

**Stettler  
Minor Hockey Association**



**ASSOCIATION BYLAWS**

June 14, 2023

## TABLE OF CONTENTS

	Page
Bylaw I	Interpretation ..... 3
Bylaw II	Name of The Association ..... 3
Bylaw III	Membership..... 3
Bylaw IV	Termination of Membership ..... 4
Bylaw V	Meetings..... 5
	5.1 General Meetings of The Membership ..... 5
	5.2 Meetings of The Board of Directors ..... 6
Bylaw VI	The Board of Directors & Executive..... 6
Bylaw VII	Duties & Powers of the Board of Directors ..... 7
Bylaw VIII	Duties & Powers of The Executive ..... 8
	8.1 President ..... 8
	8.2 Vice President(s) ..... 8
	8.3 Past President ..... 9
	8.4 Secretary ..... 9
	8.5 Treasurer ..... 9
Bylaw IX	Committees ..... 10
Bylaw X	Borrowing ..... 10
Bylaw XI	Banking ..... 10
Bylaw XII	Seal ..... 10
Bylaw XIII	Audit..... 10
Bylaw XIV	Amendments ..... 11
Bylaw XV	Minutes of Meetings & Other Books & Records..... 11
Bylaw XVI	Inspection of Books & Records ..... 11
Bylaw XVII	Discipline Process ..... 11
	17.1 General Policy ..... 11
	17.2 Stage 1 – The Informal Process ..... 12
	17.3 Stage Two – The Formal Process ..... 13
	17.4 Appeal of Discipline ..... 13
Bylaw XVIII	Dispute & Grievance Procedures ..... 13
Bylaw XIX	Appeals ..... 14
Bylaw XX	Court & Legal Actions..... 14
Bylaw XXI	Fiscal Year ..... 14
Bylaw XXII	Liquidation Or Winding Up..... 15

# THE STETTLER MINOR HOCKEY ASSOCIATION ASSOCIATION BYLAWS

## BY-LAW I – INTERPRETATION

- 1.1 In these By-laws and Regulations, unless the context otherwise requires, words importing the singular number or the masculine gender shall include the plural number or the feminine gender, as the case may be, and vice versa, and references to persons shall include firms and corporations.
- 1.2 When constructing these By-laws and Regulations, reference shall be made to the Societies Act, and the By-laws, Rules and Regulations of the Alberta Amateur Hockey Association (AAHA) known as Hockey Alberta, and Hockey Canada. Words and expressions used in these By-laws and Regulations shall, so far as the context does not otherwise require, have the same meaning, as would be the case when used under the Act, By-laws, Rules and Regulations.
- 1.3 References to the “Association” in these By-laws refer to the Stettler Minor Hockey Association (SMHA).
- 1.4 The Association, as a member of Hockey Alberta and affiliated with Hockey Canada, shall conform and comply with the By-laws, Rules and Regulations as set forth by the Alberta Amateur Hockey Association (AAHA) Hockey Alberta and Hockey Canada respectively.
- 1.5 A potential or actual conflict of interest exists when commitments and obligations to the association are likely to be compromised by that person's other interests or commitments. A conflict arises when a board member is or may be in a position to influence a specific hockey team by taking on a head coaching or managing position; or lead to any form of personal gain for themselves or a family member, or give improper advantage to others to the association's detriment.

When a Board member of the Association is in or believes they are in a conflict of interest position, they must declare so and remove themselves from all discussion and voting on the item.

Situations may include but are not limited to:

⇒ Discussions regarding a spouse or child

## BY-LAW II - NAME OF ASSOCIATION

- 2.1 The name of the organization will be “STETTLER AND DISTRICT HOCKEY ASSOCIATION”, hereafter referred to as SMHA.
- 2.2 Each year the association shall file the required material as per the Societies Act, to remain incorporated with the above said act.

