

BYLAWS

SOUTHWEST KC MINOR HOCKEY ASSOCIATION

APRIL 2018





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WHEREAS:

NAME

The name of the Association shall be the SOUTHWEST KC MINOR HOCKEY ASSOCIATION, herein after called the Association.

HOCKEY AFFILIATIONS

- (a) The Association shall be a member of KNIGHTS OF COLUMBUS HOCKEY (herein after called KC).
- (b) The Association shall pay fees and other such charges as required of Association/Clubs by KC and Hockey Edmonton.
- (c) The Association shall abide by the rules and regulations set forth by KC, Hockey Edmonton, Hockey Alberta and Hockey Canada.

MEMBERSHIP

BYLAW 1

Membership in the Association shall be open to all, irrespective of gender, ethnicity or religion. Hockey players must be between ages of four (4) and twelve (12) years by December 31 of the year in which they registered.

BYLAW 2

The classes of membership, eligibility and privileges shall be as follows:

- (a) **ACTIVE MEMBERSHIP**
All amateur minor hockey players who are fully registered for the current season with the Association, according to the rules of Hockey Edmonton and Hockey Alberta. Those members have no vote, but are represented by special members as defined in this bylaw, paragraph (b).
- (b) **SPECIAL MEMBERSHIP**
Parent or legal guardian of active members who have paid the fees set forth by the Association, and have registered in full compliance with the rules and regulations set forth by Hockey Edmonton and Hockey Alberta. Each parent/guardian will have one vote for each Active Member registered with the Association at the Annual General Meeting.
- (c) **ASSOCIATE MEMBERSHIP**
An individual willing to provide service to the Association. Said individuals' membership shall be approved by a two-thirds (2/3) vote of the current elected Board at a Board meeting. Each associate member shall have one vote at board meetings but shall have no vote at the Annual General Meeting.

BYLAW 3

All members shall uphold, observe and adhere to the rules of KC, Hockey Edmonton, Hockey Alberta, Hockey Canada, the Bylaws of the Association and such regulation and policies as set forth from time to time by the Board of the Association.

BYLAW 4

Members of the Association shall be registered with KC and Hockey Edmonton and pay registration as set forth by the Board. Such registration fees will be paid through the Association.



BYLAW 5 – Good Standing

To be considered in good standing, all members of the Association must pay, within the time limits shown in Bylaw 6, such fees as set forth by the Association Board at the beginning of each hockey season.

BYLAW 6 – Members in Arrears

Members in arrears on September 1 will not be permitted to take part in any Association hockey programs. Members will be reinstated if, and only if, they pay arrears in full by October 1. If arrears are not paid in full by October 1, those members shall be considered as having terminated their membership. However, as stated in bylaw 7, the Board may, at its discretion, negotiate a mutually agreeable payment option with members in arrears regardless of timeline.

BYLAW 7

The Board shall endeavor to arrange affordable, mutually agreeable, payment options for those members in arrears or suffering from financial hardship.

BYLAW 8

Members in arrears at the close of that current season shall be denied membership in the following season's hockey program, or denied a transfer to any other association or other parish within Knights of Columbus Hockey, until all arrears have been paid in full.

BYLAW 9

Members who have not returned equipment they have borrowed from KC for the season, shall be denied membership in the following season's hockey program, or denied a transfer to any other association or other parish within Knights of Columbus Hockey, until all the equipment has been returned in satisfactory condition.

BYLAW 10 – Termination of Membership

The Board may, by written notice, terminate membership of a member for acting contrary to the rules of KC, Hockey Edmonton, Hockey Alberta, Hockey Canada or the Association.

BYLAW 11 – Voluntary Withdrawal of Membership

Any member wishing to withdraw from membership may do so upon notice (preferably in writing) to the Board. In such cases, the Board is under no obligation to refund fees.

BYLAW 12 – Association Liability

The Association shall not be responsible for any damages, injury or loss of property to any member of the Association, regardless of the reason or nature of such damage, loss or injury and further, every member or visitor shall use the Association's facilities at his or her own risk.

THE BOARD

BYLAW 13 – Composition

The general management of the Association shall be vested in a Board consisting of a President, a Past President and no more than nine (8) voting members, namely

- Vice-President of Hockey Operations
- Secretary
- Registrar
- Treasurer
- Marketing Director
- Communications Director
- Volunteer Director
- Fundraising Director



BYLAW 14– Assistants

An assistant for each Board position may be added as deemed necessary by the Board. The Board, by majority vote, may add additional directors or assistants to their number.

BYLAW 15– Vacancies

The Board has the responsibility to appoint, by a majority vote, a Special or Associate member to fill any vacancy which may occur between Annual General Meetings or as a result of an Annual General Meeting being unable to fill a full slate.

