

# CHESTERMERE MINOR HOCKEY ASSOCIATION

## BYLAWS 2022

*Chestermere*®



Revised June 21, 2022

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## **SECTION 2.0**

## **INTRODUCTION**

### **2.0 Purpose of this manual**

This document provides the executive and members of the Chestermere Minor Hockey Association with the basis from which decisions are made. The manual contains a summarized version of the roles of the governing bodies in Minor Hockey, the Bylaws that provide the operating structure for the Chestermere Minor Hockey Association and outlines of the specific job responsibilities of its Board Members.

### **2.1 Maintenance of this manual**

All Executive Members are responsible for ensuring this Manual is up to date. The President is responsible for custody of the master copy of this Manual and for distribution of updates.

## **SECTION 3.0**

## **DEFINITION OF TERMS**

### **3.1 Anachronisms**

HC	Hockey Canada
HA	Hockey Alberta
AAHA	Alberta Amateur Hockey Association
CAHL	Central Alberta Hockey League
CMHA	Chestermere Minor Hockey Association
CRCA	Chestermere Regional Community Association
RHL	Rockies Hockey League

## Section 4.0

## BY-LAWS

### Membership

1. Membership fees in CMHA shall be determined on an annual basis: in the case of Voting Memberships, due as payable on October 31<sup>st</sup> of each year and; in the case of Associate Memberships \$1.00 per person payable on the first day of each fiscal year. Any person residing in Alberta and being the full age of 18 years may become a member upon payment of the applicable fees. Any member wishing to withdraw from membership may do so upon a notice in writing via email or fax to the Registrar and Treasurer. If any member is in arrears for fees or assessments for any year, such member shall be automatically suspended as of December 31<sup>st</sup> (60 days from due date of membership fees) and shall thereafter be entitled to no privileges or powers in CMHA until reinstated. Any member, upon a majority vote of all members of the Association in good standing, may be expelled for any cause which CMHA shall deem reasonable.

#### a) Voting Membership

Families with a child registered in minor hockey, upon full payment of registration fees shall be granted full membership privileges. Each family shall be entitled to only one vote during the AGM or a special resolution meeting. Members of CMHA are responsible for behaving in accordance with the Bylaws and objectives of the society. Members in good standing are eligible to attend regular scheduled meetings, AGM and special resolution meetings.

#### b) Associate Membership

Individuals with an interest in enhancing or improving minor hockey and upon payment of \$1.00 and with approval of the Board of Directors shall be granted **full voting** membership status.

### Executive Board

2. The Executive Board consists of the following officers: President, Past-President, Vice-President, Secretary, Treasurer, and Registrar and shall hereinafter be referred to as the "Executive Board". No Head Coach shall be eligible to hold a position on the Executive Board. Any member may resign at any time by email, fax or in person with written resignation to the President. Any director or officer, upon a majority vote of all members in good standing, may be removed from office for any cause which the society may deem reasonable. All CMHA information must be passed on to the successor via paper, email or USB at the next board meeting.

### Board of Directors

3. Any member in good standing shall be eligible to hold any office in CMHA. Any Executive Board member may be eligible to hold a Head Coaching position when extenuating circumstances arise. These circumstances must be presented by the Hockey Development Director to the level coordinator and the voting members of the Board. Any member may resign at any time by email, fax or in person with written resignation to the President. Any director or officer, upon a majority vote of all members in good standing, may be removed for office for any cause which the society may deem reasonable. All CMHA information must be passed on to the successor via paper, USB, or email at the next board meeting.

4. Board of Directors or the "Board", shall mean the general Board of Directors of the Association and includes the Executive and all other Directors/Coordinators of the Association.

A member of the board shall be elected at an Annual General Meeting for a term expiring at the conclusion of the annual general meeting convened in the second year following the year in which he/she was elected to the board.

**The President, Registrar, Treasurer, Operations Director, and Ice Director will, as of 2010/2011 season inaugurate a 2 (two) year term along with Equipment Director voted in 2018.**

**This will alternate with the Vice President, Secretary, Fundraising Director, Hockey Development Director, League Director at season 2011/2012 along with the Rockies Hockey League Director created in 2018.**

5. The Board shall, subject to the Bylaws or directions given it through a majority vote at any meeting properly called and constituted, have full control and management of the affairs of CMHA.

6. The affairs of the CMHA shall be managed by the Board which shall include the Executive Board and the other directors, each of whom at the time of his or her election (and accepting of position) and throughout his or her term of office shall be a member in good standing of the association. The number of positions on the Board of Directors shall not be less than five (5) and shall be determined for each year at the Annual General Meeting.

