

ANNUNCIATION HOCKEY CLUB
BY-LAWS
APRIL 18, 2013

BY-LAW 1

Membership in the Club shall be open irrespective of sex, creed or color. Hockey player(s) must be between the ages of four (4) to twelve (12) years by December 31 of that year.

BY-LAW 2

All members shall uphold, observe and conform to the rules of the K of C, E.M.H.A., Hockey Alberta, Hockey Canada, the Societies Act and the By-Laws of the Club and such regulations and policies as set forth from time to time by the Executive of the Club.

BY-LAW 3

Members of the Club shall be registered with the K of C and the E.M.H.A. and pay such registrations fees as are set forth. Such registration fees will be paid through the club.

BY-LAW 4

To be considered in good standing, all members of the Club must pay, within the time limits shown in By-Law 5, such Club fees as are set forth by the Club Executive at the beginning of each hockey season.

BY-LAW 5

Members in arrears shall not be permitted to take part in any Club hockey programs. If any arrears are not paid after the first game of the current hockey season, such members shall be refused admittance at ice level and shall be considered as having terminated their membership. Members in arrears will not be able to stand for election to the Executive nor will they be able to serve as assistants in any capacity.

BI-LAW 6

The Executive shall endeavour to arrange affordable, mutually agreeable, payment options for those members in arrears or suffering from financial hardship.

BY-LAW 7

Members in arrears at the close of that current hockey season shall be denied membership in the following season's hockey program in the form of a lien on the members account with the Hockey Canada Registry (HCR) program, until all arrears have been paid in full.

BY-LAW 8

The Executive may, by written notice, terminate membership of a member for acting contrary to the rule of the K of C, E.M.H.A., Hockey Alberta, Hockey Canada or the Club. The Executive shall give to the individual an explanation for the termination of the membership on request. The individual if he so desires shall have the right to appeal to the Executive and to a General Meeting of the members.

BY-LAW 9

Any member wishing to withdraw from the membership may do so upon written notice to the Executive. In such cases the Executive is under no obligation to refund membership fees.

BY-LAW 10

Any members, upon two-thirds (2/3) vote of all members in good standing of the Club, may be expelled from membership for any cause which the Club may deem reasonable.

BY-LAW 11

The classes of membership, eligibility, and privileges shall be as follows:

- a) **ACTIVE MEMBERSHIP:** All amateur minor hockey players who have registered with the Club. These members have no vote, but are represented by special members as in (b).
- b) **SPECIAL MEMBERSHIP:** Parent or guardian of legally underage active members who have paid the fees as set forth by the Club. Each family will have one vote for each active member registered with the Club, to a maximum of two.
- c) **HONORARY MEMBERSHIP:** Any person over the age of eighteen (18) years may be granted an honorary membership in the Club by a majority vote of the Club members at an Annual General Meeting or by a majority vote of the Club Executive.

BY-LAW 12

The Club shall not be responsible for any damages, injury or loss of property to any member or visitor to the Club, regardless of the reason or the nature of such damage, loss or injury; and further, every member or visitor shall use the Club at his or her own risk.

BY-LAW 13

The general management of the Club shall be vested in an Executive of a Past Parish Manager, Parish Manager, Treasurer, Secretary, Bingo Director, Fundraiser Director, Registrar, Ice Allocator, Parent Rep. Director, Equipment Director, Publicity and Social Director, Communications Director, Timbits Director, Novice Director, Atom Director and Peewee Director. Each Executive member shall have one vote. Any member of the Executive may chair an executive meeting, but their voting privilege is suspended, unless there is a need to break a tie. A written proxy shall be allowed at an Executive meeting to be used by an assistant of a titled position.

BY-LAW 14

Assistants for each Executive position may be added as deem necessary by the Executive due to shortage of nominees for all positions. However holders of dual Executive positions will still only be entitled to cast one vote.

BY-LAW 15

The Executive, by majority vote, may add additional directors or assistants to their number, except that the number of Executive eligible to vote shall not exceed eighteen (18) members in total.

BY-LAW 16

Assistants added to the Executive shall not be eligible to vote at Executive meetings.

