d) Shall be in regular contact with coaches and managers in this division.
- e) Shall ensure that selection criteria as set by the executive is communicated to the parents and players in writing before the selection process begins.
- f) Shall be a member of the Operations Committee.
- g) Shall attend or designate someone to attend in their absence, all meetings of leagues participated in by Association Teams in their division and ensure that all information learned and received is provided to the Secretary for distribution to the application parties.
- h) Shall ensure that the values, objectives, and desires of the Association are represented in a consistent and professional manner to all league and entities who interact with the Association.
- i) Shall ensure that all coaches and managers within their division are aware of all League By-laws and Policies and changes to them.
- j) Supervise the entry into the inter-community leagues, and all matters thereto, and will be accountable to the Executive.

5.16 Female Director:

To be elected for a two year term on odd numbered years from membership at large.

- a) Shall sit on the Coaches Selection Committee for the Female Division.
- b) Shall ensure that fair and unbiased try-outs and team selection are carried out as established by the executive.
- c) Shall sit on the Discipline Committee for the Female Division.

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- d) Shall be the first line of contact for parents, players, managers, and coaches in this division with complaints or concerns.
- e) Shall be in regular contact with coaches and managers in this division.
- f) Shall ensure that selection criteria as set by the executive is communicated to the parents and players in writing before the selection process begins.
- g) Shall be a member of the Operations Committee.
- h) Shall attend or designate someone to attend in their absence, all meetings of leagues participated in by Association Teams in their division and ensure that all information learned and receive is provided to the Secretary for distribution to the applicable parties.
- i) Shall ensure that the values, objectives, and desires of the Association are represented in a consistent and professional manner to all leagues and entities who interact with the association.
- j) Shall ensure that all coaches and managers within with division are aware of all League By-Laws and Policies and changes to them.
- k) Supervise the entry into the inter-community leagues, and all matters thereto, and will be accountable to the Executive.

5.17 Bantam Director:

To be elected for a two year term on even numbered years from membership at large.

- a) Shall sit on the Coaches Selection Committee for the Bantam Division.
- b) Shall ensure that fair and unbiased try-outs and team selection are carried out as established by the executive.
- c) Shall sit on the discipline committee for the Bantam Division.
- d) Shall be the first line of contact for parents, players, managers, and coaches in this division.
- e) Shall be in regular contact with coaches and managers in this division.
- f) Shall ensure that selection criteria as set by the executive is communicated to the parents and players in writing before the selection process begins.
- g) Shall be a member of the Operations Committee.
- h) Shall attend or designate someone to attend in their absence, all meetings of leagues participated in by Association Teams in their division, and ensure that all information learned and received is provided to the Secretary for distribution to the applicable parties.
- i) Shall ensure that the values, objectives, and desires of the Association are represented in a consistent and professional manner to all leagues and entities who interact with the association.
- j) Shall ensure that all coaches and managers within their division are aware of all League By-laws and Policies and changes to them.
- k) Supervise the entry into the inter-community leagues, and all matters thereto, and will be accountable to the Executive.

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5.18 Pee Wee Director:

To be elected for a two year term on odd numbered years from membership at large.

- a) Shall sit on the Coaches Selection Committee for the Pee Wee Division.
- b) Shall ensure that fair and unbiased try-outs and team selection are carried out as established by the executive.
- c) Shall sit on the discipline committee for the Pee Wee Division.
- d) Shall be the first line of contact for parents, players, managers and coaches in this division with complaints or concerns.
- e) Shall be in regular contact with coaches and managers in this division.
- f) Shall ensure that selection criteria as set by the executive is communicated to the parents and players in writing before the selection process begins.
- g) Shall be a member of the Operations Committee.
- h) Shall attend or designate someone to attend in their absence, all meetings of leagues participated in by Association Teams in their division, and ensure that all information learned and received is provided to the Secretary for distribution to the applicable parties.
- i) Shall ensure that the values, objectives, and desires of the Association are represented in a consistent and professional manner to all leagues and entities who interact with the association.
- j) Shall ensure that all coaches and managers within their division are aware of all League By-laws and Policies and changes to them
- k) Supervise the entry into the inter-community leagues, and all matters thereto, and will be accountable to the Executive.

5.19 Atom Director:

To be elected for a two year term on even numbered years from membership at large.