BYLAW 16 – Membership Requirements

Only Special Members can be elected to board positions during the Annual General Meeting. If positions remain vacant after the Annual General Meeting, the Board may, at its discretion, consider nominations from Associate Members to fill those positions.

BYLAW 17

The members of the Board and assistants must be Special Members or Associate Members in good standing of the Association. A two-thirds (2/3) majority of the President and voting members of the Board (7 of 9, not including the Past President) must be Special Members.

BYLAW 18– Nominations

Nominations for Board positions shall be received from the floor at the Annual General Meeting or may be presented to the Board, preferably in writing, before the date of the Annual General Meeting. The nominee must provide approval before their name will be allowed to stand for an election vote.

To be considered by the Board to fill a vacant position, Associate and Special Members must express their interest in filling said position to the current President.

BYLAW 19 – Term

All of the Board listed in Bylaw 13, with the exception of the Past President shall be elected once every two (2) years at the Annual General Meeting of Association Members.

BYLAW 20 – Term of the Past President

The Past President shall carry out his/her duties for at least one (1) year to ensure the continuity of the Association, unless he/she is released upon written request to the current Board and approved by a majority vote of the Board.

BYLAW 21 – Term of Office

The Board shall hold office from the time it is elected until the following year’s annual general meeting.

BYLAW 22 – Member Removal

Any Board member may be removed from office for just cause by a two---thirds majority vote passing of a “Special Resolution” at a Board meeting of the Association. The Board may fill the vacancy for the remainder of the Board’s term.

BYLAW 23– Extended Absence

Board members absent from three (3) consecutive Board meetings shall be considered to have vacated their position. The Board may appoint a Special or Associate Member to the position for the remainder of the term of office.

BYLAW 24 – Quorum

A quorum of the Board shall consist of five (5) members of the Board, excluding the President and Past President.



BYLAW 25 – Governance

Policies, procedures, rules and regulations shall be set forth by the Board to govern the Association and to ensure its smooth and effective operation throughout each hockey season.

Responsibilities

BYLAW 26 – President

The **President** shall oversee the overall operation and provide direction and supervision of Association activities. In the event the President is unable to fulfil his/her duties, the Vice-President of Hockey Operations shall assume the duties of the President.

BYLAW 27 – Past President

The outgoing President shall assume the duties of Past President once the President is elected. The Past President shall advise the President and the Board to ensure the continuity of the Association.

BYLAW 28 – Vice-President of Hockey Operations

The Vice-President of Hockey Operations Director shall oversee hockey operations; player evaluations and development, hockey training camps and be the liaison between the Board and Category Directors and Coaches.

BYLAW 29 – Secretary

The Secretary shall be responsible for recording and distributing accurate minutes of all Association meetings, notices, correspondence, maintain accurate Association files and records and minutes of all meetings. Ensures the Association complies with all requirements to maintain its status and file all required information to authorities to maintain its status and ability to run a not-for-profit hockey program.

BYLAW 30 – Registrar

The Registrar shall be responsible for the registration of all hockey players, for the collection of fees and will ensure compliance with Hockey Edmonton and Hockey Alberta rules and regulations.

BYLAW 31 – Treasurer

The Treasurer shall be responsible for the safe control of all Association finances and shall maintain accurate records and safe receipts of all Association financial transactions.

BYLAW 32 – Communications Director

The Communications Director shall serve as the liaison between the Board and the membership, ensuring clear concise internal communications and promoting the Association's hockey programs.

BYLAW 33 – Marketing Director

The Marketing Director shall serve as the liaison between the Board and the general public, ensuring clear concise external communications and promoting the Association's hockey programs.

BYLAW 34 – Volunteer Director

The Volunteer Director shall organize and track special member volunteer commitments to ensure they are fulfilled and any other volunteer commitments set out by the Board.

BYLAW 35 – Fundraising Director

The Fundraising Director shall be responsible for the overall coordination and management of the Association's fundraising efforts and transactions.

**BYLAW 36**

Additional board members (excluding assistants) may be added from time to time to address the needs of the Association, but the limit of twelve (12) members shall not be exceeded.

BYLAW 37– Hockey Directors

Hockey Directors shall assist the Vice-President of Hockey Operations and for coach and player development in accordance with Association policies and guidelines and rules set out by Hockey Edmonton, Hockey Alberta and Hockey Canada within the specific hockey category he or she represents.

BYLAW 38– Ice Allocator

The Ice Allocator shall assist the Vice-President of Hockey Operations to review last season’s ice requirements and forecast next season’s ice requirements. Is responsible for the purchasing and cancellation of all SWKC ice rentals.

BYLAW 39 – Manager Mentor

The Manager Mentor shall assist head coaches in recruiting team managers, provide information and training and ensure they have the proper accreditation.

BYLAW 40 – Safety Director

The Safety Manager shall assist head coaches by ensuring each team has the required safety officer with the proper accreditation.

