



Fort McMurray  
Minor Hockey  
Association  
780-791-7358  
[www.fmmha.ca](http://www.fmmha.ca)

## BY-LAWS

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# 1. GENERAL MEMBERSHIP

## 1.01 NAME, BOUNDARIES AND AFFILIATION

- a) The name of the society shall be the “Fort McMurray Minor Hockey (1981) Association”, hereinafter also referred to as “The Association” or “FMMHA”;
- b) Fort McMurray Minor Hockey Association boundaries are defined by Hockey Alberta;
- c) The FMMHA is affiliated with Hockey Alberta (formerly known as Alberta Amateur Hockey Association) and Hockey Canada (formerly known as Canadian Hockey Association);
- d) The FMMHA shall align with the rules and regulations of Hockey Alberta and Hockey Canada.

## 1.02 MEMBERSHIP

A member shall be:

- a) Any parent or legal guardian, eighteen (18) years of age or older, having a player registered with FMMHA as per Hockey Alberta regulations;
- b) Any coach, assistant coach or manager that is officially registered with FMMHA;
- c) Any volunteer who has previously been a Member of FMMHA under Article 1.02 (a) or 1.02 (b) and who is approved by the Executive Committee to be a member;
- d) Any person holding a position of Executive Board of Directors in the Association or in a “ratified” position of the Association;
- e) Any registered player eighteen (18) years of age or older.
- f) Any member of the community that is eighteen (18) years of age or older, interested in participating in the work of the Society and the promotion and achievement of its objectives that have submitted a membership application to the association providing name, address and reason for becoming a member.

## 1.03 MEMBERSHIP FEES

- a) The Membership Fee for Members under article 1.02 (a) and (e) shall be the registration fee per hockey player, such fee being determined by the Executive Committee before each new hockey year or;
- b) There shall be no membership fee for a Member admitted under Article 1.02 (b) (c) (f);

## 1.04 WITHDRAWAL FROM MEMBERSHIP

Any member wishing to withdraw from membership to the Fort McMurray Minor Hockey Association may do so upon written notice to the Executive Committee. The effective date of withdrawal shall be the date on which the President, Registrar or Administrator of the Fort McMurray Minor Hockey Association receives the Notice of Withdrawal. Withdrawal refunds will be processed as per “De-Registration Process” outlined in the FMMHA Registration Package.

## 1.05 REMOVAL

- a) Any member of the FMMHA who does not conduct themselves in accordance with the Rules and Regulations of Hockey Alberta, Hockey Canada or either the by-laws or policies of the FMMHA can, upon a 75% majority vote of the Executive Committee at an Executive Committee Meeting, be expelled as a member of the FMMHA for the remainder of the current hockey year or such period of time as determined by the Executive Committee.
- b) Any member of the FMMHA who has failed to pay for registration or membership dues can be suspended or expelled as a member of the FMMHA by way of a 75% majority vote of the Executive Committee at an Executive Committee Meeting.
- c) Seeking recourse to another hockey branch, Commission, or the Courts of any jurisdiction by any member or individual, before all the rights of appeal and all the rights and remedies of the FMMHA by-laws, policies & procedures have been followed, and all those in Hockey Alberta and Hockey Canada, of which the Association is affiliated with, have been fully exhausted, shall be deemed to be a violation and breach of the FMMHA bylaws, polices & procedures and shall result in the immediate and automatic indefinite suspension of such member from all FMMHA related, League and Branch Association games and sponsored or organized activities.
- d) Anyone taking any action as noted in c) above against FMMHA or its officers, or any other organization in Hockey Alberta/Hockey Canada, including but not limited to FMMHA, and Hockey Alberta/Hockey Canada, before exhausting all rights of appeal shall pay all expenses incurred by FMMHA and/or its officers, or any other organization in Hockey Alberta/Hockey Canada, to defend such action, before any application for reinstatement will be considered.
- e) The Executive claims the right as the Rental Contract Carrier to bar any expelled, or suspended member from any or all facilities where the Association functions including where meetings, games and practices are taking place for a specified period as defined by the Executive and/or Discipline Committee.

## 1.06 MEETINGS

- a) Annual General

The FMMHA shall hold their Annual General Meeting on or before the 30th day of June each year. Such meeting shall be called by the President and notice shall be given to the general membership 3 consecutive weeks prior to the meeting and posted on the Association website, sent out by way of electronic mail and bulletin board at the Frank Lacroix arena. Such AGM will ONLY deal with the election of executive members, Association's Bylaws, presentation of financial statements of the previous year and proposed budget of the coming year. Notice of the special resolutions to amend, delete or add to the By-Laws must be received by the President in writing at least 28 days prior to the General Meeting and be posted on the Association Website at least 21 days prior to the meeting.

