



**Medicine Hat
Minor Hockey Association**

Bylaws

Revised: April 7, 2003

1. **DEFINITIONS AND INTERPRETATION**

1.1 In the interpretation of these Bylaws, except where excluded by the context:

- (a) “**Act**” means the Societies Act of Alberta, R.S.A. 1980, c S-18 as amended from time to time.
- (b) “**Annual General Meeting**” means the General Meeting held annually in accordance with the provisions of the Act.
- (c) “**Association**” shall mean “**Medicine Hat Minor Hockey Association**”, sometimes hereinafter referred to the **MHMHA**.
- (d) “**Board of Directors**” means the Officers and Directors of the Association.
- (e) “**Board Meeting**” means the meeting of the officers and directors.
- (f) “**By-Laws**” means the by-laws of the Association, as amended from time to time.
- (g) “**CHA**” means the Canadian Hockey Association who represents the governing body of amateur hockey in Canada and is a member of the International Ice Hockey Federation.
- (h) “**Chairman**” means the President, or in his/her absence, the Vice-President, shall chair every meeting.
- (i) “**Directors**” means a person that has been elected or appointed as a director of the Association.
- (j) “**Discipline Committee**” means a committee formed by the Board of Directors to rule on Disciplinary Matters consisting of a minimum of three (3) Directors or duly appointed Members who are not in a conflict of interest in relation to the Disciplinary Matters considered.
- (k) “**Fiscal Year**” shall mean May 1 to April 30.
- (l) “**General Manager**” means the General Manager of the Association.
- (m) “**General Meeting**” means a meeting of the Members.
- (n) “**Hockey Alberta**” means the Alberta Amateur Hockey Association and represents the supreme authority concerning Amateur hockey in the Province of Alberta, subject only to the right of appeal to the CHA.
- (o) “**Initiation Program**” means the Canadian Hockey Association Initiation Program Curriculum of Initiation hockey (under the age of seven (7) years old).
- (p) “**Member in Good Standing**” shall be the natural parent of the child or a legal guardian of the child, who has registered with the Association and has paid the annual fees and who has not withdrawn or been suspended by the Association during the fiscal year; or shall be a coach, assistant coach, manager or safety person in the fiscal year and who has not withdrawn or been suspended by the Association during the fiscal year.

- (q) **“Ordinary Resolution”** means a resolution passed at a General Meeting or Director’s meeting by a vote of not less than 50% of those persons present in person plus one (1).
 - (r) **“President”** shall mean the President of the Association.
 - (s) **“Register of Members”** means the register of all persons that are Members of the Association from time to time containing the address and occupation of each Member, so far as can be ascertained.
 - (t) **“Regulations”** means those regulations of the Association for the administration and advancement of hockey.
 - (u) **“Secretary”** means the Secretary of the Association.
 - (v) **“Special General Meeting”** means all General Meetings other than Annual General Meetings shall be called Special General Meetings. The Directors may, whenever they think fit, convene a Special General Meeting. Ten (10) Members by notice in writing to the President may direct the Directors to convene a Special General Meeting. At a Special Meeting no business other than that stated as the purpose of the meeting shall be transacted.
 - (w) **“Special Resolution”** shall have the meaning as defined in the Act and shall further constitute.
 - (i) A resolution passed:
 - (A) at a general meeting of which is not less than Ten (10) days notice specifying the intention to propose the resolution has been duly given; and
 - (B) by the vote of not less than 75% of those Members of the Association who are present and entitled to vote at such meeting;
 - (ii) a resolution proposed and passed as a Special Resolution at the general meeting of which less than Ten (10) days notice has been given, if all the Members of the Association entitled to attend and vote at such meeting so agree, or
 - (iii) a resolution consented to in writing by all of the Members of the Association who would have been entitled at a general meeting to vote on the resolution in person.
- 1.2 The headings herein are given for convenience only, and shall not affect the interpretation of these Bylaws.
- 1.3 These Bylaws shall be interpreted in a large and liberal sense so as to give effect thereto whenever possible.
- 1.4 In all the Bylaws, the singular shall include the plural and the plural the singular, the word “person” shall include corporations, societies and partnerships and the masculine shall include the feminine. Wherever reference is made to the Societies Act or a section thereof, such reference shall be extend and apply to any amendment to that Act or section, as the cast may be.