BYLAW 41 – Equipment Director

The Equipment Director shall be responsible for securing, allocating and maintaining the hockey equipment for the Association’s respective hockey teams.

BYLAW 42 –Operations Manual

The Board shall maintain an updated record, i.e. operations manual, detailing the current responsibilities of each of the Association’s Board positions and hockey team personnel.

BOARD MEETINGS**BYLAW 43 –Frequency**

Board meetings shall be held as the business of the Association shall require and at least once a month during the hockey season and shall be called by the President or his/her designate.

BYLAW 44–Chair

The President shall chair Association meetings. The President, if he/she cannot attend a meeting, may delegate the responsibility of chairing a meeting to the Vice-President of Hockey Operations.

BYLAW 45 –Motions

Motions may be set forth by any member of the Board, except for the President and Past President. A vote on motions may only be called by the Chair of the meeting. The Chair of the meeting only has the right to vote in the event that votes for and against a motion are equal.

BYLAW 46 – Right to Vote

The number of Board members eligible to vote shall not exceed eight (8) members in total, excluding the President who, as chair, may only vote in the event of a tie and the Past President who does not have the right to vote.



BYLAW 47 – Voting

Voting in Association elections shall be by a show of hands or by secret ballot, as deemed acceptable by the Board and approved prior to a vote being called. The number of Board members eligible to vote shall not exceed eight (8) members in total, excluding the President who, as chair, may only vote in the event of a tie and the Past President who does not have the right to vote.

BYLAW 48

Only those members in person and eligible to vote will be recognized. Voting shall be done in person only, and not by proxy or otherwise.

BYLAW 49 – Calling of Special Meetings

A “Special” Board meeting may be called on the instruction of any five (5) members thereof, provided they request the President to call such a meeting and state the business to be brought before the meeting.

The President also has the discretion to call a special meeting to deal with a specific issue.

BYLAW 50 – Attendance

Only board members as defined in Bylaw 13, may attend board meetings.

Assistants to Board members may only attend Board meetings in the event the Board member they assist is not present. In this circumstance, the assistant shall have the right to vote.

A Special Member or Associate Member may only attend at the discretion of the Chair.

COACH AND MANAGER MEETINGS

BYLAW 51

Meetings shall be scheduled at least once per season between the President, the Vice-President of Hockey Operations, Category Directors, and Head Coaches, Assistant Coaches, Team Managers, Equipment Managers and Safety Officers of each of the Association’s respective hockey teams to discuss the lines of communication between the Association and the hockey teams, Association policies, purpose, responsibilities and best practices of hockey team personnel, potential problems, concerns, etc. Minutes of these meetings shall be recorded.

BYLAW 52

Meetings

ANNUAL GENERAL MEETING

BYLAW 53 - Notice

An Annual General Meeting shall be held on or before May 15th of each calendar year. Other Special Meetings of the general membership may be held from time to time upon the request of the Board or upon written request of fifteen (15) members of the Association if deemed necessary.

BYLAW 54 - Notice

Written notice of all Annual General Meetings shall be given at least thirty (30) calendar days in advance to each eligible voting member. The notice shall include the time and place of the meeting as well as details of any proposed amendments to the By-Laws of the Association.

BYLAW 55 - Quorum

A quorum for an Annual General Meeting or a Special Meeting shall be fifteen (15) eligible voting members.



BYLAW 56 – AGM Business

The Board shall report the association’s activities over the course of the previous season and provide an updated statement of accounts to the membership.

BYLAW 57 – Election of Board Members

Elections for vacant board positions shall be held at the Annual General Meeting.

BYLAW 58 – Eligibility to Vote

Only Special Members in good standing who are present at the Annual General Meeting, are eligible to vote at the Annual General Meeting.

BYLAW 59 – Conduct of Votes for Contested Positions

Votes for contested positions shall be conducted by secret ballot.

BYLAW 60 – Majority Requirement

Candidates shall be elected by a simple majority.

MANAGEMENT OF FUNDS

BYLAW 61 - Deposit

All funds for the General Account shall be deposited by the Treasurer in financial institutions as shall be designated by the Board.

BYLAW 62 – Accounts

All funds, which must remain separate from the General Account, in accordance with legislation or policy of the Alberta Gaming and Liquor Commission, shall be appropriately separated and deposited by the Treasurer or Fundraising Director in financial institutions as shall be designated by the Board.

BYLAW 63 - Disbursements

All disbursements of the funds of the Association shall be by cheque or other auditable document. All cheques over the amount of \$250.00 shall contain two (2) signatures. Cheque signing authority shall be limited to no more than four (4) Board members, generally consisting of the President, Treasurer, Vice-President of Hockey Operations and Registrar.