- b) General and special meetings

General and special meetings of the general membership of the FMMHA will be called at any time by the Vice President of Administration upon the instructions of the President, or on written

request of three Members of the Executive Committee, or upon receipt by the Executive Committee of a petition signed by 1/3 of the members of the FMMHA who are in good standing, which petition shall set forth the reasons for calling the General Meeting. Notice of the General and Special Meetings shall be provided to the general membership by notice sent out by way of electronic mail, posted on the bulletin board at the Frank Lacroix arena as well as the association website for 3 consecutive weeks prior to the meeting date.

### *C) Location*

*Annual General/Special meeting can be held in person or virtually, via an electronic platform communicated prior to the meeting as stated in article 1.05 (a)(b).*

## 1.07 VOTING RIGHTS

- a) In the case of a family membership as specified in Article 1.02 (a), voting rights are restricted to persons over the age of eighteen (18) years.
- b) Voting rights for the members identified in Article 1.02 (b) (c) (d) (f) shall be one vote per member
- c) No person attending any meeting shall be entitled to more than one vote on each motion at the meeting.
- d) Voting for contested executive positions, or any vote which is done by written ballot, at the Annual General Meeting will be by secret ballot only. Ballots will be counted by 1 executive member and 1 non-executive member. Results will be announced and recounted if requested. Ballots will then be destroyed.

## 1.08 QUORUM

A quorum at any General Meeting, Special Meeting or Annual General Meeting shall be equal to thirty (30) voting members. This number can include the members of the Executive committee in attendance. If a quorum is not achieved, the President may declare a quorum of the voting members in attendance, provided this fact and the percentage of members in attendance are recorded in the meeting minutes.

## 1.09 MAJORITY VOTE

Except in the case of a special resolution, all motions shall be adopted by majority vote of those members in attendance at a meeting.

## 1.10 SPECIAL RESOLUTION

A “special resolution” means:

- a) A resolution passed
  - i. at a General Meeting of which not less than twenty-eight (28) days notice specifying the intention to propose the resolution has been duly given. Such General Meeting will ONLY deal with the Association’s Bylaws. Notice of the special resolutions to amend, delete or add

- to the bylaws must be received by the President in writing at least 28 days prior to the General meeting and be provided to the membership by means of electronic mail and posted on the Association website at least 21 days prior to the meeting, and
- ii. by the vote of not less than 75% of those members who, if entitled to do so, vote in person.
  - b) A resolution proposed and passed as a special resolution at a General Meeting of which less than 28 days notice has been given, if all members entitled to attend vote at the General Meeting so agree
  - c) Proposed special resolutions must be submitted to and approved by a 75% vote of the Executive committee prior to the Annual General Meeting submission.
  - d) Passed special resolutions require final executive approval by a 75% majority vote to be held during the first available board meeting after the Annual General Meeting.

## 1.11 NOMINATIONS

Every member of the FMMHA shall have the privilege of nominating a qualified representative for each executive position open for election in the specified given year as stated in 1.12. A call for nominations shall be made to the general membership by notice sent out by way of electronic mail, posted on the bulletin board at the Frank Lacroix arena as well as the association website.

Effective July 1, 2018, nominations:

- a) May only be made by current members in good standing and
- b) Must be received 21 days prior to the Annual General Meeting notice.

## 1.12 QUALIFICATIONS OF EXECUTIVE MEMBERS

- a) Any person nominated for an Executive Committee position must be a Member in good standing under Article 1.02
- b) To be considered for the President role, nominees must have served on an executive committee for a period of 1 year
  - \*Note – If the current president does not let their name stand and there is not a qualified nomination of a VP who has served on the executive committee, a nomination of a director may be brought forward if endorsed by 3 current executive members
- c) To be considered for a Vice President role, nominees must have served as a Director for a period of 1 year

## 1.13 ELECTION OF EXECUTIVE COMMITTEE

At every Annual General Meeting there shall be an election of Officers as follows:

- a) Elected every 3 years (2020, 2023, 2026, 2029 etc.) shall be the President
- b) Elected on even numbered years (2020, 2022, 2024, 2026 etc.) shall be the VP Administration, Vice President of Finance and Vice President of WBHL Operations.
- c) Elected on odd numbered years (2021, 2023, 2025, 2027 etc.) shall be the Vice President of Elite Operations, Vice President of Communications, and Vice president of Development.