2. **OBJECTIVES**

2.1 **Association**

To promote, encourage and facilitate the sport of hockey within the City of Medicine Hat and surrounding area.

To exercise a general supervision, direction and control over the playing interest of its players, coaches, managers, safety personal, with an emphasis on sportsmanship, discipline and citizenship while developing the proper fundamentals of the sport of hockey.

All Members shall commit to obey and abide by the Bylaws and Regulations of the Association and any amendments thereto and shall agree to be bound by said Bylaws, Regulations and Rules of the Association and that the Bylaws, Regulations and Rules are to be interpreted by the Board;

All Members agree that the Association shall be the sole and final interpreter of the Bylaws, Regulations and Rules of the Association, and the application of the same, subject only to the rights of appeal as provided for by the bylaws of the Association.

2.2 **Hockey Alberta**

All Members shall commit to obey and abide by the Bylaws and Regulations of the CHA and Hockey Alberta and any amendments thereto and shall agree to be bound by said Bylaws, Regulations and Rules of the CHA and Hockey Alberta and that the Bylaws, Regulation and Rules are to be interpreted by the Board of Hockey Alberta.

All Members agree that Hockey Alberta be the sole and final interpreter of the Bylaws, Regulations and Rules, and the application of the same, subject only to the rights of appeal as provided for by the bylaws of the CHA.

2.3 **Non-Profit Organization**

The Association is constituted as and shall be operated exclusively as a non-profit organization, no part of the income of which is payable to, or is otherwise available for, the personal benefit of any past or present member.

3. **MEMBERSHIP**

3.1 **Association Membership**

Any person being of the age of 18 years and having a child registered with the Association and who is deemed to be a member in good standing, shall be a Member of the Association and shall be entered in the Registrar of Members accordingly.

Any coach, assistant coach, manager or safety person of a team and who is deemed to be a member in good standing, shall be a Member of the Association and shall be entered in the Registrar of Members accordingly.

3.2 **Retirement or Expulsion of Members**

(a) Any Member who shall desire to retire shall signify such desire in writing to the Secretary and thereupon his/her name shall be removed from the Registrar of Members and he/she shall be deemed to have retired.

- (b) The Directors, by majority vote, may expel any person as a Member, who fails to comply with the rules, regulations, or Bylaws of the Association or where conduct is determined by the Board of Directors to be improper, unbecoming, or not in the best interests of the Association, or which conduct is likely to endanger the interests or reputation of the Association.
- (c) No Member shall be expelled or suspended without first being notified of the allegation and without first having been given an opportunity to be heard by the Board of Directors at a meeting called for that purpose.
- (d) The Board of Directors of the Association shall decide whether upon withdrawal from membership or upon suspension, the Member shall be entitled to a portion or a refund of membership fees.

3.3 Rights of Members

- (a) All Members shall be entitled to such information and advice with record to the affairs of the Association as the Association or any of its officers may be able to supply;
- (b) No right or privilege of any Members shall be in any way transferable or transmissible, but all such rights and privileges shall cease upon the Member ceasing to be such, whether by death, retirement or otherwise; and
- (c) All Members in good standing and present in person shall have one (1) vote at the General Meeting and/or Special Meetings.

3.4 Powers of Members

The Members may, by Special Resolution rescind, alter, add to or vary the Bylaws.

3.5 Membership Fees

Membership fees, dues, and player registration fees shall be determined by the Board of Directors, from time to time, but in any event prior to August 1 of each year.