### Auditing

7. The books, accounts, and records of the Secretary and Treasurer shall be audited every year by a duly qualified accountant or by two members of the Association elected for that purpose at the Annual General Meeting. A complete and proper statement of standing of the books for the previous year shall be submitted by such auditor(s) at the Annual General Meeting. The fiscal year end of the Association in each year shall be April 30<sup>th</sup>.

8. The books and records of CMHA may be inspected by any member of the Association at the AGM provided for herein or at any time upon giving 30 days notice to the President, Secretary and requested parties and arranging a time satisfactory to the officer or officers having charge of same. Reviews will be held in the CMHA office. Each member of the Board shall at all times have access to such books and records.

### Meetings

9. This Association shall hold an Annual General Meeting (AGM) on the third week of June each year, due notice of which shall be given to all members. **The Thirteen (13) directors and officers so elected shall form the Board and shall serve until the next AGM.** In addition, at the AGM each director shall present a report covering activities in their area of responsibility. Voting at the meetings shall be limited to:

- a) The election of directors
- b) Changes to the By-Laws
- c) Major policy matters
- d) Agenda will be available to members for the AGM via the website seven (7) days before the meeting

Voting by the general membership on general policy and procedural matters at the AGM is not encouraged. These matters should be discussed thoroughly at the meetings with the Directors taking under advisement the comments of the membership. The decisions of the Board, if any, should be made through normal voting procedures during the regular board meetings.

**10.** Meetings of the Board shall be held as often as necessary, but at least once every three months, and shall be called by the President. Board members will be notified of the date and time via email. Meeting dates are posted on the CMHA website. Members will be notified via email, website or monthly newsletter for annual and general meetings. Members will be notified 21 days in advance for any special resolution meetings.

**11.** Special Meeting of CMHA 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 for calling such meeting. Notice of any Special Meeting shall be in writing to the last known address of each member, delivered in the mail at least eight days previous to the date of such meeting or by three days notice if by telephone, fax or email.

**12.** Special Meeting of the Board may be called at the written request of any four voting members of the Board. The request to call such a meeting shall state the business to be brought before the meeting. Special Meeting of the Board shall be called by ten days notice if such notice is mailed to each officer or by three days notice if by telephone, fax or email. Meetings of the Board may be held without notice if a "full quorum" of the board is present.

### **Quorum**

**13.** Fifty percent (50%) of the elected voting Board of Directors in good standing shall constitute a "full quorum" at any meeting with the exception that any four voting members shall constitute a quorum at any meeting, provided however, that any business transactions at such meetings shall be ratified by a full quorum at the next regularly called meeting of the Board; otherwise they shall be null and void.

### **Procedures**

**14.** All meetings shall follow an agenda as prepared by the Secretary and distributed to the members via email before the meeting. Normally the President will chair the meeting; in his absence the Vice President will act as Chairperson. The agenda should include a report from each director. Any association member wishing to speak at these meetings must inform the President for it to be added to the agenda. All board meetings are open to association members.

### **Voting**

**15.** Any member who has not withdrawn from membership nor has been suspended or expelled as herein provided shall have the right to vote at any General Meeting of CMHA. Such votes must be made in person and not by proxy or otherwise.

The President votes at any General or Board Meeting a second time in the instance of a tie. Decisions of any vote are based on a simple majority (50% + 1).

### **Remuneration**

**16.** Unless authorized at any meeting and after notice of same shall have been given, no director or officer or member of the CMHA shall receive any remuneration for their services. Notwithstanding any other provisions of these bylaws, the directors or other officers may be reimbursed for travel and expenses incurred in conduct of their duties.

**17.** The profits, if any, or any other income of CMHA, shall be applied solely towards the promotion of its objectives and no part of any profit or income or assets of CMHA shall be payable to or otherwise available for the personal benefit of any member or members of CMHA, and in particular, no dividend shall be available or paid to any members of CMHA, nor shall any assets



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of CMHA be available or paid to any member on the winding up of the Association or otherwise. Upon any winding up of the Association, the proceeds of the same or assets or both, as the Directors shall think fit, shall be given to such charitable organization or organizations as the Directors of CMHA shall determine.

### **Borrowing Powers**

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

### **Signing Authority**

**19.** Four officers of the Board of Directors (Treasurer, President, Vice-President and Secretary) shall have signing authority for CMHA. Signing authority will be reviewed and updated with the appropriate financial institutions at the commencement of each new season. All cheques require two (2) signatures.

