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## *Articles & Bylaws*

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### *ARTICLE 1 NAME*

The name of organization is “Wainwright Minor Hockey Association”, hereinafter referred to as the WMHA or “the association”.

### *ARTICLE 2 PLAYING RULES*

The Association recognizes and adopts the official playing rules of the Canadian Amateur Hockey Association and Hockey Alberta as they are published from year to year. The Association reserves the right to adopt and enforce additional playing rules as may be deemed necessary or desirable in the accomplishment of its objectives, so long as said rules do not contravene those of Hockey Alberta and CAHA.

### *ARTICLE 3 PURPOSE OF OPERATION*

The purpose of operation is:

- a) To foster, promote and conduct minor hockey activities in Wainwright and district;
- b) To carry on minor hockey activities in cooperation with affiliated and non-affiliated hockey organizations, teams and players with the best interest of hockey in Wainwright and district;
- c) To provide the best available instruction, coaching and officiating for all registered players of Wainwright Minor Hockey Association; and
- d) To provide the opportunity for boys and girls to participate in minor hockey activities at all levels in Wainwright and district.

## ARTICLE 4 ASSOCIATION BOUNDARIES

Wainwright's boundaries are described as follows and in addition includes the community known as Denwood, located on CFB Wainwright.

### 4.1 NORTH BOUNDARY

Commencing at the NE corner of Section 35, Township 47, Range 5, W4M, (Township Road 480, Range Road 51), proceed west to the North West corner of Section 36, Township 47, Range 8, W4M (Township Road 480, Range Road 81)

### 4.2 EAST BOUNDARY

Commencing at the SE corner of Section 24, Township 43, Range 5, W4M (Township Road 433, Range Road 50), proceed north to the NE corner of Section 36, Township 46, Range 5, W4M (Township Road 470, Range Road 50), then proceed west to the SW corner of Section 1, Township 47, Range 5, W4M; then south to the Junction Highway 14. Proceed east to the NW corner of Section 31, Township 44, Range 4, W4M (Township Road 470, Range Road 50), then proceed north to the banks of the Battle River, then follow the banks of the Battle River to the NE corner of Section 35, Township 47, Range 5, W4M (Township Road 480, Range Road 51).

### 4.3 SOUTH BOUNDARY

Commencing at the SW corner of Section 12, Township 45, Range 8, W4M; the northern most boundary of Canadian Forces Base Wainwright (Township Road 451, Range Road 81), follow the boundary of CFB Wainwright east to the NE Corner of Section 35, Township 44, Range 7, W4M (Township Rd 450, Range Rd 71), then continue south along the boundary of CFB Wainwright to the SW corner of Section 18, Township 43, Range 6, W4M (Township Road 432, Range Road 70), then continue to follow the boundary of CFB Wainwright by proceeding east to the SE corner of Section 24, Township 43, Range 5, W4M (Township Road 433, Range Rd 50)

### 4.4 WEST BOUNDARY

Commencing at the NW corner of Section 36, Township 47, Range 8, W4M (Township Road 480, Range Rd 81), proceed south to the SW corner of Section 1, Township 47, Range 8, W4M (Township Road 470, Range Road 81), then proceed east to the NW corner of Section 35, Township 46, Range 8, W4M, (Township Road 470, Range Road 81), then proceed South to the SW corner of Section 12, Township 45, Range 8, W4M, the northern most boundary of CFB Wainwright. (Township Road 451, Range Road 81).

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## *Bylaw 1 - GENERAL MEMBERSHIP*

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### *1.1 MEMBERSHIP*

A member shall be:

- a) Any person holding a position of Executive Board of Directors in the Association; or
- b) Any team official that is officially registered with WMHA; or
- c) Any parent or legal guardian, eighteen (18) years of age or older, having a player registered within WMHA as per Hockey Alberta Regulations; or
- d) Any registered player.

### *1.2 GENERAL MEETINGS*

The General Meetings of Members shall be held in the spring and fall of each year on a day to be set by the WMHA Executive.