BYLAW 64 - Audit

An audit of the financial transactions of the Association shall be made each year by two (2) members in good standing, not including board members, of the Association every other year or by a third-party financial reviewer or auditor appointed by the Board. The audited statement shall be made available to the membership at the Annual General Meeting.

BYLAW 65 – Inspection by Special Members

The books and records of the Association may be inspected by a Special Member of the Association at the Annual General Meeting or at any time upon giving reasonable notice, usually thirty (30) days, by arranging a satisfactory time with the Board member having charge of the books.

BYLAW 66 - Access

Each member of the Board shall, at all times, have access to such books and records of the Association.

BYLAW 67 – Remuneration

Unless authorized at any Board or Annual General Meeting, no Board member shall receive any remuneration for his/her services rendered as a member of the Board. In addition, no Board member shall receive direct or indirect remuneration for any other service or good provided to the association.



BORROWING POWER

BYLAW 68

For the purpose of carrying out its objectives, the Association may borrow, raise or secure the payment of funds in such a manner as it thinks fit. This power shall be exercised only under the authority of the Association. In no case shall debentures be issued without the sanction of a "Special Resolution" of the Association.

CONTRACT AUTHORIZATION

BYLAW 69– Signing Authority

Two (2) Board members of the Association are required to sign all contracts, cheques over the amount of \$250.00 or other documents in the name of the Association, in order to provide goods and/or services consistent with the purposes of the association, unless authorized by the Board as a single signing authority. No other contracts shall be recognized unless ratified by a majority of the Board.

ICE CONTROL

BYLAW 70

The Board shall have authority to designate ice time and arena practice ice scheduling. The Board shall endeavor, through the ice allocator, to provide equal ice time for practices to all Association teams.

BYLAW 71

The Board shall have the authority to establish policies and rules to govern the conduct and activities of persons, whether members or not, at any of its contract ice sessions or other activities. Such policies and rules shall apply, not only on the ice surface, but throughout the arena or other facility in which the functions are held.

REGISTRATION and FEES

BYLAW 72 – Setting of Fees

The Board shall, each fiscal year, before the commencement of the hockey season, set by motion the allocation of fees for registration of each category of hockey player to be paid by the parent or legal guardian of each active member. The Board may set various classes of registration fees and allocate costs to each relationship to the category of hockey played, ice time allotted or other privileges granted to it.

BYLAW 73

Each player must be registered according to the rules set forth by Hockey Edmonton and Hockey Alberta and may be subject to the discretion and acceptance of the Hockey Edmonton Registrar.

BYLAW 74 - Refunds

Upon registering with the Association and paying registration fees, let it be known that refunds shall not be granted after the start date of the regular hockey season. Special circumstances may be reviewed by the Board.

BYLAW 75 –Processing Fee

If registration fees are paid before the start of the season, and a member wishes to cancel his/her membership prior to the start of the season, a processing fee may be charged. The processing fee is set from time to time by the Board.

BYLAW 76

If the appropriate hockey team cannot be formed by the start of the current hockey season date for player(s), a full refund will be returned.



BYLAW 77 – Volunteer Commitments

Fulfilled volunteer commitments are non-transferable, nor are they redeemable for cash. Special circumstances may be reviewed by the Board.

BYLAW 78– NSF Service Charge

A service charge set by the Board, will be applied to all cheques returned to the Association as NSF.

BYLAW 79

The Board shall keep an updated record of the current Association Bylaws.

FISCAL YEAR

BYLAW 80

The Association’s fiscal year shall be twelve (12) months ending April 30 of each year.

AMENDMENTS

BYLAW 81

The Bylaws of the Association shall not be rescinded, altered or added to, except by a “Special Resolution” of the Association presented at the Annual General Meeting or at a Special General Meeting. “Special Resolution” shall mean a resolution passed by a two-thirds (2/3) majority vote of those members present and eligible to vote at a General meeting of the Association called for that express purpose.

BYLAW 82

A Special Member of the Association, in good standing, may propose an amendment to the Bylaws of the Association. The proposal must be submitted in writing to the Board. The proposed amendment(s) will be presented at the next Annual General Meeting or Special General Meeting of the Association as a “Special Resolution” falling thirty (30) or more days after the date of submission. No amendments to the Articles or the Bylaws of the Association shall be accepted from the floor at any meeting.

BYLAW 83

All amendments become effective immediately as they are passed, unless the motion of amendment specifies otherwise.

DISPUTES

BYLAW 84

All disputes arising within the Association may be decided by arbitration:

- (a) By the Board of Governors of Knights of Columbus Hockey, or if so chosen, its designate, or
- (b) Under the Arbitration Act of Alberta.

DISSOLUTION OF THE ASSOCIATION

BYLAW 85

In the event of the dissolution or the winding-up of the Association, its assets, after payment of liabilities, shall be donated to Knights of Columbus Hockey