4. **BOUNDARIES**

4.1 The Boundaries of the Association are established as:

“North Boundary” Commencing at the southeast corner Section 5, Township 14, Range 4 W4M. then west in a straight line until it intersects the South Saskatchewan River between Section 35, Township 13 and Section 2, Township 14, Range 5 W4M; then south along the South Saskatchewan River to the Corporate Boundary for the City of Medicine Hat; then west along ;the Corporate Boundary for the City of Medicine Hat until it intersects the east boundary of Section 28, Township 13, Range 5 W4M; then south along the Corporate Boundary for the City of Medicine Hat, until it intersects the South Saskatchewan River, then west along the South Saskatchewan River until in intersects the point between Sections 25 and 26, Township 12, Range 8 W4M.

- “South Boundary” Commencing at the southeast corner of Section 5, Township 9, Range 4 W4M proceed west to the southeast corner of Section 2, Township 9, Range 8 W4M.
- “East Boundary” Commencing at the southeast corner Section 5, Township 14, Range 4 W4M proceed south to the southeast corner of Section 5, Township 9, Range 4 W4M.
- “West Boundary” Commencing at the southeast corner of Section 2, Township 9, Range 8 W4M proceed north in a straight line until it intersects the north boundary of Medicine Hat as described above.

4.2 Boundaries may only be altered, amended or added to by Special Resolution of the Members of the Association and in alliance and by mutual consent with neighboring associations and based on the boundary principles as approved by Hockey Alberta. No rescission or alteration of or addition to the Boundaries shall take effect until it has been approved by Hockey Alberta.

5. **REGISTERED OFFICE**

5.1 The Registered Office of the Association may be established or changed from time to time by Ordinary Resolution of the Directors.

6. **MEETINGS**

6.1 **General Meetings**

6.1.1 At least ten (10) days before every General Meeting, notice thereof specifying the place, the day and the hour of the meeting and, in the case of special business, the general nature of such business, shall be given to the Members in the manner hereinafter mentioned. The accidental omission to give such notice to or the non-receipt of such notice by any Member shall not invalidate the proceedings at any General Meeting.

6.1.2 If within half an hour from the time appointed for the meeting a quorum is not present, the meeting shall stand adjourned to the same day in the following week at the same time and place, and if at such adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the Members present shall be a quorum.

6.1.3 If neither the Chairman nor the Vice-Chairman be present at the time of holding a General Meeting or, if they not present within half and hour from the time appointed for the meeting, the Members present shall choose one of their own number to be Chairman of such meeting.

6.1.4 The Chairman may, with the consent of the meeting, adjourn any General Meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business unfinished at the meeting from which the adjournment took place.

6.1.5 At every General Meeting every question shall be decided in the first instance by a show of hands, unless before or upon the declaration of the result of the show of hands, a poll be demanded by at least two (2) Members personally present. A declaration by the Chairman that a resolution has been carried or carried by a particular majority, or lost, shall be conclusive evidence thereof,

without proof of the number or proportion of the votes recorded in favor or against and such resolution. If a poll be demanded in the manner above mentioned, it shall be taken at such time and place and in such manner as the Chairman may direct, and the result of such poll shall be deemed to be the resolution of the General Meeting at which the poll was demanded. A demand for a poll may be withdrawn.

- 6.1.6 Every Member shall have one vote and all votes shall be given personally. In the case of an equality of votes at any General Meeting, whether upon a show of hands or at a poll, the Chairman shall be entitled to a second or casting vote. In case of any dispute as to the admission or rejection of any vote, the Chairman shall determine the same, and such determination made in good faith shall be final and conclusive. All Members present at meetings shall be entitled to vote unless the Member has a conflict of interest.

6.2 Quorum

At any General Meeting a quorum shall consist twenty (20) of the Members present in person.

6.3 Annual General Meeting

- 6.3.1 An Annual General Meeting of the Society shall be held in month of April in each fiscal year. The Annual General Meeting shall be held in the City of Medicine Hat, in the Province of Alberta, at such time and place as the Board of Directors of the Association may determine.

