

# **SOUTHLAND HOCKEY ASSOCIATION**

## **BYLAWS**

Amended April 2010

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## **1. BOARD POWERS AND DUTIES**

### ***The Board shall:***

- Determine the general policies and procedures with respect to the organization, administration and operation of Southland Hockey Association
- 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 member.

### ***Election of Members***

Members of the Board shall be elected from the general membership at the Annual Meeting, 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 Board. Persons nominated for Treasurer should have a financial background, preferably a professional accounting designation.

### ***Vacancies***

The Board shall have the power to fill by appointment any office or vacancy which may occur between Annual General Meetings (A.G.M.) or as result of the failure of an A.G.M. to elect a full slate.

### ***Conduct***

Each Board Member must respect the roles of the other Board Members and ensure that situations that may arise are referred to the appropriate Board member.

### ***Policy & Procedures***

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

### ***Quorum***

The quorum for meetings shall be a minimum of 50% of the members of the Board.

### ***Suspension/Discipline***

The Board shall have the power to suspend or discipline any player, team official, team follower, parent or member.

The Board has the power to dismiss a Board Member who, without reasonable excuse, is absent from three (3) consecutive meetings and declare the position vacant.

The Board shall have the power by a vote of seventy-five percent (75%) of those present to expel any Board Member whose conduct shall be determined by the Board to be improper, unbecoming, or likely to endanger the interest or reputation of the Southland Hockey Association or who wilfully commits a breach of the Bylaws of the S.H.A or rules and regulations of the HC., H.A. or the C.H.A.

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 Board at a meeting called for that purpose.

A member may appeal an expulsion or suspension in the form of a written submission to the Board.

## **2. ASSOCIATION MEMBERSHIP**

The S.H.A. membership fee shall be the registration fee for each hockey player, such fee being determined by the Board prior to each hockey season.

Any S.H.A. member wishing to withdraw may do so upon written notice to the Board.

Any S.H.A. member who does not conduct himself or herself in accordance with the rules and regulations of the HC, H.A., C.H.A. or the Southland Hockey Association Policy & Procedure Manual may have their S.H.A. membership suspended and upon a majority vote of the Board, withdrawn.

Refunds of S.H.A. membership fees will be determined by the S.H.A.B. based on the particular circumstance.

To hold membership in the S.H.A., one must have a valid membership in one of the communities within the boundaries of the Southland Hockey Association as allocated by HC. The community membership shall be purchased directly from the individual community. The collection of such community membership fees is not the responsibility of the S.H.A.

### **3. RELATIONSHIPS**

#### ***3.1 Communities***

The Southland Hockey Association is formed out of the communities located within the Southland jurisdiction, as established and amended by HC from time to time.

As of May 2004, the following communities fall within the Southland Hockey Association boundaries:

Braeside, Canyon Meadows, Cedarbrae, Haysboro, Oakridge, Palliser/ Bayview/ PumPhill, Southwood, Tsuu-Tina, Woodbine and Woodlands.

#### ***3.2 Girls HC***

Girls Hockey Calgary (G.H.C.) provides the opportunity for girls in Calgary to enjoy hockey on all girls teams. G.H.C. depends upon the various hockey associations of Calgary to host girls teams. The G.H.C. is a member of Hockey Calgary (HC.)

### **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 ( HC )**

Hockey Calgary is the governing authority of minor hockey in Calgary. HC is a member of Hockey Alberta (H.A.) and the Canadian Hockey Association.(C.H.A.). HC is bound by the rules of H.A. and C.H.A and may alter these rules if the changes make the rules more restrictive. HC is also able to institute rules specific to governing minor hockey in Calgary.

## **4. ADMINISTRATION**

### **4.1 Budget, Banking and Reporting**

#### **4.1.1 AUDITING**

The financial books, accounts and records are to be audited annually.

At least once each two years the audit should be conducted by a duly qualified accountant. The time period corresponds with the election of a new Treasurer. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor at an Annual General Meeting. In intervening years an audit of the financial records is to be completed by two members of the Southland Hockey Association Board.

The fiscal year end shall be April 30 of each year.

The books and records of the Board may be inspected by any member at the Annual General Meeting 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 Board shall at all times have access to such books and records.