## BY-LAW III - MEMBERSHIP

- 3.1 The members of the Association shall be the subscribers to the Application, the By-laws and Regulations and such other persons as subsequently become members of the Association in accordance with these By-laws.
- 3.2 A person may become a member of the Association who has paid or has had paid for him the annual membership fee and/or:
  - 3.2.1 Has reached the age of eighteen years, and is a resident of Stettler
  - 3.2.2 Has been approved as a member by the Board of Directors, or

- 3.2.3 Is a member of coaching staff, manager, referee, any other volunteer position, or parent/legal guardians, in good standing of a player currently registered with the Stettler Minor Hockey Association.
- 3.3 The annual membership fee shall be an amount as may be determined from time to time by resolution of the Board of Directors.
- 3.4 A person shall cease to be a member of the Association:
  - 3.4.1 Upon failure or refusal to pay the annual membership fee, or
  - 3.4.2 Upon notification in writing to the Board of Directors of his withdrawal from membership,
    - or
  - 3.4.3 When he is expelled from membership in accordance with these By-laws.
- 3.5 A RESIDENT shall:
  - 3.5.1 Shall reside within the Town of Stettler, or in the geographic area, which has been identified as the boundaries of Stettler Minor Hockey Association and recognized by Hockey Alberta.
- 3.6 A Non-Resident:
  - 3.6.1 Is not a member of Stettler MHA, and does not reside in the Town of Stettler or geographical area.
  - 3.6.2 Any player, who wishes to play within the SMHA, must comply with Hockey Alberta\_\_\_\_By-laws and Regulations.
  - 3.6.3 May be subject to a Non-Resident fee, which will be determined on an annual basis by the SMHA Board of Directors.

#### **BY-LAW IV - TERMINATION OF MEMBERSHIP**

- 4.1 Any member may resign from the Association at any time by notifying the Secretary in writing; however an administration fee may be charged.
- 4.2 Any member who, in the opinion of the Discipline Committee, fails to maintain an acceptable standard of conduct may be asked to resign in written form after at least one previous written warning. That decision will result in the loss of voting privileges, unless the member wins a successful appeal. An administration fee may be charged.
- 4.3 Any member who has been requested to resign may exercise the right to appeal the decision provided the written request is received by the Secretary within seven (7) days of the request to resign. Any member that refuses to resign on written request will be considered expelled from the Association.
- 4.4 The Executive claims the rights and interests as the Rental Contract Carrier to bar any suspended, expelled or resigned member from any or all facilities where Association functions occur including meetings, games and practices, are taking place for a specified period of time.
- 4.5 A member who ceases to be a member, or is expelled or suspended from the Association shall forthwith forfeit all rights and interests arising from, or Association with membership in the Association. This means the suspended or expelled member cannot coach or manage a team, hold an elected or appointed position until the suspension is served or waived upon successful appeal.
- 4.6 The member can be suspended or expelled for a time frame deemed appropriate by the President or Discipline Committee and ratified by the Board of Directors.

## **BY-LAW V - MEETINGS**

### **GENERAL MEETINGS OF THE MEMBERSHIP**

- 5.1 The Annual General Meeting (AGM) of the Association membership shall be held in the Town of Stettler, during the period April 1 and September 30, inclusive, in each year.
- 5.2 Meetings of the Association membership:
  - 5.2.1 Shall be at the call of the President
  - 5.2.2 When required or desired the Board of Directors may call a meeting of the Association membership.
  - 5.2.3 At the written request from twenty members in good standing of the Association membership, a special meeting shall be convened. The proceedings of such a meeting shall be confined to the matters specified in the request.
- 5.3 Notice of SMHA AGM or any Special General Meeting will be given in writing at least 10 days in advance of the meeting.
- 5.4 Upon instruction from the President, the Secretary shall notify the appropriate members of the time and place of each meeting. Notification may be by phone or posting of notices on public notice boards, in local newspapers, on social media or by other methods deemed appropriate by the Board of Directors.
- 5.5 A Quorum for the Annual General Meeting or Special Meeting shall consist of not less than ten members in good standing.
- 5.6 The President shall chair all meetings. In the event the President is unable to fulfill this responsibility, the Vice-President, Operations will fill in.
- 5.7 At any AGM or special meeting of the SMHA, the following, as appropriate, will be the order of business:
  - a) Roll call of delegates;
  - b) Reading of the minutes;
  - c) Report of the President;
  - d) Report of the VP Operations;
  - e) Report of the VP Development
  - f) Report of the VP Marketing & Communications
  - g) Report of the Treasurer;
  - h) Report(s) of the Directors;
  - i) Resolutions;
  - j) Elections;
  - k) Orders and General Business;
  - l) Adjournment.
- 5.8 Business will be conducted by following Roberts Rules of Order
- 5.9 The President may, when deemed necessary, invite any member, or non-member to any meeting of the Association, to address a particular subject on the agenda
- 5.10 Voting on any issue arising at Meetings of the Members shall be decided by a simple majority of the eligible members present in person. Each eligible member in attendance is entitled to only one vote per family and issue, regardless of the number of positions they may occupy on the Board of Directors or other committees. There shall be no proxy votes. The Chairman of any meeting is not entitled to vote on an issue, unless it is to break a tie.