BY-LAW 17

The Executive shall have the power to fill by appointment, by a majority vote, any vacancy which may occur between Annual General Meetings or as a result of an Annual General Meeting being unable to fill a full slate.

BY-LAW 18

The majority of the Executive shall be Canadian citizens within the meaning of the Canadian Citizenship Act.

BY-LAW 19

The members of the Executive must be special members in good standing of the Club and the assistants must be special or honorary members in good standing of the Club.

BY-LAW 20

Nominations for Executive positions shall be received from the floor at the Annual General Meeting or may be presented to the Executive, preferably in writing, before the date of the Annual General Meeting. Nominee's approval must be granted before their name will be allowed to stand for an election vote.

BY-LAW 21

All of the Executive listed in By-Law 13, with the exception of the Past Parish Manager and the Parish Manager, shall be elected every year at the Annual General Meeting of Club Members.

BY-LAW 22

The Parish Manager shall be elected once every two (2) years, on even years at the Annual General Meeting of Club Members. The Past Parish Manager shall assume his or her duties once his or her successor has been duly elected. He or she shall complete the duties of Past Parish Manager for at least one (1) year's duration to ensure the continuity of the Club.

BY-LAW 23

Notwithstanding the above, no Parish Manager shall serve more than two (2) consecutive terms (4years).

BY-LAW 24

The Executive shall hold office for one year, from April 1st of the year in which they were elected until March 31 of the following year.

BY-LAW 25

Any Executive may be removed from office by the passing of a "Special Resolution" at an Executive meeting of the Club and such Executive shall elect a replacement for the person so removed, for the remainder of his or her term.

BY-LAW 26

A quorum of the Executive shall consist of five (5) members of the Executive, including the Parish Manager.

BY-LAW 27

Policies, procedure, rules and regulations shall be set forth by the Executive to govern the Club and ensure its smooth and effective operation throughout each hockey season.

BY-LAW 28

The Past Parish Manager shall assist and advise the Parish Manager as necessary.

BY-LAW 29

The Parish Manager shall be responsible for the overall operation, direction and supervision of the Club activities. He or she will delegate tasks as needed to the Assistant Parish Managers. He or she shall represent the Club at K of C functions as required outside of the Club Executive meetings and maintain his or her focus by not participating directly with any Club team. The Parish Manager shall also be responsible for signing on all team related accounts with in the Club as primarily back up should the team fail to allocate the funds in the account to the team.

BY-LAW 30

The Treasurer shall be responsible for the safe control of all Club finances. Maintain accurate records and receipts of all Club financial transactions. The Treasurer shall also be responsible for signing on all team related accounts with in the Club as primarily back up should the team fail to allocate the funds in the account to the team.

BY-LAW 31

The Secretary shall be responsible for recording, typing, photocopying, and distributing accurate minutes of Club meetings, notices, correspondence, etc. and maintain accurate Club files and records. The Secretary files the annual Societies' report.

BY-LAW 32

The Bingo Director shall be responsible for the overall coordination and management of the Club's bingo commitments. The Bingo Director is responsible for maintaining accurate records and receipts of all Club bingo financial transactions. The Bingo Director will delegate task to the Bingo assistants as it becomes necessary.

BY-LAW 33

The Fundraising Director shall be responsible for the overall coordination and management of the Club's fundraising commitments decided by the Executive. The Fundraising Director is responsible for maintaining accurate records and receipts of all Clubs fundraising (with the exception of Bingo's). This position will be responsible for the management and coordination of any Casino fundraisers. The Fundraising Director will delegate task to the assistants as it becomes necessary.

BY-LAW 34

The Registrar shall be responsible for the registration of all hockey players and hard card at the K of C office, the collection of registration fees and accurate documentation for use and distribution by the Executive. The Registrar will delegate tasks to the Assistant Registrar as it becomes necessary.

BY-LAW 35

The Ice Allocator shall be responsible for the scheduling, obtaining and control of the Club's ice requirement.

BY-LAW 36

The Parent Rep Director shall be responsible for maintaining a liaison between the respective hockey teams' parent reps and hockey team personnel with the Club Executive. He or she will delegate tasks as required to the Assistant Parent Rep.