The elected officers shall form part of the Executive Committee until their successors are elected and installed. All attendees at the Annual General Meeting must sign in to have their membership verified and to receive their ballots.

#### 1.14 CONDUCT OF MEETINGS

All General and Annual General Meetings shall be conducted under the Robert's Rules of Order.

## 2. THE EXECUTIVE COMMITTEE

#### 2.01 COMPOSITION

The Executive Committee (also referred to as the Board of Directors) of the FMMHA shall consist of the President, Vice President Hockey Operations, Vice President of Elite, Vice President of Administration, Vice President of Finance, Vice President of Communication and Vice President of Development.

#### 2.02 WITHDRAWAL

Any Member of the Executive Committee can withdraw from the Executive Committee by providing to the President or Vice President of Administration of the Executive Committee written or electronic notice of withdrawal.

#### 2.03 REMOVAL

A Member of a committee shall be relieved of their duties and removed as a Member of that committee in the following circumstances:

- a) upon the failure to attend 2 consecutive meetings without the approval of the President;
- b) upon majority vote of the executive committee members on the basis that the member is doing an unsatisfactory job
- c) upon a special resolution of the general membership at a General Meeting.

#### 2.04 FILLING OF VACANCIES

If the President is unable to perform the required duties, the Vice President of Administration will assume the position of President for the balance of the term or until the next Annual General Meeting, whichever event first occurs. In the event that the Vice President of Administration cannot assume the President's position, or in the event that any other member of the Executive Committee withdraws or is removed from the Executive Committee, or should an executive position not be filled by an election of the general membership at an Annual General Meeting, then the Executive Committee can fill



vacant Executive Positions from the general membership to fill the vacancy until the next Annual General Meeting. Any such Executive position filled will be up for election at the next Annual General Meeting with the balance of the length of the term for the position decided in accordance with the time limitations in Article 1.12.

## 2.05 MEETINGS

General Meetings: There shall be a minimum of 5 general meetings for the Executive held each year. The date and time of such meetings shall be set respectively by the President and Vice President of Administration.

## 2.06 VOTING

Each Member of the Executive Committee shall be entitled to one vote. In the case of a tie vote the president of the FMMHA shall be entitled to a second or casting vote.

## 2.07 QUORUM

A quorum at any Executive Committee Meeting shall be 75% of the members of the Executive Committee.

## 2.08 POWERS

The Executive Committee shall, subject to the By-Laws or directions given by majority vote at any General Meeting of the FMMHA properly called and constituted:

- a) have full control and management of the affairs of the FMMHA;
- b) have the power to adopt or amend policy, guidelines, procedures or regulations, at any General, Special, Executive Meeting or Hockey Operations Committee Meeting, by motion, which shall be binding upon all members of the FMMHA.

## 2.09 MAJORITY VOTE

On any general motion a majority vote of the quorum shall pass the motion. A motion to adopt a policy, guideline, procedure or regulation requires a 75% majority vote of the quorum to pass the motion. Every motion shall be decided by a show of hands or written ballots as declared by the chairperson. A declaration by the President that a motion has been carried or not carried shall be sufficient evidence of the fact without proof of number or proportion of the votes accorded in favor of or against such motion. A member may demand a poll on any vote which vote shall then be counted by a written ballot.

## 2.10 CONDUCT OF MEETINGS

All meetings shall be conducted under the Robert`s Rules of Order.

## 2.11 DUTIES OF THE EXECUTIVE COMMITTEE

### 2.11.01 President

- a) Will be a signing authority along with the Administrator Vice President of Finance, Vice President Admin and Vice President of Operations.
- b) When present, will preside at all meetings.
- c) Will have the ability to exercise the powers of the Executive Committee, in conjunction with two other members of the Executive Committee in case of emergency with a 2 of the 3 determining the action to take, subject as always to the right of an appeal as per the process. Emergency - defined where immediate action is required in the best interest of the members and Association.
- d) Will have the power to discipline any member or members for any reason which, in the sole discretion of the President, is sufficient, subject always to the right of appeal as per process.
- e) Will serve on all committees as ex-officio voting member.
- f) Will liaise directly with the Community Services department of the RMWB.
- g) Will attend or appoint a designate to attend Hockey Alberta AGM and Conferences.
- h) Will ensure that coaches and bench staff are approved and accepted by the VP Operations.
- i) Will receive the reports from the Discipline Committee and the VP Operations in respect to disciplinary actions within the Operational Policies, Rules and Guidelines of the Association and will oversee appeals.
- j) Will be responsible for developing the associations operating budget in coordination with the Vice President of Finance.
- k) Will be responsible for overseeing the developing and maintaining the association's administrative operating policies and procedures.
- l) Will be responsible for developing agenda for Annual General Meeting in conjunction with Vice President of Administration
- m) Will authorize player releases/tryouts and affiliations forms in conjunction with the Registrar.
- n) Will prepare all required press releases and submit to the Vice President of Administration for media release as required by the Association.