- a) Shall sit on the Coaches Selection Committee for the Atom Division.
- b) Shall ensure that fair and unbiased try-outs and team selection are carried out as established by the executive.
- c) Shall sit on the discipline committee for the Atom Division.
- d) Shall be the first line of contact for parents, players, managers, and coaches in this division with complaints or concerns.
- e) Shall be in regular contact with the coaches in this division.
- f) Shall ensure that selection criteria as set by the executive is communicated to the parents and players in writing before the selection process begins.
- g) Shall be a member of the Operations Committee.
- h) Shall attend or designate someone to attend in their absence, all meetings of leagues participated in by Association Teams in their division, and ensure that all information learned and received is provided to the Secretary for distribution to the applicable parties.

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- i) Shall insure that the values, objectives, and desire of the Association are represented in a consistent and professional manner to all leagues and entities who interact with the association.
- j) Shall ensure that all coaches and managers within their division are aware to all League By-laws and Policies and changes to them.
- k) Supervise the entry into the inter-community leagues, and all matters thereto, and will be accountable to the Executive.

5.20 Novice Director:

To be elected for a two year term on odd numbered years from the membership at large.

- a) Shall sit on the Coaches Selection Committee for the Novice Division.
- b) Shall ensure that fair and unbiased try-outs and team selection are carried out as established by the executive.
- c) Shall sit on the Discipline Committee for the Novice Division.
- d) Shall be the first line of contact for parents, players, managers and coaches in this division with complaints or concerns.
- e) Shall be in regular contact with coaches and managers in this division.
- f) Shall ensure that selection criteria as set by the executive is communicated to the parents and players in writing before the selection process begins.
- g) Shall be a member of the Operations Committee.
- h) Shall attend or designate someone to attend in their absence, all meetings or leagues participated in by Association Teams in their division, and ensure that all information learned and received is provided to the Secretary for distribution to the applicable parties.
- i) Shall insure that the values, objectives, and desires of the Association are represented in a consistent and professional manner to all leagues and entities who interact with the Association.
- j) Shall ensure that all coaches and managers with their division are aware of all League By-laws and Policies and changes to them.
- k) Supervise the entry into the inter-community leagues, and all matters, thereto, and will be accountable to the Executive.

5.21 Junior Initiation Director:

To be elected every year for a two year term from the membership at large. The term will consist of one year as Junior Initiation director followed by one year as Senior Initiation Director. The primary function is to assist the Senior Initiation Director in implementation of the CHA initiation program. Additional secondary roles within the association will be determined and defined by the Executive Committee as deemed necessary.

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5.22 Senior Initiation Director:

To be assumed annually by the previous year's Junior Initiation Director.

- a) Shall sit on the Coaches Selection Committee for the Initiation Division.
- b) Shall ensure that fair and unbiased try-outs and team selection are carried out as established by the executive.
- c) Shall sit on the discipline committee for the Initiation Division.
- d) Shall be the first line of contact for parents, players, managers and coaches in this division with complaints or concerns.
- e) Shall be in regular contact with the coaches and managers in this division.
- f) Shall ensure that selection criteria as set by the executive is communicated to the parents and players in writing before the selection process begins.
- g) Shall be a member of the Operations Committee.

5.23 Commissioner:

NON-VOTING: To be appointed by the Executed for a two-year term to assist the Executive as required under SGMHA Policies and Procedures.

6. **MEETINGS**

6.1 Annual General Meetings shall be held on or before April 30<sup>th</sup> of the current season. Notice of at least 28 days shall be given.

- a) In addition to the Annual General Meeting, a General Meeting may be held in November or December. A quorum at such meetings shall be twenty members who are eligible to vote by being members in good standing as per By - law 2.4.
- b) The President must call a General Meeting upon receipt of a written request, signed by at least fifty (50) member family units of the Association. Such a meeting must be held within twenty - eight (28) days of receipt of the request. A quorum at such meetings shall be fifty members who are eligible to vote by being members in good standing as per By - law 2.4.
- c) The President may call an emergency or special meeting at any time, provided notice of at least fourteen (14) days is given. A quorum at such meetings shall be twenty (20) members who are eligible to vote by being members in good standing as per By - law 2.4.
- d) Notice of a meeting shall be given via the use of public media, including local newspapers.
- e) The Executive shall be elected by members of the Association at the Annual General Meeting. Only members in good standing are eligible

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to cast ballots to elect officers or to vote on any issue.

- f) Nominations for positions on the executive shall be posted in local newspapers and public places. Nominations will close ten (10) days prior to the Annual General Meeting. Uncontested nominees are elected by acclamation.
- g) Nominations from the floor of the Annual General Meeting will only be accepted where there are no previous nominations.
- h) All attendees at the Annual General Meeting must sign in to have their membership verified and to receive their ballots.

