



## Bylaws & Regulations

Bonnyville and District Minor  
Hockey Association

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[www.bonnyvilleminorhockey.ca](http://www.bonnyvilleminorhockey.ca)

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# 1. GENERAL MEMBERSHIP

## 1.1 BOUNDARIES

The Bonnyville and District Minor Hockey Association (“BMHA”) boundaries are defined through negotiations with neighboring Minor Hockey Associations from time to time as required.

## 1.2 MEMBERSHIP

A member shall be:

- a) Any parent or legal guardian/grandparent, eighteen (18) years of age or older, having a player registered within BMHA as per Hockey Alberta Regulations;
- b) Any coach, assistant coach or manager that is officially registered with BMHA; or
- c) Any volunteer who has previously been a Member of BMHA under Article 1.2(a) or 1.2(b) and who is approved by the Executive Committee to be a Member;
- d) Any person holding a position of Executive Board of Directors in the Association or in a “ratified” position of the Association; and
- e) Any registered player.

## 1.3 MEMBERSHIP FEES

- a) The Membership Fee for Members under article 1.2(a) shall be the registration fee per hockey player, such fee being determined by the Executive Committee before each new hockey year;
- b) There shall be no membership fee for a Member admitted under Article 1.2(b); and
- c) The membership fee for a volunteer admitted under Article 1.2(c) shall be determined annually by the Executive Committee and before each new hockey year.

## 1.4 WITHDRAWAL FROM MEMBERSHIP

Any member wishing to withdraw from membership of the BMHA may do so upon written notice to the Executive Committee. The effective date of withdrawal shall be the date on which the President, Executive Assistant/Registrar or Administrator of the BMHA receives the Notice of Withdrawal. Withdrawals must be received by December 1 to qualify for a pro-rated refund.

The pro-rated refund shall be determined by the Executive Assistant/Registrar. Any exception shall be brought to the Executive Committee upon reasonable notice by the Petitioner and such petition shall require a majority vote by the Executive Committee.

## 1.5 REMOVAL

- a) Any Member of the BMHA who does not conduct him or herself in accordance with the Rules and Regulations of Hockey Alberta and Hockey Canada, either the Bylaws & Regulations or Policies of the BMHA can, upon a 2/3 majority vote of the Executive Committee, be expelled as a member of the BMHA for the remainder of the present hockey year or such longer period of time as determined by the Board of Directors.
- b) Any recourse to another Hockey Branch, Commission, or the Courts of any jurisdiction by any member or individual, before all the rights of appeal and all the rights and remedies of the BMHA Bylaws and Regulations have been followed, and all those in Hockey Alberta and Hockey Canada, of which the Association is affiliated with, have been fully exhausted, shall be deemed to be a violation and breach of the BMHA Bylaws and Regulations and shall result in the immediate and automatic indefinite suspension of such member from all BMHA related, League and Branch Association games and sponsored or organized activities.
- c) Anyone taking any action as noted in b) above against BMHA or its Officers, or any other organization in Hockey Canada, including but not limited to BMHA, the Association within BMHA, Hockey Alberta, and Hockey Canada, before exhausting all rights of appeal shall pay all expenses incurred by BMHA and or its Officers, or any other organization in Hockey Canada, to defend such action, before any application for reinstatement will be considered.
- d) The Board of Directors claims the right as the Rental Contract Carrier to bar any expelled, or suspended member from any or all facilities where the Association functions including where meetings, games and practices are taking place for a specified period of time as defined by the Executive Committee, and/or the Discipline Committee.

## 1.6 MEETINGS

- a) Annual General:  
The BMHA shall hold their Annual General Meeting (“AGM”) on or before the 30th day of April each year. Such a meeting shall be called by the President and notice shall be given to the general membership in a Bonnyville newspaper and the BMHA website no less than 3 consecutive weeks prior to the meeting. The AGM shall ONLY deal with the election of the Executive Committee, appointment or election of the Board of Directors any changes or amendments to the BMHA Bylaws, and general business and operations of the BMHA.

The order of business at each AGM, in addition to any other business that is properly before the Membership, shall be conducted as follows:

- i. In odd numbered years, the election of a Vice President, Secretary and the appointment or election of the Board of Directors as per Article 1.13 below. These positions shall be elected by majority vote when required. Any Member running as a candidate of these positions shall provide written notice to the Executive Committee a minimum of 1 week prior to the AGM. BMHA reserves the right to ask that a candidate's written notice include their Curriculum Vitae (resume) and covering letter of no more than 1 page explaining their proposed action for the benefit of the BMHA.
  - ii. In even numbered years, the election of the President, Financial Consultant/Treasurer and the appointment or election of the Board of Directors as per Article 1.13 below. These positions shall be elected by majority vote when required. Any Member running as a candidate of these positions shall provide written notice to the Executive Committee a minimum of 1 week prior to the AGM.
    - a. Any member seeking election as the President or Vice President must be a member on the board and must have served at least one full hockey season on the current association board. (Experience will be reviewed on an individual basis by the Executive Committee).
    - b. Any member seeking election as the Financial Consultant/Treasurer must submit their resume and qualifications to the Committee a minimum of one week prior to the Spring AGM. In the event that a qualified Financial Consultant/Treasurer cannot be found, the BMHA reserves the right to have this position contracted out to a duly qualified individual/company.  
\*BMHA reserves the right to ask that candidates written notice, include their Curriculum Vitae (resume) and covering letter of no more than 1 page explaining their proposed action for the benefit of the BMHA
  - iii. The Board of Directors shall be appointed by these governing Bylaws or by election at the AGM if more than one candidate exists. If no candidate(s) exist at the calling of order of the AGM, then the position shall be put to the floor for nominations. Any nominee must have confirmed their intention to fulfill the role being nominated for prior to the nomination.
  - iv. The Financial Consultant/Treasurer shall present the notice to reader statements (and report of the auditor in the event an outside auditor is retained) and
  - v. Each current Director shall provide their report to the Membership.
- b) General and Special Meetings:  
General and Special Meetings of the general membership of the BMHA will be called at any time by the President, or on written request of 3 Members of the Executive Committee, or upon receipt by the Executive Committee of a petition signed by 1/3 of the Members of the

BMHA who are in good standing, which petition shall set forth the reasons for calling the General Meeting. Notice of the General and Special Meetings shall be provided to the general membership by notice in a Bonnyville newspaper and the BMHA website for 3 consecutive weeks prior to the meeting date.

## 1.7 VOTING RIGHTS

- a) In the case of a family membership as specified in Article 1.2(a), voting rights are restricted to persons over the age of 18 years with only one vote per parent to a maximum of two votes per family;
- b) Voting rights for the Members identified in Article 1.2(b) shall be one vote per member;
- c) Voting rights for those Members identified in Article 1.2(c) shall be one vote per member; and
- d) Only attending Members shall be entitled to vote.