- 6.3.2 The Association shall in addition to any other items of business, conduct the following business;

- (a) the Directors shall lay before the Association a balance sheet and income and expenditure statement and the auditor's report made up and submitted in accordance with the provisions of the Societies Act if available, but if the auditor's report is not available then the audited Financial Statement shall be available at the first Board Meeting after the year end and shall be available to all Members of the Association at the office of the Association;
- (b) present the report of the Directors;
- (c) elect a new Board of Directors;
- (d) the Association at the Annual General Meeting shall appoint the auditor or auditors to hold office until the next Annual General Meeting and his/her on their appointment, remuneration, rights and duties shall be regulated by the Societies Act;
- (e) where appointed, fix the remuneration for the auditors.

6.4 Proceedings of General Meetings

The order of business to be transacted at an Annual General Meeting shall be as follows;

- (a) Call to order by Chairman;
- (b) Calling of the Roll;

- (c) Proof of Notice of Meeting;
- (d) Reading and Approval of the Minutes of the Last Annual General Meeting;
- (e) Reports of Officers;
- (f) Reports of Directors;
- (g) Election of Directors;
- (h) Unfinished Business;
- (i) New Business; and
- (j) Adjournment;

6.5 Special General Meeting

6.5.1 Shall have that meaning as defined in Bylaw 1 Definitions and Interpretation.

6.6 Notices

A notice of the Annual General Meeting or a Special Meeting of the Association shall be published in one daily newspaper, published and circulated in the City of Medicine Hat, advertising such meeting at least seven (7) days before the date of such meeting and on the date of such meeting or the last date of publication immediately prior to such meeting; or a notice may be served by the Association upon any Member in good standing either personally or by sending it through the post in a pre-paid envelope or wrapper to each Member at his registered address.

7. **AMENDMENTS TO BYLAWS AND REGULATIONS**

7.1 Bylaws

7.1.1 These Bylaws shall be construed with reference to the provisions of the Societies Act, of the Province of Alberta and terms used in these Bylaws shall be taken as having the same respective meanings as they have when used in that Act. Notwithstanding anything else herein contained, these Bylaws shall be read subject to the restrictions upon their scope and effect contained in the Societies Act and other applicable statutes and rules of law and equity, and any provisions herein repugnant to such restrictions shall, wherever possible, be severed from these Bylaws, in order that the rest may stand.

7.1.2 The Bylaws of the Association shall not be altered, amended or added to except by Special Resolution of the Members of the Association and no rescission or alteration of or addition to the Bylaws takes effect until it has been registered by the Registrar, as defined in the Societies Act.

7.2 Regulations

7.2.1 The Regulations of the Association may be altered, amended or added to at any regularly scheduled Board Meeting or at Special General Meetings as required by the Association from time to time.

