

# **Banff Minor Hockey Association Bylaws**

**Amended - April 2012**

## **ARTICLE I: NAME**

This association shall be called the Banff Minor Hockey Association (hereinafter referred to as BMH).

## **ARTICLE II: RULES**

BMH shall abide by the rules set down by Hockey Alberta and Hockey Canada to remain in good standing.

## **ARTICLE III: MEMBERSHIP AND FEES**

(1) Membership: Membership will be accorded to the following:

- a) Parents and or guardians of all minor age hockey participants who have paid the annual registration fees and are registered participants at the annual registration upon completion of the BMH registration form and will be valid until the next annual registration;
- b) All registered coaches, managers, team officials and persons who offer to serve BMH in any capacity;
- c) Registered minor age participants (non-voting members);
- d) Membership will be yearly and deemed to be ceased at BMH's fiscal year end.

(2) Registration Fees: Registration fees are to be:

- a) Set prior to the commencement of each hockey season, by the current executive;
- b) Any member delinquent in their fees shall forfeit membership until full payment of fees.

## **ARTICLE IV: EXECUTIVE BOARD**

- (1) The Executive Board shall consist of President, Past President, Vice President, Secretary, Registrar, Treasurer, Ice Coordinator, Equipment Coordinator, Recreation Director, League Director, Female Hockey Director, Coaching Coordinator and Director of Communications.
- (2) The Executive Board (with the exception of the immediate Past President) is to be elected at the Annual General Meeting and shall serve a two year term. They shall be eligible however, for re-election in subsequent years.
- (3) Any Director or Officer may be removed from the Board upon a majority vote of all the Executive Board members from office for any cause, which the Board may deem reasonable. Any member who has been asked to resign may appeal the decision by requesting a hearing within seven days of receiving notice to resign.
- (4) Any Director or Officer who wishes to resign before the end of their term may do so in writing to the Board.

## **ARTICLE V: DUTIES OF THE EXECUTIVE BOARD**

(1) GENERAL

- a) Shall be responsible to the general membership of the association and shall have full control and management of BMH within the bylaws, and shall serve in the best interest of the majority of the members.
- b) Shall be responsible to attend the Annual General Meeting and all Special Meetings of BMH and all Meetings of the Executive Board.
- c) A member of the Board shall be deemed inactive if absent from three or more consecutive meetings

and can be removed from the Executive Board by resolution of the Executive Board.

- d) Shall be empowered to appoint a member of BMH to fill a position should a vacancy occur during the year, for the balance of the term. This vacancy may occur when a Board member resigns or is deemed inactive as cited in above.

(2) REMUNERATION

- (a) No officer or member of BMH shall receive any remuneration for any services provided to BMH unless authorized at a meeting.
- (b) At the discretion of the Executive Board, and upon provision or proper receipts, an officer or member of BMH may be reimbursed for supplies or other out of pocket expenses related to BMH.

(3) PRESIDENT

- (a) Shall be ex-officio and a member of all committees.
- (b) Shall when present, preside at the annual general meeting and all special meetings of BMH, and all meetings of the Executive. In his absence, the Vice-President shall preside. In the absence of both, a chairperson may be elected by the Executive to preside at the meeting.

(4) VICE PRESIDENT

- (a) Shall preside at the Annual General Meeting and the Special Meetings of BMH in the absence of the president.
- (b) Shall preside at all Executive Meetings in the absence of the President and shall accept responsibility for the supervision of all committees.
- (c) Shall be responsible for risk management and discipline.
- (d) Shall act as a liaison between Banff Minor Hockey and referees.

(5) SECRETARY

- (a) Shall be under the direction of the President and the Executive Board of BMH.
- (b) Shall be responsible to keep accurate minutes of all regular Executive Board Meetings, Special Meetings and General Meetings of BMH and to distribute them to the Executive Board members.
- (c) Shall conduct correspondence on behalf of BMH and be responsible for keeping all correspondence and permanent records during the term of office.

