

Viking Minor Hockey Association Bylaws

(Effective November 1 2008)

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1. DEFINITIONS AND INTERPRETATION

1.1 In all the Bylaws, the singular shall include the plural and the plural the singular, the word "person" shall include corporations, societies and partnerships and the masculine shall include the feminine. Wherever reference is made to the Societies Act or a section thereof, such reference shall be extended and apply to any amendment to that Act or section, as the case may be.

1.2 In the interpretation of these Bylaws, except where excluded by the context:

"Act" means the Societies Act of Alberta, R.S.A. 2000 CS-14 as amended from time to time;

"Association" shall mean Viking Minor Hockey Association &/or VMHA;

"Boundaries" shall be those as defined and approved by Hockey Alberta;

"Bylaws" means the Bylaws of the Association, as amended from time to time;

"Calling of the Roll" means everyone in attendance will be asked to sign indicating their presence;

"CHA" means the Canadian Hockey Association who represents the governing body of amateur hockey in Canada and is a member of the International Ice Hockey Federation;

"Chairman" means the President, or in his absence, the Vice-President, shall chair every General Meeting. If neither the President nor the Vice-President can be present at the time of holding a General Meeting, the Members present shall choose one of their number to be chairman of such meeting;

"Constitution" means the constitution of the Association as amended from time to time;

"Director(s)" means a person that has been elected or appointed as a director of the Association, this member is considered an executive member of VMHA;

"Discipline Committee" means a committee formed by the Board of Directors to rule on Disciplinary Matters consisting of a minimum of three (3) Directors or duly appointed Members who are not in a conflict of interest in relation to the Disciplinary Matters considered;

"Executive Board" means all the Executive Officers and Directors representing each team registered with the VMHA;

"Executive Committee" means those duly recognized by the VMHA as Past President, President, Vice President, Secretary, Treasurer, and Registrar.

"General Motion" means a majority vote of the quorum shall pass the motion;

"Hockey Alberta" means the Alberta Amateur Hockey Association and represents the supreme authority concerning Amateur hockey in the Province of Alberta, subject only to the right of appeal to the CHA;

"Initiation Program" means the Canadian Hockey Association Initiation Program Curriculum of Initiation hockey (under the age of seven (7) years old);

"Member" means a person or legal entity that has been admitted as a member of the Association;

"Ordinary Resolution" means a resolution passed at a General Meeting or Director's meeting by a majority vote of the quorum;

"President" shall mean the President of the Association;

"Regulations" means those regulations of the Association for the administration and advancement of hockey;

"Secretary" means the Secretary of the Association, votes as a Director;

"Special Resolution" shall have the meaning as defined in the Act and shall further constitute:

a) A resolution passed at a General Meeting of which 21 days or more notice specifying the intention to propose the resolution has been duly given;

b) And by the vote of not less than 75% of those Members of the Association who are present and entitled to vote at such meeting;

(c) A resolution can be voted on by a Member of the Association who would have been entitled at a General Meeting to vote on the resolution in person.

d) Notice of the Special Resolution shall be provided to the General Membership by notice via email & phone fan-out (& on the Association website).

2. MEMBERSHIP

2.1 Association Membership

a) Any family registered with the Viking Minor Hockey Association;

b) Any coach, assistant coach or manager that is officially registered with the Viking 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 Viking Minor Hockey Association under Article 3.1 a) or 3.1 b) and who is approved by the Executive Board to be a Member, or

d) Any other person who is approved by the Executive Board to be a Member.

2.2 Membership Fees

Membership fee for members under article 3.1:

a) Shall be the registration fee per hockey player, such fee being determined by the Executive Board before each new hockey year (goal is by July 1st of each year);

b) There shall be no membership fee for a Member admitted under Article 3.1 b) or 3.1 c) or 3.1 d).

2.3 Withdrawal or Expulsion of Members

a) Any Member choosing to withdraw from membership to VMHA shall do so in writing to the Executive Committee. The effective date of withdrawal shall be the date on which the President/Vice President or Secretary of VMHA receives the notice to withdraw; and his name shall be removed from the Registrar of Members and he shall be deemed to have withdrawn; the following schedule for refund of fees shall be;

By September 30th of the Registration year 100% refund

By October 31st of the Registration year 75% refund

By November 30th of the Registration year 50% refund

After December 31st of the registration year 0% refund

Anything regarding an injury shall be dealt with on a case by case nature.

b) Any member of the VMHA who does not conduct himself in accordance with the Rules and Regulations of the Alberta Hockey Association, the Canadian Hockey Association or either the Bylaws or Policies of the VMHA can, upon a two-thirds (2/3) majority vote of the Executive Board at a VMHA Meeting, be expelled as a Member of the VMHA for the remainder of the present hockey year or a longer period of time as decided by the Executive Board;

