



Southland Hockey Association Bylaws

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1. BOARD POWERS AND DUTIES

The Southland Hockey Association Board (SHAB) shall:

- Determine the general policies and procedures with respect to the organization, administration and operation of Southland Hockey Association (SHA).
- Operate the hockey program at all levels.
- Provide for the development of players, coaches and officials.
- Make rules respecting the enrolment of players and their access to operated programs.
- Review concerns brought before it and make a decision or recommendation, if necessary, with due consideration for the opinions of the members.

1.1 Election of Members

- Members of the SHAB shall be elected from the general membership at the Annual General Meeting (AGM), and shall hold office until their successors are duly elected, re-elected or appointed.
- Persons nominated for President should preferably have served at least a designated term on the SHAB.
- Persons nominated for Treasurer should have a financial background, preferably a professional accounting designation.

1.2 Vacancies

- The SHAB shall have the power to fill, by appointment, any office or vacancies that may occur between AGMs or if at the AGM the members fail to elect a full slate.

1.3 Conduct

- Each SHAB member must respect the roles of the other SHAB members and ensure that situations that may arise are referred to the appropriate SHAB member.

1.4 Policy & Procedures

- The SHAB shall have the power to rescind, alter, or add to the SHA Policy & Procedure Manual as the need arises.
- Changes shall be approved by a majority of not less than seventy-five percent (75%) of such SHAB members entitled to vote as are present, in person, at the SHA Board meeting, provided that a notice of the changes is received by the President, in writing, at least twenty-one (21) days prior to the day of the meeting.
- The quorum for such meetings shall be a minimum of fifty percent (50%) of the members of the SHAB.

1.5 Quorum

- The quorum for meetings shall be a minimum of fifty percent (50%) of the members of the SHAB.

1.6 Suspension/Discipline



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- The SHAB shall have the power to suspend or discipline any player, team official, team follower, parent or member.
- The SHAB has the power to dismiss a SHAB member who without reasonable excuse, is absent from three (3) consecutive meetings and declare the position vacant.
- The SHAB shall have the power by a vote of not less than seventy-five percent (75%) of those present to expel any SHAB member whose conduct shall be determined by the SHAB to be improper, unbecoming, or likely to endanger the interest or reputation of the SHA or who willfully commits a breach of the SHA Bylaws or Rules and Regulations of Hockey Calgary (HCAL), Hockey Alberta (HA), or Hockey Canada (HCAN).
- No member shall be expelled or suspended without being notified of the complaint in writing or without having first been given an opportunity to be heard by the SHAB at a meeting called for that purpose.
- A member may appeal an expulsion or suspension in the form of a written submission to the SHAB.

2. ASSOCIATION MEMBERSHIP

- The SHA membership fee shall be the registration fee for each hockey player, such fee being determined by the SHAB prior to each hockey season.
- Any SHA member wishing to withdraw may do so upon written notice to the SHAB.
- Any SHA member who does not conduct himself or herself in accordance with the Rules and Regulations of HCAL, HA, HCAN or the SHA Policy & Procedure Manual may have their SHA membership suspended and upon a majority vote of the SHAB, withdrawn.
- Refunds of SHA membership fees will be determined by the SHAB based on the particular circumstance.
- To hold membership in the SHA, one must have a valid membership in one of the communities within the boundaries of the SHA as allocated by HCAL (refer to section 3.1 Communities for listing).
- The community membership shall be purchased directly from the individual community. The collection of such community membership fees is not the responsibility of the SHA.

3. RELATIONSHIPS

3.1 Communities

- The SHA is formed from the communities located within the Southland jurisdiction, as determined by HCAL.
- Since May 2010, the following communities fall within the SHA boundaries: Braeside, Canyon Meadows, Cedarbrae, Haysboro, Oakridge, Palliser, Bayview, Pumphill, Southwood, Tsuu-Tina, Woodbine and Woodlands.



3.2 Girls Hockey Calgary (GHCAL)

- GHCAL provides the opportunity for girls in Calgary to enjoy hockey on all girls' teams.
- If GHCAL requires a host association for a particular team at the beginning of a season, it will be considered by the SHAB.
- GHCAL is a member of Hockey Calgary.

3.3 Quadrant Hockey – Calgary Royals Athletic Association (CRAA)

- Provides "A", "AA" and "AAA" hockey for those players in Bantam and above that live in the southwest quadrant of Calgary.

3.4 Hockey Calgary (HCAL)

- HCAL is the governing authority of minor hockey in Calgary.
- HCAL is a member of HA and HCAN.
- HCAL is bound by the rules of HA and HCAN and may alter these rules only if the changes make the rules more restrictive.
- HCAL is also able to institute rules specific to governing minor hockey in Calgary.