8. **DIRECTORS**

8.1 **Duties and Responsibilities**

- 8.1.1 Shall be twenty-seven (27) in number.
- 8.1.2 Directors shall be elected by the Members at the Annual General Meeting for a term of two (2) years, however, twelve (12) of the Directors of the Association shall have their term of office expiring in alternating years. The number of Directors may be prescribed or changed from time to time by Ordinary Resolution, whether previous notice thereof has been given or not, but notwithstanding anything contained in these Bylaws, the number of Directors shall never be less than twenty (20) or more than twenty-seven (27).
- 8.1.3 A Director shall be a Member of the Association, however the President shall have the right to appoint a maximum of ten (10) individuals from the community and surrounding district, who may or may not be members in good standing of the association, to the Board of Directors for the fiscal year in which he/she is appointed. The appointees must be approved by the Board of Directors within one month of such appointment.
- 8.1.4 No member of the Directors shall hold more than one (1) office unless numbers dictate different.
- 8.1.5 The Officers and Directors will be reimbursed for reasonable expenses and may receive an Honorarium as so approved by the General Membership.
- 8.1.6 The Directors shall have power to appoint any other person to be a Director to fill a vacancy occurring other than one transpiring as the result of the expiration of a Director's term of office, but so that the total number of Directors shall not at any time exceed the number prescribed by the Bylaws as may be amended from time to time; any Directors so appointed shall only hold office until the next following Annual General Meeting and then shall be eligible for re-election. The continuing Directors may act notwithstanding any vacancy in their body.
- 8.1.7 The Members in a Special General Meeting may by Special Resolution remove any Director before the expiration of his/her term of office, and may by Ordinary Resolution appoint another person in his/her stead. The person so appointed shall hold office during such time only as the Director in whose place he/she is appointed would have held the same if he had not been removed.
- 8.1.8 At the General Meeting at which any Director retires in manner aforesaid, the Members shall fill the vacated offices by electing new Directors.
- 8.1.9 A Director may retire from his office upon giving one month's notice in writing of his intention so to do and such resignation shall take effect upon the expiration of such notice; PROVIDED that the Directors may accept such resignation prior to the expiration of such notice and in such event the resignation shall take effect upon such acceptance by the Directors.
- 8.1.10 The continuing Directors may act notwithstanding any vacancy in their body, so long as their remains a quorum of the Board of Directors qualified to act.
- 8.1.11 The office of a Director shall be vacated if:
 - (a) he is found to be a lunatic or become of unsound mind;

- (b) by notice in writing he resigns his office;
- (c) he is convicted of an indictable offence;
- (d) he is removed from office by the Members in a Special General Meeting specially called for the purpose;
- (e) he becomes bankrupt or makes an authorized assignment or suspends payment, or compound with his creditors;
- (f) he misses three(3) consecutive board meetings; or
- (g) at the discretion of the board.

8.2 Powers of Directors

8.2.1 The Directors shall control and manage all the affairs and property of the Association and may exercise all such powers of the Association and do on behalf of the Association all such acts as may be exercised and done by the Association, and as are not by these presents required to be exercised or done by the Association in General Meeting. Notwithstanding the foregoing provisions of these Bylaws, the Association in General Meeting by Ordinary Resolution:

- (a) do anything which the Directors may do;
- (b) determination of policies;
- (c) ratify anything which purports to have been done as an act of the Directors;
- (d) govern or restrict the manner in which the Directors are to exercise their powers, so long as this is not done retroactively. None of the powers granted by this Bylaw shall be read as being limited or restricted by any special power given by any other Bylaw.

8.2.2 The Directors may exercise all or any of the powers of the Association to borrow or raise money from whatever person and in whatever manner they see fit. The Directors shall have the power to sell, dispose of, mortgage or charge the entire undertaking and property of the Association or any part thereof, for such consideration as they may think fit.

8.2.3 The Directors may engage all such agents and servants as they consider necessary and shall regulate their duties and fix their salaries.

8.2.4 The Directors may hire a General Manager and shall be hired for a term to be decided by the Board of Directors, having the power to review the remuneration paid on a yearly basis.

8.2.5 The Directors may hire a Secretary/Treasurer and shall be hired for a term to be decided by the Board of Directors, having the power to review the remuneration paid on a yearly basis.

8.2.6 The Directors may appoint, create and dissolve committees as it deems necessary in carrying out the work of the Association.

8.2.7 The Directors may, from time to time, enact such regulations as they may consider appropriate with respect to the affairs of the Association. Any such regulation, unless in the meantime confirmed by a majority of votes cast at an

Annual General Meeting, is effective only until the next Annual General Meeting unless confirmed at that Meeting, and in default of confirmation at that Meeting, ceases to have effect from that time.