The year end financial report shall be available at the A.G.M.

#### **4.1.2 BANK ACCOUNTS**

Authorized signing authority is held by the President, Vice-President and Treasurer of Southland Hockey Association.

The signatures of two of the three (President, Vice-President and Treasurer) is required on all cheques issued.

Only the Treasurer will hold and maintain deposit books on behalf of the S.H.A.B.

#### **4.1.3 BORROWING POWERS**

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 S.H.A. or the expenses of running the various competitions sanctioned by the S.H.A., up to a maximum of 10% of the annual operating budget, when in the opinion of the Board other resources of the S.H.A. are insufficient or cannot be made readily available for such purposes.
- (b) For situations in (a) that amount to more than 10% of the annual operating budget and any other purpose of the S.H.A. on the recommendation of the Board and with the approval of the S.H.A. given by at least a 75% vote at an Annual General Meeting or Special Meeting.

#### **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 Southland Hockey Association.

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
- .Fundraising Coordinator

Any other officer or designated volunteer may be involved in the budgeting procedure upon request.

The budget is to be prepared by May 15th of each year. The budget is to be reviewed and approved at the first meeting of the S.H.A.B. subsequent to the A.G.M.

#### **4.1.5 RECORDING OF TRANSACTIONS**

Any money to be turned in to the S.H.A.B. must be receipted and signed for by a member of the Board. The Board member then, in turn, must submit all moneys and receipts to the Treasurer.

#### **4.1.6 LEVY CHARGES OR CREDITS**

The Board 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 Southland Hockey Association. Such charges are designed to encourage involvement in fundraising activities which will help offset any annual fee increases.

The Board at its discretion can institute levy credits for members of the S.H.A. for specific programs or activities to encourage participation.

#### **4.1.7 BOARD MEMBER EXPENSES**

All members of the Board shall be entitled to reimbursement, with prior consent, for reasonable expenses incurred while engaged in business approved by the Board. All expense claims must be validated as in 6.1.2, paragraph 2.

#### **4.1.8 TEAM BANK ACCOUNTS**

In order to maintain control of team funds being raised and disbursed the following guidelines must be adhered to by all members.

It is recommended that each team opens a separate bank account to control the team funds

for the current hockey season. The Southland Hockey Association WILL NOT BE RESPONSIBLE for any funds held in that account.

These accounts cannot be opened under the name "Southland Hockey Association".

Each account may be opened under the name of the persons appointed by the team or the team name.

## **4.2 Meetings**

Meetings of the S.H.A.B. shall be held as often as may be required. The quorum for meetings of the S.H.A.B. shall be a minimum of 50% of the members of the Board. A minimum of 8 (eight) S.H.A.B. meetings shall 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**

Order of Business

The order of business at any regular meeting of the S.H.A.B. 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. Presidents report
5. Treasurer's report
6. Co-ordinator's report
7. Other reports
8. New business
9. Verification of next meeting date and time
10. Adjournment

If there are agenda items which require specific 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 members are still not present, those items shall be tabled until the next meeting.

#### **4.2.2 AGENDAS**

The agenda for any meeting shall be made available to S.H.A.B. members at each meeting.

#### **4.2.3 MINUTES**

The minutes of S.H.A.B. 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 S.H.A.B. members one week before the next regular meeting.

#### **4.2.4 VOTING**

Every Board member present shall vote on every matter unless excused by resolution of the Board from voting on a special motion, or unless disqualified from voting by reason of a conflict of interest as outlined below.

Members of the S.H.A.B. shall not vote on any question:

1. affecting a private company of which they are shareholders.
2. affecting a public company in which they hold more than one percent of the number of shares.
3. affecting a partnership or firm of which they are members.
4. concerning a contract for the sale of goods, merchandise or services to which they are a party.
5. 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.
6. directly affecting the placement of discipline of any player to whom they are directly related.

Any 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 Board 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 member may request his/her vote to be recorded in the minutes.

#### **4.2.5 MOTIONS**

Each member shall have the privilege of proposing motions for consideration by the Board with a requirement of a seconder.

The Chairperson shall rule on the validity of any motion. If a motion is ruled out of order by the Chairperson, 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 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 member choosing to speak has had an opportunity to do so.