3.5 Recreational Hockey Calgary (RHCAL)

- RHCAL provides the opportunity for players in Pee Wee and above to participate in hockey with less time commitment and offers no body checking.
- RHCAL is a member of HCAL.

4. ADMINISTRATION

4.1 Budget, Banking and Reporting

4.1.1 Financial Review

- The financial statements are to be reviewed annually by two (2) members of the association, one being a SHAB member without signing authority and the other a SHA member who does not sit on the SHAB and possesses a solid financial or accounting background.
- The fiscal year end shall be April 30 of each year.
- The books and records of the SHAB may be inspected by any SHA member at the AGM provided for herein or at any time upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of same.
- Each member of the SHAB shall have access to such books and records at all times.
- The current year-end financial report shall be available at the AGM.

4.1.2 Bank Accounts

- The President, Vice-President and Treasurer of SHA hold authorized signing authority.
- The signatures of two (2) of the three (3), President, Vice-President and Treasurer, are required on all cheques issued.
- Only the Treasurer will hold and maintain deposit books on behalf of the SHAB.

4.1.3 Borrowing Powers



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- If necessary, monies may be borrowed and used as herein after provided, but not otherwise:
 - a. For the purpose of meeting the operating expenses of the SHA or the expenses of running the various competitions sanctioned by the SHA, up to a maximum of ten percent (10%) of the annual operating budget, when in the opinion of the SHAB other resources of the SHA are insufficient or cannot be made readily available for such purposes.
 - b. For situations in (a) that amount to more than ten percent (10%) of the annual operating budget and any other purpose of the SHA on the recommendation of the SHAB and with the approval of the SHA given by at least a seventy-five percent (75%) vote at an AGM or Special Meeting (refer to section 4.2.9).

4.1.4 Annual Budget

- The annual budget shall attempt to be a balanced budget whereby cash receipts exceed the disbursements.
- The budget meeting must be attended by at least the President, Vice-President and Treasurer of the SHAB.
- The following officers and designated volunteers must be involved in the budget procedure: President, Vice-President, Treasurer, Hockey Development Coordinator, Ice Coordinator, Equipment Coordinator, Referee Coordinator and Fundraising Coordinator.
- Any other officer or designated volunteer may be involved in the budgeting procedure upon request.
- A preliminary budget is to be prepared by May 15th of each year for the purpose of setting registration fees for the upcoming season.
- A final budget shall be prepared, reviewed and approved at the October SHAB meeting once registration revenues and per player / per team expenses are known.

4.1.5 Recording of Transactions

- Any money to be turned in to the SHAB must be receipted and signed for by a SHAB member. The SHAB member then, in turn, must submit all moneys and receipts to the Treasurer.

4.1.6 Levy Charges or Credits

- The SHAB at its discretion can institute levy charges, which amounts are to be applied to each member upon registration to help balance the annual operating costs of SHA.
- Such charges are designed to encourage involvement in fundraising activities, which will help offset any annual fee increases.
- The SHAB at its discretion can institute levy credits for members of the SHA for specific programs or activities to encourage participation.

4.1.7 Board Member Expenses

- All members of the SHAB shall be entitled to reimbursement, with prior consent, for reasonable expenses incurred while engaged in business approved by the SHAB.



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- All expense claims must be validated as in section 4.1.5.

4.1.8 Team Bank Accounts

- In order to maintain control of team funds being raised and disbursed all members must adhere to the following guidelines:
 - (a) It is required that each team opens a separate bank account to control the team funds for the current hockey season.
 - (b) The SHA WILL NOT BE RESPONSIBLE for any funds held in that account.
 - (c) These accounts cannot be opened under the name "Southland Hockey Association".
 - (d) The person appointed as treasurer by the team must open the team account under the name of the team e.g. Southland Atom 1.
 - (e) The account should be set up to require two signatures on all cheques issued.

4.2 Meetings

- Meetings of the SHAB shall be held as often as required.
- The quorum for meetings of the SHAB shall be a minimum of fifty percent (50%) of the members of the SHAB.
- A minimum of eight (8) SHAB meetings should be called by the President per year.
- Each working sub-committee should meet as often as required.
- All meetings shall be conducted under the Robert's Rules of Order.

4.2.1 Conduct of Meetings

- The order of business at any regular meeting of the SHAB shall be as follows:
 1. Acknowledgement and introductions of observers
 2. Approval of agenda
 3. Approval of minutes of previous (regular or special) meetings
 4. President's report
 5. Treasurer's report
 6. Coordinator's reports
 7. Other reports
 8. New business
 9. Verification of next meeting date and time
 10. Adjournment
- If there are agenda items that require specific SHAB members to be present, and they are not present, the Chairperson shall immediately have those items tabled to the end of the meeting.
- If at the end of all other business those SHAB members are still not present, those items shall be tabled until the next meeting.