6.2 Executive Meetings:

- a) Executive meetings shall be held on a regular basis to ensure the efficient operation of the Association. The President will call an executive meeting when the President deems it necessary.
- b) A Special meeting of the Executive shall be called when any seven (7) members of the Executive make such a request in writing to the President.
- c) A quorum for any Executive meeting shall be ten (10) members drawn from the executive as a whole.

6.3 Finance Committee Meetings:

- a) Finance Committee shall meet on a regular basis as necessary and set by the committee.

6.4 Senior Executive Committee Meetings:

- a) Senior Executive Committee shall meet on a regular basis as necessary and set by the committee.

7. **GENERAL**

- 7.1 Amendments to the By-laws can only be made by a special resolution of the members.
- 7.2 An amendment to the By-Laws must be approved by 75% of the votes cast at the Annual General Meeting.
- 7.3 Proposed Bylaw amendments must be submitted to the Executive in writing (60 days prior to the Annual General Meeting,) and must be posted at least twenty eight days (28) prior to the Annual General Meeting.

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- 7.4 The Executive shall fully review the By-Laws of the Association on even numbered years. Submissions to change or alter any Bylaw may be made to the Executive by any member of the Association, and will only be presented at the Annual General Meeting if 75% of the Executive in attendance at the yearly March executive meeting vote to support it.
- 7.5 Elected and/or appointed members of the executive shall not receive any remuneration for the discharge of their respective duties in relation the Association or its various activities or projects with the exception of submitted and approved expenses.
- 7.6 Each team shall have a treasurer, two unrelated (not married or cohabiting to each other) signing authorities, and provide the Executive with a year-end financial statement and interim documentation as directed by the Executive.
- 7.7 The seal of the Association shall be in such form as shall be prescribed by the first officers of the Association, and shall have the words "Spruce Grove Minor Hockey Association" endorsed thereon. The City of Spruce Grove Community Services Department, shall have custody of the seal of the society, which shall be affixed to documents as required.
- 7.8 For the purpose of carrying out its objectives, the Association may borrow or secure the payment of money in such a manner as it sees fit, in particular by the use of debentures. This power shall be exercised only under the authority of the Association and in no case shall debentures be issued without the sanction of a special resolution of the Association.
- 7.9 For the purpose of carrying out its objectives, and in consideration of growth within the association, in consideration of good governance, the Executive, by majority vote may from time to time contract services such as book keeping or accounting, ice scheduling, referee assigning, concession and bingo management, or other services as it sees fit, on a fee for service schedule. The fee for service to be determined by competitive bid. The contractors would not be considered voting members.
- 7.10 For the purpose of carrying out its objectives, and in consideration of the efforts by other associations to coordinate the hockey programs, the Association may assign the operation of its Elite Hockey Programs to an Elite Hockey Club. SGMHA will act as governor with the assignment of the program as per operating year from June 1<sup>st</sup> of one year to May 31<sup>st</sup> of the next. A specific Memorandum of Understanding will govern the administration and operation of the Elite Hockey Club.



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**8. COMMITTEES**

**8.1 Discipline Committee:**

The Discipline Committee shall consist of the First Vice President, who will be responsible to Chair the meeting; the Director of the Division involved (unless a direct conflict exists); depending on the person involved, one of the following: Coaching Director, Player Director or Referee in Chief; as well as two other members from the executive as appointed by the First Vice President from time to time.

- a) Shall have the power to discipline any Player, Coach, Manager, Trainer, Parent/ Guardian or Hockey Team for unseemly conduct on or off the ice or for a breach of the Rules and Regulations, subject always to the right of Appeal hereinafter provided.
- b) Shall have the power to discipline a Member for any reason which in the sole discretion of the Discipline Committee, is sufficient, subject always to the right of Appeal as hereinafter provided.
- c) Direct involvement by any executive member or a member of their family will exclude them from this particular hearing with the replacement being appointed by the President.
- d) Shall deal with matters relating to discipline on the part of players, coaches, referees, managers and parents.
- e) Shall have the right to take further disciplinary action over and above that imposed by Hockey Alberta or Leagues.
- f) All persons involved in the discipline hearing shall be given equal opportunity to explain their particular position in relation to the matter being discussed.
- g) The Committee shall meet as soon as can reasonably be expected if a written complaint or protest is submitted and will render its decision, after any necessary consultation with Hockey Alberta or the league governing body if they deem it necessary.
- h) The decision of the Committee will be issued in writing to the principals involved and will be binding, pending its appeal.
- i) An appeal to the ruling of the Committee must be made in writing to the President within 48 hours of notification of the ruling. This stipulation shall be brought to the attention of all principals involved at the time of the hearing.