**NOTE:** No person attending any meeting shall be entitled to more than one vote on each motion at the meeting. Voting for contested Executive positions or any vote that is done by written ballot at the AGM shall be done by secret ballot. The ballots shall be counted by 1 Executive Member and 1 non-Executive Member (current Director). The results of the vote shall be announced, and recounted if requested by any attending Member by a different and single Executive Member and a different and single non-Executive Member. The ballots following each and every vote shall be destroyed.

## 1.8 QUORUM

A quorum at any General Meeting, Special Meeting or Annual General Meeting shall be equal to Twenty- five (25) voting Members. This number can include the members of the Executive committee in attendance. If a quorum is not met, the President shall have the Executive Assistant/Registrar call the Roll Call of the Membership, the Executive Committee and the Board of Directors. The President shall then seek by majority vote by the attending Membership to confirm a quorum. If a quorum cannot be obtained by the above, the President shall adjourn the AGM for no less than 21 days and forthwith provide notice of the same to the Membership in a Bonnyville newspaper and the BMHA website.

## 1.9 MAJORITY VOTE

Except in the case of a Special Resolution, all motions shall be adopted by majority vote of those Members in attendance at a meeting.

## 1.10 SPECIAL RESOLUTION

A "Special Resolution" means:

- a) A resolution passed:

- i. at a General Meeting of which not less than 3 weeks' (21 days) notice specifying the intention to propose the Resolution has been duly given. Notice of the Special Resolutions to amend, delete or add to the Bylaws must be received by the President in writing at least 21 days prior to the General meeting and be posted on the Association website at least 21 days prior to the meeting, and
  - ii. by the vote of not less than 75% of those Members who, if entitled to do so, vote in person.
- b) A resolution proposed and passed as a Special Resolution at a General Meeting of which less than 3 weeks' notice has been given, if all Members entitled to attend vote at the General Meeting so agree.
- c) Proposed special resolutions must be submitted to and approved by a 2/3 vote of the Executive committee prior to the Annual General Meeting submission.
- d) Passed Special Resolutions require final Executive approval by a 2/3 majority vote to be held during the first available Board meeting after the Annual General Meeting.

### 1.11 NOMINATIONS

Every Member of the BMHA shall have the privilege of nominating themselves and or a qualified representative for each Executive Committee and Board of Director position open for election and or appointment in any given year. Candidates may only be made by current members in good standing and expression of interest must be received a minimum of 1 week prior to the Annual General Meeting.

- a). Any member seeking election as the President or Vice President must have served at least one full hockey season on the current association board. (Experience will be reviewed on an individual basis by the Executive Committee).
- b). Any member seeking election as the Financial Consultant/Treasurer must submit their resume and qualifications to the Committee a minimum of one week prior to the Spring AGM. In the event that a qualified Financial Consultant/Treasurer cannot be found, Association Board reserves the right to have this position contracted out to a duly qualified individual or business.
- c). Any member expressing interest as the AA Director must provide a letter of intent a minimum of one week prior to the Spring AGM. In the event that a qualified AA Director cannot be found, the Association Board reserves the right to have this position appointed.

\*BMHA reserves the right to ask that candidates written notice, include their Curriculum Vitae (resume) and covering letter of no more than 1 page explaining their proposed action for the

benefit of the BMHA

The Executive Committee shall be elected by majority vote by the attending Membership. An Executive position shall not be open to the floor for a nomination unless the President confirms that no candidate is properly before the Membership for election. Only at this time may any attending Member provide a nomination for an Executive or Director position however the Nominee shall confirm that they are prepared to accept the nomination and carry on the duties of that Executive or Director Position.

Should a vacancy occur, a position not be filled during the year, or an additional position is created by the Board for which a member has not been elected, the Committee may appoint a member of the society to exercise the rights and privileges of that position for the balance of the term of office.

If there remain open positions on the Board of Directors, the Executive Committee may provide notice to the Membership on the BMHA website of the vacant Director positions.

Any Member in good standing shall only be entitled to run for 1 Executive (within the parameters noted above regarding prior board experience for President, VP or Financial Consultant/Treasurer) or 1 Director Position, in any given year. If a candidate is unsuccessful in elections, they shall not submit themselves as a candidate for a Director but if a Director's position remains vacant and without a proper candidate or nominee then an attending Member on the Floor may nominate the unsuccessful Electorate.

## **1.12 QUALIFICATIONS OF EXECUTIVE MEMBERS AND BOARD OF DIRECTORS**

Any person nominated for an Executive position or a position on the Board must be a Member in good standing under Article 1.2.

## **1.13 ELECTION OF EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS**

At every April Annual General Meeting there shall be an election of Officers as follows:

- a) Elected on odd numbered years shall be the Vice President, the Secretary and the Special Events Coordinator. The appointed or elected Directors on odd numbered years shall be the Tykes Director, U7 Director, U9 Director, U11 Director, Pee Wee Director, U15 Director, U18 Director, Female Director, AA Director and Equipment Manager.
- b) Elected on even numbered years shall be the President, the Financial Consultant/Treasurer and the Fundraising Director. The appointed or elected Directors on even numbered years shall be the Tykes Director, U7 Director, U9 Director, U11 Director, Pee Wee Director, U15 Director, U18 Director, Female Director, AA Director and Development Director.



- c) The elected officers shall form part of the Executive Committee until their successors are elected and installed. All attendees at the Annual General Meeting must sign in to have their membership verified and to receive their ballots.
- d) The Executive Committee members shall be elected at the AGM. If there are no candidates properly before the General Membership, the floor shall be opened to hear floor nominations and such nominations shall be elected if there is more than one (1) floor nomination.
- e) The Board of Directors shall be appointed or elected at the AGM. If there is only one (1) candidate before the General Membership, then that candidate shall be appointed. If there are two (2) or more candidates before the General Membership, then those candidates shall be elected by the General Membership. If there are no proper candidates before the General Membership, the floor shall be opened to hear floor nominations from the General Membership that shall be subject to appointment if only one (1) nomination comes forward, or by election if there are two (2) or more nominations from the General Membership.

#### 1.14 CONDUCT OF MEETINGS

All General and Annual General Meetings shall be conducted under the Robert's Rules of Order.

## 2. THE EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS

### 2.1 COMPOSITION

The Executive Committee of the BMHA shall consist of the President, Vice President, Financial Consultant/Treasurer, Development Director, one appointed Director as decided by the Executive.

The Executive Assistant shall manage the duties and obligations of the Executive Assistant/Registrar and Ice Scheduler. As a paid position, the Executive Assistant shall not have a casting vote.