### *1.3 SPECIAL MEETINGS*

- a) Other General Meetings of the Members (hereinafter called "Special Meetings") shall be convened by the President at any time and at any place in Wainwright and District as determined by a majority vote of the Executive. In addition, the Executive, upon receipt of a written request for a Special Meeting signed by ten (10) Members in good standing, shall instruct the President to convene a Special Meeting within sixty (60) days of receipt of the request in Wainwright and District.
- b) The Executive reserves the right to overturn the results of a vote taken at a parent meeting, providing that the result of the vote is deemed not to be in the best interest of the particular team or division, or is deemed detrimental to the association. In the event of a dispute arising from a vote taken at a parent meeting, the Executive will be the final authority.

## 1.4 NOTICE

Notice of the time and place of all meetings of Members and the general nature of the business to be transacted shall be communicated to each Member at least seven (7) days prior to the date set for the meeting.

## 1.5 AGENDA

At every General Meeting, in addition to any other business that may be transacted, the following shall be the order of business:

- a) Call to Order by the President
- b) Reading of minutes
- c) Business arising from the minutes
- d) Report of Officers and Directors, if any
- e) Report of Committees, if any
- f) Notices of Motion
- g) Elections
- h) Unfinished Business
- i) New Business
- j) Adjournment

## 1.6 QUORUM

Twelve (12) members in good standing and present in person shall form a quorum at the General Meetings or Special Meetings. In the event that twelve (12) Members are not present within one (1) hour of the hour given in Notice of the said meeting, the chairman of the meeting shall adjourn the meeting to a date and time not less than twenty-one (21) days from the date of the original meeting. A quorum for the adjourned meeting shall be twelve (12) Members.

## 1.7 VOTING RIGHTS

At each General Meeting of the Members (General Meeting or Special Meeting), each Member will have one (1) vote.

## 1.8 VOTING

At all meetings of Members of the WMHA, every question shall be decided by a majority of the votes of the Members present, in person, unless otherwise required by the By-Laws or by By-Law. Every question shall be decided by a show of hands unless a secret ballot be demanded by any two (2) Members. Unless a secret ballot has been demanded, a declaration by the President that a resolution has been carried or not carried and an entry to that effect made in the minutes of the WMHA shall be sufficient evidence of the fact without the proof of the number or proportion of the votes accorded in favour of or against such resolution. The demand for a secret ballot may be withdrawn but if a secret ballot be demanded and not withdrawn, the question will be decided by a majority of votes given by the Members present, in person, and such secret ballot shall be taken in such manner as the President shall direct and the result of such secret ballot shall be deemed the decision of the WMHA in a general meeting upon the matter in question.

## 1.9 NO PROXY

Unless otherwise provided in these Bylaws, only Members that attend meetings shall be entitled to vote.

## 1.10 PRESIDENT'S CASTING VOTE

In case of an equality of votes at any meeting of the Members, whether upon show of hands or at a ballot, the President shall be entitled to a casting vote.

## 1.11 PERSONS ENTITLED TO BE PRESENT

The only persons entitled to attend and vote during a General or Special meeting of the Members shall be members in good standing (as described in Bylaw 1.1), the Executive and the Auditors of the WMHA and others who although are not entitled to vote are entitled or required under any provision of the laws of the Province of Alberta or these Bylaws to be present at the meeting. Any other person may be admitted only on invitation of the President of the meeting or with the prior consent of the meeting.



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## ***Bylaw 2 - EXECUTIVE AND EXECUTIVE MEETINGS***

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### ***2.1 GENERAL POWER***

The affairs and business of the WMHA shall be managed or supervised by the Executive who will have full control and management of the affairs of the WMHA and may exercise all such powers and do all such acts and things as may be done by the WMHA and are not by the Bylaws or by Statute expressly directed to be done by the WMHA at meetings of the Members.

### ***2.2 VOTING***

At an election of members of the Executive, each person entitled to vote, may vote for such number of nominees as there are vacancies to be filled on the Executive, provided however that each member may only vote once for any one particular nominee.