8.3 Board Meetings

- 8.3.1 The Directors may meet together once a month for the dispatch of business, adjourn and otherwise regulate their meetings as they shall think fit. For the transaction of business, a meeting of ten (10) Directors or more shall constitute a quorum. Questions arising at any meeting shall be decided by a majority of votes. In the cast of an equality of votes the Chairman of the meeting shall be entitled to a second or casting vote.
- 8.3.2 A meeting of the Directors for the time being at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions by or under these Bylaws for the time being vested in or exercisable by the Directors.
- 8.3.3 Meetings of the Directors shall be summoned by the Secretary at the request of the Chairman, and failing him, at the request of the Vice-President, or any two Directors. A meeting of the Directors may be held at any time the Directors may deem necessary and expedient, and may be summoned on twenty-four (24) hours notice verbally or in writing and by means of telephone or fax or any other means of communication.
- 8.3.4 Meetings of the Directors shall be held at any place in the City of Medicine Hat, in the Province of Alberta, or with the consent of a majority of the Directors, at any other place.
- 8.3.5 All acts done by any meeting of the Directors or by any persons acting as Directors shall, notwithstanding that it be afterwards discovered that there was some defect in the appointment of any such Directors or persons acting as aforesaid, or that they or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a Director.
- 8.3.6 A resolution signed by all of the Directors as such shall be as valid and effectual as it had been passed at a meeting of the Directors duly called and constituted, and shall be entered in the Minute Book of the Association accordingly, and shall be held to relate back to any date therein stated to be the date thereof.

8.4 Indemnity and Protection of Directors

- 8.4.1 Each and every Director shall be deemed to have assumed office on the express condition that every Directors, his heirs, executors, administrators and estate and effects respectively shall at all times be indemnified and saved harmless out of the funds of the Association against all costs, charges and expenses whatsoever, which such Director sustains or incurs in any action or proceeding which is brought or prosecuted against him in respect of any act or matter done or permitted by him in the execution of the duties of his office and also costs, charges and expenses which he may sustain or incur in relation to the affairs of the Association except such costs, charges and expenses as are occasioned by his own fraud, dishonesty, willful neglect or default.
- 8.4.2 No Director of the Association shall be liable for the acts, receipts, neglects or defaults of any other Director, officer or employee or for joining in any receipt

or act for conformity or for any loss, damage or expense happening to the Association through the insufficiency or deficiency of title to any property acquired by order of the Directors for or on behalf of the Association for the insufficiency or deficiency of any security in or upon which any of the monies of or belonging to the Association shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency, or wrongful act of any person, firm or corporation with whom any monies, securities or effects shall be lodge or deposited or for any lost occasioned by an oversight or error in judgment on his part or for any other loss, damage or misfortune which may happen in the exercise or his respective duties or trust or in relation thereto unless the same shall happen by his own or through his own willful act or default. Directors may rely upon the accuracy of any statement or report prepared by the Association's auditors and shall not be responsible or held liable for any loss or damage resulting from acting upon such statement or report.

8.4.3 All resolutions and proceedings of all General Meetings and all meetings of the Directors; and any such Minutes as aforesaid if purporting to be signed by the Chairman of the meeting at which such appointments were made or such Directors were present, or such resolutions were passed or proceedings had, as the case may be, or by the Chairman of the next succeeding General Meeting or meeting of the Directors, as the cast may be shall be sufficient evidence without any further proof of the facts therein stated.

8.5 Officers

8.5.1 The Officers of the Association shall consist of a General Manager, a President, a Past President, a Vice-President, and a Secretary/Treasurer.

8.5.2 The President and Vice-President, before being elected to or assuming offices shall have served at least one (1) year on the Board of Directors of the Association.

8.5.3 The office of General Manager and the Secretary/Treasurer shall not hold a casting vote.

8.5.4 The Officers in conducting business for the Association will be reimbursed for reasonable expenses.

8.6 Duties and Responsibilities

8.6.1 General Manager

- (a) responsible for the day-to-day operations of the Association, and is accountable to the Members of the Association;
- (b) ensures the business of the association is in compliance with the Constitution and Bylaws of the Association;
- (c) Coach mentor;
- (d) provide collaborative and productive relationships with coaches, players, parents, officials, board members, sponsors and the community;
- (e) initiates fundraising activities;

- (f) supervise Secretary/Treasurer;
- (g) establish and maintain the developmental programs;
- (h) shares with the President the recruitment of volunteers;
- (i) provide necessary means for conflict resolution as required.