The Board of Directors shall be composed of one (1) Director *per* Division of Hockey (i.e. Tykes, U7, U9, U11, Pee Wee, U15, U18, Female Director and AA Director), an Equipment Manager, a Development Director, and a Fundraising Director. The Executive Committee and the Board of Directors shall be collectively known as and operate as the Board of Directors.

### 2.2 WITHDRAWAL

Any Member of the Executive Committee or the Board of Directors can withdraw from the

Executive Committee or the Board of Directors by providing to the President written or electronic notice of withdrawal.

### 2.3 REMOVAL

A Member of the Executive Committee or Member of the Board of Directors shall be relieved of their duties and removed as a Member of the Executive Committee or as a Member of the Board of Directors in the following circumstances:

- a) upon the failure to attend 3 consecutive meetings without the approval of the President;
- b) upon 75% majority vote of the Members of the Executive Committee on the basis that a Member is doing an unsatisfactory job or offending Bylaws, Regulations or the integrity of the Board of Directors; and
- c) upon a Special Resolution of the general membership at a General Meeting.

### 2.4 FILLING OF VACANCIES

In the event that the President is unable to perform the required duties, the Vice President shall 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 Committee withdraws or is removed from the Executive Committee; or should an Executive Committee position not be filled by an election of the general membership at an Annual General Meeting, then the Executive Committee shall elect a Member from the general membership to fill the vacancy until the next Annual General Meeting. Any such Executive position filled shall 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 1.12.

### 2.5 MEETINGS

General Meetings:

There shall be a minimum of 8 general meetings of the Executive Committee held each year. The date and time of such meetings shall be set by the President. There shall be such further meetings as required for the operations of the BMHA.

### 2.6 VOTING

The President shall have a casting vote only in the event of a tie at any meeting of the Board of

Directors and shall sit as an *ex officio*. The President's use of the *ex officio* office shall be confirmed by a 2/3 majority of the Board of Directors prior to acting upon such title. The remaining Members of the Executive Committee and Members of the Board of Directors shall be entitled to one vote.

Each Member of the Executive Committee and Board of Directors shall vote on each matter of business unless excused by reason of conflict of interest or by Special Resolution of the Board of Directors.

## 2.7 QUORUM

A quorum at any Board of Directors Meeting shall be 2/3 of the Members of the Board.

## 2.8 POWERS

The Board of Directors shall be subject to the Bylaws or directions given by majority vote at any General Meeting of the BMHA properly called and constituted have:

- a) full control and management of the affairs of the BMHA;
- b) the power to adopt or amend policy, guidelines, procedures or regulations, at any General, Special or Executive Meeting by motion, which shall be binding upon all members of the BMHA;
- c) the power to establish policies to ensure allotted ice time is distributed on a fair and just basis to the BMHA.

## 2.9 MAJORITY VOTE

On any general motion a majority vote of the quorum shall pass the motion. A motion to adopt a policy, guideline, procedure or regulation requires a 2/3-majority vote of the quorum to pass the motion.

Every motion shall be decided by a show of hands or written ballots as declared by the chairperson. A declaration by the President 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. A Member may demand a poll on any vote which vote shall then be counted by a written ballot.

## 2.10 CONDUCT OF MEETINGS

All meetings shall be conducted under the Robert's Rules of Order.

## 2.11 DUTIES OF THE EXECUTIVE COMMITTEE

### 2.11.1 The President shall:

- a) Presides over all executive meetings, general meetings and special meetings.
- b) Delegate's authority to preside over above meetings in his absence in accordance with the bylaws of the Association.
- c) Establish, prepare and obtain Executive Committee approval of the agendas for all meetings.
- d) Review all Association correspondence and distribute to the Executive Committee where appropriate.
- e) Is an ex-officio member of all committees established by the Association.
- f) Provides leadership and guidance to all members of the Board in the completion of their responsibilities.
- g) Acts as an ambassador representing the Association to all other associations such as the Canada Hockey Association, Hockey Alberta, Referees' Association and other minor hockey communities, etc.
- h) Arranges the orientation of new members.
- i) Considers requests for waiver of registration fees in hardship cases in conjunction with the Executive Assistant/Registrar.
- j) Have a casting vote at any meeting of the Board of Directors only in the event of a tie.
- k) Be responsible for general administration of the Minor Hockey League Operations and be responsible for the supervision of the Business and Administration.
- l) Be a signing authority along with the Vice President.
- m) Exercise the powers of the Board of Directors in case of emergency. The exercise of such powers shall be ratified by the Board of Directors (within 48 hours or as soon as possible thereafter of the President exercising such powers). An emergency shall be defined where immediate action is required in the best interest of the Membership and BMHA.
- n) Suspend clubs or coaches, subject to ratification at the following meeting of the Executive Committee.
- o) Attend or appoint a designate to attend the Hockey Alberta AGM.
- p) Ensure that coaches are ratified by the Executive Committee.
- q) Head the Discipline Committee in respect to disciplinary actions within the Operational Policies, Rules and Guidelines of the Association. To take such action as recommended, or ratified by the Board of Directors if necessary, in dealing with any offending Member of the Board, Member of BMHA including any coach or any member of any BMHA team which shall include any parent or player.
- r) Be responsible for developing the BMHA operating budget in coordination with the Vice President, Financial Consultant/Treasurer and/or the Secretary.
- s) Be responsible for approving, supporting and maintaining the BMHA administrative operating policies and procedures.
- t) Be responsible for developing the agenda for Annual General Meetings.

- u) Authorize player releases, tryouts and affiliation forms in conjunction with the Executive Assistant.
- v) Prepare or review and confirm all required Press releases and submit to the Executive Assistant for media release as required by the BMHA.
- w) Develop a format and guidelines for persons who are reporting on hockey games to the Press.
- x) To oversee and ensure that proper governance is maintained by the Executive Committee and Board of Directors and in so doing maintain the integrity of the BMHA.
- y) Be the BMHA Hockey Alberta Liaison and attend required meetings.
- z) Develop and manage the operating budget for the BMHA.

**2.11.2 The Vice President shall:**

- a) Assume responsibility of duties of the President in absence of the President.
- b) Be signing authority along with the Financial Consultant/Treasurer, President and Secretary.
- c) Oversee day to day business operations both internally and externally for the association.
- d) Hire, assist, oversee and manage the office staff in cooperation with the President.
- e) Be responsible for, or to review and confirm, managing special projects as identified by the BMHA.
- f) Handle all liability and insurance claims.
- g) Conduct coaches meeting at beginning of the season
- h) Conduct coaches interviews at the end of the season to review coaches evaluations
- i) Report to the President.
- j) Be responsible for tiering within BMHA.
- k) Form part of the Discipline Committee
- l) Develop and manage the operating budget for the BMHA.

**2.11.3 The Past President shall:**

- a) Attend meetings of the Board of Directors when requested by the Executive Committee or by 2/3 majority of the Board of Directors.
- b) Report to the President.