### ***2.3 ELECTION AND TERM***

The election of Executive shall take place at the General Meeting of Members for a term of two (2) years (unless mutually agreed in writing between the Association and any particular Executive Member to a shorter term) expiring at the conclusion of the respective hockey season. At the end of the term a said Executive Member shall retire but, if qualified, shall be eligible for re-election. No election or appointment of an Executive Member is effective without the consent given in person at the meeting or in writing within thirty (30) days thereafter. In rotation these positions will become available for election, in even years, Ice Scheduler, Referee in Chief, Initiation Director, Novice Director, Atom Director, Peewee Director, Female Director, Select Director and Fund Raiser. In the odd years, positions open for election will be President, Vice President, Secretary, Treasurer, Equipment Manager, Bantam Director, Midget Director, Registrar, Player & Coach Development Director, and Pond Hockey Director.

### ***2.4 RESIGNATION***

An Executive Member may resign from office upon giving notice thereof in writing to the WMHA and such resignation becomes effective in accordance with its terms or upon acceptance by the Association.

## 2.5 REMOVAL

An Executive Member may be removed as follows:

- a) The Members may, by resolution passed by a majority of the votes cast at a General Meeting of Members duly called for that purpose remove any Executive Member before the expiration of his term of office and may, by a majority of voted cast at the meeting, elect any person in his stead for the remainder of his term;
- b) The Executive may, by a two-thirds (2/3) vote, remove an Executive Member who, in the opinion of the Executive has been or is being remiss or neglectful of duty or by conduct tending to impair his usefulness and/or discretion as an Executive Member;
- c) Any Executive Member who fails to attend Executive Meetings on three (3) consecutive occasions, without just cause, which shall be determined solely by the Executive, on motion passed by majority of the Executive, may be removed as an Executive Member, in which event the Executive may appoint an Executive Member.

## 2.6 REGULAR MEETINGS

The Executive may appoint a day or days in any month or months for regular meetings at a place and hour to be named. A copy of any resolution of the Association fixing the place and time of regular meetings of the Executive shall be sent to each Executive Member forthwith after being passed, but no other notice shall be required for any such regular meetings.

## 2.7 QUORUM

Eight (8) Executive Members shall constitute a quorum for the transaction of business at any meeting of the Executive.

## 2.8 PERSONS ENTITLED TO BE PRESENT

The only persons entitled to attend a meeting of the Executive shall be those entitled to vote thereat, the Executive Members and the Auditors of the WMHA and others who although not entitles to vote are entitled or required under any provision of the laws of the Province of Alberta or these Bylaws to be present at the meeting. Any other person may be admitted only on invitation of the President of the meeting or with the prior consent of the meeting.

## 2.9 EXECUTIVE

The Executive Committee shall be composed of 19 persons: President; Vice President; Secretary; Treasurer; Equipment Manager; Referee in Chief; Initiation Director; Novice Director; Atom Director; Peewee Director; Bantam Director; Midget Director; Female Director; Select Director; Ice Scheduler; Social Media/Web Admin; Fundraising Director; Registrar; Pond Hockey Director and a Player & Coach Development Director.

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## *Bylaw 3 – Executive Committee*

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### *3.1 RESPONSIBILITIES*

The Executive Committee shall be responsible for the efficient operation of the WMHA in accordance with the Rules and Regulations, these Bylaws and other current regulations.

### *3.2 MEETINGS*

The Executive Committee will meet at the call of the President to:

- a) approve expenditures which fall within the Committee's authority;
- b) approve, subject to audit, financial statements presented by the treasurer;
- c) consider the agenda items for General Meetings;
- d) consider and recommend or reject all applications for registration;
- e) review, consider and recommend or reject all nominations and volunteers for duties on the WMHA; and
- f) consider any other matters concerning the operation of the WMHA.

### *3.3 VACANT PRESIDENT*

The office of the President shall be filled by the Vice President if the President position becomes vacant during the hockey fiscal year. The term of office shall normally be two years.

### *3.4 GENERAL*

- a) WMHA Executive will familiarize themselves with the duties set forth and are responsible to ensure that these duties are carried out during their tenure in office. Additional duties may be assigned to specific Committee Members from time to time by the President.
- b) The term of office will be on a volunteer basis and voted in by General Meeting.