2.4 Rights of Members

a) All Members shall be entitled to such information and advice with record to the affairs of the Association as the Association or any of its officers may be able to supply;

b) No right or privilege of any Members shall be in any way transferable or transmissible, but all such rights and privileges shall cease upon the Member ceasing to be such, whether by death, retirement, or otherwise;

c) In the case of a family membership as specified in Article 3.1 a), voting rights are restricted to persons over the age of eighteen (18) years with only one vote per family.

d) Voting rights for those Members identified in Article 3.1b), 3.1 c) and 3.1 d) shall be one vote per member.

e) A person attending any meeting shall be entitled to only one vote on each motion at the meeting. Where a person is entitled to vote as a Member in more than one capacity, they must select in which capacity they are voting as a Member.

- f) *A Member may demand a poll of any vote. Two (2) or more Members may demand a written vote. These demands may occur before or immediately after a vote.*
- g) *A Member unable to attend a General Meeting who would be eligible to vote may submit a written, signed, dated vote on any motion or resolution presented.*

2.5 Powers of Members

The Members by Special Resolution may rescind, alter, add to, or vary the Bylaws.

3. BOUNDARIES

3.1 The Boundaries of the Association are established by Hockey Alberta.

3.2 Boundaries may only be altered, amended or added to by Special Resolution of the Members of the Association and in alliance and by mutual consent with neighboring associations and based on the boundary principles as approved by Hockey Alberta. No revision or alteration of or addition to the Boundaries shall take effect until it has been approved by Hockey Alberta.

4. REGISTERED OFFICE

4.1 The Registered Office of the Association may be established or changed from time to time by Ordinary Resolution of the Directors.

5. MEETINGS

5.1 General Meetings

How meetings are called: The President with the direction of the Board can call the meeting.

At least ten (10) days before every General Meeting (and 21 days or more notice if a Special Resolution is to be considered), notice specifying the place, the day, and the hour of the Meeting and, in the case of special business, the general nature of such business, shall be given to the Members via Viking weekly newspaper, email, phone fan out, & VMHA website;

If within half an hour from the time appointed for the Meeting a quorum is not present, the Meeting shall stand adjourned to the same day in the following week at the same time and place, and if at such adjourned Meeting a quorum is not present within half an hour from the time appointed for the Meeting, the Members present shall be a quorum;

If neither the Chairman nor the Vice-Chairman are present at the time of holding a General Meeting, or if they are not present within half an hour from the time appointed for the Meeting, the Members present shall choose one of their number to be Chairman of such Meeting;

At every General Meeting every question shall be decided in the first instance by a show of hands, unless before or upon the declaration of the result of the show of hands, a poll is demanded by Members personally present (see 3.4). A declaration by the Chairman that a resolution has been carried or carried by a particular majority, or lost, shall be conclusive evidence thereof, without proof of the number or proportion of the votes recorded in favor or against any such resolution. If a poll be demanded in the manner above mentioned, it shall be taken at such time and place and in such manner as the Chairman may direct, and the result of such poll shall be deemed to be the resolution of the General Meeting at which the poll was demanded. A demand for a poll may be withdrawn;

In the case of an equality of votes at any General Meeting, whether upon a show of hands or at a poll, the Chairman shall be entitled to a second or casting vote. In case of any dispute as to the admission or rejection of any vote, the Chairman shall determine the same, and such determination made in good faith shall be final and conclusive. Proxy votes are not permitted.

5.2 Quorum

At any General Meeting a quorum shall be equal to ten (10) voting members. This number can include the members of the Executive Board in attendance.

5.3 Annual General Meetings

VMHA shall hold their Annual General Meeting on or before the 31st day of October each year. The Annual Meeting to be called by the President & notice to the General Membership in the Viking weekly newspaper for 3 consecutive weeks (must be 21 days or more) prior to the Meeting date. At the Annual General Meeting, all of the Board Members whose terms have expired shall retire from office. A retiring Board Member shall retain office until the dissolution of the Meeting at which his successor is elected. A retiring Board Member shall be eligible for re-election;

The Association shall in addition to any other items of business, conduct the following business:

- 1. The Associations Bylaws – Notice of the Special Resolutions to amend the Bylaws must be received by the President in writing at least 10 days prior to the General Meeting;*

