



BY-LAWS

Cold Lake Minor
Hockey Association
780.594.5050
www.clmh.com

Contents

1. GENERAL MEMBERSHIP	3
1.1 BOUNDARIES.....	3
1.2 MEMBERSHIP.....	3
1.3 MEMBERSHIP FEES	3
1.4 WITHDRAWAL FROM MEMBERSHIP	3
1.5 REMOVAL.....	4
1.6 MEETINGS.....	4
1.7 VOTING RIGHTS.....	5
1.8 QUORUM	6
1.9 MAJORITY VOTE	6
1.10 SPECIAL RESOLUTION	6
1.11 NOMINATIONS.....	7
1.12 QUALIFICATIONS OF EXECUTIVE MEMBERS AND BOARD OF DIRECTORS	7
1.13 ELECTION OF EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS	8
1.14 CONDUCT OF MEETINGS	8
2. THE EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS	8
2.1 COMPOSITION	8
2.2 WITHDRAWAL.....	9
2.3 REMOVAL.....	9
2.4 FILLING OF VACANCIES	9
2.5 MEETINGS.....	10
2.6 VOTING	10
2.7 QUORUM	10
2.8 POWERS.....	10
2.9 MAJORITY VOTE	10
2.10 CONDUCT OF MEETINGS	11
2.11 DUTIES OF THE EXECUTIVE COMMITTEE	11
2.12 COMMITTEES AND BOARD OF DIRECTORS.....	15
2.13 ELIGIBILITY TO COACH	21
2.14 INDEMNITY OF EXECUTIVE COMMITTEE MEMBERS, DIRECTORS AND OFFICERS.....	22
2.15 REMUNERATION.....	22
3. ADMINISTRATION – The Vice President of Business shall ensure:	22
3.1 ADMINISTRATOR DUTIES	22
3.2 ICE ALLOCATOR DUTIES	23
4. REFEREE-IN-CHEIF.....	24
5. DISCIPLINE	24
6. MISCELLANEOUS.....	27
6.1 SEAL	27
6.2 FISCAL YEAR END.....	28
6.3 AUDITING.....	28
6.4 BY-LAWS.....	28
6.5 INSPECTION OF BOOKS AND RECORDS.....	28
6.6 BORROWING POWERS.....	28
6.7 ROBERT’S RULES OF ORDER.....	28

1. GENERAL MEMBERSHIP

1.1 BOUNDARIES

The Cold Lake Minor Hockey Association (“CLMHA”) boundaries shall be defined by through negotiations with neighbouring Minor Hockey Associations from time to time as required.

1.2 MEMBERSHIP

A member shall be:

- a) Any parent or legal guardian, eighteen (18) years of age or older, having a player registered within CLMHA as per Hockey Alberta Regulations;
- b) Any coach, assistant coach or manager that is officially registered with CLMHA; or
- c) Any volunteer who has previously been a Member of CLMHA under Article 1.2(a) or 1.2(b) and who is approved by the Executive Committee to be a Member;
- d) Any person holding a position of Executive Board of Directors in the Association or in a “ratified” position of the Association; and
- e) Any registered player.

1.3 MEMBERSHIP FEES

- a) The Membership Fee for Members under article 1.2(a) shall be the registration fee per hockey player, such fee being determined by the Executive Committee before each new hockey year;
- b) There shall be no membership fee for a Member admitted under Article 1.2(b); and
- c) The membership fee for a volunteer admitted under Article 1.2(c) shall be determined annually by the Executive Committee and before each new hockey year.

1.4 WITHDRAWAL FROM MEMBERSHIP

Any member wishing to withdraw from membership of the CLMHA may do so upon written notice to the Executive Committee. The effective date of withdrawal shall be the date on which the President, Registrar or Administrator of the CLMHA receives the Notice of Withdrawal. Withdrawals must be received by December 31st to qualify for a pro-rated refund. The pro-rated refund shall be determined by the Executive Committee. Any exception shall be brought to the

Executive Committee upon reasonable notice by the Petitioner and such petition shall require a majority vote by the Executive Committee.