### **Association Colors**

**20.** The official colors of CMHA and all representative teams shall be that as the New York Rangers. Exception is granted where necessary to the Initiation Teams for the use of Tim Horton's Timbits® jerseys and to the U11 Teams for the use of the McDonald's Atomic® jerseys.

### **Alteration**

**21.** These By-Laws may be altered or added to by a "Special Resolution", ratified at any General Meeting.

## **EXECUTIVE & DIRECTOR NOMINATION PROCESS**

### **Executives and Directors will be defined as the per Bylaw 4.0.2 & 4.0.3**

At least 21 days prior to AGM - Information on the nomination process circulated by information bulletin to advise members of the process and requirements to be considered a candidate.

At least 11 days prior to AGM – Deadline for all nominations Information will be submitted to the Executive board.

At least 9 days prior to AGM – Executive will meet and review all nominations.

At least 7 days prior to AGM - List of nominees sent to membership with AGM package.

Elections during the Annual General Meeting (AGM).

All nominees will be given the opportunity to speak to support their nomination for position on the Board of Directors.



## CHESTERMERE MINOR HOCKEY ASSOCIATION

### SECTION 5.0

### POSITION DESCRIPTIONS

#### SECTION 5.1

#### PRESIDENT

##### **General Description:**

The President is responsible for coordinating the activities of the Board of Directors and interfacing with the members of CMHA on issues that arise from time to time. The President is also the primary contact between CMHA, HC, HA, CRCA, and CIRA.

##### **RESPONSIBILITIES:**

<b>Meetings</b>	<ul style="list-style-type: none"><li>• Member of the senior executive for CMHA.</li><li>• Chair and preside at all meetings of CMHA and the Board, including Executive, General, and Special meetings of the Association and all Association functions, or may delegate authority to a director if absent or unable to act. In the President's absence the Vice-President shall preside at any such meetings, and in the absence of both, a chairman may be elected from those present to preside over the meeting.</li><li>• Provide leadership for the decision-making process.</li></ul>
<b>Operations/ Correspondence</b>	<ul style="list-style-type: none"><li>• Shall ensure that the values, objectives, and desires of the Association are represented in a consistent and professional manner to all entities who interact with the Association.</li><li>• Ensure that any items that come in are reviewed and appropriate Board members are brought into action any requirements.</li><li>• Manage the relationship between the CMHA and surrounding associations.</li><li>• Maintain file of all correspondence, as required.</li><li>• Management of tryout and release forms.</li></ul>
<b>Functions</b>	<ul style="list-style-type: none"><li>• Serve as the main spokesperson for the Association.</li><li>• Ensure CMHA is represented at all functions/events requiring MinorHockey support.</li></ul>
<b>Administration</b>	<ul style="list-style-type: none"><li>• Ensure records are maintained and kept current.</li><li>• Review Bylaws, Policy Manual, etc. and arrange for updating if required.</li><li>• Ensure all members of the Executive perform their duties in adherence to the Bylaws and the Policy and Procedure Manual of the Association.</li><li>• Exercise the powers of the Executive in case of emergency.</li></ul>
<b>Implementation</b>	<ul style="list-style-type: none"><li>• Conduct Management Plan: implementing an investigation committee as needed, determine severity of offence and discipline and enforce consequences.</li></ul>
<b>Subcommittees</b>	<ul style="list-style-type: none"><li>• Sit as an ex-officio voting member on all Association committees, whether Standing or Ad Hoc.</li></ul>
<b>After Term</b>	<ul style="list-style-type: none"><li>• Serve as "Past President" after presiding.</li></ul>

##### **Voting:**

The President is a voting member of the Board.



## SECTION 5.2

## VICE-PRESIDENT

### **General Description:**

The Vice-President is responsible for assuming the duties of the President in the event the President is unable to carry out their duties. The Vice-President also supports the Board of Directors on projects or assignments as required by the Board from time to time.

### **Skills/Attributes recommended:**

The Vice President should have exceptional communication and mediation skills, strong organizational and leadership skills, a solid knowledge of hockey, a thorough understanding of the CMHA operations, policies and procedures and bylaws. This person must be reliable, flexible and respectful.