## MEETINGS OF THE BOARD OF DIRECTORS

### 5.11 Meetings of the Board of Directors:

- 5.11.1 Shall be at the call of the President
- 5.11.2 A minimum of six (6) board meetings per year shall be held and at least once every 2<sup>nd</sup> month. The Board may decide to meet more than once every 2<sup>nd</sup> month and may decide not to meet in a particular month.
- 5.11.3 At the request of three members of the Board of Directors, the President shall convene a special meeting of the Board of Directors. The proceedings at such a meeting shall be confined to the matters specified in the request.
- 5.11.4 Association members may submit, in writing, items for inclusion on the agenda of a Board of Directors meeting. These members shall be entitled to attend that portion of the meeting devoted to those agenda items but have no vote.
- 5.11.5 A quorum for the transaction of business shall consist of not less than seven (7) members of the Board of Directors. Only members of the Board of Directors, present in person, are eligible to vote.
- 5.11.6 The President is entitled to invite any member to be present or to make presentation to the Board when deemed necessary.

## BY-LAW VI - BOARD OF DIRECTORS & EXECUTIVE

### 6.1 The Executive & Board of Directors shall consist of the following 21 positions.

President	Past President	Secretary
Vice-President, Development	Vice-President, Operations	Vice-President, Marketing/Communications
Treasurer	Registrar & Administration Director	Equipment Director
Ice Allocation Director	Ref Allocation Director	Communications Director
Fundraising Director	Tournament Liason Director	U7 Director
U9 Director	U11 Director	U13 Director
U15 Director	U18 Director	Female Director

## BYLAW VII – DUTIES & POWERS OF THE BOARD OF DIRECTORS

- 7.1 The Board of Directors shall have the power to appoint to any vacant Executive position. That appointee will hold that office until the next AGM unless deemed otherwise by the Board of Directors. The appointment must have a 3/4 support of all Board members in attendance, before the appointment can be ratified.
- 7.2 The Board of Directors shall have control of the affairs of the Association, and shall govern in the best interests of the association.

- 7.3 The Board of Directors will have the power to impose and enforce penalties for violation of the Bylaws or Regulation & Rules of the SMHA.
- 7.4 The members at the Annual Meeting shall elect the following;
- a) President
  - b) Vice President, Operations
  - c) Vice President, Development
  - d) Vice President, Marketing/Communications
  - e) Secretary
- 7.5 The Executive, at the initial meeting of the Executive following the Annual Meeting shall appoint by resolution the Treasurer.
- 7.6 All Executive positions are elected for terms of two years.
- 7.7 One half of the Executive will be elected each year. During even numbered years the President, Vice President-Development and Secretary shall be elected. In odd numbered years the Vice President-Operations and Vice-President-Marketing/Communications shall be elected.
- 7.8 Each remaining member of the Board of Directors shall be appointed by the Executive to hold office until the conclusion of his/her term. If any member of the Board of Directors resigns his office, or ceases to be a member of the Association or without reasonable excuse absents himself from three consecutive meetings of the Board of Directors, or be suspended or expelled from the Association, the Board of Directors shall declare his office vacated. The Executive Committee shall then be charged with filling the vacant position until such time as the position is up for election as per Bylaw 7.6
- 7.9 Unless authorized by any meeting of the Board of Directors, no officer or member of the Association shall receive any remuneration for his services.
- 7.10 The Board of Directors shall have the authority to appoint any committee as deemed necessary.
- 7.11 There shall be no remuneration for Directors of the Association unless otherwise determined via approved motion of the Board of Directors as an honorarium, but a Director may be reimbursed for out of pocket expenses incurred on behalf of the Association, providing a written statement of the expenses is provided.
- 7.12 The Board of Directors may, by a three-quarters vote, forthwith remove from office any member of the Board for neglect of duty, or for conduct tending to impair such member's usefulness; for example "not meeting the responsibilities" of the Position.
- 7.13 The Board of Directors will supervise the collection and authorize the expenditure of funds of the SMHA provided always that funds coming into the SMHA will be allocated in accordance with the purpose so intended.
- 7.14 The Board of Directors shall develop Regulations, Policies and Procedures for the management and operations of the Association.
- 7.15 The Board of Directors will interpret, define and explain all provisions of the Bylaws and Regulations of the Association.
- 7.16 The Board of Directors will adjudicate all disputes between members, which may arise between Annual Meetings.
- 7.17 The Board of Directors will appoint all delegates to attend all meetings of the members of Hockey Alberta, Zone Meetings and League meetings.