1.5 REMOVAL

- a) Any Member of the CLMHA who does not conduct him or herself in accordance with the Rules and Regulations of the Hockey Alberta and Hockey Canada or either the By-Laws or Regulations of the CLMHA can, upon a 2/3 majority vote of the Board of Directors, at a Board of Directors meeting, be expelled as a member of the CLMHA for the remainder of the present hockey year or such longer period of time as determined by the Board of Directors.
- b) Any recourse to another Hockey Branch, Commission, or the Courts of any jurisdiction by any member or individual, before all the rights of appeal and all the rights and remedies of the CLMHA By-Laws and Regulations have been followed, and all those in Hockey Alberta and Hockey Canada, of which the Association is affiliated with, have been fully exhausted, shall be deemed to be a violation and breach of the CLMHA Bylaws and Regulations and shall result in the immediate and automatic indefinite suspension of such member from all CLMHA related, League and Branch Association games and sponsored or organized activities.
- c) Anyone taking any action as noted in b) above against CLMHA or its Officers, or any other organization in Hockey Canada, including but not limited to CLMHA, the Association within CLMHA, Hockey Alberta, and Hockey Canada, before exhausting all rights of appeal shall pay all expenses incurred by CLMHA and or its Officers, or any other organization in Hockey Canada, to defend such action, before any application for reinstatement will be considered.
- d) The Board of Directors claims the right as the Rental Contract Carrier to bar any expelled, or suspended member from any or all facilities where the Association functions including where meetings, games and practices are taking place for a specified period of time as defined by the Executive Committee, Hockey Operations Committee and or the Discipline Committee.

1.6 MEETINGS

- a) Annual General:
The CLMH shall hold their Annual General Meeting (“AGM”) on or before the 30th day of April each year. Such meeting shall be called by the President and notice shall be given to the general membership in a Cold Lake newspaper, Cold Lake radio station and the CLMHA website no less than 4 consecutive weeks prior to the meeting. The AGM shall ONLY deal with the election of the Executive Committee, appointment or election of the Board of Directors any changes or amendments to the CLMHA Bylaws, and general business and operations of the CLMHA.

The order of business at each AGM, in addition to any other business that is properly before the Membership, shall be conducted as follows:

- i. In odd numbered years, the election of a Vice President of Hockey Operations, Secretary and Director at Large and the appointment or election of the Board of Directors as per Article 1.13 below. These positions shall be elected by majority vote when required. Any Member running as a candidate of these positions shall provide written notice to the President a minimum of 1 week prior to the AGM. The candidates written notice shall include their Curriculum Vitae (resume) and covering letter of no more than 1 page explaining their proposed action for the benefit of the CLMHA;
 - ii. In even numbered years, the election of the President and Vice President of Business and the appointment or election of the Board of Directors as per Article 1.13 below. These positions shall be elected by majority vote when required. Any Member running as a candidate of these positions shall provide written notice to the President a minimum of 1 week prior to the AGM. The candidates written notice shall include their Curriculum Vitae (resume) and covering letter of no more than 1 page explaining their proposed action for the benefit of the CLMHA
 - iii. The Board of Directors shall be appointed by these governing By-Laws or by election at the AGM if more than one candidate exists. If no candidate(s) exist at the calling of order of the AGM, then the position shall be put to the floor for nominations. Any nominee must have confirmed their intention to fulfill the role being nominated for prior to the nomination. Any Member seeking a position of a Director shall provide their Curriculum Vitae (resume) and covering letter of no more than 1 page which shall explain their proposed action for the benefit of the CLMHA;
 - iv. The President shall present the audited financial statement and report of the auditor; and
 - v. Each current Director shall provide their report to the Membership.
- b) General and Special Meetings:
General and Special Meetings of the general membership of the CLMHA will be called at any time by the President, or on written request of 3 Members of the Executive Committee, or upon receipt by the Executive Committee of a petition signed by 1/3 of the Members of the CLMHA who are in good standing, which petition shall set forth the reasons for calling the General Meeting. Notice of the General and Special Meetings shall be provided to the general membership by notice in a Cold Lake newspaper and the CLMHA website for 3 consecutive weeks prior to the meeting date.