4.2.2 Agendas

- The agenda for all SHAB meetings shall be made available to SHAB members at each meeting.

4.2.3 Minutes



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- The minutes of SHAB meetings shall include a record of all attendees, motions considered and their disposition and reports received either explicitly or as attachments.
- The minutes shall be made available to SHAB members a minimum of one (1) week before the next scheduled regular meeting.

4.2.4 Voting

- Every SHAB member present shall vote on every matter unless excused by resolution of the SHAB from voting on a special motion, or unless disqualified from voting by reason of a conflict of interest as outlined below.
- Members of the SHAB shall not vote on any question:
 - a. Affecting a private company of which they are shareholders.
 - b. Affecting a public company in which they hold more than one percent (1%) of the number of shares.
 - c. Affecting a partnership or firm of which they are members.
 - d. Concerning a contract for the sale of goods, merchandise or services to which they are a party.
 - e. In which they have direct or indirect pecuniary interest, except questions of general benefit to a class of which there are by statute necessarily members.
 - f. Directly affecting the placement of discipline of any player to whom they are directly related.
- Any SHAB member excluded by virtue of the above shall so declare before discussion of the question and shall not participate in the debate, and shall be deemed absent for that specific question.
- At all meetings of the SHAB every question shall be decided by a majority of the votes cast on the question.
- In the case of an equality of votes, the Chairperson of the meeting shall cast the deciding vote.
- No absentee voting shall be allowed.
- A SHAB member may request his/her vote to be recorded in the minutes.

4.2.5 Motions

- Each SHAB member shall have the privilege of proposing motions for consideration by the SHAB with a requirement of a seconder.
- The Chairperson shall rule on the validity of any motion.
- If the Chairperson rules a motion out of order, it shall be so recorded in the minutes along with the reasons stated for the ruling.
- The Chairperson shall rule on the validity of any questions in terms of order.
- On any question SHAB members shall observe parliamentary courtesy.
- The proposer of any motion shall have the right to open and close debate however; closure shall not take place until every SHAB member choosing to speak has had an opportunity to do so.
- No SHAB member shall speak more than twice to the same question (only once to



- question of order), or no longer than ten (10) minutes at one time.
- No SHAB member shall speak a second time to a question until every member choosing to speak has spoken.
 - A proposer shall not speak against a motion, even though he/she shall have the privilege of casting a vote against.
 - Where the right to speak on a question is itself a matter for debate, the Chairperson shall poll each SHAB member to ensure opportunity has been granted.
 - A proposer has the right to withdraw the motion at any time, in which case it shall not be recorded in the minutes, and business shall proceed as if the motion had never been proposed.

4.2.6 Amendments

- Each SHAB member shall have the right to propose amendments to a question under consideration, providing the amendment enhances the intent of the original motion and does not attempt to contradict its application.
- An amendment, if accepted by the proposer of the original motion, becomes part of the motion, and is not recorded separately in the minutes.
- When the proposer of the original motion does not accept an amendment, all debate shall be confined to the merits of the amendment.
- The Chairperson shall rule on the validity of any amendment.
- If the Chairperson rules an amendment out of order, it shall be so recorded in the minutes along with the reasons stated for the ruling.

4.2.7 Decorum

- In debate, a SHAB member shall confine comment to the question, and shall not reflect on any act of the SHAB, unless to give notice of intent to rescind a previous motion.
- The nature or consequences of a motion may be stated or condemned in strong terms. However, a SHAB member shall not arraign the motives of a proposer or the SHAB member during debate.
- A speaking SHAB member shall respect the Chairman's right to speak or recognize a point of order or information.
- The speaking SHAB member shall defer to the Chairperson on such points.
- Calling for the previous question may be ruled out of order by the Chairperson if, in his/her opinion, the motion is being made in a frivolous manner, or in an attempt to suppress normal debate.

4.2.8 Signed Resolution

- A resolution signed by all SHAB members of the SHAB, as such, shall be as valid and effectual as if it had been passed at a meeting of the SHAB, duly called and constituted, and shall be held to relate back to any date therein stated to be the date thereof.

4.2.9 Special Meetings

- A special meeting may be called on the instructions of any three (3) members of the



- SHAB provided they request the President in writing to call such meeting, and the President shall call the meeting within seven (7) calendar days or a special meeting may be called at any time by the Secretary upon the instructions of the President.
- No subject shall be discussed or considered at any special meeting except that specified in the notice.
 - At least twenty-one (21) calendar days notice must be provided to participants of the special meeting.
 - Notice of the meeting will be provided through the use of e-mail, mail, and public notice boards.
 - A special meeting shall be deemed to be fairly constituted if at least twenty (20) members in good standing within the SHA are in attendance.
 - This shall also constitute a quorum for purposes of items requiring membership approval.