(6) REGISTRAR

- (a) Shall be responsible for player and team registration at local, Provincial and National level
- (b) Shall be responsible for affiliations.
- (c) Shall keep a record of all BMH players and members.
- (d) Shall be responsible for all sanctions required by teams.
- (e) Shall be responsible to obtain travel permits for all teams that wish to travel outside their hockey zone for exhibition or tournament play.

(7) TREASURER

- (a) Shall receive all monies paid to BMH and shall be responsible for the deposit of the same at whatever banking institution the Board may order.
- (b) Shall be responsible to disburse payment for all expenses for BMH. The Treasurer shall properly account for the funds and keep such records as may be directed.
- (c) Shall present a full detailed account of receipts and disbursements to the Executive Board of BMH whenever requested.
- (d) Shall assist in the preparation of financial statements duly audited and submit a copy to the Secretary for the records of BMH.

(e) Shall be present at each Annual General Meeting to report on the past year's operation with a duly audited statement of BMH.

(8) ICE COORDINATOR

(a) Shall be responsible for scheduling all BMH ice requirements.

(b) Shall be responsible for scheduling all BMH dates and ice times for all tournaments hosted by the local association.

(c) Shall act as a liaison between BMH and the Town of Banff.

(9) EQUIPMENT COORDINATOR

(a) Shall be responsible for ensuring that BMH maintains an adequate equipment inventory, and shall make recommendations to the Executive Board when purchases for new equipment are deemed necessary.

(b) Shall coordinate and be the issuing agent for keys and locks for the locker room.

(10) COACHING COORDINATOR

(a) Shall select and coordinate coaching clinics and chair a selection committee to allocate coaches to each team fairly from those who apply, based on coaches' qualifications and past performance.

(b) Shall organize player evaluations, and oversee team placements.

(c) Shall see that coaches are certified according to Hockey Alberta rules.

(d) Shall set up regular coach and referee meetings at least at the start of the season to promote cooperation between coaching staff, referees and the executive.

(11) LEAGUE DIRECTOR

(a) Shall attend all league meetings.

(b) Shall act as a liaison between BMH and league.

(12) RECREATION DIRECTOR

(a) Shall represent all BMH Recreation Programs and coordinate program development

(13) FEMALE DIRECTOR

(a) Shall attend all league meetings.

(b) Shall act as a liaison between BMH and league.

(14) DIRECTOR OF COMMUNICATIONS

(a) Shall be in charge of all communication to all BMH members via email and the BMH website.

(b) Shall oversee the Web Master and content.

(c) Shall assist the Registrar and Treasurer by setting up seasonal registration packages and ensure pricing is correct.

(d) Shall setup website email for the current Board of Directors and team managers.

## **ARTICLE VI: MEETINGS**

(1) ANNUAL GENERAL AND SPECIAL MEETINGS

(a) BMH shall hold an Annual General Meeting prior to May 31 in each year, of which due notice shall be given to all members. At this meeting there shall be an election of a President, Vice President, Secretary, Registrar, Treasurer, Ice Coordinator, Equipment Coordinator, Coaching Coordinator, League Director, Recreation Director, Female Director and Director of Communications. The Officers and Directors elected shall form the Executive Board and shall serve until their successors are elected and installed. Any member in good standing shall be eligible to stand for election to the Executive Board of BMH.

- (b) Meetings of BMH may be called at any time by the secretary on the instruction of the President or Executive Board by email, delivered eight days prior to the date of such meeting. A special meeting shall be called by the President or Secretary upon receipt of a petition signed by one third of the members in good standing, setting forth the reasons calling such a meeting.
- (c) A quorum shall be a minimum of half the Executive Board plus one.