**2.11.4 The Executive Assistant/Registrar shall:**

- a) Attend all General Membership, Annual General Membership, Board of Director and other committee meetings as necessary and shall maintain accurate minutes of same in the absence of the Secretary.
- b) Maintain and update the Bylaws and the Operational Policies, Rules and Guidelines in both hard copy and on the Association website.
- c) Work with the Secretary on safekeeping of all Reports, Minutes, Bylaws and Operational Policies, Rules and Guidelines.
- d) Be responsible for all Executive Committee, Board of Directors and other Committee correspondence.
- e) Assist the Secretary to prepare any advertising to any media as required by the Association as directed by the President.

- f) Assist the Secretary to submit media releases to any media as required by the Association as directed by the President.
- g) Be responsible for all registration issues for all participants within the Association.
- h) Approve eligibility of all players registered in the Association in accordance with Hockey Alberta and Hockey Canada criteria (including BMHA residential boundaries and the Elite Model Development guidelines) – this eligibility will depict whether or not a player can be registered and play for BMHA.
- i) Be responsible to ensure proper registration of players, team officials and team registration with Hockey Alberta in Hockey Canada’s Registry (HCR).
- j) Receive from each head coach or team manager, the criminal record checks for the head coach, assistant coaches and all other team officials
- k) Be responsible to process player releases through HCR in conjunction with the President.
- l) Provide final verification that a player within BMHA is eligible for a standard or conditional release.
- m) Be responsible for verifying player affiliations in conjunction with Head Coaches and entering player affiliations into HCR.
- n) Be responsible for intra-branch transfers and intra-association transfers in HCR in conjunction with the President.
- o) Be a liaison with Hockey Alberta and Hockey Canada with respect to player, team official and team registration in conjunction with the Vice President.
- p) Attend all zone meetings in conjunction with the President.
- q) Be responsible for ensuring all rosters are approved and send all approved rosters to the Division Directors & Team Managers.
- r) Responsible for the integrity, maintenance and updating of the BMHA website in conjunction with team officials designated to update team micro sites, and with our website designer.
- s) Issue and distribute receipts to all sponsors.
- t) Replies to routine correspondence as necessary.
- u) Maintains a supply of “standard” forms used in the day-to-day operation of the Association.
- v) Responsible for all Ice Coordination including:
  - i. Purchasing and distributing ice times to all divisions with an equal and fair system that takes into account the Standards of Play.
  - ii. Representative from BMHA for ice allocation meetings with the C2.
  - iii. Coordinate refereeing with Referee in Charge (RIC) and schedule all BMHA games
  - iv. Securing ice for tournaments, clinics and any other special events.
  - v. Be responsible to do all possible to ensure all hours of ice purchased by BMHA is used or returned to the C2 and not reported as No Show Ice.
  - vi. Review the No Show Ice report and report to each Divisional Director and Team Managers the time slots they are responsible for.
  - vii. Be the final authority from BMHA with regards to disputes over ice slots in the event there is a discrepancy with schedules.

- w) Perform any other duties as assigned by the President.
- x) Conduct managers meeting along with Financial Consultant/Treasurer at beginning of the season.
- y) Applies for sanction numbers for all tournaments from Hockey Alberta.
- z) Applies for travel permits and special event permits, on behalf of BMHA teams, from Hockey Alberta
- aa) Assume roles of Equipment Manager, Fundraising Director etc where deemed necessary by the BMHA Executive
- bb) Maintain and update the managers manual.
- cc) Report to the President and Vice President.

#### 2.11.5 The Secretary shall:

- a) Meetings: books all meeting rooms. Advise Board members where and when meetings are to be held. Records, prepares and distributes copies of minutes to Board members.
- b) Provides the typing of reports/correspondence as required by the Board members
- c) Ensures all Association events are advertised in the newspaper or other media as required by the bylaws of the Association
- d) Attend all General Membership, Annual General Membership, Executive Committee and other Committee meetings as necessary and shall maintain accurate minutes of same.
- e) Liaise with the President and Vice President.
- f) Prepare all required press releases and submit to the President and Executive Assistant for media releases as required by BMHA.
- g) Submit any required, and or prepare and organize any advertising for media release to the President or as directed by the President.
- h) Liaise with the Community or adjacent Communities for promotional events for the betterment of BMHA or a directed by the President.
- i) Have charge of all Executive Committee, Board of Directors and Hockey Operations Committee records in the absence of the Executive Assistant/Registrar .
- j) Maintain and update the Bylaws and the Operational Policies, Rules and Guidelines in both hard copy and on the Association website in the absence of the Executive Assistant/Registrar.
- k) Work with the Financial Consultant/Treasurer on safekeeping of all Executive Committee and Hockey Operations Reports, Minutes, Bylaws and Operational Policies, Rules and Guidelines in the absence of the Executive Assistant/Registrar.
- l) Perform such other duties as designated by the President.

#### 2.11.6 The Financial Consultant/Treasurer shall:

- a) Manage the financial resources of the Association and obtain professional advice with respect to financial matters when deemed necessary
- b) Obtain professional input and at times paid services with respect to nature of the accounting records to be maintained by the Association
- c) Ensures all Association books and records are properly completed and arranges for an independent audit of the Association's financial records on an as needed basis, or as directed by the board.
- d) Ensures the presentation of financial statements at the Annual General Meeting

- e) Maintains all the financial records of the Association. This includes, all deposits, all cheque writing, bank reconciliations and month-end financial statements for each team.
- f) Be a signing authority along with the President, Vice President and Secretary.
- g) Have charge of all Executive Committee financial records.
- h) Present an annual statement of all operations.
- i) Develop and manage the operating budget for the BMHA.
- j) Coordinate grant applications in conjunction with other Officers as needed.
- k) Be responsible for BMHA bank account maintenance and management.
- l) Report to the President.

#### 2. 11. 7 The Development Director shall:

- a) Liaises with Hockey Alberta in the organization of all NCCP clinics to be run in Bonnyville each year.
- b) Arranges for facilities and equipment for these clinics.
- c) Arranges for all special skills clinics as requested by Divisional Directors or the Committee (including body contact for 1<sup>st</sup> year U15's, goaltending training sessions, etc.)
- d) Endeavors the hockey public at large in areas where they can contribute as volunteers.
- e) Endeavors to facilitate on a frequent basis, communications with Board members to update the Association's goals and identify further issues and opportunities.
- f) Endeavors to obtain and make available to coaches, players and parents information respecting outside programs, clinics, etc.
- g) Arrange and supervise a definite period of training for all coaches, and players, in order that technical knowledge is conveyed at the necessary level of instruction, that is:
  - i. approved and accredited coaches clinics;
  - ii. approved and accredited player clinics;
  - iii. approved and accredited sport medicine clinics
- h) Establish and maintain a coach mentoring system for all levels in the BMHA.
- i) Establish, as required specific camps, for BMHA.
- j) Establish random spot checks for Coaching Development throughout each hockey season.
- k) During a spot check, ask the Coach to produce the practice lesson plan.
- l) Provide constructive feedback to the Coach if required.
- m) Report to the President and Vice-President.
- n) Develop and manage the operating budget for the BMHA.