No member shall speak more than twice to the same question (only once to question of order), or no longer than 10 (ten) minutes at one time. No 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 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 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 an amendment is not accepted by the proposer of the original motion, all debate shall be confined to the merits of the amendment.

The Chairperson shall rule on the validity of any amendment. If an amendment is ruled out of order by the Chairperson, it shall be so recorded in the minutes along with the reasons stated for the ruling.

#### **4.2.7 DECORUM**

In debate, a member shall confine comment to the question, and shall not reflect on any act of the Board, 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 member shall not arraign the motives of a proposer or the member during debate.

A speaking member shall respect the Chairman's right to speak or recognize a point of order or information. The speaking 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 members of the Board, as such, shall be as valid and effectual as if it had been passed at a meeting of the Board, 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 members of the S.H.A.B. 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 20 members in good standing within the S.H.A. 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 members of the S.H.A.B. 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 e mail, mail, and public notice boards.

A general meeting shall be deemed to be fairly constituted if at least 20 members in good standing within the S.H.A. are in attendance. This shall also constitute a quorum for purposes of items requiring membership approval.

#### **4.2.11 ANNUAL GENERAL MEETING**

Southland Hockey Association shall hold an Annual General Meeting (A.G.M.) 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 S.H.A.B. until successors are elected and installed.

At least twenty one (21) calendar days notice must be provided to members of the Southland Hockey Association of the A.G.M. Notice of the meeting will be provided through the use of e mail, mail, and public notice boards.

Only Southland Hockey Association members are eligible to vote, with only one vote per family. Each member has the privilege of nominating a representative for each office open for election.

An Annual General Meeting shall be deemed to be fairly constituted if at least 20 members

in good standing within the S.H.A. are in attendance. This shall also constitute a quorum for purposes of items requiring membership approval.

### **4.3 Other Items**

#### **4.3.1 REMUNERATION**

Unless authorized at the A.G.M or Special Meeting and after notice for same shall have been given, no officer, designated volunteer or member of the S.H.A. shall receive any remuneration for his/her services.

#### **4.3.2 CHANGES TO BYLAWS**

The 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 21 days notice is given to members, the notice must include the proposed resolution, and 75% of the members in attendance must approve the special resolution.

The notice of motion regarding any proposed changes to the S.H.A Bylaws must be presented in writing to the President of the S.H.A. at least sixty calendar days (60) prior to such meeting being scheduled.

#### **4.3.3 Conducting Business via Telephone/E-mail**

At the Board'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:

##### **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.

##### **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 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 Board meetings. Motions will be reviewed and documented in the minutes at the next formal Board meeting. If two 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:

Two (2) year terms

President

Vice President

Treasurer

One (1) year terms

Secretary

Registrar

Hockey Operations & Development Coordinator

Ice Coordinator

Referee Coordinator

Various Divisional Coordinators – ( Mighty Mites/Timbits Flames, Novice, Atom, Pee Wee, Bantam, Midget/Junior)

Coach Mentor coordinator (by appointment)

For description of each position refer to Appendix A of the S.H.A. Policies and Procedures

### ***5.1 Elections***

The personnel of the S.H.A.B may be established at each Annual General Meeting by:  
election where more than one (1) candidate is nominated for a particular position,  
or by acclamation,  
or by appointment by the S.H.A.B.

Additionally, the following Designated Volunteer Positions may be appointed by the Board on an annual basis where necessary. These are not Board positions.

Communication Coordinator (Webmaster)  
Goaltender Coordinator  
Equipment Coordinator(s)  
Casino Coordinator  
Fundraising Coordinator  
Girls Hockey Teams' Representative  
Assistants to various Board positions

For descriptions of these positions refer to Appendix A of the S.H.A. Policies and Procedures Manual.

The Board may resolve to appoint the immediate Past President to a non-voting, advisory position on the Board.

All assistant coordinators must be involved in all job functions as outlined in their respective coordinator's position.

## **6. ABBREVIATIONS**

S.H.A. Southland Hockey Association  
S.H.A.B. Southland Hockey Association Board of Directors  
HC. Hockey Calgary  
G.H.C. Girls Hockey of Calgary  
H.A. Hockey Alberta  
C.H.A. Canadian Hockey Association  
A.G.M. Annual General Meeting