## **BYLAW VIII – THE EXECUTIVE**

### **8.1 President**

- 8.1.1 The President will have the power to suspend summarily, any player, coach, trainer, or manager of any team under the auspices of the SMHA for ungentlemanly conduct, on or off the ice, for abusive language to any official, or for any other infraction, in the sole discretion of the President, deemed to be detrimental. Such suspension to be effective until dealt with by the Discipline Committee within a reasonable period of time, as determined by the Chairman of the Discipline Committee.
- 8.1.2 The President shall also have the power to prevent summarily any spectator from viewing any game or other activity, or to enter a facility to view such games or activity falling under the auspices of SMHA for any conduct, which in the sole discretion of the President is deemed to be unbecoming or detrimental to the game.
- 8.1.3 Further the President shall have the power to suspend summarily the player, coach, team official or the team to which the spectator is affiliated. Such suspension to be effective until dealt with by the Discipline Committee within a reasonable period of time, as determined by the Chairman of the Discipline Committee.
- 8.1.4 The President may delegate this authority to such Association Directors, Officials or Committees as he designates.
- 8.1.5 No person may be elected President unless that person has served as a member of the Board of Directors for a period of not less than two years, with the exception made when there is no present board member able to make that commitment.
- 8.1.6 The President, within the jurisdiction of the Association, shall:
  - a) Be a signing officer for the Association
  - b) Exercise the powers of the Executive, in case of emergency
  - c) Discipline up to and including suspension of any member, coach, manager, player, trainer, or other official connected within the Association, subject to ratification at the next meeting of the Executive,
  - d) Sit on committees as an ex-officio voting member,
  - e) Generally manage and supervise the affairs and operations of the Association.
  - f) Together with the Secretary, or other officer appointed by the Board of Directors for that purpose, shall sign all resolutions, transfers, and releases.

### **8.2 Vice President(s)**

- 8.2.1 Shall include the Vice President-Operations, Vice President-Development, and Vice President Marketing/Communications
- 8.2.2 No person may be elected a Vice-President unless that person has served as a member of the Board of Directors for a period of not less than one year, with the exception made when there is no present board member able to make that commitment.
- 8.2.3 In the absence of the President or should the President be unable to carry out his duties, the Vice President, Operations shall, in the absence or inability of the President, assume the duties of the President and shall, in that event have all the powers, authority and restrictions of the President. In the absence of inability of both the President and the Vice President, Operations to carry out the duties of the President, the Vice President, Development shall assume the duties of the President as aforesaid.