### **RESPONSIBILITIES:**

<b>Meetings</b>	<ul style="list-style-type: none"> <li>• Member of the senior executive for CMHA.</li> <li>• In the absence of the President, Chair and preside at all meetings of CMHA and the Board, including Executive, General, and Special meetings of the Association and all Association functions. In the absence of both, a chairman may be elected from those present to preside over the meeting.</li> <li>• Attend regularly scheduled meetings.</li> <li>• Assist in overseeing any committees enabled by the Board of Directors during the hockey season.</li> <li>• Support the decision-making process.</li> </ul>
<b>Operations</b>	<ul style="list-style-type: none"> <li>• Secondary contact between the HC, HA, CMHA, CRCA and CIRA.</li> <li>• Assist in all yearly CMHA planning activities to ensure season readiness.</li> <li>• Oversees the Operations Director, Ice Director, Hockey Development Director, and Risk Management.</li> <li>• Participates in the evaluation process and any arising conflicts.</li> <li>• Manages relationships with other organizations in our elite/alternate feeder system.</li> <li>• Participate in attending any parent complaint and subcommittee meetings as required.</li> </ul>
<b>Functions</b>	<ul style="list-style-type: none"> <li>• Serve as the secondary spokesperson for the Association.</li> <li>• Ensure CMHA is represented at all functions/events requiring MinorHockey support.</li> </ul>

### **Voting:**

The Vice President is a voting member of the Board.

## SECTION 5.3

## SECRETARY

### General Description:

The Secretary is responsible for communications for the association and for the recording of and distribution of minutes of the Board of Directors meetings. The Secretary also supports the Board of Directors on projects or assignments as required by the Board from time to time.

### RESPONSIBILITIES:

<b>Meetings</b>	<ul style="list-style-type: none"> <li>• Member of the senior executive for CMHA.</li> <li>• Regularly attend and accurately record minutes of all Executive, Special, or General Meetings ensuring appropriate rules of order are followed.</li> <li>• Prepares agendas and ensure copies of any pertinent information are made available for other members of the Board.</li> <li>• Ensures proper notification has been issued for meetings.</li> <li>• Within seven days of the next meeting, provide minutes to the Board Members.</li> <li>• In case of the absence of the Secretary, the Secretary's duties shall be discharged by such officer as may be appointed by the Board.</li> <li>• Support the decision-making process.</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• Responsible for all communications platforms, branding and communications to the membership for the CMHA.</li> <li>• Oversees the Communication Coordinator and Events Coordinator and their direct reports.</li> </ul>
<b>Functions</b>	<ul style="list-style-type: none"> <li>• Ensure CMHA is represented at all functions/events requiring MinorHockey support.</li> </ul>
<b>Governance</b>	<ul style="list-style-type: none"> <li>• Monitor adherence by the Executive to all existing policies and procedures and bylaws and inform the Executive with respect to any inconsistencies between existing Policies and a proposed policies/bylaws.</li> <li>• File bylaw amendments 60 days following the passing of the resolution to the appropriate authority.</li> <li>• Assist in any outside audits.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• The secretary may be asked to step in if another executive member requires help.</li> </ul>

### Voting:

The Secretary is a voting member of the Board.

## SECTION 5.4

## TREASURER

### General Description:

The Treasurer is responsible for maintaining accurate financial records, preparing payment of invoices and other expenses accrued by CMHA, and providing financial advice and assistance in budget preparation to the Board of Directors.

### Preferred Qualifications for Role:

Accounting Designation (CPA or equivalent)

### RESPONSIBILITIES:

<b>Meetings</b>	<ul style="list-style-type: none"> <li>• Member of the senior executive for CMHA.</li> <li>• Attend regularly scheduled meetings.</li> <li>• Assist Board of Directors with the development of the annual budget.</li> <li>• Prepare any financial information that is required for AGM.</li> <li>• Assist with the Treasurer's meeting to inform team treasurers of their responsibilities for the year.</li> <li>• Support the decision-making process.</li> </ul>
<b>Banking</b>	<ul style="list-style-type: none"> <li>• Ensure banking documents are updated with CMHA's bank.</li> <li>• Deposit all registration and funding cheques.</li> </ul>
<b>Accounting</b>	<ul style="list-style-type: none"> <li>• Record all monthly transactions in accounting software.</li> <li>• Assist Treasurer Assistant to reconcile registration payments.</li> <li>• Work with elite/alternate programs to reconcile expenses and revenues for registration fees and conditioning/tryout fees.</li> <li>• Process Board Member expenses and request approval from Executive. Prepare payments as required.</li> <li>• Prepare monthly bank reconciliation for all bank accounts.</li> </ul>
<b>Financials</b>	<ul style="list-style-type: none"> <li>• Prepare financial statements for monthly board meetings (including year to date expenses compared to budget numbers).</li> <li>• Ensure audited financial statements are received from prior year and ensure they are posted on the CMHA website.</li> <li>• Prepare documentation and information requested by the auditor.</li> </ul>
<b>Refunds</b>	<ul style="list-style-type: none"> <li>• Provide refunds as applicable and in accordance with the Bylaws and Policies.</li> <li>• Reimburse coaches/managers/trainers for training/coaching programs as required.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Collaborate with Treasurers Assistant to prepare the 'Team Treasurers Responsibilities' document and post on website (at start of season).</li> <li>• Prepare and mail in Annual Return to Alberta Registries, as well as any Board of Director changes.</li> <li>• Assist Fundraising Director and Treasurers Assistant to prepare for year-end AGLC audits and requests.</li> </ul>