1.7 VOTING RIGHTS

- a) In the case of a family membership as specified in Article 1.2(a), voting rights are restricted to persons over the age of 18 years with only one vote per parent to a maximum of two

votes per family;

- b) Voting rights for the Members identified in Article 1.2(b) shall be one vote per member;
- c) Voting rights for those Members identified in Article 1.2(c) shall be one vote per member;
and
- d) Only attending Members shall be entitled to vote.

NOTE: No person attending any meeting shall be entitled to more than one vote on each motion at the meeting. Voting for contested Executive positions or any vote that is done by written ballot at the AGM shall be done by secret ballot. The ballots shall be counted by 1 Executive Member and 1 non-Executive Member (current Director). The results of the vote shall be announced, and recounted if requested by any attending Member by a different and single Executive Member and a different and single non-Executive Member. The ballots following each and every vote shall be destroyed.

1.8 QUORUM

A quorum at any General Meeting, Special Meeting or Annual General Meeting shall be equal to Twenty- five (25) voting Members. This number can include the members of the Executive committee in attendance. If a quorum is not met, the President shall have the Registrar call the Roll Call of the Membership, the Executive Committee and the Board of Directors. The President shall then seek by majority vote by the attending Membership to confirm a quorum. If a quorum cannot be obtained by the above, the President shall adjourn the AGM for no less than 21 days and forthwith provide notice of the same to the Membership in a Cold Lake newspaper, Cold Lake radio station and the CLMHA website.

1.9 MAJORITY VOTE

Except in the case of a Special Resolution, all motions shall be adopted by majority vote of those Members in attendance at a meeting.

1.10 SPECIAL RESOLUTION

A “Special Resolution” means:

- a) A resolution passed:
 - i. at a General Meeting of which not less than twenty eight (28) days’ notice specifying the intention to propose the Resolution has been duly given. Such AGM will ONLY deal with the Association’s By-Laws. Notice of the Special Resolutions to amend, delete or add to the Bylaws must be received by the President in writing at

- least 28 days prior to the General meeting and be posted on the Association website at least 21 days prior to the meeting, and
- ii. by the vote of not less than 75% of those Members who, if entitled to do so, vote in person.
- b) A resolution proposed and passed as a Special Resolution at a General Meeting of which less than 28 days' notice has been given, if all Members entitled to attend vote at the General Meeting so agree.
 - c) Proposed special resolutions must be submitted to and approved by a 2/3 vote of the Executive committee prior to the Annual General Meeting submission.
 - d) Passed Special Resolutions require final Executive approval by a 2/3 majority vote to be held during the first available Board meeting after the Annual General Meeting.

1.11 NOMINATIONS

Every Member of the CLMHA shall have the privilege of nominating themselves and or a qualified representative for each Executive Committee and Board of Director position open for election and or appointment in any given year.

Candidates may only be made by current members in good standing and must be received a minimum of 1 week prior to the Annual General Meeting.

The Executive Committee shall be elected by majority vote by the attending Membership. An Executive position shall not be open to the floor for a nomination unless the President confirms that no candidate is properly before the Membership for election. Only at this time may any attending Member provide a nomination for an Executive or Director position however the Nominee shall confirm that they are prepared to accept the nomination and carry on the duties of that Executive or Director position.

If there remain open positions on the Board of Directors, the Executive Committee shall provide notice to the Membership on the CLMHA website of the vacant Director positions.

Any Member in good standing shall only be entitled to run for 1 Executive or 1 Director position in any given year. A Member shall not be able to run for any Executive or Director position if currently holding Office for that year. If a candidate is unsuccessful in elections they shall not submit themselves as a candidate for a Director but if a Director's position remains vacant and without a proper candidate or nominee then an attending Member on the Floor may nominate the unsuccessful Electorate.

