

Millwoods Hockey Association

Bylaws

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MEMBERSHIP

1. Definitions and Interpretation

(1) Definitions

- (a) “Association” means the Millwoods Hockey Association;
- (b) “Board” means the Board of the Association referred to in section 14;
- (b) “hockey program” means all on-ice and off-ice activities administered by the Association;
- (c) “hockey season” means the period that portion of a year commencing on August 1 in each year and ending on the following April 30;
- (d) “Robert’s Rules” means Henry M. Robert III et al., Robert’s Rules of Order Newly Revised, 10th ed. (Cambridge, Mass.: Perseus Publishing, 2000);
- (e) “SEERA” means the South East Edmonton Recreation Association.

2. Boundaries

- (1) The boundaries for the Association are defined as that portion of the City of Edmonton located south of Whitemud Drive and east of Gateway Boulevard.

3. Membership

(1) A Member is:

- (a) the members of a family registered with the Association under section 4;
- (b) Alumni registered with the Association under section 5; and
- (c) Community Representatives appointed to the Association under section 6.

4. Family Membership

- (1) To be registered with the Association, a family must:
 - (a) hold a valid membership in a Community League located within the boundaries of the Association; and
 - (b) pay the membership fee for that hockey season.

- (2) For the purposes of voting in any meeting of the Association, only one representative from each family is entitled to vote.

- (3) For the purposes of these Bylaws and the Policies and Procedures Manual, any reference to a Member includes any member of a family registered under this section.

5. Alumni

- (1) To be registered with the Association as an Alumni member, an individual must:
 - (a) be designated as an Alumni by the Board; and
 - (b) pay the Alumni fee established by the Board.

- (2) The Alumni fee will be determined by the Board prior to each hockey season.

6. Community Representatives

- (1) Each Community League located within the boundaries of the Association may appoint one representative to be a Member and sit on the Board.

- (2) The representative referred to in subsection (1) must not be a member of any other minor hockey association.

(3) Should any Community League not appoint a representative under this section, the position will be vacant and the Board will carry on despite the vacancy.

(4) For the purposes of this section, the Community Leagues located within the boundaries of the Association include:

- (a) North Millbourne;
- (b) Leefield;
- (c) Lakewood;
- (d) Woodvale;
- (e) Millhurst;
- (f) Burnewood;
- (g) Ridgewood;
- (h) Southwood;
- (i) The Meadows;
- (j) Knottwood;
- (k) Town Center;
- (l) Summerside; and
- (m) Ellerslie Crossing.

7. Intentionally Blank

8. Membership Fees

(1) The membership fee is the Association registration fee for a hockey player.

(2) The registration fee for a hockey player will be determined by the Board prior to each hockey season.

9. Withdrawal from Membership

(1) Any Member wishing to withdraw as a Member may do so upon written notice to the Hockey Director.

(2) The withdrawal will be effective on the date on which the Hockey Director receives the notice of withdrawal.

10. Removal from Membership

(1) Any Member who does not conduct themselves in accordance with the Rules and Regulations of the Alberta Hockey Association or the Canadian Hockey Association, these Bylaws, or the Policies and Procedures Manual of the Association, may upon a 2/3 majority vote of the Board, be expelled from membership with the Association for the remainder of the then current hockey season or for such longer period of time as the Board may direct.

(2) For the purposes of subsection (1), in the case of a Member is a family, the conduct of any member of the family may, in the discretion of the Board, result in the expulsion of all family members from membership with the Association for the remainder of the then current hockey season or for such longer period of time as the Board may direct.

GENERAL MEETINGS AND SPECIAL MEETINGS

11. Annual General Meeting

(1) There must be a General Meeting of the Association held in the month of May in each year at a date, time, and place to be determined by the Board (the “Annual General Meeting”).

(2) The Board must provide at least 30 days notice of the Annual General Meeting to all Members.

12. Other Meetings

(1) The Board may call a General Meeting or a Special Meeting of the Association at times and places to be determined by the Board.

(2) The Board must call a General Meeting of the Association upon written request of at least 25 Members setting out the reasons for calling the meeting.

(3) Upon receiving a request for a General Meeting under subsection (2), the Board must call a General Meeting within 60 days at a time and place to be determined by the President.

(4) The Board must provide at least 15 days notice of any General Meeting or Special Meeting to all Members which must outline in general terms the business to be conducted at that meeting.

13. Conduct of General Meetings or Special Meetings

(1) The Board may determine the procedures to be used at General or Special meetings.

(2) If the Board does not establish procedures under subsection (1), the provisions of Robert's Rules govern the procedure at the General Meeting or Special Meeting.

(3) The Secretary must record the attendance of all Members at the start of any General Meeting or Special Meeting.