2. *The Association's yearly review of operations;*
3. *The Directors shall lay before the Association a Balance Sheet; an Income and Expenditure Statement; and the Auditor's Report and submit it in accordance with the provisions of the Societies Act;*
4. *Present the Report of the Directors;*
5. *Elect a new Executive Board as follows:*
 - a) *Elected on even number years, (2010, etc.) shall be the Vice President and Treasurer and Registrar.*
 - b) *Elected on odd numbered years, (2009, etc.) shall be the President and Secretary.*
 - c) *The elected officers shall form part of the Executive Board until their successors are elected.*
 - d) *Each of the remaining Directors shall serve two year terms, with an attempt for 50% being elected in each year.*
6. *The Association at the Annual General Meeting shall appoint the auditor or auditors and on their appointment remuneration, rights and duties shall be regulated by the Societies Act.*

5.4 Proceedings of General Meetings

The order of business to be transacted at an Annual General Meeting shall be as follows;

Call to order by Chairman;

Request for any additions to the Agenda as circulated;

Approval of the Agenda;

Calling of the Roll;

Reading and Approval of last meeting minutes as circulated;

Business arising from the minutes;

Correspondence;

President's Report;

Financial Report;

Reports of Committees;

Election of Directors;

New Business;

Appointment of Auditors;

Assign a Next Annual Meeting Date;

Adjournment

5.5 Special General Meeting

Special General Meetings shall have the meaning as defined in Bylaw 1 Definitions and Interpretation.

5.6 Conduct of Meetings

*All Regular, Special, and Annual General Meetings shall be conducted under **Robert's Rules of Order**;*

*The rules contained in the current edition of **Robert's Rules of Order Newly Revised** shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special Rules of Order the Society may adopt.*

5.7 Dissolution

Should the VMHA dissolve or vote to conclude its activities, all assets held by the VMHA after payment of all debts shall be transferred to the control of the Town of Viking/Viking Agricultural Society until such assets can be distributed.

5.8 Notices

Any notices or documents may be served by the Association upon any Member either personally or by sending it through the post in a pre-paid envelope to such Member at his registered address;

Any notice if served by post shall be deemed to be served on the second day following that upon which the letter, envelope containing the same is posted, in the absence of proof of earlier receipt, and in providing such service it shall be sufficient to prove that the envelope containing the notice was properly addressed and posted and that the postage was pre-paid.

6. AMENDMENTS TO BYLAWS, CONSTITUTION AND REGULATIONS

6.1 Bylaws

These Bylaws shall be construed with reference to the provisions of the Societies Act, of the Province of Alberta and terms used in these Bylaws shall be taken as having the same respective meanings as they have when used in that Act. Notwithstanding anything else herein contained, these Bylaws shall be read subject to the restrictions upon their scope and effect contained in the Societies Act and other applicable statutes and rules of law and equity, and any provisions herein repugnant to such restrictions shall, wherever possible, be severed from these Bylaws, in order that the rest may stand;

The Bylaws of the Association shall not be altered, amended or added to except by Special Resolution of the Members of the Association and deletion or alteration of or addition to the Bylaws takes effect until it has been registered by the Registrar, as defined in the Societies Act.

6.2 Regulations, Guidelines and Policies

The Regulations, Guidelines and Policies of the Association may be altered, amended or added to at any regularly scheduled Board Meeting or at General Meetings as required by the Association from time to time.

7. THE EXECUTIVE BOARD

7.1 Composition

The Board shall consist of the following, and each will have specific duties, roles and responsibilities;

a) Executive Officers (Committee):

These Officers shall be elected by the General Membership at the Annual Meeting:

- *President*
- *Vice President*
- *Secretary*
- *Treasurer*
- *Registrar*

b) Directors of the Board:

Positions To Be Filled Directors:

- *Equipment*
- *Discipline*
- *Ice Scheduling*
- *Referees*
- *Sponsorship/Funding Program*
- *Part 9 Committee Member*
- *Manager of 50/50 License/Casino*
- *Website Administrator*
- *Player Development*
- *Other Positions Deemed Necessary and Defined by the Executive Board*

7.2 Qualifications

One (1) Representative of each team registered with VMHA. Each team shall nominate & vote to have 1 member of their team to attend all Executive Meetings & one alternative in the event the first individual cannot attend an Executive Meeting. One (1) Member may represent only one team. These Members will be called a Director and have responsibilities as a Director;

The number of Directors may be prescribed or changed from time to time by Ordinary Resolution due to the number of teams in the VMHA; the number of Directors shall never be less than Ten (10).