## 2.12 COMMITTEES AND BOARD OF DIRECTORS

The Board of Directors or a Committee thereof may create Committees or Sub-Committees including a nominating Committee. Such Committees may be composed of Members or non-members of the Executive Committee and Board of Directors. Notwithstanding the foregoing all Members of Committees or Sub-Committees must be Members in good standing of the BMHA.

#### 2. 12. 1 The Fundraising Director Shall:

- a) Coordinates the acquisition of sponsors.
- b) Establishes and distributes "Do Not Touch" list as necessary.



- c) Maintains accurate records regarding sponsors and contacts
- d) Obtains the necessary permits/licensing for fundraising activities undertaken by the Association.
- e) Chairs Fundraising Committee.
- f) Coordinates fundraising activities & events, as decided by the Board.
- g) Investigate and coordinate grant opportunities/applications.
- h) Report to the President.
- i) In the event the BMHA has a paid Executive Assistant position, this role may be unnecessary/unavailable.

**2.12.2 The Tykes (as applicable) & U7 Directors (2) shall:**

- a) be responsible for the non-representative BMHA Tykes & U7 programs
- b) Provide input on the selection of the Coaches to the Executive Committee, conduct meetings and submit regular reports as required by the Board.
- c) Conduct pre-season meetings with coaches and require a team budget be submitted for review mid-season by January 15 each year and upon season completion by June 1 each year.
- d) Appoint an U7 team of coordinators and assistants, and conduct meetings, as required by HOC
- e) Produce an information letter for all parents as approved by the Vice President
- f) Ensure that a division schedule is made available to all teams.
- g) Ensure all on-ice personnel to complete all required U7 Programing and coaching clinics as per Hockey Alberta.
- h) Encourage that each of the coaches and Instructors use the U7 Program curriculum in their on-ice sessions as per Hockey Alberta.
- i) Be responsible to collect and manage all game sheets (if applicable) for league, tournament, and exhibition games.
- j) Will be responsible to provide the Vice President – game sheets (if applicable) with incident reports
- k) Submit a report on U7 at the Annual General Meeting.
- l) Act as a Tournament Coordinator and approve the tournament budget.
- m) Report any and all resolved and unresolved coaching, parent, player, spectator or any such other disciplinary concerns to the Executive Committee.
- n) Report to the Vice-President.

**2.12.3 The U9 Director shall:**

- a) Be responsible for the non-representative BMHA U9 program.
- b) Provide input on the selection of the Coaches to the Executive Committee, conduct meetings and submit regular reports as required by the Board.
- c) Conduct pre-season meetings with coaches and require a team budget be submitted for review mid-season by January 15 each year and upon season completion by June 1 each year.

- d) Produce an information letter for all parents as approved by the Vice President
- e) Ensure that a league schedule including Playoffs is made available to all teams.
- f) Ensure all on-ice personnel to complete all required U9 Programming and coaching clinics as per Hockey Alberta.
- g) Encourage that each of the coaches and instructors use the U9 Program curriculum in their on-ice sessions as per Hockey Alberta.
- h) Be responsible to collect and manage all game sheets (if applicable) for league, tournament, and exhibition games.
- i) Be responsible to provide the Vice President – game sheets with incident reports.
- j) Submit a report on U9 at the Annual General Meeting.
- k) Act as a Tournament Coordinator for U9 and will approve the tournament budgets.
- l) Report any and all resolved and unresolved coaching, parent, player, spectator or any such other disciplinary concerns to the Player and Coaching Development Coordinator and Vice President of Hockey Operations.
- m) Report to the Vice-President.

#### 2.12.4 The U11 Director shall:

- a) Be responsible for the non-representative BMHA U11 program.
- b) Provide input on the selection of the Coaches to the Executive Committee, conduct meetings and submit regular reports as required by the Board.
- c) Conduct pre-season meetings with coaches and require a team budget be submitted for review mid-season by January 15 each year and upon season completion by June 1 each year.
- d) Produce an information letter for all parents as approved by the Vice President of Hockey Operations.
- e) Ensure that a league schedule including Playoffs is made available to all teams.
- f) Ensure all on-ice personnel to complete all required U11 Programming and coaching clinics as per Hockey Alberta.
- g) Encourage that each of the coaches and Instructors use the U11 Program curriculum in their on-ice sessions as per Hockey Alberta.
- h) Be responsible to collect and manage all game sheets (if applicable) for league, tournament, and exhibition games.
- i) Be responsible to provide the Vice President – game sheets with incident reports.
- j) Submit a report on U11 at the Annual General Meeting.
- k) Act as a Tournament Coordinator for U11 and will approve the tournament budget.
- l) Report any and all resolved and unresolved coaching, parent, player, spectator or any such other disciplinary concerns to the Player and Coaching Development Coordinator.
- m) Report to the Vice-President.

#### 2.12.5 The U13 Director shall:

- a) Be responsible for the non-representative BMHA U13 program.
- b) Provide input on the selection of the Coaches to the Executive Committee, conduct meetings and submit regular reports as required by the Board.

- c) Conduct pre-season meetings with coaches and require a team budget be submitted for review mid-season by January 15 each year and upon season completion by June 1 each year.
- d) Produce an information letter for all parents as approved by the Vice President.
- e) Ensure that a league schedule including Playoffs is made available to all teams.
- f) Ensure all on-ice personnel to complete all required U13 Program and coaching clinics as per Hockey Alberta.
- g) Encourage that each of the coaches and Instructors use the U13 Programing curriculum in their on-ice sessions as per Hockey Alberta.
- h) Be responsible to collect and manage all game sheets (if applicable) for league, tournament, and exhibition games.
- i) Be responsible to provide the Vice President – game sheets with incident reports.
- j) Submit a report on U13 at the Annual General Meeting.
- k) Report to the Vice-President.
- l) Act as a Tournament Coordinator and approve the tournament budget.
- m) Report any and all resolved and unresolved coaching, parent, player, spectator or any such other disciplinary concerns to the Vice President.