- (4) Any two Members present at any General Meeting or Special Meeting constitutes a quorum.
- (5) Unless otherwise required by these Bylaws, all matters or questions at a General Meeting or Special Meeting are to be determined by the majority of the votes cast on the matter or question by the Members present at the meeting.
- (6) For the purposes of voting at an General Meeting or Special Meeting each Member present at the General Meeting or Special Meeting has one vote, and in the case where the Member is a family, only one representative from that family, over the age of 18 years of age, may vote.
- (7) Subject to subsections (8) and (9), each matter or question to be determined at a General Meeting or Special Meeting must be decided by a show of hands.
- (8) Before or after a vote has been taken upon any matter or question, any Member may demand a ballot on the matter or question.
- (9) If a ballot is required, the President must direct the manner and timing in which the ballot is to be taken.
- (10) (a) A declaration by the President that a resolution has been
- (i) carried;
 - (ii) carried unanimously;
 - (iii) carried by a particular majority; or
 - (iv) lost,
- and
- (b) an entry to that effect in the minutes of the General Meeting or Special Meeting, or a certificate of the President to that effect is

conclusive evidence of that fact, without proof of the number or proportion of the votes cast in favour or against the resolution.

(11) The Board must establish the agenda to be followed at any General Meeting or Special Meeting.

THE BOARD

14. Composition of the Board

- (1) The Board of the Association consists of:
 - (a) the Executive Committee;
 - (b) the individuals elected or appointed to the positions set out in subsections 15(1)(b) and 15(1)(c), in accordance with these Bylaws;
 - (c) Community Representatives appointed under section 6.
- (2) Community Representatives are not entitled to vote at Board Meetings.

15. Election of Executive Committee and Directors

- (1) At every Annual General Meeting there must be an election for members of the Board as follows:
 - (a) Elected on odd numbered years:
 - (i) President,
 - (ii) Vice-President,
 - (iii) Secretary, and
 - (iv) Treasurer;
 - (b) Elected on even numbered years:
 - (i) Registrar (Subject to Section 43(2)), and
 - (ii) Ice Allocator;
- and

- (c) Elected every year:
- (i) Sponsorship Director,
 - (ii) Equipment Director,
 - (iii) Assistant Equipment Manager,
 - (iv) Gaming Director,
 - (v) Assistant Registrar,
 - (vi) Tournament Director,
 - (vii) Assistant Tournament Director,
 - (viii) Minor Hockey Week Director,
 - (ix) Hockey School Director,
 - (x) Hockey School Assistant Director,
 - (xi) Personnel Development Director,
 - (xii) Assistant Hockey Director,
 - (xiii) Branding and Apparel Director,
 - (xiv) Communication Director,
 - (xiii) Category Director – Initiation,
 - (xiv) Category Director – Novice,
 - (xv) Category Director – Atom,
 - (xvi) Category Director – Pee Wee,
 - (xvii) Category Director – Bantam,
 - (xviii) Category Director – Midget,
 - (xix) Assistant Category Director – Initiation,
 - (xx) Assistant Category Director – Novice,
 - (xxi) Assistant Category Director – Atom,
 - (xxii) Assistant Category Director – Pee Wee,
 - (xxiii) Assistant Category Director – Bantam,
 - (xxiv) Assistant Category Director – Midget.

16. Appointment of Hockey Director

(1) On even numbered years, at the first meeting of the Board following the Annual General Meeting, the Board must appoint a Hockey Director from among the general membership, for a two year term.

17. Nomination to the Board

(1) Only Members may be nominated for election to the Board.

(2) A nomination is only valid if it:

- (a) is made by a Member who is not the nominee;
- (b) is made during the Annual General Meeting; and
- (c) is for a specific position on the Executive Committee which is open for nomination in that year.

(3) To be eligible for nomination for the position of President, a Member must have previously served at least one year as a member of the Board.

(4) A Member may only hold one Board position at any time.

18. Conduct of Election

(1) For elections taking place on even numbered years, the Vice-President must conduct the elections for members of the Board taking place that year.

(2) For elections taking place on odd numbered years, the Registrar must conduct the elections for members of the Board taking place that year.

(3) Only Members may vote in an election for members of the Board and each Member is entitled to one vote.

19. Acclamation

(1) If only one valid nomination is received for any position on the Board, the nominee is elected by acclamation.

20. Election Procedure

(1) If more than one valid nomination is received for a given position on the Board, the Vice-President or Registrar, as the case may be, shall cause a vote to be taken in a form and manner to be determined by that person.

(2) The nominee receiving the greatest number of votes must be declared elected as member of the Board for that position.

21. Term of Office

(1) Subject to subsection (2), the term of a member of the Board:

- (a) commences on the first day immediately following the Annual General Meeting in which the individual was elected; and
- (b) terminates at the end of the last day of the second Annual General Meeting after that individual's term commenced.