A Director or an Officer shall be a Member of the Association in good standing; shall not receive remuneration for so acting unless otherwise agreed upon by the board and must be 18 years of age or older;

The Members in a Special General Meeting may by Special Resolution remove any Director before the expiration of his term of office, and may by Ordinary Resolution appoint another person in his stead. The person so appointed shall hold office during such time only as the Director in whose place he/she is appointed would have held the same if he had not been removed;

The Executive Board shall have power to appoint any other person to be a Director to fill a vacancy occurring other than one transpiring as the result of the expiration of a Directors' term of office, but so that the total number of Directors shall not at any time exceed the number prescribed by the Bylaws as may be amended from time to time. A nomination committee consisting of Past President, President and Vice-President shall be formed to consider names and possible candidates for office and to prepare a list to be voted on at the Annual General Meeting. The list of positions for nominations depends on the numbered year for the election: other positions include President, Vice-President, Secretary, Treasurer, and Registrar;

A Director or Executive Officer may retire from his office upon giving one month's notice in writing; the resignation shall take effect upon such acceptance by the Executive;

The continuing Directors may act notwithstanding any vacancy in their body, so long as there remains a quorum of the Executive Board qualified to act;

A member of the Executive Board shall be relieved of his duties and removed as a Member of the Executive Board in the following circumstances:

- a) If he is found to be a lunatic or become of unsound mind;*
- b) If by notice in writing he resigns his office;*
- c) If he is convicted of an indictable offence;*
- d) If he fails to attend 3 consecutive meetings without a reasonable excuse;*
- e) If he becomes bankrupt or makes an authorized assignment or suspends payment, or compounds with his creditors.*
- f) If he is removed from office by a Special Resolution of the General Membership at a General Meeting;*
- g) If upon a 75% majority vote of the Members of the Executive Board on the basis that a member is doing an unsatisfactory job.*

7.3 Elections

The Board Members shall control and manage all the affairs and property of the Association as directed under their described duties;

The Board must be determined by election at the Annual General Meeting in October;

- a) Each year, before the Annual General Meeting, a Nomination Committee shall be formed to obtain the names of all interested persons wishing to run for election to VMHA;*
- b) This committee shall establish a list of all persons wishing to run, complete with telephone numbers. One (1) week prior to the Annual General Meeting, all persons on the list should be notified of the meeting to ensure attendance;*
- c) At the Meeting, at the request of the President, the list shall be distributed to all in attendance to be used as an election ballot. If a position remains vacant after the Annual General Meeting, new Directors may be appointed to the Board by the current Executive Board;*
- d) If more than one nomination is made for any position, an election by secret ballot will be required by all persons attending. Those persons nominated who do not wish to run may refuse their nomination. The nominees with the most votes shall then comprise the Executive Board for the following year;*
- e) Following these elections, the incumbent President shall turn over the Meeting to the President-elect (if a change has been made). The President for the following year may then make any statements regarding the Board, welcoming the new Members, etc. and close the meeting. After this Meeting, the responsibility for the efficient change of Directors shall be placed upon the President.*

7.4 Voting and Quorum

The Executive Board may meet together for the dispatch of business, adjourn and otherwise regulate their meetings as they shall think fit. Each Member of the Executive Board shall be entitled to one (1) vote.

- a) On any general motion, a majority vote of the quorum shall pass the motion;*
- b) Every motion shall be decided by a show of hands or written ballots as declared by the Chairperson;*
- c) A declaration by the Chairperson that a motion has been carried or not carried shall be sufficient evidence of the fact without proof of number or proportion of the votes accorded in favor of or against such motion;*
- d) A Member may demand a poll on any vote which vote shall then be counted by a written ballot.*

For the transaction of business, a quorum is constituted by the presence of at least 3 Executive Committee Members and 50% plus 1 of Team Directors. The specific number that is 50% plus 1 shall be stated each year at the Annual General Meeting. Should members leave in the course of a Meeting that has begun with a quorum, proceedings must cease at the point at which the number attending falls below quorum. The chair at this point adjourns the Meeting to a later date if items remain on the agenda that still require decision. Questions arising at any Meeting shall be decided by a majority of votes. In the case of a tie vote a motion is lost, but the chair may cast a second or deciding vote after considering its possible effect. It is preferable for the Chair to vote in a way that will allow the debate to continue at a future Meeting. The Chair can explain the reasons behind his vote.

If it appears that the Membership is not ready to make a decision, or requires more information, or if the Chair deems that continued discussion is important on an issue, there are three options open:

- 1) Motion to Refer to a subcommittee for further research or study, with a specific time/date to report back to the whole, normally a subsequent meeting;*
- 2) Motion to Table to another Meeting, where new information will have been provided;*
- 3) Motion to Postpone Definitely within the same Meeting, so that information may be gathered that may change the perspective.*

Meetings of the Executive Board shall be summoned by the Secretary at the request of the Chairman, and failing him, at the request of the Vice-chairman, or any two Directors. A Meeting of the Executive Board may be held at any time the Directors may deem necessary and expedient, and may be summoned on twenty-four (24) hours' notice verbally or in writing and by means of telephone, fax, email or any other means of communication the Directors agree is adequate to ensure the most efficient presence at the Meeting.