#### 2.12.6 The U15 Director shall:

- a) Be responsible for the non-representative BMHA U15 program.
- b) Provide input on the selection of the Coaches to the Executive Committee, conduct meetings and submit regular reports as required by the Board.
- c) Conduct pre-season meetings with coaches and require a team budget be submitted for review mid-season by January 15 each year and upon season completion by June 1 each year.
- d) Produce an information letter for all parents as approved by the Vice President.
- e) Ensure that a league schedule including Playoffs is made available to all teams.
- f) Ensure all on-ice personnel to complete all required U15 Program and coaching clinics as per Hockey Alberta.
- g) Encourage that each of the coaches and Instructors use the U15 Programing curriculum in their on-ice sessions as per Hockey Alberta.
- h) Be responsible to collect and manage all game sheets (if applicable) for league, tournament, and exhibition games.
- i) Be responsible to provide the Vice President – game sheets with incident reports.
- j) Act as a Tournament Coordinator and approve the tournament budget.
- k) Report any and all resolved and unresolved coaching, parent, player, spectator or any such other disciplinary concerns to the Vice President.
- l) Submit a report on U15 at the Annual General Meeting.
- m) Report to the Vice-President.

#### 2.12.7 The Female Hockey Director shall:

- a) Be responsible for the non-representative BMHA Female Hockey program.
- b) Provide input on the selection of the Coaches to the Executive Committee , conduct meetings and submit regular reports as required by the Board,

- c) Conduct pre-season meetings with coaches and require a team budget be submitted for review mid-season by January 15 each year and upon season completion by June 1 each year.
- d) Produce an information letter for all parents as approved by the Vice President
- e) Ensure that a league schedule including Playoffs is made available to all teams.
- f) Ensure all on-ice personnel to complete all required Female Hockey Programing and coaching clinics as per Hockey Alberta.
- g) Encourage that each of the coaches and instructors use the Female Hockey Program curriculum in their on-ice sessions as per Hockey Alberta.
- h) Be responsible to collect and manage all game sheets (if applicable) for league, tournament, and exhibition games.
- i) Be responsible to provide the Vice President – game sheets with incident reports.
- j) Act as a Tournament Coordinator and approve the tournament budget.
- k) Report any and all resolved and unresolved coaching, parent, player, spectator or any such other disciplinary concerns to the Vice President.
- l) Submit a report on Female Hockey at the Annual General Meeting.
- m) Report to the Vice-President.

#### 2.12.8 The U18 Director shall:

- a) Be responsible for the non-representative BMHA U18 Hockey program.
- b) Provide input on the selection of the Coaches to the Executive Committee, conduct meetings and submit regular reports as required by the Board.
- c) Conduct pre-season meetings with coaches and require a team budget be submitted for review mid-season by January 15 each year and upon season completion by June 1 each year.
- d) Produce an information letter for all parents as approved by the Vice President.
- e) Ensure that a league schedule including Playoffs is made available to all teams .
- f) Ensure all on-ice personnel to complete all required U18 Programing and coaching clinics as per Hockey Alberta.
- g) Encourage that each of the coaches and Instructors use the U18 Program curriculum in their on-ice sessions as per Hockey Alberta.
- h) Be responsible to collect and manage all game sheets (if applicable) for league, tournament, and exhibition games.
- i) Be responsible to provide the Vice President – game sheets with incident reports.
- j) Act as a Tournament Coordinator and approve the tournament budget.
- k) Report any and all resolved and unresolved coaching, parent, player, spectator or any such other disciplinary concerns to the Vice President.
- l) Submit a report on U18 Hockey at the Annual General Meeting.
- m) Report to the Vice-President.

#### 2.12.9 The AA Director shall:

- a) Oversee the complete operation of AA U11, U13, U15, U16 and U18.
- b) Provide input on the selection of the Coaches to the Executive Committee, conduct

- meetings and submit regular reports as required by the Board.
- c) Conduct pre-season meetings with coaches and require a team budget be submitted for review mid-season by January 15 each year and upon season completion by June 1 each year.
  - d) Conduct pre-season meetings with coaches and shall ensure that every team has a budget for review prior to the start of the hockey season – deadline date to be determined by the President.
  - e) Ensure all on-ice personnel are to complete all required regional U11, U13, U15, U16 and U18 Programs and coaching clinics as per Hockey Alberta.
  - f) Encourage that each of the coaches and Instructors use the Representative Hockey Program curriculum in their on-ice sessions as per Hockey Alberta.
  - g) Produce an information letter for all parents as approved by the Vice President
  - h) Ensure that a league schedule including Playoffs is made available to all teams.
  - i) Be responsible to collect and manage all game sheets (Regional U11, U13, U15, U16 and U18, if applicable) for league, tournament, and exhibition games.
  - j) Be responsible to provide the Vice President – game sheets (Regional U11, U13, U15, U16 and U18) with incident reports.
  - k) Submit a report on Representative League Hockey at the Annual General Meeting.
  - l) Report to the Vice-President.

#### 2.12.10 The Equipment Director shall:

- a) Be responsible for all administrative matters respecting hockey equipment supplied to teams by the Association. (This includes the purchase, repair, cleaning, storage and distribution of equipment to teams and the picking up of equipment after each season)
- b) Ensure that Association hockey equipment shall only be used by registered members of the Association.
- c) Prepare equipment budget for coming year.
- d) Arrange for the repair, cleaning and purchase of equipment for the upcoming season.
- e) Maintains an inventory of equipment.
- f) The Equipment Manager is the only person authorized to purchase equipment on behalf of the Association upon approval of the Board, and the Association will only be responsible for debts incurred by the Equipment Manager in relation thereto.
- g) All equipment, whether purchased, donated or obtained through sponsorship shall become sole property of the Association and is subject to all rules and regulations of the Association.
- h) Equipment requests are submitted to the Equipment Manager and consideration of such requests is determined by budget limitations and proper protection.
- i) Equipment shall be ordered by the Equipment Managers so as to be available at the start of the season
- j) At the start of the season hand out jerseys and first aid kits
- k) Jerseys & Equipment are returned to the Equipment Manager who sees that the jerseys are clean and repaired, all name bars are removed & first aid kits refurbished.
- l) Be responsible for the distribution and recovery of uniforms and equipment to and from teams on a timely basis.

- m) Be responsible for the disposal of any old or unneeded uniforms and or equipment under the direction of the Vice President and the President.
- n) Ensure all equipment is approved and ready for use prior to the commencement of the season.
- o) Report to the Vice-President.
- p) In the event the BMHA has a paid Executive Assistant position, this role may be unnecessary/unavailable.

#### 2.12.11 The Divisional Directors shall:

- a) Be responsible for organizing all evaluation programs in conjunction with the U9, U11, U13, U15, U16, U18, Female Hockey, AA and Representative Directors, and in liaison with the Vice President and Executive Committee.
- b) Ensure communication of the Associations policies and procedures for the evaluation of all players at all levels.
- c) Each Division Director is responsible for the organization, implementation and oversight of the hockey program in his division (in conjunction with the vice president) and subject to BMHA Policies & Bylaws.
- d) Each division director shall attend monthly Board meetings and other meetings as required, and sit on committees of the Association to which they are appointed from time to time.
- e) Act as Division Home Tournament Director as necessary and ensure:
  - i. BMHA's Corporate sponsors are recognized in all schedules/programs
  - ii. Ensure raffle(s) meet fundraising required guidelines
- f) Ensure each division, U7, U9, U11, U13, U15, U16, U18, Female Hockey, AA and Representatives follow the policies.
- g) Conduct pre-season meetings with coaches and require a team budgets be submitted mid and end of season.
- h) Report to the Vice-President.