(2) The term of a member of the Board terminates, and that position becomes vacant:

- (a) if the member of the Board resigns;
- (b) if the member of the Board ceases to hold membership in the Association;
- (c) upon the failure of the member of the Board to attend three consecutive meetings without reasonable cause;
- (d) upon $\frac{3}{4}$ of the members of the Board voting to remove the member of the Board;

- (e) upon a Special Resolution of the general membership at a General Meeting to remove the member of the Board; or
- (f) if the member of the Board dies.

22. Filling Vacancies

(1) Subject to subsections (2) and (3), if there is a vacancy in any Board position, or if a Board position is not filled during an election at an Annual General Meeting, the Board may fill the vacant position from among the general membership.

(2) If the position of President becomes vacant, the Vice-President will assume the position of President for the remainder of the President's term.

(3) If the position of Hockey Director becomes vacant, the Assistant Hockey Director will assume the position of Hockey Director for the remainder of the Hockey Director's term.

23. Intentionally Blank

24. Powers of the Board

- (1) The Board will, subject to these Bylaws, have:
 - (a) full control over, and management of, the affairs of the Association;
 - (b) the power to adopt or amend policy, guidelines, procedures or regulations, at any Board Meeting or Special Meeting of the Board, which will be binding upon all members of the Association;
 - (c) the power to establish policies to ensure allotted ice time is distributed on a fair and equitable basis;

- (d) the power to suspend or discipline any player, team official, Community League Representative, team follower, parent or Member; and
- (e) the power to establish and enforce rules governing the enrollment of players and their access to the hockey program.

25. Duties of Members of the Board

- (1) Members of the Board must:
 - (a) perform all duties and obligations required by these Bylaws, the Policies and Procedures Manual, and applicable legislation;
 - (b) ensure that the business and affairs of the Association are conducted in accordance with these Bylaws, the Policies and Procedures Manual, and any applicable legislation;
 - (c) participate in developing and evaluating policies and programs of the Association including policies respecting the organization, administration and operation of the Association;
 - (d) participate in Board meetings, committee meetings and meetings of other bodies to which they are appointed by the Board;
 - (e) operate the hockey program at all levels; and
 - (f) participate in providing for the development of players, coaches, managers, trainers and team officials.

26. Meetings of the Board

- (1) Meetings of the Board will be held as often as may be required.
- (2) Despite subsection (1), there must be at least one meeting of the Board per month during the hockey season.
- (3) Despite subsection (1), there must be a minimum of ten meetings of the Board, other than Special Meetings, held each membership year.

(4) Any meetings of the Board will take place at a date, time and place to be determined by the President.

27. Special Meetings of the Board

(1) The President may call a Special Meeting of the Board at such time and place as the President determines.

(2) The President must call a Special Meeting of the Board at such time and place as the President determines if any seven members of the Board notify the President in writing of their desire to call a Board meeting setting out the reasons for calling the meeting.

(3) The President must call a Special Meeting of the Board upon written request of at least 25 Members setting out the reasons for calling the meeting.

(4) Upon receiving a request for a Special Meeting under subsection (2) or (3), the President must convene a Special Meeting of the Board within 30 days, at a time and place to be determined by the President.

(5) If a Special Meeting is called under subsection (3), the President must give the Members signing the request under subsection (3), notice of the meeting.

(5) Only matters or questions relating to the reason for calling the meeting may be considered or discussed at the meeting.

(6) At any Special Meeting of the Board, Members can make motions relating to the reason for calling the meeting, but only members of the Board can vote.

28. Conduct of Board Meetings

- (1) Quorum of the Board is seven members of the Board.
- (2) The Board may meet in person, by teleconference, or by any other communications technology that permits all persons participating in the meeting to communicate with each other.
- (3) The President must notify all members of the Board of a Board meeting at least 24 hours before that meeting.
- (4) Despite failure to give notice within the time required under subsection (3), a Board meeting may proceed if approved by a quorum of members of the Board at the start of the meeting.
- (5) Each member of the Board, other than any Community Representative, is entitled to one vote.
- (6) Unless otherwise required by these Bylaws, a majority vote of those members of the Board present at the meeting decides any issue before the Board.
- (7) In the event of a tie vote, the President must cast a second or casting vote.
- (8) A resolution is as valid as if it had been passed at a Board meeting if it is:
 - (a) in writing; and
 - (b) signed by a majority of members of the Board.
- (9) Notice of meetings may be issued to members of the Board by:
 - (a) mail;
 - (b) courier;
 - (c) telephone;
 - (d) facsimile transmission; or

- (e) electronic mail.

- (10) The President must establish the agenda to be followed at any Board meeting.

- (11) The Board may determine procedures to be used at Board meetings.

- (12) If the Board does not establish procedures under subsection (11), the provisions of Robert's Rules will govern the procedures at Board meetings.

- (13) If under subsection (12), Robert's Rules govern at Board meetings, the Board may waive these requirements for one or more meetings.

29. Duty to Vote

- (1) Subject to subsection (2), every member of the Board present at a meeting of the Board must vote on every matter.