### Voting:

The Treasurer is a voting member of the Board.

## SECTION 5.5

## REGISTRAR

### General Description:

The Registrar is responsible for ensuring all players in CMHA are registered according to HA requirements. The Registrar also provides assistance to the Treasurer on matters related to payment of fees. The Registrar supports the Board of Directors on projects or assignments as required by the Board from time to time. T

### Responsibilities:

<b>Meetings</b>	<ul style="list-style-type: none"> <li>• Member of the senior executive for CMHA.</li> <li>• Attend regularly scheduled meetings and provide registration reports.</li> <li>• Send all notices of the various meetings as required.</li> <li>• Attend HA meetings and liaison with Regional Admin Coordinator.</li> <li>• Support the decision-making process.</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• File documents with the governing minor hockey authorities.</li> <li>• Keep up to date on Hockey Alberta (HA) Regulations &amp; Bylaws.</li> <li>• Keep records of all the current members of the Association.</li> <li>• Oversee Volunteer Bond Coordinator and Registrars Assistant.</li> <li>• Collect and receive the annual dues or assessments levied by CMHA.</li> <li>• Bring forward all Short-Handed Request to the board for approval.</li> <li>• Update website with registration and fee information as required.</li> <li>• Send updated Board list to all CMHA board members and HA.</li> <li>• Prepare reports required for AGM and next season.</li> </ul>
<b>Registration</b>	<ul style="list-style-type: none"> <li>• Coordinate annual registration of players.</li> <li>• Ensure all registering members have obtained a CRCA membership.</li> <li>• Track payment options that are requested and share with Treasurer.</li> <li>• Communicate and help players apply for outside funding.</li> <li>• Provide player lists to appropriate level coordinators, Operations Director and coaches/managers when teams are formed. Enter teams into website and coordinate with CAHL/RHL/HC.</li> <li>• Coordinate HC, HA, CAHL, RHL, and Hockey Calgary registration documentation and transfers.</li> <li>• Prepare summary of players registering at each level (U5 through U21).</li> <li>• Coordinate with the Treasurers Assistant for collection of fees.</li> <li>• Ensure coaches/managers/players have appropriate certificates and coaching courses in HCR to get team approved.</li> <li>• Coordinate elite/alternative programs including registration and fee payments.</li> <li>• Ensure any late registering players are fully registered with HC, HA, CAHL, RHL, and Hockey Calgary, and that the appropriate release forms have been obtained prior to playing their first game.</li> <li>• Ensure player rosters are distributed to teams for Provincial playdowns.</li> </ul>

### Voting:

The Registrar is a voting member of the Board.



## CHESTERMERE MINOR HOCKEY ASSOCIATION

### SECTION 6.0

### POLICIES AND PROCEDURES

The Board shall establish, maintain and administer any policies and/or procedures deemed required or necessary to achieve its directives.

These policies and procedures may include, but are not limited to:

- General Information
- Registration Fees, Refunds, & Releases
- Player, Coach, Parent and Member Conduct
- Concerns & Discipline
- Appeals
- Emergency Action Plan
- Season Schedule
- Ice Coordination
- Equipment Coordination
- Coach Selection
- Referee Selection
- Evaluations & Team Selection
- Tournament Coordination
- Association/Board Expenses
- Team Debts & Expenses
- Fundraising
- Team Bank Accounts
- Use of Association Logos & Trademarks
- Jersey's and Equipment
- Merchandise
- Board Governance
- Finance



## CHESTERMERE MINOR HOCKEY ASSOCIATION

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<b>SECTION 7.0</b>	<b>ROLE DESCRIPTIONS</b>
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The Board shall establish, maintain and administer role descriptions for the directors of CMHA.

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