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## ***Bylaw 4 – Executive Member Duties***

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### ***4.1 PRESIDENT***

The President of the WMHA is responsible to the Association of the WMHA. The duties are as follows:

- a) The efficient administration and management of the WMHA;
- b) The issuance of WMHA Bylaws and Rules & Regulations to be made available for the opportunity of all members to read;
- c) Ensuring that statements of duties exist for all members of the Executive Committee;
- d) Scrutinizing and reporting of unpaid accounts as advised by the Treasurer;
- e) Convening an Executive Meeting monthly and General Meeting a minimum of two times a year;
- f) Ensuring Executive duties and responsibilities are carried out;
- g) Designating a replacement during the absence of any Executive Member to whom such duties were allocated;
- h) Issuance of instructions in writing, to members of sub-committees as to their duties;
- i) Maintaining discipline in the WMHA;
- j) As a director of NEAHL is responsible to attend, or have representation at league association general meetings;
- k) Establish a Grievance Committee as per Rule #14;
- l) Responsible to attend or have representation at required Hockey Alberta meetings;
- m) Shall attend the Annual Ice User's meeting; and
- n) Can appoint a person to fill any vacant Executive position remaining after the Spring General Meeting until the position(s) can be voted on at the Fall General Meeting.

### ***4.2 VICE PRESIDENT***

The Vice President of the WMHA is responsible to the President. The duties are as follows:

- a) To assist the President in the performance of his/her duties;
- b) To officiate in the absence of the President;
- c) To be familiar with Association Bylaws and Rules & Regulations;
- d) To ensure a handover of Committee Member's duties are understood and any change of items are assumed by the incoming member; and
- e) To carry out any duties as require by the President within the scope of the Bylaws and Rules & Regulations.

### 4.3 SECRETARY

The Secretary is responsible to the President. The duties are as follows:

- a) Shall attend all meetings of the Association and shall keep accurate minutes;
- b) Shall have charge of all correspondence of the Association;
- c) Shall keep a record of all members of the Association;
- d) Shall advise all members of the Association of date, place and time of all meetings;
- e) Shall advertise registration dates, including late registration rule;
- f) To prepare the agenda for Executive and General Meetings and record the minutes of such meetings
- g) To be responsible for the conduct of all correspondence for the WMHA;
- h) To ensure the safe custody of the minute book;
- i) To issue Executive Committee Members a copy of the Bylaws and Rules & Regulations;
- j) To carry out any duties as required by the President within the scope of the Bylaws and Rules & Regulations; and
- k) Responsible to maintain WMHA Bylaws and Rules & Regulations.

### 4.4 TREASURER

The Treasurer is responsible to the President. The duties are as follows:

- a) Shall collect and receive all dues and assessments levied by the Association;
- b) Shall receive all monies paid to the Association, and be responsible for the deposit of same in whatever financial institute;
- c) Shall issue cheques for payment of the accounts by the Association, as ordered by the Executive;
- d) Shall present detailed and accurate financial statement for submission to the annual meeting of the Association;
- e) Shall prepare duly audited financial statement for submission to the annual meeting of the Association;
- f) To maintain and safe keep accounts and records as prescribed in regulations;
- g) To prepare WMHA financial statements;
- h) To handle and safe keep cash and banking
- i) To be responsible for the safekeeping of the Books of Accounts and supporting data;
- j) To be responsible for the preparation of financial statements when require by the Association when the position of Treasurer is relinquished to the incoming replacement;
- k) To advise the President immediately if any returned cheques are received;
- l) To carry out any duties as required by the President within the scope of the Bylaws and Rules & Regulations; and
- m) Shall report the current financial status to the Executive committee at Executive committee meetings.

#### 4.5 EQUIPMENT MANAGER

The Equipment Manager is responsible to the President. The duties are as follows:

- a) be responsible for the purchase of hockey equipment, including jerseys for the Association;
- b) Shall, at the beginning of each season, sign out said equipment to Division Directors, coaches or individual players as he/she sees fit
- c) Shall at the end of each season, arrange for the recovery of said equipment from the people who have it;
- d) Shall inspect the equipment annually and arrange for needed repairs and storage;
- e) Shall prepare at the end of each season or on the request of the Executive, a report on equipment supply, condition and requirements;
- f) To carry out any duties as required by the President within the scope of the Bylaws and Rules & Regulations.