BY-LAW 37

The Equipment Director shall be responsible for securing, allocating and maintaining the hockey equipment/coaches bags for the Club's respective hockey teams. He or she is also responsible for maintaining records of purchased or serviced items. The Equipment Director shall manage and be responsible for the storage facility, maintaining equipment lists and communicating with the Treasurer to ensure the facility is paid for.

BY-LAW 38

The Social and Publicity Director shall be responsible for the planning, organization and communication of all Club social and publicity events. The Social and Publicity Director is responsible for maintaining/providing accurate records and receipts of all Club events approved by the Executive to the Treasurer.

BY-LAW 39

The Communication Director shall be responsible for communication on behalf of the Club to all its members on a quarterly basis (Sept, Dec, Mar, and Jun) within fifteen (15) days of the Executive meeting in the quarterly months mentioned above and as required by the Executive in the form of printed Newsletter or on the Club's website. He or she will be responsible for maintaining records of costs of any newsletter production if necessary and all costs associated with the website. The Communication Director shall be responsible for obtaining items of interest to players and parents and posting the information in either the Newsletter or on the Club's website.

BY-LAW 40

The Timbits, Novice, Atom and Pee wee Directors shall be responsible for the following items in their respective player categories:

- a) coordinate and recruit appropriate coaches
- b) provide information and materials to encourage and facilitate adequate coaching
- c) Advice to coaches re: player development, drills practice and game strategies, conditioning camps and power skating.
- d) Liaise with Equipment Director for suitable items and amount of equipment,
- e) Organize the tiering process and review with neutral parents the result of the process and the resulting team compositions (Novice, Atom and Pee wee only).

BY-LAW 41

The Executive shall maintain an updated record detailing the current responsibilities of each of the Clubs Executive positions and hockey team personnel.

BY-LAW 42

The Executive shall keep an updated record of the current Club By-Laws, Club Policies, Hockey Team Personnel and Executive Responsibilities, Bingo Policies, Equipment Policies, Registration Refund and Transfer Policies, etc.

BY-LAW 43

Executive meetings shall be held as often as the business of the Club shall require and at least every two (2) months and shall be called by the Parish Manager.

BY-LAW 44

A “Special” Executive meeting may be called on the instruction of any two (2) members thereof, provided they request the Parish Manager to call such a meeting and state the business to be brought before the meeting.

BY-LAW 45

An Annual General / Meeting shall be held before April 30 of each calendar year.

Other General / Special Meetings may be held from time to time upon the request of the Executive or upon written request of ten (10) members of the Club if deemed necessary with notice to the membership in writing by letter and providing twenty-one (21) calendar days’ notice of the General Meeting.

BY-LAW 46

The minimum for an Annual General Meeting or General / Special Meetings shall be fifteen percent (15%) of the eligible voting members.

BY-LAW 47

Written notice of all Annual General Meetings and General / Special Meetings shall be given at least twenty-one (21) calendar days in advance to each eligible voting member. The notice shall include the time and place of the meeting, details of any proposed amendments to the By-Laws of the Club and a list of candidates nominated for election to Executive Positions.

BY-LAW 48

Meetings shall be scheduled once per season between the Parish Manager, at least one (1) Assistant Parish Manager and the Coaches, Assistant Coaches and Managers of each of the Club's respective hockey teams to discuss Club policies, objectives, responsibilities of hockey team personnel, potential problems, concerns, etc... Minutes of these meetings shall be recorded.

BY-LAW 49

Meetings shall be scheduled at least once per season between the Parish Manager, at least one (1) Assistant Parish Manager, the Parent Rep Director and the Parent Reps of each of the Club's respective hockey teams to discuss the lines of communication between the Club and the hockey teams, responsibilities of parent roles, Club policies and objectives, Club events, team funding raising, potential problems, concerns, etc... Minutes of these meetings shall be recorded.

BY-LAW 50

Executive members not excused, but absent from three (3) consecutive Executive meetings, may be considered to have vacated their position and may be replaced by a member of the Club upon a majority vote of the Executive. The replaced member will therefore lose all Executive privileges.