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8.2 Appeals Committee:

- a) The Appeals Committee shall consist of the President, who will be responsible to Chair the meeting; Second Vice President, Past President, Chair of Finance and the Chair of Operations.
- b) Direct involvement by any executive member or a member of their family will exclude them from this particular hearing with the replacement being appointed by the President.
- c) Shall have the right to reduce or take further disciplinary action over and above that imposed by the Discipline Committee.
- d) All persons involved in the appeal hearing shall be given equal opportunity to explain their particular position in relation to the matter being discussed.
- e) The Committee shall meet as soon as can reasonably be expected after a written appeal is submitted and will render its decision in writing, after any reasonable consultation with the Discipline Committee, Hockey Alberta or the league governing body if they deem it necessary.
- f) The ruling of the Committee will be issued in writing to the principals involved and will be final and binding.

8.3 Finance Committee:

- a) Shall consist of the
  - Chair of Finance
  - President
  - Second Vice President
  - Chair of Operations
  - Equipment Director
  - Registrar
  - Secretary
  - Player Director
  - Coach Director
  - Referee In Chief
- b) The prime directive of this committee is to deal with the day to day running of the financial aspects of Association.
- c) A quorum for any Finance Committee meeting shall be six (6) members drawn from the Finance Committee.

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- d) The Finance Committee shall be chaired by the Chair of Finance.

8.4 Senior Executive Committee:

- a) Shall consist of the
- President
  - Past President
  - First Vice President
  - Second Vice President
  - Chair of Operations
  - Chair of Finance
  - Secretary
- b) Shall review reports from the Operations and Finance Committees of Association.
- c) The prime directive of this committee is to deal with forward planning issues.
- d) A quorum for any Executive Committee meeting shall be five (5) members drawn from the Executive Committee.
- e) The Executive Committee shall be chaired by the President.

9. **VOTING**

9.1 Voting at General and Special Meetings:

Each family unit of registered members that are all in good standing, as defined in By-law 2.0, are entitled to one vote at any General Meeting, provided a registered member of the family is present at the time the vote is taken. Voting by proxy shall not be permitted at any meeting of the Association. The Chairperson of the meeting shall have the deciding vote. Voting at all meetings may be by show of hands or by standing vote, or by secret ballot.

- 9.2 Voting for contested Executive positions at the Annual General Meeting will be by secret ballot only. Ballots will be counted by one Executive member and one non-Executive Member. Results will be announced and recounted if requested. Ballots will then be destroyed.

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**10. VIOLATIONS OF BY - LAWS, POLICIES AND PROCEDURES OF SGMHA**

**10.1 Violation and Discipline:**

Any Member, Hockey Team, Player, Coach, Manager, Trainer, Official, Employee, Contracted Individual or Parent that violates or breaches a Bylaw, Rule and / or Regulation is subject to discipline as set out herein.

**10.2 Report and Investigation:**

Upon learning of an alleged violation or breach of the rules and regulations, the Commissioner shall forthwith begin the investigative process set by S.G.M.H.A. policy.

- a) Investigate the alleged violation or breach of Rules and Regulations as to particulars thereof and report the findings to the Discipline Committee.
- b) In the case of any individual being accused of the following improprieties the individual can be suspended immediately at the discretion of the Commissioner,
  - Breach of confidentiality
  - Physical, Emotional, or Sexual Abuse of Players or Other Volunteers,
  - Libel or Slander of Players or other Volunteers,
  - Lies about a Previous Record or Relevant Civil or Criminal Convictions, or about Current Relevant Charges Pending,
  - Misrepresentation of Credentials, Qualifications or References,
  - Gross Misconduct or Insubordination,
  - Being Under the Influence of Alcohol or Drugs While Performing a Volunteer Assignment
  - Falsification of Records,
  - Illegal, Violent or Unsafe Acts,
  - Abuse or Mistreatment of Players, Staff, or Volunteers,
  - Failure to Abide by Spruce Grove Minor Hockey Policies and Procedures.

**10.3 Discipline Committee's Authority:**

The Discipline Committee shall:

- a) Upon payment of the required fee prescribed in SGMHA's policies, the Discipline Committee shall hear appeals as provided for in this Bylaw #10 and the First Vice President shall adjudicate on the issues arising from decision rendered by the Discipline Committee, following prescribed SGMHA policy set out in SGMHA's Policies and Procedures."