- 8.3 Past President
- 8.3.1 The Past President shall be a source of guidance to the Executive Committee and Board of Directors and will act in any capacity as may be required by the President from time to time.
- 8.4 Secretary
- 8.4.1 Responsible for completing accurate records of all meetings then maintaining and distributing them appropriately.
- 8.4.2 Shall be a signing officer for the Association
- 8.5 Treasurer
- 8.5.1 Shall be appointed by the Board of Directors at the initial meeting of the Board following the Annual Meeting.
- 8.5.2 Shall be a signing officer for the Association
- 8.5.3 Responsible for all banking functions, maintaining accurate accounting records and back up data.
- 8.5.4 Shall prepare annual budget and financial statement along with financial statements for last accounting period prior to all Executive and Board Meetings.
- 8.6 During the first meeting of the Executive following the Annual Meeting, the Executive will appoint the following Director positions:
- a) Treasurer
  - b) Equipment Director
  - c) Ice Allocation Director
  - d) Ref Allocation Director
  - e) Registrar & Administration Director
  - f) Communications Director
  - g) Fundraising Director
  - h) Tournament Liaison Director
  - i) Division Directors (U7, U9, U11, U13, U15, U18, Female)
- 8.7 The Executive shall have the power to appoint to any vacant Director position. That appointee will hold that position until the conclusion of the current hockey season.
- 8.8 The Executive shall generally assist in the general operations of SMHA, including with out limiting the generality of the foregoing, the following:
- a) Perform specific operations and duties as directed by the Board from time to time;
  - b) Act as a steering committee for the Board making recommendations to the Board regarding policies and direction of SMHA.
- 8.9 The Executive shall meet once a month or more as may be required to conduct its business.
- 8.10 A quorum for a meeting of the Executive shall be four (4) persons.
- 8.11 The Executive may invite to its meetings such persons as the Executive believes is necessary to conduct its business.

## **BYLAW IX - COMMITTEES**

- 9.1 During the first meeting of the Board following the Annual Meeting, the following Committees shall be formed if necessary.
- a) Development Committee
  - b) Coach Selection Committee
  - c) Try-Out Committee
  - d) Discipline/Conduct Committee
  - e) AA League Rep(s)
  - f) Fundraising Committee

## **BY-LAW X - BORROWING**

- 10.1 For the purpose of carrying out its objectives, the Association may borrow, or raise or secure the payment of money in such a manner, as it deems appropriate, and in particular, by the issue of debentures. If the Board of Directors wishes to raise monies through a debenture, the decision must be ratified through Special Resolution of the members

## **BY-LAW XI - BANKING**

- 11.1 The Signing Officers of the Association for the purpose of drawing cheques on the account or accounts of the Association shall be any two; the President, Secretary or Treasurer.
- 11.2 All signing officers of the Association must be able to be bonded.

## **BY-LAW XII - SEAL**

- 12.1 The Board of directors may adopt a seal, which shall be the common seal of the Association.
- 12.2 The common seal of the Association shall be under the control of the Board of Directors, and the Board of Directors shall determine the responsibility for its custody and use from time to time.

## **BY-LAW XIII - AUDIT**

- 13.1 A person or firm qualified to do so as designated by the Board of Directors shall make an audit of the financial transactions of the Association at the end of each fiscal year.

## **BY-LAW XIV – AMENDMENTS**

- 14.1 No amendments to the By-laws of the Association, whether by way of new provision, amended provisions, or to rescind any of the provisions in these by-laws, shall be made except at the Annual Meeting, or other general meeting of the Association membership, and then only by “Special Resolution.” Notice of any proposed amendment or amendments must be filed with the Secretary in writing at least ten (10) days prior to the meeting. The Secretary shall cause the contents of the resolution, or a summary thereof to be posted on the SMHA Website with the notice of the Annual Meeting, or any other general meeting at which it is proposed to consider the resolution.
- 14.2 The Board of Directors is empowered to amend or alter Regulations, Policy and Procedures, as required to conduct the affairs of the Association. Amendments to Bylaws can only be made at an Annual General or Special Meeting of the members.

## **BY-LAW XV - MINUTES OF MEETING AND OTHER BOOKS AND RECORDS**

- 15.1 The minutes of the meetings of the Association, Executive and of the Board of Directors shall be taken and prepared by the Secretary. After approval of the minutes the President and Secretary shall first sign them. The Secretary shall keep a record of all minutes arising out of meetings of the Association and the Board of Directors and shall have custody of all such minutes, as well as of other books, records, and documents of the Association. The Secretary shall maintain the long-term records of the Association. Upon a change of Secretary position, all records shall be transferred to the new Secretary.
- 15.2 The Treasurer shall keep the financial records of the association. On a change of the Treasurer, all records shall be transferred to the new Treasurer.

## **BY-LAW XVI - INSPECTION OF BOOKS AND RECORDS**

- 16.1 The President shall make available for inspection, the books and records of the Association to a member of the Board of Directors at any time and to all other members of the Association in good standing at the Annual Meeting of the Association.

## **BY-LAW XVII – DISCIPLINE PROCESS**

- 17.1 **General Policy** - The Stettler Minor Hockey Association expects all team officials to exhibit leadership qualities that promote player sportsmanship and decorum, as well as acceptable levels of propriety, towards opponents, game officials, and spectators.