1.12 QUALIFICATIONS OF EXECUTIVE MEMBERS AND BOARD OF DIRECTORS

Any person nominated for an Executive position or a position on the Board must be a Member in good standing under Article 1.2.

1.13 ELECTION OF EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS

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

- a) Elected on odd numbered years shall be the Vice President of Hockey Operations, Director at Large and the Secretary. The appointed or elected Directors on odd numbered years shall be the Initiation Director, Atom Director, Bantam Director, Female Director and Equipment Director.
- b) Elected on even numbered years shall be the President and Vice President of Business. The appointed or elected Directors on even numbered years shall be the Novice Director, Pee Wee Director, Midget Director, Player & Coaching Development Director, Regional Director and Pond Hockey Director.
- c) The elected officers shall form part of the Executive Committee until their successors are elected and installed. All attendees at the Annual General Meeting must sign in to have their membership verified and to receive their ballots.
- d) The Executive Committee members shall be elected at the AGM. If there are no candidates properly before the General Membership, the floor shall be opened to hear floor nominations and such nominations shall be elected if there is more than one (1) floor nomination.
- e) The Board of Directors shall be appointed or elected at the AGM. If there is only one (1) candidate before the General Membership, then that candidate shall be appointed. If there are two (2) or more candidates before the General Membership, then those candidates shall be elected by the General Membership. If there are no proper candidates before the General Membership, the floor shall be opened to hear floor nominations from the General Membership that shall be subject to appointment if only one (1) nomination comes forward, or by election if there are two (2) or more nominations from the General Membership.

1.14 CONDUCT OF MEETINGS

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

2. THE EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS

2.1 COMPOSITION

The Executive Committee of the CLMHA shall consist of the President, Vice President of Hockey Operations, Vice President of Business, Past President, Director at Large and Secretary.

The VP of Business shall hold the duties and obligations of the Treasurer in addition to the duties and obligations of the elected position herein. The Office Manager shall manage the duties and obligations of the Bingo Coordinator, Registrar and Ice Scheduler. As a paid position, the Office Manager shall not have a casting vote.

The Board of Directors shall be composed of one (1) Director *per* Division of Hockey (i.e. Initiation, Novice, Atom, Pee Wee, Bantam, and Midget), a Female Hockey Director, a Regional Director, an Equipment Director, a Player & Coaching Development Director and a Pond Hockey Director. The Executive Committee and the Board of Directors shall be collectively known as and operate as the Board of Directors.

2.2 WITHDRAWAL

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

2.3 REMOVAL

A Member of the Executive Committee or Member of the Board of Directors shall be relieved of their duties and removed as a Member of the Executive Committee or as a Member of the Board of Directors in the following circumstances:

- a) upon the failure to attend 3 consecutive meetings without the approval of the President;
- b) upon 75% majority vote of the Members of the Executive Committee on the basis that a Member is doing an unsatisfactory job or offending By-Laws, Regulations or the integrity of the Board of Directors; and
- c) upon a Special Resolution of the general membership at a General Meeting.

2.4 FILLING OF VACANCIES

In the event that the President is unable to perform the required duties, the Vice President of Business shall assume the position of President for the balance of the term or until the next Annual General Meeting, whichever event first occurs. In the event that the Vice President of Business cannot assume the President's position, or in the event that any other Member of the Executive Committee withdraws or is removed from the Executive Committee, or should an Executive Committee position not be filled by an election of the general membership at an Annual General Meeting, then the Executive Committee shall elect a Member from the general membership to fill the vacancy until the next Annual General Meeting. Any such Executive position filled shall be up for election at the next Annual General Meeting with the balance of

the length of the term for the position decided in accordance with the time limitations in Article 1.12.