- (2) A member of the Board must not vote on any question or matter:
 - (a) if excused by resolution of the Board from voting on a motion;
 - (b) affecting a private company of which they are a shareholder;
 - (c) affecting a public company in which they hold more than one percent of the shares in that company;
 - (d) affecting a partnership or firm of which they are a member;
 - (e) concerning a contract for the sale of goods, merchandise or services to which they are a party;
 - (f) in which they have direct or indirect pecuniary interest, except questions of general benefit to a class in which they are included through the operation of law; and
 - (g) directly affecting the placement or discipline of any player to whom they are directly related.

- (3) Any member of the Board falling within subsection (2) must so declare before discussion of the question or matter and must leave the room and not participate in the debate, and shall be deemed absent for that question or matter.

THE EXECUTIVE COMMITTEE

30. The Executive Committee

- (1) The Executive Committee is comprised of:
- (a) the President;
 - (b) the Vice President;
 - (c) the Treasurer;
 - (d) the Secretary; and
 - (e) the Hockey Director.

31. President

- (1) The President:
- (a) is responsible for the general supervision, administration, and direction of Association operations;
 - (b) is responsible for the supervision and direction of all members of the Board including standards of performance, sphere of control, and disciplinary action;
 - (c) is responsible, along with the Secretary, for the preparation of the agenda for Board meetings;
 - (d) provides written reports to the Board at every Board meeting;
 - (e) chairs and directs the order and conduct of business at Board meetings and General and Special Meetings of the Association;
 - (f) is responsible for the preparation of an annual budget and financial statements;

- (g) must allow their residence to be the main telephone contact point for the Association including maintaining an answering machine at his residence;
- (h) schedules all meetings;
- (i) serves as the representative for the Association at all external meetings where this responsibility has not been given to another member of the Board;
- (j) serves as an ex-officio voting member on all standing committees;
- (k) serves as a member of the Grievance and Disciplinary Committee;
- (l) serves as a Past President in an advisory capacity for one year after the end of the person's term;
- (m) is a signing authority;
- (n) exercises the powers of the Board in an emergency situation;
- (o) attends all SEERA and Presidents Council meetings, or any other required meetings; and
- (p) at the conclusion of the person's term as President, turns over all Association records and resources to the incoming President.

32. Vice-President

- (1) The Vice-President:
 - (a) in the absence of the President:
 - (i) chairs and directs the order and conduct of business at Board meetings or any other meeting of the Association that the President ordinarily chairs, and
 - (ii) otherwise performs the duties of the President;
 - (b) serves as an alternate representative for external meetings where the President is unable to attend;
 - (c) oversees the following positions:
 - (i) Sponsorship Chairperson,
 - (ii) Registrar, and
 - (iii) Ice Allocator;

- (d) is a signing authority; and
- (e) at the conclusion of the person's term as Vice-President, turns over all Association records and resources to the incoming Vice-President.

33. Secretary

- (1) The Secretary:
 - (a) records the minutes of all meetings and circulates them to all members of the Board and to SEERA;
 - (b) is in charge of photocopying and mailing of same;
 - (c) maintains a file cabinet with previous pertinent data (licenses, permits, etc. with photocopies of same);
 - (d) contacts all Board members relative to specific meetings in accordance with the notice provisions;
 - (e) attends all Board meetings;
 - (f) has charge of all Executive Committee records;
 - (g) maintains and updates the Policy & Procedure Manual as required;
 - (h) is responsible for all Board correspondence;
 - (i) is responsible for providing notice General Meetings and Special Meetings;
 - (j) performs such other duties as designated by the President;
 - (k) is a signing authority;
 - (l) ensures that the newsletter, etc., has regular reports on upcoming functions;
 - (m) publicizes needs and results of all functions;
 - (n) acts as a liaison with community members;
 - (o) makes use of community-oriented media facilities;
 - (p) works with special events committees to ensure adequate coverage;
 - (q) in conjunction with the Treasurer, maintains the Association's society renewal with Alberta Registries in accordance with the Societies Act, including Annual Returns and Notices of Change of Directors; and

- (r) at the conclusion of the person's term as Secretary turns over all Association records and resources to the incoming Secretary.

34. Treasurer

- (1) The Treasurer:
 - (a) maintains accounting records and back-up data;
 - (b) is responsible for all banking functions;
 - (c) prepares financial statements for the last accounting period for presentation at Executive meetings;
 - (d) maintains Board records with all current pertinent data;
 - (e) is a signing authority;
 - (f) presents an annual audit of current hockey season at the Annual General Meeting;
 - (g) serves on the Budget Committee;
 - (h) assists the Gaming Director in applications for bingo, raffle and casino licenses;
 - (i) issues all payments for goods and services received;
 - (j) in conjunction with the Secretary, maintains the Association's society renewal with Alberta Registries in accordance with the Societies Act, including Annual Returns and Notices of Change of Directors; and
 - (k) at the conclusion of the person's term as Treasurer turns over all Association records and resources to the incoming Treasurer.