### 2.11.02 Vice President of Elite

- a) Will assume responsibility of duties of the President in absence of President
- b) May be signing authority along with Administrator, Vice President of Finance and President
- c) Will oversee day to day Administrative operations both internally and externally for the Elite Program
- d) Will assist and /or oversee Elite Director and be responsible for the direct supervision of the paid employees of coach mentorship
- e) Will oversee appeals and Discipline in the elite teams
- f) Will be FMMHA's Zone 2 Hockey Alberta liaison and attend required meetings
- g) Will work in conjunction with Vice President of Hockey Operations
- h) Will be responsible for managing special projects as identified by the association
- i) Will report to the President

### 2.11.03 Vice President of Hockey Operations

- a) Will assume duties of President in the absence of both the President and Vice President of Elite.
- b) May be signing authority for association along with President, VP of Finance, Administrator and Vice President of Elite.
- c) Will oversee day to day hockey operations both internally and externally for the Wood Buffalo Hockey League
- d) Will be responsible for tiering within Wood Buffalo Hockey League
- e) Will Oversee Ice Allocation
- f) Will act as League governor and oversee discipline for Wood Buffalo Hockey League
- g) Will arrange within hockey operations for attendance at various league meetings
- h) Will be responsible for managing special projects as identified by the association
- i) Will be responsible for overseeing the applications for special hockey events and major tournaments, will also oversee FMMHA Tournament Coordinator
- j) Will report to the President

#### 2.11.04 Past President (non-voting position on Executive Committee)

- a) Will attend meetings of the Executive Committee when requested by the Executive Committee
- b) Shall act in any capacity as may be required by the President from time to time
- c) Will report to the President

#### 2.11.05 Vice President of Administration

- a) Will attend all General Membership, Annual General Membership, Executive Committee and Hockey Operations Committee meetings and shall maintain accurate minutes of same
- b) Will have charge of all Executive Committee and Hockey Operations Committee records
- c) Will maintain and update the By-Laws and the Operational Policies, Rules and Guidelines in both hard copy and on the Association website
- d) Will work with the Administrator on safekeeping of all Executive Committee and Hockey Operations Reports, Minutes, By-Laws and Operational Policies, Rules and Guidelines
- e) Will be responsible for all Executive Committee and Hockey Operations correspondence
- f) Will oversee scholarship program
- g) Will oversee association awards
- h) Will perform such other duties as designated by the President
- i) Will report to the President

#### 2.11.06 Vice President of Finance

- a) Will be a signing authority along with the President, Vice President of Admin, Vice President of Operations and Administrator
- b) Will be responsible for general administration of the FMMHA and be responsible for the direct supervision of the paid employees of the association as well as all administrative staff;
- c) Will be responsible for developing and maintaining the associations administrative

operating policies and procedures

- d) Will have charge of all Executive Committee financial records
- e) Will present an annual statement of all operations
- f) Will work in co-operation with the President in developing the Association's operating budget
- g) Will be responsible for FMMHA bank accounts maintenance and management
- h) Will report to the President

#### 2.11.07 Vice President of Communications

- a) Will prepare any advertising to any media as required by the Association as directed by the president
- b) Will oversee game and conduct and all directives in conjunction with Vice President of Operations
- c) Will develop and maintain media relations and crisis management policy and guidelines
- d) Will be responsible for developing and maintaining the associations branding policy
- e) Will report to the President

#### 2.11.08 Vice President of Development

- a) Will investigate all potential grants from Government and Sporting Agencies
- b) Will co-ordinate grant applications in conjunction with other executive members.
- c) Will ensure any coach interviews consist of a minimum of 3 members without conflict of Interest for all new coaches and coaches that they deem to require a formal interview process. Will forward nominations/candidates to the executive committee for approval
- d) Will report to the President

### 2.12 ELIGIBILITY TO COACH

- a) Members of the Executive Committee cannot serve as a Division Director and as a Head Coach within the same division while holding office.
- b) Any Division Director cannot serve as Head Coach within the same division.
- c) Any member of the Executive Committee shall not participate in any team or division decisions wherever there is a conflict of interest.
- d) Head coach spouses may not volunteer to manage a team or deal with any finances for the team without special permission from the Division Director.