BY-LAW 51

Acceptance to run for an Executive position shall be accepted prior to the election in person or with written notice. Voting in Club elections shall be done by a show of hands or by secret ballot.

BY-LAW 52

Members whom are present or provide written notice shall be recognized to run for an Executive position. Any two (2) eligible persons running for the same Executive position may demand a vote by secret ballot. All members present and eligible to vote shall be recognized.

BY-LAW 53

Voting shall be done in person only and not by proxy or otherwise.

BY-LAW 54

A simple majority shall elect a candidate or pass a motion.

BY-LAW 54.A

All nominations must be elected at minimum by a ratification vote if only one candidate is nominated for an Executive position.

BY-LAW 55

All funds for the General Account shall be deposited by an authorized signatory on the General Account in such banks or other financial institutions as may be designated by the Executive.

BY-LAW 56

(A) All funds for the Bingo Account, which must remain separate from the General Account and separate from each Bingo license, shall be deposited by an authorized signatory on the Bingo Account in such bank(s) or other financial institutions as may be designated by the Executive.

(B) All funds for future Casino Account, which must remain separate from the General Account and Bingo Account separate from each Bingo and Casino license, shall be deposited by an authorized signatory on the Casino Account in such bank(s) or other financial institutions as may be designated by the Executive.

BY-LAW 57

All disbursements of the funds of the Club shall be by cheque or other auditable account. All cheques shall contain two (2) signatures. Cheque signing authority shall be limited to no more than six (6) Executive members, generally consisting of the Parish Manager, Treasurer, Bingo Director, Secretary, and two additional Club Executive members. The Executive is entitled to spend up to one thousand (\$1000.00) dollars as needed on an emergency basis, provided a quorum of five (5) have been consulted.

BY-LAW 58

An audit of the financial transactions of the Club shall be made each year by two (2) members in good standing of the Club or by an auditor appointed by the Executive, if deemed necessary. The audit statement shall be made available to the membership at the Annual General Meeting.

BY-LAW 59

The books and records of the Club may be inspected by any member of the Club at the Annual General Meeting or any time upon giving reasonable notice and arranging a satisfactory time with the Executive having charge of the books.

BY-LAW 60

Each member of the Executive shall at all times have access to such books and records of the Club.

BY-LAW 61

Unless authorized at any Executive or Annual General Meeting, no Executive or Member of the Club shall receive any remuneration for his or her services rendered.

BY-LAW 62

a) For the purpose of carrying out its objectives, the Club may borrow, raise or secure the payment of money in any manner it thinks fit, and in particular by the issues of debentures. This power shall be exercised only under the authority of the Club. In no case shall debentures be issued without the sanction of a “Special Resolution” of the Club.

b) The borrowing power of the Club shall be exercised only under the authority of the By-Laws of the Club and in no case shall debentures be issued without the sanction of a “Special Resolution” of the Club.

BY-LAW 63

Two (2) Executives of the Club are required to sign all contracts, cheques or other documents in the name of the Club, in order to provide goods and/or services consistent with the purpose of the Club, unless authorized by the Executive as a single signing authority. No other contracts shall be recognized unless ratified by a majority of the Executive.

BY-LAW 64

The Club shall have a seal which shall at no time be used except as authorized by resolution of the Executive and in the presence of at least two (2) members of the Executive, who shall sign the document, to which the seal is affixed. Custody of the Club seal shall remain with the Treasurer.

BY-LAW 65

The Executive shall have authority to designate which of its respective hockey teams shall have priority of ice time and arena practice ice scheduling.

BY-LAW 66

The Executive shall have the authority to establish policies and rules to govern the conduct and activities of persons, whether members or not, at any of its contract ice sessions or other activities. Such policies and rules shall apply, not only on the ice surface, but throughout the arena or other facility in which the functions are held.

BY-LAW 67

The Executive shall each fiscal year, before the commencement of the hockey season, set by motion, the allocation of fees for registration of each category of hockey player to be paid by the sponsor(s) of each active member. The Executive may set various classes of registration fees and allocate costs to each in relationship to the category of hockey played, ice time allotted or other privileges granted to it.