35. Hockey Director

- (1) The Hockey Director:
 - (a) coordinates team selection;
 - (b) coordinates coach selection;
 - (c) chairs Hockey Directors Council meetings;

- (d) meets with the Ice Allocator to obtain best results regarding practice times;
- (e) prepares and submits to the Board, proposed changes or amendments to Hockey Operations;
- (f) is responsible for Coaches/Managers pre season meeting;
- (g) serves as the head of the Grievance and Disciplinary Committee unless in a conflicting position;
- (h) is responsible for written reports to the Board;
- (i) is responsible for the review of Coach/Player evaluations;
- (j) if a Category Director position is not filled by the commencement of the hockey season, it is the responsibility of the Hockey Director to fill the position at the earliest opportunity;
- (k) has the final approval, in consultation with the Category Directors, on the selection of coaches;
- (l) attends all City of Edmonton tiering meetings; and
- (l) at the conclusion of the person's term as Hockey Director turns over all Association records and resources to the incoming Hockey Director.

HOCKEY DIRECTORS COUNCIL

36. The Hockey Directors Council

- (1) The Hockey Directors Council is comprised of:
 - (a) the Hockey Director;
 - (b) the Assistant Hockey Director;
 - (c) the Category Director for each of:
 - (i) Midget,
 - (ii) Bantam,
 - (iii) Pee Wee,
 - (iv) Atom,
 - (v) Novice, and

- (vi) Initiation; and
 - (d) the Assistant Category Director for each of the categories listed in subsection (1)(c).
- (2) The Hockey Directors Council is responsible for the organization, discipline and oversight of the hockey program.
- (3) The Hockey Directors Council meets separately from the Board.
- (4) The Hockey Directors Council must report to the Board.
- (5) The Hockey Directors Council must meet monthly during the hockey season.

37. Duties

- (1) The Assistant Hockey Director:
- (a) assists the Hockey Director as required; and
 - (b) in the absence of the Hockey Director, performs the functions of the Hockey Director.
- (2) Each Category Director, in consultation with the Hockey Director for their category:
- (a) is responsible for ensuring that all coaches in their category fulfill their obligations;
 - (b) coordinates and implements player evaluations;
 - (c) coordinates team selection;
 - (d) coordinates coach selection;
 - (e) meets with the City Category Director;
 - (f) prepares and submits proposed changes or amendments to the hockey program applicable to their category through the Hockey Directors Council;

- (g) is responsible for monthly reports to the Board;
 - (h) is responsible for enforcing all discipline and suspensions;
 - (i) ensures that each coach/manager has an up-to-date Rule Book, Policy & Procedure Manual and any other Association direction or documentation;
 - (j) ensures team budgets are submitted in compliance with fund raising guidelines;
 - (k) assists in pre-season meetings.
- (3) Each Assistant Category Director:
- (a) assists their respective Category Director as required.

DUTIES OF BOARD MEMBERS

38. Sponsorship Director

- (1) The Sponsorship Director:
- (a) is responsible for recruiting new sponsors and maintaining contact with current sponsors;
 - (b) follows up with providing pictures and plaques to sponsors;
 - (c) collects sponsorship fees;
 - (d) is responsible for working with teams for the coordination of new sponsors;
 - (e) provides a report at Board meetings;
 - (f) is responsible for ensuring that cresting is completed on time;
 - (g) monitors the marketplace and proposes annual budget adjustments to sponsorship fees;
 - (h) informs the Secretary of sponsors' names to be published;
 - (i) is responsible for the trophy case at the Millwoods arena;
 - (j) at the conclusion of the person's term as Sponsorship Chairperson turns over all Association records and resources to the incoming Sponsorship Chairperson.

39. Equipment Director

- (1) The Equipment Director:
 - (a) is responsible for the purchase and maintenance of all equipment;
 - (b) is responsible for documentation relating to team allocation;
 - (c) prepares budget requirements for equipment to be submitted prior to budget meetings;
 - (d) maintains reasonable hours for equipment room access;
 - (e) reports to the Board on needs or changes to equipment budget;
 - (f) obtains the best prices possible for equipment with preference given to Millwoods businesses if their prices are competitive;
 - (g) obtains three bids (written quotes) and requests Board approval on all purchases over \$1000.00;
 - (h) ensures receipt of a non-refundable rental fee for equipment in an amount set by resolution of the Board;
 - (i) submits a list of equipment required to the Board;
 - (j) meets with the Hockey Directors Council to ascertain equipment requirements;
 - (k) arranges for handling, storage, repairing, cleaning and inventory of equipment;
 - (l) ensures that all equipment is returned to stock by April 30th of each year;
 - (m) at the conclusion of the person's term as Equipment Director turns over all Association records and recourse to the incoming Equipment Director.