### 2.13 INDEMNITY OF EXECUTIVE COMMITTEE, MEMBERS, DIRECTORS AND OFFICERS

No member of the FMMHA is, in their individual capacity, liable for a debt or liability of the FMMHA. The FMMHA shall indemnify an Executive Committee Member, Director, Officer or Discipline Committee member, their heirs, legal representatives and assigns from and against any and all claims, costs, charges, expenses and losses. This will include payment of legal fees require to settle or defend an

action or satisfy a judgement reasonably incurred by such person while acting within scope of duty and in good faith as an Executive Committee Member, Director, Officer or Discipline Committee member of the FMMHA.

## 2.14 REMUNERATION

No Directors, Officers, or members of the Executive shall receive any remuneration for their services.

## 3. DISCIPLINE

- a) The operational policies, rules & regulations adopted by the Association provide for the general rules of conduct for all members including Directors and Officers, Coaches, Assistant Coaches, Managers, Players, Parents or Spectators
- b) Any Officer, Executive Committee Member, Team Player, Coach, Assistant Coach, Trainer, Manager, Parent or Spectator who violates the By-Laws, Game and Conduct or Operational Policies, Rules & Guidelines of the Association is subject to discipline under the Discipline Procedure.
- c) The individual receiving such discipline has the right to appeal to an Appeal Committee
- d) The Appeals Committee:
  - i) Shall consist of three members of the Association's Executive Committee
  - ii) Participation on the Appeals Committee by members of the Executive will be rotated with each Appeal Hearing
  - iii) No member of the Association's Executive shall sit on more than one (1) consecutive hearing
  - iv) Shall convene a hearing to hear the evidence from both the Respondent and the Complainant and any other party it feels should be required to appear
  - v) The hearing process will be that as set out in the Game and Conduct Manual, Operational Policies, Rules and Regulations of the Association

## 4. MISCELLANEOUS

### 4.01 SEAL

The President shall have custody of the Seal of Incorporation for the Fort McMurray Minor Hockey Association. Use of the Seal shall be restricted to the Board of Director in the conduct of official Association business.

### 4.02 FISCAL YEAR END

The fiscal year end for the FMMHA shall be on the 31st day of May of each year.

### 4.03 FINANCE AND ADMINISTRATION/AUDITING

- i) The financial records, books and accounts of the Vice President of Finance shall be audited at least once each year by a chartered professional accountant. A complete and proper statement shall be submitted by the auditor at the Annual General Meeting
- ii) Executive members, Directors and any other members may be reimbursed for out-of-pocket expenses incurred while representing the Association on official business as authorized by the President
- iii) All disbursements from the association accounts shall be authorized, or signed as required, by two board members, or designated members, who are appointed by resolution of the Executive Committee to have signing authority. The President and the Vice President of Finance shall be two of the members to have signing authority
- iv) All capital expenditures in excess of \$30,000 shall be referred to a General meeting for approval by single majority of the voting members in good standing present.

#### 4.04 BYLAWS

The Bylaws of the FMMHA may only be rescinded, altered or added to by a Special Resolution passed by a vote of not less than 75% of the quorum, at a general meeting of the General Membership. Proposed special resolutions must be submitted to and approved by a majority vote of the Executive committee prior to the Annual General Meeting.

#### 4.05 INSPECTION OF BOOKS AND RECORDS

The books and records of the FMMHA may be inspected by any member in good standing at the Annual General meeting or any other time upon giving reasonable notice to the Executive Committee and arranging a mutually satisfactory time with the member of the Executive Committee having charge of same. The books and records of the FMMHA will be available at all Executive Committee meetings for review by the Executive Committee members. The books and records of the Association shall always be available to the President.

#### 4.06 BORROWING POWERS

For the purpose of carrying out its objects, the Association may borrow, raise or secure the payment of money in such manner as deemed appropriate. The FMMHA may issue Debentures or General Security Agreements only under the sanction of a Special Resolution passed at a general meeting of the General Membership.

#### 4.07 DISSOLUTION CLAUSE

In the event that the Association ceases its activities and/or that it be dissolved for any reasons, the assets remaining after paying debts and liabilities shall be transferred in trust to the Regional Municipality of Wood Buffalo (RMWB) until the assets can be transferred from the RMWB to a not-for-profit group whose

purpose is to support minor hockey in the RMWB.

#### 4.08 ADOPTION

These bylaws were approved by special resolution at a special general meeting of the Fort McMurray Minor Hockey Association on March 12,2020.