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- b) Any individual found to have committed any of the violations as outlined in 10.2(b) can be dismissed immediately without warning.”

10.4 Right of Appeal:

Any Member, Hockey Team, Player, Coach Manager, Trainer, Official, or Parent that is dissatisfied with a decision or ruling, in whole or in part, of the Discipline Committee made pursuant to Bylaw 10.3(a) has the right of Appeal to the Appeals Committee.

**11. APPEALS**

11.1 Appeals Committee:

Upon payment of the required fee prescribed in SGMHA’s policies, the Appeals Committee shall hear appeals to the decisions of the Discipline Committee made pursuant to Bylaw 10.3(a) herein. The President shall adjudicate on the issues arising from the decision rendered by the Discipline Committee, following prescribed SGMHA policy set out in SGMHA’s Policies and Procedures.”

11.2 Effect of Appeal:

An Appeal to the Discipline Committee or the Appeals Committee does not operate as a stay of the decision of the ruling appealed from, except so far as the authority appealed from may direct.

11.3 Notice of Appeal:

All appeals shall be initiated by notice in writing (“Notice of Appeal”) and filed within seven (7) days of the date of the decision or ruling being appealed. The Notice of Appeal may be filed by ordinary mail, e-mail or fax. Appeals to the decision or ruling of the Commissioner are addressed to the 1<sup>st</sup> Vice President. Appeals to the decision or ruling of the Discipline Committee are addressed to the President.

11.4 Contents of Notice

The Notice of Appeal shall include and contain the following:

- a) a statement of the decision which is being appealed, including a copy of the written decision, if any;
- b) concise statement of the grounds for appeal in numbered paragraphs;
- c) concise statements of the facts, in numbered paragraphs, alleged by the Appellant;
- d) if an Appeal Hearing is provided for in these By - Laws, a summary of the evidence which the Appellant intends to produce at the Appeal Hearing, whether by document or *viva voce* (with the living voice) evidence.

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- 11.5 Date of Meeting:  
Upon receiving a Notice of Appeal pursuant to an Appeal of a Discipline Committee ruling, the President, in consultation with the First Vice President, shall set a date for the Hearing which date shall be no later than the 20<sup>th</sup> day following the date of receiving the Notice of Appeal.”
- 11.6 Notice of Appeal Date:  
Notice of the date for the hearing of the Appeal shall be given by the President to Parties involved in the Appeal either in writing (fax or e-mail) or by telephone.
- 11.7 Decisions of Adjudicators:  
The adjudicators of the Appeals provided for in this Bylaw shall give the decision in writing within ten (10) days from the date the Hearing concluded and may:
- a) allow the Appeal;
  - b) dismiss the Appeal;
  - c) give any decision or ruling which ought to have been made and make such further decision and/ or ruling as the circumstances require;
- 11.8 Appeals Committee Decisions - Final and Binding:  
All members, Hockey Teams, Players, Coaches, Managers, Trainers, Officials and Parents by virtue and because of their status as such, shall accept as final and binding the decisions of the Appeals Committee, including without limiting the generality of the foregoing, the Appeals Committee’s interpretation or construction of the Rules, Regulations and By-Laws subject only to a right of Appeal to AAHA as provided for in the By- Laws of AAHA.
- 11.9 Recourse Actions:  
Any recourse to the Courts of Law, Hockey Alberta or Canadian Hockey Association by any Member, Team, Player, Coach, Manager, Referee, Official or Parent regarding the interpretation and administration of By –Laws, Policy, Rules and Regulations before all rights and remedies of The Spruce Grove Minor Hockey Association have been availed of and exhausted, shall be deemed ungentlemanly and un - sportsmanlike conduct within the meaning of the Hockey Alberta Rules and Regulations and a violation of the same thereby enabling the President to suspend and disqualify the said offender.

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**12. OPERATING YEAR**

12.1 May 31<sup>st</sup> of each year shall be the fiscal year end for the Spruce Grove Minor Hockey Association.

**13. DISSOLUTION**

13.1 In the event that the Spruce Grove Minor Hockey Association ceases its activities and/or that it be dissolved for any reason, the gaming assets remaining shall be transferred in trust to the City of Spruce Grove until such time as the assets can be transferred from the City of Spruce Grove to not - for - profit group whose purpose is to support and/or organize minor hockey in the City of Spruce Grove.