## (2) EXECUTIVE BOARD MEETINGS

- (a) Meetings of the Executive Board shall be held as often as may be required but, at least once every three months, and shall be called by the President. Meetings may be called on three days' notice.
- (b) A Special Meeting may be called on the instructions of any two members provided they request the President, in writing, to call such a meeting and state the business to be brought before the meeting.
- (c) A quorum shall be a minimum of half the Executive Board plus one.
- (d) Meetings may be held without notice if a quorum of the Executive Board is present, provided that any business transacted at such meeting shall be ratified at the next regularly called meeting of the Board, otherwise they shall be null and void.
- (e) Meetings of the Executive Board are open to members of BMH, but only Executive Board members may vote. A majority of the Executive Board members present may ask any other members, or other persons present, to leave.
- (f) Irregularities, or errors made in good faith, do not invalidate acts done by any meeting of the Board.

## **ARTICLE VII: VOTING**

- (1) Any member in good standing shall have the right to vote at Annual General Meetings or Special Meetings. Only one member per household is permitted to vote. In the event more than one member per household is present at a meeting where a vote is required, they must specify at the beginning of the meeting whom the voting member shall be.
- (2) All voting shall be by show of hands unless the membership, by resolution, decides otherwise.  
\*\* Votes must be cast in person and not by proxy or otherwise.

## **ARTICLE VIII: FUNDS**

- (1) The Treasurer shall deposit all funds of BMH in such banks or other institutions as designated by the Board of Directors.
- (2) All disbursements of BMH funds shall be by cheque or other auditable document.
- (3) The books accounts and records the Secretary and Treasurer shall be reviewed at least once a year by a duly qualified person appointed by the Board of Directors. A complete and proper statement of the standings of the books for the previous year shall be submitted by such person at the Annual General Meeting of the Association. The fiscal year of BMH shall be June 30. The books and records of the BMH may be inspected by any member at the Annual General Meeting or at any time upon giving reasonable notice and arranging a time satisfactory to the officer or officers. Each member of the Executive Board shall have access to the books and records.
- (4) In the event that BMH ceases to exist, the net assets from liquidation shall be split between each of the following
  - a) Banff Elementary School Athletic department
  - b) Banff Community High School Athletic program

## **ARTICLE IX: PLAYERS AND PROGRAMS**

- (1) BMH shall provide a competitive program for players, with players grouped into teams according to Hockey Canada classifications.
- (2) BMH shall provide a recreational program for players not wishing to be involved in the competitive program.
- (3) Players in all programs of the BMH shall complete and return official registration forms as set out by

the Association. Except for extenuating circumstances, unregistered players will be asked to cease participation in the program as set by the Executive Board.

(4) Players in all BMH programs shall pay any fees for said program as set by the Executive Board.

#### **ARTICLE X: COACHES**

(1) All coaches must be certified in accordance to Hockey Alberta regulations.

#### **ARTICLE XI: REFEREES**

(1) Shall be registered with the referee division of the HA and shall act as a representative of the HA.

(2) Shall enforce all rules and regulations as laid out in the HA and Hockey Canada rules.

#### **ARTICLE XII: BORROWING POWERS**

(1) For the purpose of carrying our objectives, BMH may borrow or raise or secure the payment of money in such manner as it thinks fit, with the sanction of a special resolution.

#### **ARTICLE XIII: CHANGES TO ARTICLES**

(1) Any Article may be rescinded, altered or added to by a special resolution.

#### **ARTICLE XIV: AUDITING**

(1) The books, accounts and records of the Secretary and Treasurer shall be audited at least once each year by a duly qualified accountant or by two members of the society elected for that purpose at the Annual Meeting. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor at the Annual Meeting of the society. The fiscal year end of the society in each year shall be June 30th.

#### **ARTICLE XV: CONFLICT OF INTEREST**

(1) A Director or Committee Member who has a direct interest in a proposed motion, transaction, or issue, will disclose fully and promptly the nature and extend of such interest to the Board or Committee, and will refrain from voting, speaking in debate, and otherwise influencing the decision of such motion, transaction or issue.

#### **ARTICLE XVI: SOCIETY SEAL**

(1) BMH does not use a society seal.