40. Assistant Equipment Manager

- (1) The Assistant Equipment Manager:
 - (a) assists Equipment Director as required.

41. Ice Allocator

- (1) The Ice Allocator:
 - (a) is responsible for obtaining all indoor ice for the Association;
 - (b) schedules practice ice as received from the City of Edmonton and Edmonton Minor Hockey Association;
 - (c) ensures that ice is allocated on a pro-rata basis to categories in accordance with team numbers;
 - (d) attempts to provide ice allocation to Category Directors within 72 hours of receiving same;
 - (e) reports to the Board concerning any problems;
 - (f) allocates extra ice, for special events such as the Christmas and Spring tournaments, extra practice ice, etc.;
 - (g) participates actively on the Budget Committee;
 - (h) coordinates ice times to provide appropriate times relative to age and category;
 - (i) follows up on use of ice by teams and ensures full utilization;
 - (j) ensures accuracy of invoices for ice utilization by the Association and passes on approved invoices to Treasurer for payment;
 - (k) attends EMHA Ice Allocator meetings;
 - (l) attends City of Edmonton Community Services Arena Strategy meetings;
 - (m) coordinates Association tournament ice booking with the Tournament Director;
 - (n) at the conclusion of the person's term as Ice Allocator will turn over all Association records and resources to the incoming Ice Allocator.

42. Gaming Director

- (1) The Gaming Director:
 - (a) coordinates all fundraising activities approved by the Board and obtains Licensing numbers for said function;
 - (b) in conjunction with the Treasurer, files for necessary government licensing;
 - (c) reports to the Board on every Association fundraising activity held and submits a budget for approval;
 - (d) arranges for volunteers;
 - (e) oversees applications for government grants;
 - (f) submits photocopies of all required government reports to the Treasurer upon completion of any fundraising activity;
 - (g) coordinates the 50/50 draw in conjunction with the Edmonton Oilers;
 - (h) at the conclusion of the person's term as Gaming Director turns over all Association records and resources to the incoming Gaming Director.

43. Registrar

- (1) The Registrar:
 - (a) maintains all documents relating to registration of players;
 - (b) prepares, in September, an annual report of registered players concerning age, category, etc. to be distributed to the Hockey Director and Category Directors;
 - (c) prepares team rosters for each team including names, phone numbers, and addresses of players as directed by Category Director, to be distributed to team head coaches;
 - (d) prepares a team sheets and obtains team affiliates pursuant to Hockey Alberta guidelines;

- (e) when a hard card is returned, submits it to the Edmonton Minor Hockey Association Registrar for signature and seal, in accordance with Edmonton Minor Hockey Association requirements;
 - (f) coordinates registration in the fall;
 - (g) updates registration with Hockey Canada;
 - (h) is responsible for registration of all players with the Association;
 - (i) compiles a directory of players regarding names, addresses and phone numbers;
 - (j) ensures in May that all Category Directors receive a tentative list of current Association players entering their category for the upcoming season;
 - (k) meets with the EMHA Registrar as required;
 - (l) at the conclusion of the person's term as Registrar turns over all Association records and resources to the incoming Registrar.
- (2) Notwithstanding any other section of these Bylaws, the Board may at any time choose to make the Registrar position a paid position. If the Registrar position becomes a paid position:
- (a) the then current Registrar ceases to be the Registrar;
 - (b) the Registrar will not be elected in accordance with section 15(1)(b);
 - (b) the Registrar will not be entitled to vote at any Board meeting.
- (3) If the Registrar position ceases to be a paid position, the Board may appoint any Member to fill the position of Registrar until such time as a Member is elected as Registrar in accordance with section 15(1)(b).

44. Assistant Registrar

- (1) The Assistant Registrar:
 - (a) assists Registrar as required.

45. Tournament Director

- (1) The Tournament Director:
 - (a) coordinates all Association tournaments and obtains EMHA approval;
 - (b) coordinates and oversees all tournament committees and arrangements;
 - (c) submits tournament budgets for Board approval;
 - (d) at the conclusion of the person's term as Tournament Director turns over all Association records and resources to the incoming Tournament Director.

46. Assistant Tournament Director

- (1) The Assistant Tournament Director:
 - (a) assists Tournament Director as required.

47. Minor Hockey Week Director

- (1) The Minor Hockey Week Director:
 - (a) attends Edmonton Minor Hockey Association Minor Hockey Week Coordinating meetings;
 - (b) coordinates and oversees all Minor Hockey committees and arrangements including volunteers;
 - (c) in conjunction with Category Directors, acquires volunteers to assist Arena Managers;
 - (d) ensures that Arena Managers have programs, floats, tickets, pucks, stamps, etc.;
 - (e) at the end of Minor Hockey Week picks up funds, time sheets, etc. from each Arena Manager;
 - (f) liaises with Edmonton Minor Hockey Association Minor Hockey Week Officials;

- (g) reports to the Hockey Director;
- (h) at the conclusion of the person's term as Hockey Week Director turns over all Association records and resources to the incoming Director.