7.5 Powers

The affairs and business of the VMHA shall be managed and supervised by an Executive Board. The Executive Board shall be subject to the Bylaws or directions given by majority vote at any General Meeting of the Viking Minor Hockey Association properly called and constituted. The Executive Board shall:

- a) Have full control and management of the affairs of the Viking Minor Hockey Association;

- b) Have the power to adopt or amend policy, guidelines, procedures or regulations, at any General Executive or Special Executive Meeting, by motion, which shall be binding upon all Members of the Viking Minor Hockey Association;
- c) Have the power to establish policies to ensure allotted ice time is distributed on a fair and just basis.

7.6 Filling of Vacancies

In the event that the President is unable to perform the required duties, the Vice President will assume the position of President for the balance of the term or until the next Annual General Meeting, whichever event first occurs. In the event that the Vice President cannot assume the President's position, or in the event that any other Member of the Executive Board withdraws or is removed from the Executive Board, or should an Executive Board position not be filled by an election of the General Membership at an Annual General Meeting, then the Executive Board shall elect a Member from the General Membership to fill the vacancy until the next Annual General Meeting. Any such Executive position filled will be up for election at the next Annual General Meeting with the balance of the length of the term for the position decided in accordance with the time limitations in Article 6.3 5 a),b),c), & d).

7.7 Meetings

There shall be a minimum of six (6) General Meetings of the Executive Board held each year. The date and time of such Meetings shall be set by the President.

7.8 Indemnity and Protection of The Executive Board

Each and every member of the Executive Board shall be deemed to have assumed office on the express condition that every Board Member, his heirs, executors, administrators and estate and effects respectively shall at all times be indemnified and saved harmless out of the funds of the Association against all costs, charges and expenses whatsoever, which such Board Member sustains or incurs in any action or proceeding which is brought or prosecuted against him in respect of any act or matter done or permitted by him in the execution of the duties of his office. A Board Member will be responsible for all costs, charges and expenses which may sustain or incur in relation to the affairs of the Association which are occasioned by his own fraud, dishonesty, willful neglect or default;

No Director of the Association shall be liable for the acts, receipts, neglects or defaults of any other Director, Officer or employee or for joining in any receipt or act for conformity or for any loss, damage or

expense happening to the Association through the insufficiency or deficiency of title to any property acquired by order of the Directors for or on behalf of the Association for the insufficiency or deficiency of any security in or upon which any of the monies of or belonging to the Association shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency, or wrongful act of any person, firm or corporation with whom any monies, securities or effects shall be lodged or deposited or for any loss occasioned by an oversight or error in judgment on his part or for any other loss, damage or misfortune which may happen in the exercise of his respective duties or trust or in relation thereto unless the same shall happen by his own or through his own willful act or default. Directors may rely upon the accuracy of any statement or report prepared by the Association's auditors and shall not be responsible or held liable for any loss or damage resulting from acting upon such statement or report;

All resolutions and proceedings of all General Meetings and all Meetings of the Directors; and any such Minutes as aforesaid if purporting to be signed by the Chairman of the Meeting at which such appointments were made or such Directors were present, or such resolutions were passed or proceedings held, as the case may be, or by the Chairman of the next succeeding General Meeting or Meeting of the Directors, as the case may be shall be sufficient evidence without any further proof of the facts therein stated.

7.9 Board Positions and Duties

1. President

- a) Will serve as a Member of the Executive Committee of the Viking Minor Hockey Association;*
- b) Will be responsible for the general administration of the operations;*
- c) Will be a signing authority along with the Treasurer and Vice President;*
- d) Will preside at all Meetings;*
- e) Will exercise the powers of the Executive Board in case of emergency. Such exercise of power must be ratified by the Executive (within 48 hrs of the President exercising such powers) Emergency — defined where immediate action is required in the best interest of the Members and Association;*
- f) Will suspend clubs or coaches, subject to ratification at the following meeting of Executive Board;*

- g) Will serve on all committees as an ex-officio voting Member;*
- h) Will ensure that coaches are approved by Executive Board;*
- i) Will receive the reports from the Discipline Committee and the Coaches Committee in respect to disciplinary actions within the Operational Policies, Rules and Guidelines of the Association;*
- j) Will be responsible for developing the VMHA operating budget in co-operation with the Vice President, Secretary and Treasurer;*
- k) Will be responsible for developing and maintaining the VMHA Administrative Operating Policies and Procedures;*
- l) Will be responsible for developing agenda for the Annual General Meeting;*
- m) Will authorize player releases/tryouts and affiliations forms. Will be responsible for organizing all evaluation programs in conjunction with the Initiation, Novice, Atom, Pee Wee, Bantam, Midget, Female Hockey players, parents and coaches;*
- n) Will ensure the Association has clear policies and procedures for the evaluation of all players at all levels;*
- o) Will ensure each Division; Initiation, Novice, Atom, Pee Wee, Bantam, Midget, Female Hockey and Representative follows the evaluation policies.*