BY-LAW 68

Each player registration application shall be signed by at least one (1) person, being the full age of eighteen (18) years, who shall sponsor the player. Only these sponsors(s) will become “Special Members” of the Club. These “Special Member(s)” shall be responsible for any lost or stolen Club equipment the cost shall be determined by the Executive. This “Special Member(s)” is also responsible for maintaining all Club level fundraising requirements as voted and set forth by the Executive each Hockey season.

BY-LAW 69

Upon registering with the Club and paying registration fees, let it be known that refunds shall not be granted for any reason after the start date of the regular hockey season (start of games) other than medical, a move out of the city or other circumstances approved by the Executive.

BY-LAW 70

If registration fees are paid, and a member wishes to cancel his or her membership, before the start of games, a processing fee shall be charged. The processing fee will be set by the Executive at the first meeting following the AGM each hockey season.

BY-LAW 71

A percentage of registration fees, determined by the Executive, may be subsidized by participating in fund raising events. Each fundraising event will be assigned a limited value on this regard. The value will be set by the Executive at the first meeting following the AGM each hockey season.

BY-LAW 72

The service charge, equal to the current bank rate, will be applied to all cheques returned to the Club as NSF.

BY-LAW 73

The Club's fiscal year shall be twelve (12) months ending April 30th of each year.

BY-LAW 74

The By-Laws of the Club shall not be rescinded, altered or added to except by a "Special Resolution" of the Club presented at the Annual General Meeting.

BY-LAW 75

Any Member of the Club, in good standing, may propose an amendment to the By-Laws of the Club. The proposal must be submitted in writing to the Executive of the Club. The proposed amendment(s) will be presented at the next Annual General Meeting of the Club, as a “Special Resolution”, falling twenty one (21) days or more after the date of submission. No amendments to the By-Laws of the Club shall be accepted from the floor of any meeting.

BY-LAW 76

By-Laws may be enacted, amended or deleted by a majority vote of the Executive whenever required. Such By-Law changes must be presented at the next Annual General Meeting as a “Special Resolution”. If they fail to be ratified, they will cease to be effective and may not be re-enacted by the Executive for one (1) full calendar year.

BY-LAW 77

Any amendment, to be accepted or ratified, must pass a vote of seventy five percent (75%) of those members present in person and eligible to vote at an Annual General Meeting of the Club.

BY-LAW 78

All amendments become effective immediately as they are passed, unless the motion of the amendment specifies otherwise.

BY-LAW 79

A “Special Resolution” shall mean:

- a) Resolution passed by a majority of not less than seventy five percent (75%) of those members present in person and eligible to vote at an Annual General Meeting or Special Meeting of the Club called for that express purpose, of which twenty one (21) calendar days’ notice specifying the intention to propose the resolution has been duly given.
- b) A resolution proposed and passed as a special resolution at a General meeting of which less than twenty one (21) days’ notice has been given, if all members entitled to attend and vote at the General meeting so agree.
- c) A resolution consented to in writing by all members who would have been entitled at a General meeting to vote on the resolution in person.

BY-LAW 80

The order of business at an Annual General Meeting shall be as follows:

- a) Meeting called to order
- b) Adoption of Minutes of the preceding Annual General Meeting
- c) Adoption of the Agenda for the current Annual General Meeting.
- d) Business arising from the preceding minutes.
- e) Parish Manager’s Report- Confirmation of action taken by the Executive.
- f) Other Executive yearly reports.
- g) New business.
- h) Amendments to the By-Laws by means of a “Special Resolution”.
- i) Election of officers of the Executive.
- j) Next Executive meeting to turn over books.

k) Adjournment.

BY-LAW 81

If the Executive Committee decides that it is necessary or advisable to dissolve the Club it shall call a meeting of all members of the Club, of which not less than 21 days' notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting the Executive Committee shall have power to realise any assets held by or on behalf of the Club. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to... the Amalgamating Club or to the Knights of Columbus Minor Hockey Association. A copy of the statement of accounts or account and statement, for the final accounting period of the Club must be sent to the Knights of Columbus Association