4.2.10 General Meetings

- A general meeting may be called on the instructions of any three (3) members of the SHAB provided they request the President in writing to call such meeting, and the President shall call the meeting within seven (7) calendar days or a general meeting may be called at any time by the Secretary upon the instructions of the President.
- At least twenty-one (21) calendar days notice must be provided to participants of the general meeting.
- Notice of the meeting will be provided through the use of email, mail, and public notice boards.
- A general meeting shall be deemed to be fairly constituted if at least twenty (20) members in good standing within the SHA are in attendance.
- This shall also constitute a quorum for purposes of items requiring membership approval.

4.2.11 Annual General Meeting

- SHA shall hold an AGM on or before the 30th of June of each year.
- At this meeting there shall be an election of officers.
- The elected officers should then form part of the SHAB until successors are elected and installed.
- At least twenty-one (21) calendar days notice must be provided to members of the SHA of the AGM.
- Notice of the meeting will be provided through the use of e-mail, mail, and public notice boards.
- Only SHA members are eligible to vote, with only one vote per family.
- Each SHA member has the privilege of nominating a representative for each office open for election.
- An AGM shall be deemed to be fairly constituted if at least twenty (20) members in good standing within the SHA are in attendance.
- This shall also constitute a quorum for purposes of items requiring membership approval.



approval.

4.3 Other Items

4.3.1 Remunerations

- Unless authorized at the AGM or Special Meeting and after notice for it shall have been given, no officer, designated volunteer or SHA member shall receive any remuneration for his/her services.

4.3.2 Changes to Bylaws

- The SHA Bylaws may be rescinded, altered or added to by a special resolution.
- A special resolution is a resolution passed at a general meeting, in which twenty-one (21) days notice is given to members, the notice must include the proposed resolution, and a minimum of seventy-five percent (75%) of the SHA members in attendance must approve the special resolution.
- The notice of motion regarding any proposed changes to the SHA Bylaws must be presented in writing to the President of the SHA at least sixty (60) calendar days prior to such meeting being scheduled.

4.3.3 Conducting Business via Telephone/E-mail

- At the SHAB's discretion, motions can be ratified without the use of a formal meeting via the use of telephone and / or e-mail.
- In ratifying resolutions by a mechanism other than a formal meeting the following will apply:
 - a. Telephone - The motioning Director will obtain the support and seconding by one other Director. Each Director will be contacted via telephone and explained the motion. Their vote will be documented.
 - b. E-mail - An e-mail outlining the motion will be raised by a Director and seconded by another Director. Each Director will receive a copy of the motion. Each Director will respond in at least three (3) business days to the motion.
- All such motions via telephone or e-mail will be accepted and / or rejected based on the same rules for formal SHAB meetings.
- Motions will be reviewed and documented in the minutes at the next formal SHAB meeting. If two (2) or more Directors request that a formal meeting be held to ratify the motion, then such a meeting will be called and the motion passed or rejected via this process.

5. PERSONNEL/ROLES

- The Board of Directors shall consist of the following positions and terms:
 - a. Two (2) year terms President, Vice President and Treasurer
 - b. One (1) year terms Secretary, Registrar, Hockey Operations & Development Coordinator, Ice Coordinator, Referee Coordinator, Various Age level Coordinators – (Mighty Mites/Initiation, Novice, Atom, Pee Wee, Bantam, Midget/Junior) and Coach Mentor coordinator (by appointment)



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- For description of each position refer to Appendix A of the SHA Policies and Procedures.

5.1 Elections

- The personnel of the SHAB may be established at each AGM by: election where more than one (1) candidate is nominated for a particular position, or by acclamation, or by appointment by the SHAB.
- Additionally, the following Designated Volunteer Positions may be appointed by the SHAB on an annual basis where necessary. These are not SHAB positions.
 - a. Communication Coordinator (Webmaster)
 - b. Goaltender Coordinator
 - c. Equipment Coordinator(s)
 - d. Casino Coordinator
 - e. Fundraising Coordinator
 - f. Assistants to various SHAB positions
- For descriptions of these positions refer to Appendix A of the SHA Policies and Procedures Manual.
- The SHAB may resolve to appoint the immediate Past President to a non-voting, advisory position on the SHAB.

6. ABBREVIATIONS

SHA	Southland Hockey Association
SHAB	Southland Hockey Association Board
HCAL	Hockey Calgary
GHCAL	Girls Hockey Calgary
RHCAL	Recreational Hockey Calgary
HA	Hockey Alberta
HCAN	Hockey Canada
AGM	Annual General Meeting