2. Vice President

- a) Will assume responsibility of duties of the President in the absence of the President;*
- b) Will serve as a Member of the Executive Committee of the Viking Minor Hockey Board;*
- c) Will be responsible for general administration of the operations;*
- d) Will be a signing authority along with the Treasurer and President;*
- e) Will serve on all committees as an ex-officio voting Member;*
- f) Vice President will be the second signing authority in the absence of or limited access to the President for player releases;*
- g) Will be responsible for developing the VMHA operating budget in co-operation with the Treasurer, Secretary, and the President for approval by the Executive Board;*
- h) Will be responsible for developing and maintaining the VMHA's Administrative Operating Policies and Procedures;*

- i) Will arrange training programs for coaches;*
- j) Will attend or appoint a designate to attend Hockey Alberta Annual General Meeting, all Zone Meetings, and League meetings;*
- k) Will report to the President.*

3. Secretary

- a) Will attend all General Membership, Annual General Membership and Executive Board Meetings and shall maintain accurate minutes of same;*
- b) Will serve as a member of the Executive Committee of the Minor Hockey Association;*
- c) Will have charge of all Executive Board records;*
- d) Will maintain and update the Bylaws as required;*
- e) Will be responsible for all Executive Board correspondence;*
- f) Will be responsible for the safekeeping of all committee reports, minutes, Bylaws and Policies;*
- g) Will perform such other duties as designated by the President;*
- h) To keep an accurate record of the proceedings of all meetings of the VMHA;*
- i) To ensure that all forms and directives are available for distribution to Directors, Commissioners, and coach - including events;*
- j) To distribute notices and minutes of all Meetings in a timely manner to Website Administrator;*
- k) To prepare, in an orderly manner, all documents which are forwarded to a printer for duplication;*
- l) Will ensure that each coach has an up-to-date Rule Book and Association Rules and Regulations;*
- m) Will report to the President.*

4. Treasurer

- a) Will be a signing authority, along with the President and Vice President;*
- b) Will have charge of all Executive Board financial records;*
- c) Will present an Annual Statement of all operations;*

- d) *Will work in co-operation with the President and Vice President in developing the VMHA's operating budget for approval by the Executive Board;*
- e) *Will pay all accounts by cheque;*
- f) *Will keep an accurate record of all monies received and disbursed and report same at each regular Meeting. Provide written documentation at the Meetings of up to date financial records;*
- g) *Will present an interim Income and Expense Statement at the Annual Meeting of the Viking Minor Hockey Association in order to facilitate making application for grants;*
- h) *Will notify the Executive Board of any delinquent registration accounts on or before December 1st;*
- i) *Will immediately after the Annual Meeting make arrangements to establish the bank signing authority;*
- j) *Will report to the President.*

5. The Registrar

- a) *To keep a register of all teams in the VMHA;*
- b) *To be Public Relations liaison with parents, coaches, and volunteers and assist in recruiting and training;*
- c) *To register VMHA teams with Hockey Alberta;*
- d) *To register VMHA teams for Hockey Alberta play-offs;*
- e) *To receive and certify all certificates submitted to him/her on behalf of the players applying for registration in the VMHA; and to keep a register of all players in the VMHA;*
- f) *To process all certifications and inform the President of any difficulties;*
- g) *To follow up on lists forwarded to Hockey Alberta and ensure that lists are processed and returned to VMHA and to coaches in a reasonable time;*
- h) *Will report to the President.*

6. Equipment Director

- a) *Will ensure that if equipment is released during the off season, a substantial deposit is paid;*
- b) *Will submit a list of equipment required;*
- c) *Will meet with the President, and / or Vice President, Treasurer, and Sponsorship Director to select the equipment requirements;*

- d) *Will arrange for handling, storage, repairing, cleaning and inventory of equipment as required;*
- e) *Will ensure that all equipment is returned to stock by May 1st;*
- f) *Will prepare a minimum of two tenders for equipment for the upcoming playing season each year. The lowest tender is not necessarily the winning tender;*
- g) *Will report to the President.*