#### 4.6 REFEREE IN CHIEF

The Referee in Chief is responsible to the President. The duties are as follows:

- a) Shall arrange for qualified officials for minor hockey operations;
- b) Shall recruit candidates for training in the above duties;
- c) Shall in cooperation with the Parks & Recreation Director and Hockey Alberta, arrange for the training of said candidates;
- d) Shall handle all monies payable to referees and linesman by reason of their services to the Association;
- e) Shall upon request of the Executive, render an account of monies payable to referees and linesman;
- f) Shall oversee the officiating of games and provide leadership and advice to officials where he/she feels it is requiring; and
- g) To carry out any duties as required by the President within the scope of the Bylaws and Rules & Regulations.

## 4.7 DIVISION DIRECTORS

The Division Director is responsible to the President. The duties are as follows:

- a) Shall be responsible for the organization of his/her division:
  - a. Ensure all teams within their division are aware of and adhere to Hockey Alberta regulations (i.e. Section F –Coach Education Requirements);
- b) With the support of the WMHA Executive, shall recruit and appoint coaches/manager to the teams in his/her division;
  - a. No coaches/managers will be appointed without the Director having reviewed the application complete with criminal record check of the coaches/managers.
- c) Shall, in cooperation with the evaluators and Player/Coach Development Director, place the players on their respective teams;
- d) Shall compile a directory of players' names, addresses, telephone, medical insurance numbers and parents' names. Note any medical problems. Ensure relevant Coach has a copy;
- e) Shall act as league representative to all the teams in his/her division regardless of what league they are entered;
- f) Shall be the mediator and shall have the final authority, within the precepts of these Bylaws, in the settlement if any dispute between coaches, players, and/or officials of his/her division. He/she may appeal to the President for an Executive decision in any matter where he/she feels unable, or unqualified to render a decision himself/herself;
- g) Shall, at the request of the Executive, render a report on any matter pertaining to his/her division;
- h) Shall, in cooperation with the Equipment Manager, arrange with the coaches for the distribution and return of Association owned equipment
- i) The Director can be coach of a division if that division has only one team and only if no two separate individuals can be found to take responsibility of these two positions;
- j) Upon nomination for any candidates who are eligible to receive awards, they must first be presented to the Executive via Director of that division for approval;
- k) Shall be responsible to distribute league schedule to managers and ice Scheduler as soon as possible;
- l) Delegate to team manager/coach to contact Referee in Chief and Ice Scheduler for any League and/or Exhibition games;
- m) To carry out any duties as required by the President within the scope of the Bylaws and Rules & Regulations;
- n) Shall obtain Hockey Alberta Tournament Sanction; and
- o) Female Director shall attend or have representation at required league meetings.

#### 4.8 SELECT DIRECTOR

The duties are as follows:

- a) To be liaison between WMHA Executive and Select Team Executive;
- b) To carry out any duties as required by the President within the scope of the Bylaws and Rules & Regulations.

#### 4.9 ICE SCHEDULER

The Ice Scheduler is responsible to the President. The duties are as follows:

- a) Will communicate with Team Managers only for team ice bookings;
- b) Will ensure that all league schedules and updates are received from all Division Directors;
- c) Shall attend Annual Ice User's Meeting;
- d) Shall maintain contact with Parks and Recreation Director for ice bookings, ensuring that he receives all league and tournament schedules;
- e) Shall maintain contact with Referee in Chief, ensuring that he/she receives all league and tournament schedules;
- f) Shall report to Executive meeting regarding ice times delegated to each division;
- g) Be responsible for booking all teams' home games and home tournament ice times;
- h) Be responsible for league schedules and game ice times; and
- i) To carry out any duties as require by the President within the scope of the Bylaws and Rules & Regulations.

#### 4.10 FUNDRAISING DIRECTOR

- a) Must have a chairperson responsible for reposting to the Executive;
- b) Must form his/her own committee; and
- c) Becomes a member of any ad hoc committee struck for the purpose of any fundraising event hosted by the Wainwright Minor Hockey Association, including (but not limited to) any Junior tournament, Provincial Tournament, or any event such as the Cameron Cup, Battle of the Badges, Oilers 50/50, Neutral sight games, casinos or bingos, etc.
- d) The ensure that any fundraising activity complies with the current legislation of the Province of Alberta (i.e. obtains and maintains permits and licenses from the Alberta Gaming and Liquor Commission, and maintains required records).