As such, standards of behaviour should be clearly defined and maintained throughout the season, within a climate of mutual respect. It is recognized, however, that from time to time, sanctions may be necessary, from an external source, for behaviour, which transgresses acceptable standards. Such sanctions may be applied to any player, team official, team follower, parent, or member, and may take the form of:

1. A verbal reprimand
2. A written reprimand
3. A suspension

4. An expulsion
5. A combination of the above

The Stettler Minor Hockey Association through its elected or appointed officials, have the authority to discipline any player, team official, team follower, parent or member. The President shall ensure that written policy or regulations exist with respect to the application of discipline that ensures that each disciplinary incident is dealt with consistently within the process set out below:

Two different Discipline Stages are possible, namely:

- |         |   |                      |
|---------|---|----------------------|
| STAGE 1 | - | The Informal Process |
| STAGE 2 | - | The Formal Process   |

Some incidents that may warrant disciplinary action are as follows:

1. Profanity by players, team officials or club representatives
2. Any Player or Member found to be participating in bullying of any kind will face disciplinary action.
3. Penalties that are noted in the Hockey Alberta Minimum Suspension Guidelines.
4. A team, who in the opinion of the Disciplinary Chairman, is being assessed too many penalties of a serious nature
5. A team member or team follower who repeatedly brings discredit to the team and the Hockey Association, through violent, abusive, or gross behaviour, on or off the ice
6. Use of alcohol or other illegal substances while representing SMHA through participation in any team activities
7. A parent or guardian who exhibits conduct unbecoming to the integrity of Stettler Minor Hockey program
8. Any team that fails to utilize ice time without prior notification
9. Any item that violates the SMHA Code of Conduct.

Two Stettler Minor Hockey Association Executive situations that will warrant disciplinary action are:

1. Any elected or appointed member of the SMHA Board of Directors who does not attend three consecutive meetings may be relieved of his or her duties.
2. Any elected or appointed member of the SMHA Board of Directors, who, by a vote of the Board of Directors, is deemed to be doing an unsatisfactory job, shall by a 75% majority vote be relieved of his or her duties.

## 17.2 STAGE 1 – THE INFORMAL PROCESS

### 17.2.1 Standard Suspensions

Where the Hockey Canada Rule Book dictates a suspension for a player for a rule transgression, and game officials determine, by a write-up, that such a transgression took place, the Head Coach in consultation with the Category Director, as a matter of routine will implement the suspension.

### 17.2.2 Non-Standard Suspensions

When incidents occur which may warrant disciplinary action the coach(s) shall report the incident as quickly as possible, and at least prior to the next game, for action.

The Category Director, and coach(s) shall meet, investigate the incident, and determine the sanction to be applied. In investigating the incident they may consult such game officials, players, parents, or other observers that they may deem necessary to gain the relevant facts of the incident.

The coach(s) implements the sanctions with the players(s). A file must be created and established with the Category Director until the end of the season when the file will be maintained with the Secretary of SMHA. The Category Director must inform the Vice President, Operations of the sanction or discipline as soon as is possible.

Notwithstanding the above, should a coach, player, or parent feel that Stage 1 has not satisfactorily resolved the issue, it may be sent to Stage 2 in writing. However, Stage 1 sanctions remain in effect until Stage 2 is complete.

For incidents of a very serious nature, the Category Director may elect to suspend the player(s) indefinitely and proceed directly to Stage 2. .

Written notification to proceed to Stage 2 must occur within 72 hours of notification of the original discipline being communicated. The notification must be in writing to the Vice President, Operations.

### 17.3 STAGE 2 - THE FORMAL PROCESS

The Vice President, Operations on receiving a written appeal or request shall convene a Discipline Committee Meeting.

The Discipline Committee shall consist of the appointed Discipline Committee Chair, a Category Director but not the Category Director involved in a Stage One decision, and another member or the Board of Directors approved by the President, and shall be no less than 3 people.

The Discipline Committee shall establish a hearing and invite such persons, as they deem necessary to provide information to the Committee.

The Discipline Committee shall, with all dispatch, render a decision and communicate that decision to the offending party(ies). Such communication may be verbal at the outset but shall be confirmed in writing with copies logged with the SMHA Secretary.