#### 2.12.12 Sub Committees

The Board of Directors or a Committee thereof may create Committees or Sub-Committees including a nominating Committee. Such Committees may be composed of Members or non-members of the Executive Committee. Notwithstanding the foregoing all Members of Committees or Sub Committees must be Members in good standing of the BMHA.

### 2.13 ELIGIBILITY TO COACH

Members of the Executive Committee and Board of Directors shall be eligible to serve as Coach or such other position within a team regardless if their child or children are on that team. A Division Director can act as a Head Coach within the same division while holding office, however is subject to a Conflict of Interest as such, Any member of the Executive Committee and Board of Directors that is head coaching a hockey program shall not participate in any decisions wherever there is a conflict of interest or perceived conflict of interest. Head Coach

Spouses may not volunteer to manage a team or deal with any finances for the team without special permission from the Division Director in consultation with the Vice President and President.

**NOTE:** In special circumstances the Executive Committee, and or the Board of Directors if necessary due to quorum or resolve a conflict of interest, shall allow for a Division Director to Head Coach within the same Division if no other Member in good standing volunteers for a Head Coach position.

## 2.14 INDEMNITY OF EXECUTIVE COMMITTEE MEMBERS, DIRECTORS AND OFFICERS

No Member of the Bonnyville and District Minor Hockey Association is, in his individual capacity, liable for a debt or liability of the Bonnyville and District Minor Hockey Association.

The BMHA shall indemnify an Executive Committee Member, Director or Officer, his heirs, legal representatives and assigns from and against any and all claims, costs, charges, expenses and losses including payment of legal fees on a solicitor and client basis necessary to settle or defend an action or satisfy a Judgment reasonably incurred by such person as a result of them having been an Executive Committee Member, Director or Officer in those cases where they were acting in their course and scope of duty and acted honestly and in good faith with the view to the best interests of the BMHA. The Bonnyville and District Minor Hockey Association shall indemnify a Discipline Committee Member, his heirs, legal representatives and assigns from and against any and all claims, costs, charges, expenses and losses including payment of legal fees on a solicitor and client basis necessary to settle or defend an action or satisfy a Judgment reasonably incurred by such person as a result of them having been a Discipline Committee member in those cases where they were acting in their course and scope of duty and acted honestly and in good faith with the view to the best interests of the BMHA.

## 2.15 REMUNERATION

No Directors, Officers or members of the Executive Committee shall receive any remuneration for their services.

# 3. ADMINISTRATION – The Executive Committee shall ensure:

## 3.1 ADMINISTRATOR DUTIES

The Association may employ an Administrator (Office Manager/Executive Assistant/Registrar) whose remuneration shall be set by the Executive Committee. The hiring or termination of the Administrator shall be upon 2/3 majority vote of the Executive Committee or the Board of Directors if necessary to effect a quorum. The Administrator shall report directly to the President who shall then report to the Executive Committee and Board of Directors. They shall be a non-voting member of the Board of Directors and shall not be expected to perform any

Executive Committee's duties as outlined in the Bylaws.

The Administrator shall be responsible to:

- a) Compile and maintain a directory of players, coaches, managers, and trainers with name, address and phone numbers.
- b) Input all player/coach/manager/trainer data and maintain the data system as per Hockey Alberta.
- c) Maintain player/coach/manager/trainer (hard copy) files in the office.
- d) Maintain registration records and management.
- e) Manage all accounts payable and receivable; inputting and record management.
- f) Maintain and manage the BMHA website.
- g) In cooperation with the Secretary, be the liaison for promotional activities in the community for the Association as required or as directed by the President.

### **3.2 ICE ALLOCATOR (Executive Assistant/Registrar) DUTIES**

The Ice Allocator shall be responsible to:

- a) Report directly to the President, attend meetings and submit written reports as requested.
- b) Provides an ice report summarizing the details of the season's ice allocation at BMHA Annual General Meeting.
- c) Principal point of contact for BMHA on matters of ice allocation within the Town of Bonnyville and any other organization that provides BMHA with ice time. This is to include attending all ice user meetings with the above mentioned organization.
- d) Responsible for acquiring ice for Pre-Season September Try-outs, Regular Season (September to March), Summer Ice (April to August), BMHA Tournaments, Mentorship Clinics, and Power Skating or any other development programming.
- e) Responsible for returning ice to the respective ice provider(s) when ice cannot be utilized.
- f) Principal point of contact for negotiation of changes in ice times with C2 and other city ice users.
- g) Principal point of contact for ice matters with all outside leagues. Responsible for providing the required game ice to the Ice Schedulers of those leagues. This is to include attending any ice related meetings set by outside leagues.
- h) Responsible for coordinating and creating the Game Schedules.
- i) Responsible for coordinating ice for Provincial play-down games.
- j) Determines quality of ice time required for various BMHA teams based on number of hours of ice available, predicted number of players, age groups, level of ability i.e. AA, A, B, House league etc. and specific league requirements.
- k) Responsible for follow up of the proper utilization of ice time on a regular basis.
- l) Responsible for providing ice to respective BMHA Directors for all House League practices and games.
- m) Responsible for providing and tracking practice ice for all BMHA teams
- n) Responsible for providing the weekly practice slots. This includes setting the start and end



- dates and predetermined exclusions
- o) Responsible for reporting all team ice purchases to the BMHA President in a timely manner.