7. *Discipline Director*

- a) *The Discipline Director shall report findings or decisions to the Executive Board on behalf of the Discipline Committee;*
- b) *The Discipline Committee shall consist of a minimum of three (3) and a maximum of five (5) Members of the VMHA as follows:*
 - i. *The Executive Board shall appoint the Chairperson of the Discipline Committee. Such appointment shall be for a term of two years and may be renewed at the discretion of the Executive Committee;*
 - ii. *The members of the Discipline Committee shall be members of the Executive Board elected by the membership;*
 - iii. *In the event that there are less than four elected members following the Annual General Meeting, the Discipline Committee shall have the power to search for and appoint sufficient Members of the Association to fill any vacancies. These appointed members of the committee shall serve until the next Annual General Meeting of the Association.*
- c) *The Discipline Director shall be responsible for the conduct of Meetings of the Discipline Committee within the Operational Policies, Rules and Guidelines of the Association and shall attend Meetings of the Executive Board to provide information regarding the Discipline Committee;*
- d) *The Discipline Committee shall conduct its Meetings as required. During such Meetings, a quorum shall comprise three members;*
 - i. *Disciplinary hearings and investigations conducted by the Discipline Committee shall be conducted in accordance with the Operational Policies, Rules and Guidelines established by the Association for such deliberations;*
 - ii. *The Discipline Committee, in conjunction with the President of the Association, shall make recommendations for any changes to the Operational Policies, Rules and Guidelines to the Executive relating to the Discipline Procedure. The Executive*

Board shall ensure that such policies exist and that such policies ensure that:

- 1. The Discipline Committee deals with each disciplinary incident in a timely manner;*
 - 2. Not less than three (3) members of the Disciplinary Committee shall deal with each disciplinary incident;*
 - 3. Fairness and consistency is maintained in the application of the disciplinary procedure and policies.*
- e) The Discipline Committee shall be empowered to issue discipline against any Member of VMHA which includes but is not limited to: Officer, Executive Board Member, Team Player, Coach, Assistant Coach, Trainer, Manager, Parent or Spectator which it determines is guilty of a breach of the Bylaws, Code of Conduct or Operational Policies, Rules & Guidelines as adopted by the Association. Such discipline may take the form of, but is not limited to:*
- i. A verbal reprimand;*
 - ii. A written reprimand;*
 - iii. A demand for an apology, either written or verbal, to any affected party;*
 - iv. A suspension from participation in or at specific and defined Association activities, or a recommendation to the Executive for a complete suspension from participation in or attendance at all Association activities;*
 - v. A recommendation to the Executive for expulsion from the Association;*
 - vi. A combination of two or more of the above.*
- f) The individual receiving such discipline has the right to appeal to the Executive Board;*
- g) Will report to the President.*

8. Ice Scheduling Director

- a) Will serve as the Director of the Ice Scheduling;*
- b) Attend Executive Meetings and ensure arena checks and liaison with facility management, meet regularly with teams and safety people;*
- c) Will schedule practices, game times, tournaments etc. as directed by the VMHA executive;*

d) *Will report to the President and Vice-President.*

9. *Referee Liaison Director*

a) *Will arrange training programs for all referees;*

b) *Will supervise & support referee coordinator;*

c) *Will act as a liaison between to the Executive and Referee Coordinator;*

d) *Will submit to the Executive Board an annual Referee Coordinator Contract for approval;*

e) *Will report to the President.*

10. *Sponsorship/Funding Program*

11. *Part 9 Committee Member*

12. *Manager of 50/50 License/Casino*

13. *Player Development*

a) *Will arrange the training programs for VMHA hockey players. For example: Conditioning Camp, Goalie Training, Power Skating, and Dry Land Training;*

b) *Will report to the President.*

14. *Website Administrator*

15. *Other Positions Deemed Necessary and Defined by the Executive Board*

8. THE SEAL

There is no seal for the VMHA.

9, BOOKS OF THE ASSOCIATION

9.1 *The Executive Board shall ensure Minutes are recorded and maintained including but not limited to:*

All appointments of Officers made by the Directors;

The names of the Executive Board present at every meeting;

9.2 The Secretary shall keep or cause to be kept a book or books wherein the following shall be recorded:

(a) A copy of the Bylaws and of any amendments thereto;

(b) The Register of Members;

(c) The names, addresses and occupations of all persons who are or have been Directors, with the several dates at which each became or ceased to be a Director.

9.3 The Books and Records of the VMHA may be inspected by any Member in good standing at the Annual General Meeting or any other time upon giving reasonable notice to the Executive Board and arranging a mutually satisfactory time with the Member of the Executive Board having charge of the same. The books and records of the VMHA will be available at all Executive Board meetings for review by the Executive Board Members. The books and records of the Association shall be available to the President at all times.

10. ACCOUNTS

10.1 The Executive Board shall cause true accounts to be kept of:

All sums of money received and expended by the Association and the matters in respect of which such receipts and expenditures take place;

All sales and purchases of goods by the Association;

All assets and liabilities of the Association.