48. Hockey School Director

- (1) The Hockey School Director:
 - (a) establishes dates for Hockey School and coordinates with the Registrar to issue invitations to all eligible Association players;
 - (b) provides media releases and submits them to the President for approval;
 - (c) provides information on the composition of the Hockey School program to the Board;
 - (d) provides preliminary information and budget to the Board for the June Board meeting;
 - (e) at the conclusion of the Hockey School, reports to the Board on the results of the Hockey School, including a financial statement;
 - (f) obtains necessary supplies and coordinates personnel as set out in the budget and submits invoices to the Treasurer for the same;
 - (g) ensures all monies received is provided to the treasurer for deposit;
 - (h) at the conclusion of the person's term as Hockey School Director turns over all Association records and resources to the incoming Director.

49. Hockey School Assistant Director

- (1) The Hockey School Assistant Director:
 - (a) assists the Hockey School Director as required.

50. Personnel Development Director

- (1) The Personnel Development Director:
 - (a) arranges for and supervises the training for all coaches or assistant coaches and trainers in order that technical knowledge is conveyed at the necessary level of instruction to ensure compliance with EMHA and Hockey Alberta standards;
 - (b) reports to the Hockey Director;
 - (c) provides information to Board members regarding training available to them;
 - (d) at the conclusion of the person's term as Personnel Development Director turns over all Association records and resources to the incoming Director.

51. Branding and Apparel Director

- (1) The Branding and Apparel Director:
 - (a) is responsible for the co-ordination and oversight of the Association's apparel and branding;
 - (b) maintains the consistent branding, image and uniform appearance of all Association apparel, marketing and promotional material;
 - (c) facilitates access of teams to Association apparel;
 - (d) ensures all logo usage complies with Association guidelines;
 - (e) reports to the Board on branding opportunities and compliance;
 - (f) ensures selected apparel suppliers are providing competitive pricing, product quality and delivery periods;
 - (g) maintains records of apparel and inventory held by the Association;
 - (h) organizes apparel displays and sales at Association registration sessions;
 - (i) co-ordinates with the Communication Director to maintain branding consistency, apparel product offerings and price lists;

- (j) at the conclusion of the person's term as Branding and Apparel Director turns over all Association records and resources to the incoming Director.

52. Communication Director

- (1) The Communication Director:
 - (a) is responsible for the day to day maintenance of the Association's website;
 - (b) co-ordinates and oversees the web host of the Association's website to ensure proper operation of the website;
 - (c) ensures web hosting fees are appropriate;
 - (d) is responsible, along with the President, to maintain website security;
 - (e) is responsible for maintaining the ownership and control of both the www.millwoodshockey.ca and www.millwoodshockey.com web address IPs as well as any other IP addresses owned and controlled by the Association from time to time;
 - (f) reports to the Board on website updates or changes;
 - (g) provides and co-ordinates training and access information as required for the Association's websites as directed by the Board;
 - (h) monitors the Association's websites for inappropriate information postings;
 - (i) at the conclusion of the person's term as Communication Director turns over all Association records and resources to the incoming Director.

53. Community League Representative

- (1) Each Community League Representative:
 - (a) attends Association meetings as required;
 - (b) provides hockey information to the community league which they represent;

- (c) reports to the President;
- (d) must abide by all rules and regulations of the Association.

GENERAL

54. Committees

- (1) The Board may establish Committees of the Association as required by these Bylaws and as it deems necessary.
- (2) Subject to subsection (3), the Board may establish the:
 - (a) composition of Committees;
 - (b) terms of reference for Committees; and
 - (c) terms of office for members of Committees.
- (3) All members of Committees must be Members of the Association.

55. Budget

- (1) At the beginning of each fiscal year, a projected budget must be developed for that fiscal year and must include the membership fee for that membership year.
- (2) The following individuals must participate in the budget procedure
 - (a) President;
 - (b) Vice-President;
 - (c) Treasurer;
 - (d) Hockey Director;
 - (e) Ice Allocator;
 - (f) Equipment Director; and
 - (g) any other member of the Board requested to be involved in the budgeting process.

- (3) The projected budget must be prepared on or before April 30 of each year.
- (4) The projected budget is to be reviewed at the June Board meeting and must be approved in its original or an amended form.

56. Remuneration and Expenses

- (1) Members of the Board are not entitled to receive any remuneration or compensation for their services.
- (2) Subject to subsection (3), Members are entitled to be reimbursed for reasonable expenses incurred while engaged in business approved by the Board
- (3) Approval by the President and Treasurer of expenses under subsection (2) must be obtained by the Member prior to incurring the expense and the President and Treasurer must countersign the expense claim prior to reimbursing the Member.