## 4. DISCIPLINE

- a) The Operational Policies, Rules & Guidelines adopted by the Association provide for the general rules of conduct for all members including Directors and Officers, Coaches, Assistant Coaches, Managers, Players, Parents or Spectators.
- b) Any Officer, Director, Executive Committee Member, Team Player, Coach, Assistant Coach, Trainer, Manager, Parent or Spectator who violates the Bylaws, Code of Conduct or Operational Policies, Rules & Guidelines of the Association is subject to discipline under the Discipline Procedure.
- c) BMHA Standard Code of Conduct is attached as Appendix A to these Bylaws and any breach of the same shall be dealt with in accordance with this Article.
- d) The Discipline Procedure shall be administered as follows:
  - i) The Executive Committee shall direct complaints as follows:
    - a. Discipline matters relating to activities governed by the rules of the league in which a particular team participates or which is specifically covered by Hockey Alberta or Hockey Canada rules shall be administered by the Discipline Committee;
    - b. Discipline matters relating to activities of on-ice game officials acting in their capacity as on-ice game officials shall be administered by the Bonnyville Referee Association, North East Zone Referee Committee or Hockey Alberta;
    - c. Discipline matters not covered by a) or b) (in other words matters not involving the rules governing the game of hockey) shall be administered by the Discipline Committee.
    - d. The President shall maintain a log of the complaints received providing the date the complaint was received, the log number, the name of the complainant, the name of the respondent and the date the file was closed. The log shall not include any details of the nature of the complaint.
  - ii) Upon the conclusion of the hearing of the complaint, whether informal or formal, by the Discipline Committee all documents pertaining to the complaint shall be placed in a special filing cabinet accessible solely by the Chairman of the Discipline Committee and/or the President of the BMHA and shall not be accessed by any other party.
  - iii) In order to ensure the consistency in the application of discipline:
    - a. When requested or required, the Discipline Committee shall summarize the complaints where discipline was issued. These summaries shall identify the issues giving rise to the discipline and the discipline issued by the Discipline Committee. These summaries shall not make reference to either the complainant or to the

individual being discipline

- b. When requested or required, the Discipline Committee shall summarize the complaints where discipline was issued and forward this summary to the Chairman of the Discipline Committee. These summaries shall identify the issues giving rise to the discipline and the discipline issued by the Committee. These summaries shall not make reference to either the complainant or to the individual being disciplined
  - c. When requested or required, the Discipline Committee shall request that the Bonnyville Referees Association provide a summary of the complaints where discipline was issued by it. These summaries shall identify the issues giving rise to the discipline and the discipline issued by the Bonnyville Referees Association. These summaries shall not make reference to either the complainant or to the individual being disciplined.
  - d. The files in respect of specific discipline matters shall be retained for a period of three (3) years after which they shall be destroyed and disposed of in accordance with policies established by the Executive Committee. The annual summaries referred to in a, b and c shall not be destroyed but shall be retained on file.
  - iv) When requested or required, the Discipline Committee, and the Bonnyville Referees Association shall prepare a report to the President of the BMHA providing a summary of the discipline matters including at least the number of complaints received, the number of hearings held and a general description of the issues encountered and the discipline imposed.
- e) Discipline Committee
- i) The President shall sit as the Chairperson and shall not have voting rights of any kind as a member of the Board in cases when the recommendations from the Discipline Committee are put to the Board.
  - ii) The Discipline Committee shall report findings or decisions to the Board.
  - iii) The President shall call a Board Meeting for the Board of Directors to consider the recommendations or such other measures that properly address the circumstances if necessary to review the matter. Any such decision shall not outweigh the infraction and shall not cause BMHA's reputation to fall into disrepute.
  - iv) The Discipline Committee shall consist of the Executive Committee:
    - a. The President shall be appointed as the Chairperson of the Discipline Committee.
  - f) The Chairperson shall be responsible for the conduct of meetings of the Discipline Committee within the Operational Policies, Rules and Guidelines of the Association.
  - g) The Discipline Committee shall conduct its meetings as required. During such meetings a quorum shall comprise three members.
  - h) 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.
  - i) The Discipline Committee, in conjunction with the President of the Association, shall make

recommendations for any changes to the Operational Policies, Rules and Guidelines relating to the Discipline Procedure. The Executive Committee/Board shall ensure that such policies exist and that such policies ensure that:

- i) The Discipline Committee deals with each disciplinary incident in a timely manner;
  - ii) Not less than three (3) members of either the Disciplinary Committee deal with each disciplinary incident; and
  - iii) Fairness and consistency is maintained in the application of the disciplinary procedure and policies.
- j) The Discipline Committee shall be empowered to issue discipline against any member of BMHA which includes but shall not be limited to: Officer, Executive Committee Member, Director, 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 shall not be 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 Board for a complete suspension from participation in or attendance at all Association activities;
  - v) A recommendation to the Board for expulsion from the Association; and
  - vi) A combination of two or more of the above.
- k) The individual receiving such discipline has the right to appeal to an Appeal Committee.
- l) The Appeals Committee:
- i) Shall consist of three (3) members of the Association's Board;
  - ii) Participation on the Appeals Committee by members of the Board will be rotated, with each Appeal Hearing;
  - iii) No member of the Executive, other than the President sitting Chairperson, shall sit on the Appeals Committee if they sat on the Discipline Committee;
  - iv) Shall convene a hearing to hear the evidence from both the Respondent and the Complainant and any other party it feels should be required to appear; and
  - v) The hearing process will be that as set out in the Operational Policies, Rules and Guidelines of the association

**NOTE: Appendix B attached to these Bylaws provides further direction concerning the Discipline and Violations of Bylaws and Regulations of BMHA. Appendix B shall be strictly followed when dealing with any breach or violation of the Bylaws or Regulation and any such complaint brought to the attention of the Executive Committee.**

## 5. MISCELLANEOUS

### 5.1 SEAL

There is no seal for the Bonnyville and District Minor Hockey Association.

## **5.2 FISCAL YEAR END**

The Fiscal year end for Bonnyville and District Minor Hockey Association shall be on the 30th day of April of each year.

## **5.3 AUDITING**

The financial records, books and accounts of the Financial Consultant/Treasurer shall be reviewed at least once each year by a duly qualified accountant and be available to the Board of Directors for an internal audit. A complete and proper statement shall be submitted by the duly qualified accountant at the Annual General Meeting held in the Fall.

## **5.4 BYLAWS**

The Bylaws of BMHA may only be rescinded, altered or added to by a Special Resolution passed at a general meeting. Proposed special resolutions must be submitted to and approved by a 2/3 vote of the Board of Directors prior to submitting the same to the General Membership at a General Meeting of which not less than 21 days notice specifying the intention to propose the resolution has been duly given, and by the vote of not less than 75% of those members who, if entitled to do so, vote in person or by proxy.

## **5.5 INSPECTION OF BOOKS AND RECORDS**

The books and records of the Bonnyville and District Minor Hockey Association 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 Committee and arranging a mutually satisfactory time with the Member of the Executive Committee having charge of same. The books and records of the Bonnyville and District Minor Hockey Association shall be available at all Executive Committee meetings for review by the Executive Committee Members. The books and records of the Association shall be available to the President at all times.

## **5.6 BORROWING POWERS**

For the purpose of carrying out its objects, the Association may borrow, raise or secure the payment of money in such manner as it thinks fit. The Bonnyville and District Minor Hockey Association may issue Debentures or General Security Agreements only under the sanction of a Special Resolution passed at a general meeting of the General Membership.

## **5.7 ROBERT'S RULES OF ORDER**

The Executive Committee and the Board of Directors shall adopt and shall use the Robert's Rules of Order for the orderly conduct any and all meetings of the Executive Committee and of the Board of Directors.