11. AUDIT

11.1 The financial records, books and accounts of VMHA shall be audited at least once yearly by a duly qualified accountant. A complete and proper statement shall be submitted by the auditor at the Annual General Meeting.

11.2 Within 30 days of the holding of the Annual General Meeting, the Association shall file within the Alberta Registrar of Corporations, a statement in the form of a Balance Sheet containing general particulars of its Liabilities and Assets, and a Statement of Its Income and Expenditures, signed by the auditor or auditors of the Association.

11.3 Unless otherwise determined by the Board of Directors, the fiscal year of the Association shall terminate on the last day of April each year.

12. DISCIPLINARY MATTERS

12.1 A Member may be disciplined for a transgression of the Rules.

12.2 The Board of Directors may, for each Disciplinary matter, appoint a Discipline Committee as defined in Bylaw 1, to consider transgression(s), implement sanctions or measures, if found necessary, and prepare a written decision, in any event. The written decision shall include the alleged Rule transgressed, the evidence considered and the decision made by the Discipline Committee.

12.3 Unless mandatory discipline sanctions are prescribed in the Rules, all disciplinary sanctions shall be at the sole discretion of the Discipline Committee.

12.4 Where mandatory disciplinary sanction is prescribed by the Rules, the Discipline Committee shall enforce and implement such mandatory disciplinary sanctions.

12.5 Where mandatory disciplinary sanction is not prescribed by the Rules, an interested Member with direct knowledge of the subject transgression may make a written submission to the Discipline Committee. Any resulting disciplinary sanction shall be implemented by the Discipline Committee at their sole discretion.

12.6 All members shall cooperate with the Discipline Committee in any disciplinary investigations.

12.7 The Discipline Committee shall exercise reasonable discretion (where discretion is vested in it by the Rules) in relation to each transgression and shall take such disciplinary sanctions or measures as are required in the circumstances, including the sanctions of suspension or expulsion of a Member.

12.8 Any decision of the Discipline Committee shall be a decision of the Association for the purposes of Appeal to the Hockey Alberta Appeals Officer.

12.9 Any Member who is subject to a decision of the Discipline Committee may appeal that decision, within the time prescribed by the Bylaws and Regulations of Hockey Alberta, to the Hockey Alberta Appeals Officer.

12.10 Any disciplinary sanctions taken by an entity outside the Association arising from inter-league play shall be enforced, where possible, by the

Association and any appeals shall be in accordance with that entity's constitution, Bylaws, rules and regulations.

12.11 The President shall have the power to suspend summarily any player, coach, trainer, manager or official of any team under the auspices of a Member of the Association for any conduct on or off the ice which in the sole discretion of the President is deemed to be unbecoming or detrimental to the game. Such suspension to be effective until dealt with by a Special Committee of the Directors within a reasonable (or appropriate) time.

12.12 The President shall have the power to prevent summarily any spectator from viewing any game or other activity or entering a facility to view such game or activity under the auspices of the Association for any conduct which in the sole discretion of the President is deemed to be unbecoming or detrimental to the game. Further, the President shall have the power to suspend summarily the player, coach, team official, official, or the team to which the spectator is affiliated. Such action to be effective until dealt with by a Special Committee of the Directors within a reasonable (or appropriate) time.

13. GRIEVANCES

13.1 Any Member who has been affected by any action or omission of the Association or any Member acting on behalf of the Association, other than Disciplinary Matters, may file a written grievance with the Board of Directors within fourteen (14) days of the Member's reasonable knowledge of the act or omission.

13.2 The Board of Directors shall consider the written grievance and render a written decision about the grievance within fourteen (14) days of receipt of the written grievance. The written decision shall include a copy of the written grievance, what evidence was considered, and the ultimate decision.

13.3 All determinations under this Bylaw made by the Board of Directors shall be determined in accordance with the Rules. The Board of Directors shall use reasonable discretion in relation to considering each grievance.

13.4 Any decision of the Board of Directors under this Bylaw shall be a decision of the Association for the purposes of Appeal to the Hockey Alberta Appeals Officer.

13.5 Any Member who is subject to a decision under this Bylaw of the Board of Directors may appeal that decision, within the time prescribed by the Bylaws and Regulations of Hockey Alberta, to the Hockey Alberta Appeals Officer.

14. GENERAL

14.1 The Association adopts the Hockey Canada "Initiation Program" and that the pre-novice hockey (under the age of 7 years old) be called "Initiation".

14.2 All on ice personnel in the divisions of novice and below successfully complete the "Initiation Program Instructors" course or "Coach Level" as required by the CHA.

15. BORROWING POWERS

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