8.6.2 President

- (a) supervise the General Manager;
- (b) shares with the General Manager the recruitment of volunteers;
- (c) oversees the budget;
- (d) preside at and chair all meetings of the Board of Directors, General and Special Meetings of the Members of the Association;
- (e) prepare in consultation with the General Manager the Agenda for the Board of Directors Meetings, Annual General Meeting, and Special Meetings of the Association;
- (f) appoint members to any committees and serve as an ex-officio member of all committees;
- (g) execute all Resolutions of the Association along with the Secretary/Treasurer;
- (h) ensure that all of the Bylaws, Rules and Regulations of the Association are carried out.

8.6.3 Vice-President

- (a) shall assume the office of the President upon the President resigning from the Association during any fiscal year.

8.6.4 Secretary/Treasurer

- (a) duties as determined by the Board of Directors

9. **THE SEAL**

9.1 The Association shall have a corporate seal of such design as may be approved by the Directors. The Secretary/Treasurer shall provide for the safe custody of the seal, which shall be used by the authority of the Directors, who may make such regulations with regard to the affixing thereof as they may deem necessary. In default of such regulations the seal may be validly used only if its use is authenticated by the signature of the President and the General Manager.

10. **BOOKS OF THE ASSOCIATION**

10.1 The Directors shall cause Minutes to be made in books provide for that purpose of:

- (a) all appointments of officers made by the Directors;

- (b) the names of the Directors present at every meeting of the Directors; and
- 10.2 The Secretary shall keep or cause to be kept a book or books wherein shall be recorded:
- (a) a copy of the Bylaws and of any amendments thereto;
 - (b) the Register of Members;
 - (c) the names, addresses and occupations of all persons who are or have been Directors, with the several dates at which each became or ceased to be such Director.
- 10.3 The books, accounts, and records of the Association shall be open to inspection by any Members at all reasonable times upon receipt by the Association of a written request.

11. **ACCOUNTS**

- 11.1 The Secretary shall cause true accounts to be kept of:
- (a) all sums of money received and expended by the Association and the matters in respect of which such receipts and expenditures take place, by a financial institution as approved by the Board of Directors;
 - (b) all sales and purchases of goods by the Association; and
 - (c) the assets and liabilities of the Association;
 - (d) shall disburse monies only on the authority of the Board of Directors and all cheques must be signed by two (2) Officers, one of which may be the General Manager or the Secretary/Treasurer.

12. **AUDIT**

- 12.1 Once at least in every fiscal year the accounts of the Association shall be examined and the correctness of the income and expenditure statement and balance sheet ascertained by one or more auditors.
- 12.2 Within 30 days of the holding of the Annual General Meeting, the Association shall file within the Alberta Registrar of Corporations, a statement in the form of a balance sheet containing general particulars of its liabilities and assets, and a statement of its income and expenditures, if audited, signed by the auditor or auditors of the Association, or, if there is no auditor or auditors, signed by the President and the General Manager.
- 12.3 Unless otherwise determined by the Board of Directors, the fiscal year of the Association shall terminate on the 30th day of April each year.

13. **DISCIPLINARY MATTERS**

- 13.1 The Association adopts the "Trust Program" and the Discipline Committee as defined in Bylaw 1, will implement the program.

14. **GRIEVANCES**

- 14.1 As per "Trust Program".

15. **GENERAL**

- 15.1 The Association adopts the CHA “Initiation Program” and that the pre-novice hockey (under the age of 7 years old) be called “Initiation “.
- 15.2 All on ice personnel in the divisions of novice and below, successfully complete the “Initiation Program Instructors” course as required by the CHA.
- 15.3 The Association adopts the “Operating Directive for Rep Teams”.
- 15.4 The Association may be dissolved by a Special Resolution of the membership at a Special Meeting. Upon dissolution of the Association, the assets, after payment of liabilities, shall be distributed amongst such charitable organizations as shall be determined by the Board of Directors.