#### 4.11 REGISTRAR

- a) Ensure player cards and team sheets are ordered by September 1;
- b) Issue players' cards and team sheets to all Division Directors by October 31, except for Select Teams which require their cards by September 30;
- c) ensure all out of town players have obtained their proper release for conditioning camps and tryouts as per Hockey Alberta bylaws and regulations before they step out onto the ice;
- d) Ensure all players, coaches, managers, trainers, are properly registered on CHA Certificate (card) prior to their first ice session and cards are en route to Hockey Alberta in order for them to be eligible for play;
- e) Filing of Affiliations must be signed by WMHA President and en route to Hockey Alberta prior to the December 15 deadline;
- f) Ensure all releases given and obtained are properly recorded and remain on files season to season;
- g) Ensure safe keeping of all registered cards and unused cards;
- h) Ensure all registered teams with WMHA are aware of and adhere to Hockey Alberta Regulation Section F –Coach Education Requirements; and
- i) To carry out any duties as required by the President within the scope of the Bylaws and Rules & Regulations.

#### 4.12 PLAYER & COACH DEVELOPMENT DIRECTOR

- a) Is responsible for the following areas: Player Development and Coaching Development;
- b) Co-ordinates appropriate coaches' meetings and development clinics in conjunction with Hockey Alberta;
- c) Co-ordinates coaches' meetings and development of programs and vision for all WMHA teams;
- d) Ensures that all coaches and team officials have appropriate certifications in accordance with Hockey Alberta Regulations and maintain records of completion and certification of same;
- e) Ensure that all team officials have the necessary certifications & qualifications to be on the bench according to Hockey Alberta regulations;
- f) Co-ordinates and establishes appropriate programs and clinics for development of players with input from the coaches and WMHA Executive;
- g) Prepares and submits proposed changes or amendments to player development programs to WMHA Executive;
- h) Shall be a source of guidance to Division Directors in Coaching and Team Official selection and recruiting; and
- i) Shall be a source of guidance to Division Directors in team selections, tryouts and affiliations.

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## **Bylaw 5 – General**

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### **5.1 FINANCIAL ARRANGEMENTS**

- a) Persons Authorized to Accept Payment. The treasurer will accept payment of a WMHA bill when such is being made by a person and he/she will render a receipt, at the time of payment. If payment is being rendered by cheque or money order, same should be drawn in favor of WMHA. Cheque or money orders forwarded through the mail should be addressed to "The Treasurer", WMHA, 800-4 Ave, Wainwright, Alberta T9W 1C3.
- b) The President, Treasurer, Vice President and Secretary will take responsibility for authorization of signing WMHA cheques and that any two of the four must sign.

### **5.2 ACCOUNTING**

- a) Books, accounts and records of the Treasurer shall be compiled at least once each year by a duly qualified accountant or by two members of the Association elected for that purpose at the general meeting. A complete and proper statement for the previous year shall be submitted at the General Meeting of the Association. May 31 in each year shall be the end of the fiscal year of the Association.
- b) Each member of the Executive shall at times have access to such records. Any member of the Association may inspect such records at the General Meeting or at any time upon giving reasonable notice to the Treasurer.
- c) Financial Statements shall be presented at each Executive & General Meeting.
- d) An annual budget shall be prepared each year and presented at the Fall General Meeting. Budget to include all forecasted income and expenses including honorariums.

### **5.3 AMENDMENTS**

- a) Proposals to amend these Bylaws or Rules & Regulations will be made in writing. They will be submitted to the Secretary and posted on the WMHA website. Provided the notice has been posted for seven days or more, the proposal will be considered at the next WMHA Executive meeting.

- b) During the period that the proposed amendment is displayed on the WMHA website, all members may submit in writing to the Secretary, alternative amendments dealing with the same subject. Alternative amendments will also be posted with the original. Prior to the meeting at which the amendments are to be considered, the President of the WMHA may, with the consent of the sponsors of all the alternate amendments, draw up a consolidated alternate amendment which may be presented to the meeting without regard to the requirement for seven days' notice.
  
- c) Before taking effect, proposed amendments to the Bylaws and Rules & Regulations will require a majority vote of the Association who are in attendance at the General Meeting provide that a quorum is present.