### 17.4 APPEAL OF DISCIPLINE

Notwithstanding the above, should a coach, player, or parent feel that Stage 2 has not satisfactorily resolved the issue, it may be appealed by writing to the SMHA Secretary, requesting an Appeal to the decision. This appeal must occur within seven (7) days of the decision being Stage 2 decision being appealed. See Bylaw XIX.

## **BY-LAW XVIII – DISPUTE & GRIEVANCE PROCEDURES**

18.1 Parental, player, or team problems not resolved by the Head Coach &/or Team Manager shall be addressed to the respective Director.

18.2 Resolution not received at the above level shall be directed to the Vice President, Operations via the appropriate Director. The VP of Operation shall convene a Discipline Committee Meeting as outlined in Bylaw 17.3.

18.3 All Grievances shall be initiated in writing to the Discipline Committee.

18.4 Upon receipt of written notification, a Grievance hearing date shall be set within seven (7) days.

- 18.5 The decision of the Discipline Committee shall be given in writing within forty-eight (48) hours.
- 18.6 All decisions of the Discipline Committee shall be subject to appeal as per By-Law XIX.

### **BY-LAW XIX - APPEALS**

- 19.1 The SMHA Secretary on receiving a written Notice of Appeal shall place the item on the agenda for the next regular meeting of the SMHA Board of Directors, and inform the President, Vice President, Operations and respective Category Director of its receipt.
- Appellants shall be required to pay to the SMHA a fee of Two Hundred and Fifty (\$250.00) Dollars for an Appeal, which fee shall be payable with the filing of the Notice of Appeal.
- 19.2 The Notice of Appeal shall include and contain the following:
- (a) A statement of the decision being appealed, including a copy of the written decision, if any;
  - (b) Concise statements of the grounds for appeal;
  - (c) Concise statement of fact alleged by the Appellant
- 19.3 The SMHA Board of Directors may provide up to thirty minutes of meeting time for the person making the appeal to state their case. After the statement has been given, they will discuss the case in private.
- The Board of Directors shall render its decision by motion, and a simple majority of those members in attendance shall suffice.
- 19.4 The decision of the Board of Directors shall be final and binding on all parties, except for those avenues of recourse provided by Hockey Alberta and Hockey Canada.

### **BY-LAW XX – COURT AND LEGAL ACTION**

- 20.1 13:03 & 13.20 from Hockey Alberta Bylaws & Regulations
- 20.2 All decisions shall be subject to appeal to Hockey Alberta as provided for in By-Law XIII of Hockey Alberta.
- 20.3 Pursuant to By-Law 13.20 – Court Actions of Hockey Alberta
- (All People) by virtue and because of their status as such, agree that any recourse to the law court of any jurisdiction before all right and remedies as provided for by the Bylaws of the Association, Hockey Alberta and Hockey Canada have been availed of and utilized, shall be deemed by the SMHA to be unsportsmanlike conduct enabling the President to suspend and/or disqualify the said persons.

### **BY-LAW XXI - FISCAL YEAR**

- 21.1 The fiscal year of the SMHA shall commence the 1<sup>st</sup> day of June of every year to and including the 31<sup>st</sup> day of May of the following year.

**BY-LAW XXII – LIQUIDATION OR WINDING UP**

- 22.1 The Society shall be wound-up voluntarily whenever a Special Resolution is passed requiring the Society to be so wound-up. In the event of liquidation, dissolution or winding up of the Society, the property of the Society be distributed as follows:
  - 22.1.1 Where funds are held by the Society in trust for and on behalf of any organization, all such funds shall be returned to such organization.
  - 22.1.2 For the objects and purposes stated in these By-laws; or
  - 22.1.3 As otherwise directed by a Justice of the Court of Queen’s Bench of Alberta.

**ACCEPTANCE OF BYLAWS**

These Bylaws having been adopted by the Stettler Minor Hockey Association on the \_\_\_\_\_ day of \_\_\_\_\_, in the Year 2023, are the official recognized Bylaws for the Association.

Signature Date: \_\_\_\_\_

\_\_\_\_\_  
President

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address & Phone Number

\_\_\_\_\_

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address & Phone Number

\_\_\_\_\_