57. Indemnity

- (1) The Association must indemnify any of the following in respect of any legal action taken against any of the following for anything done or omitted to be done in the course of their duties while acting in good faith under these Bylaws:
 - (a) members of the Board;
 - (b) employees of the Association;
 - (c) agents of the Association;
 - (d) members of committees appointed under these Bylaws; and
 - (e) any person who acts on the instructions of any of individual or committee referred to in subclause (a) through (c).

58. Seal

- (1) There is no seal for the Association.

59. Fiscal and Membership Year

- (1) The fiscal year commences May 1 and ends the following April 30.
- (2) The membership year commences May 1 and ends the following April 30.

60. Auditing

- (1) The Board must appoint one or more qualified accountants, registered in the Province of Alberta, as Auditor.
- (2) The Auditor must, every year,
 - (a) examine and audit all accounts, books, and securities of the Association; and
 - (b) prepare and sign a financial statement setting out the Association's income, disbursements, assets and liabilities.

61. Policies and Procedures Manual and Bylaws

- (1) The Policies and Procedures Manual of the Association may be rescinded, altered or amended by a 2/3 majority vote of the Board, which shall be binding on all Members.
- (2) Any changes to the Policies and Procedures Manual must be reported at the following Annual General Meeting.
- (3) These Bylaws may only be rescinded, altered or added to by special resolution of the Members.

(4) In the case of a conflict between these Bylaws and the Policies and Procedure Manual, the provisions of these Bylaws prevail.

62. Financial Records

(1) The Treasurer is responsible for the maintenance of the financial records and bank accounts.

(2) The Treasurer must submit a complete financial statement for the previous fiscal year to the Annual General Meeting.

63. Inspection of Books and Records

(1) The books and records of the Association may be reviewed by any Member at the Annual General Meeting or at any time upon giving reasonable notice and arranging a time satisfactory to the member of the Board having charge of same.

(2) Each member of the Board shall have access to the books and records of the Association at all times.

64. Borrowing Powers

(1) For the purposes of carrying out its objects, the Association may borrow, raise, or secure the payment of money in such a manner as it thinks fit.

(2) The Association may issue Debentures or General Security Agreements only under the sanction of a Special Resolution passed at a General Meeting.

65. Official Forms and Documents

(1) The Board may by resolution prescribe the forms of any document that may be required for the purposes of these Bylaws or as the Board deems necessary.

66. Signing Authority

(1) Money may be withdrawn from the Association's account by cheque signed by two people with signing authority.

(2) For the purposes of this section, the following people have signing authority:

- (a) President;
- (b) Vice-President;
- (c) Treasurer; and
- (d) any other person appointed by a resolution of the Board.

67. Delegation

(1) The Board may delegate any power or duty to a person or Committee.

(2) Where the Board has delegated a power or duty to a person or Committee, that person or Committee may not delegate that power or duty to any other person or Committee unless expressly authorized to do so by the Board.

68. Notices

(1) Unless otherwise required in these Bylaws or legislation, any notice or document that may be given or required to be given may be given by:

- (a) mail;
- (b) electronic mail;
- (c) fax; or

- (d) publishing in a local newspaper for three consecutive weeks.
- (2) If notice or a document is provided by mail, the notice or document is deemed to be received seven days after it was placed in the mail.
- (3) If a notice or document is provided by fax, the notice or document is deemed to be received seven days after it was transmitted.
- (4) Subject to subsection (5), if a notice or document is provided by electronic mail, the notice or document is deemed to be received seven days after it was sent.
- (5) In the case of notice provided to members of the Board, if a notice is provided by electronic mail, the notice is deemed to be received 48 hours after it was sent.
- (6) If a notice or document is given by publishing in a local newspaper for three consecutive weeks, the notice or document is deemed to be received seven days after it was last published.
- (8) If one or more Members does not receive notice of a General Meeting or a Special Meeting, the meeting may proceed as if that Member or those Members did receive notice.
- (9) If one or more members of the Board does not receive notice of any meeting, that meeting may proceed as if the member of the Board did receive notice, provided a quorum of the Board is present.
- (10) In the case of provision of any notice or document to the Association, if the time for delivery expires on a weekend, holiday, the notice must be provided on the last business day prior to the expiry of the time for providing notice.

69. Winding-up, Dissolution, or Liquidation

(1) Upon winding up, dissolution, or liquidation of the Association, if assets (including gaming proceeds) are remaining after the paying of debts and liabilities, these assets shall be transferred to charitable or religious groups, or for charitable or religious purposes, or transferred in trust to the City of Edmonton until such time as these gaming proceeds can be transferred from the City of Edmonton to a charitable or religious group for a charitable or religious purpose. The Board at the commencement of the winding up, dissolution, or liquidation shall be responsible for the selection of the recipient or recipients, subject to the approval of the Alberta Gaming and Liquor Commission, of such assets of the Association.