2.5 MEETINGS

General Meetings:

There shall be a minimum of 8 general meetings of the Executive Committee held each year. The date and time of such meetings shall be set by the President. There shall be such further meetings as required for the operations of the CLMHA.

2.6 VOTING

The President shall have a casting vote only in the event of a tie at any meeting of the Board of Directors and shall sit as an *ex officio*. The President's use of the *ex officio* office shall be confirmed by a 2/3 majority of the Board of Directors prior to acting upon such title. The remaining Members of the Executive Committee and Members of the Board of Directors shall be entitled to one vote.

Each Member of the Executive Committee and Board of Directors shall vote on each matter of business unless excused by reason of conflict of interest or by Special Resolution of the Board of Directors.

2.7 QUORUM

A quorum at any Board of Directors Meeting shall be 2/3 of the Members of the Executive Committee.

2.8 POWERS

The Board of Directors shall subject to the By-Laws or directions given by majority vote at any General Meeting of the CLMHA properly called and constituted have:

- a) full control and management of the affairs of the CLMHA;
- b) the power to adopt or amend policy, guidelines, procedures or regulations, at any General, Special or Executive Meeting by motion, which shall be binding upon all members of the CLMHA;
- c) the power to establish policies to ensure allotted ice time is distributed on a fair and just basis to the CLMHA.

2.9 MAJORITY VOTE

On any general motion a majority vote of the quorum shall pass the motion. A motion to adopt a policy, guideline, procedure or regulation requires a 2/3-majority vote of the quorum to pass the motion.

Every motion shall be decided by a show of hands or written ballots as declared by the chairperson. A declaration by the President that a motion has been carried or not carried shall be sufficient evidence of the fact without proof of number or proportion of the votes accorded in favor of or against such motion. A Member may demand a poll on any vote which vote shall then be counted by a written ballot.

2.10 CONDUCT OF MEETINGS

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

2.11 DUTIES OF THE EXECUTIVE COMMITTEE

2.11.1 The President shall:

- a) have a casting vote at any meeting of the Board of Directors only in the event of a tie.
- b) be responsible for general administration of the Minor Hockey League Operations and be responsible for the supervision of the Business and Administration.
- c) be a signing authority along with the Vice President of Business and Vice President of Hockey Operations.
- d) exercise the powers of the Board of Directors in case of emergency. The exercise of such powers shall be ratified by the Board of Directors (within 48 hours or as soon as possible thereafter of the President exercising such powers). An emergency shall be defined where immediate action is required in the best interest of the Membership and CLMHA.
- e) suspend clubs or coaches, subject to ratification at the following meeting of the Board of Directors.
- f) liaise directly with the Community Services department.
- g) attend or appoint a designate to attend the Hockey Alberta AGM.
- h) ensure that coaches are ratified by the Board of Directors.
- i) receive the reports from the Discipline Committee and the Hockey Operations Committee in respect to disciplinary actions within the Operational Policies, Rules and Guidelines of the Association. To take such action as recommended, or ratified by the Board of Directors if necessary, in dealing with any offending Member of the Board, Member of CLMHA including any coach or any member of any CLMHA team which shall include any parent or player.
- j) be responsible for developing the CLMHA operating budget in coordination with the Vice President of Business, Secretary and or the Treasurer.
- k) be responsible for developing and maintaining the CLMHA administrative operating policies and procedures.

- l) be responsible for developing the agenda for Annual General Meetings.
- m) authorize player releases, tryouts and affiliation forms in conjunction with the Office Manager.
- n) prepare or review and confirm all required Press releases and submit to the Office Manager for media release as required by the CLMHA.
- o) develop a format and guidelines for persons who are reporting on hockey games to the Press.
- p)
- q) to oversee and ensure that proper governance is maintained by the Executive Committee and Board of Directors and in so doing maintain the integrity of the CLMHA.
- r) be the CLMHA Hockey Alberta Liaison and attend required meetings.

2.11.2 The Vice President of Business shall:

- a) assume responsibility of duties of the President in absence of the President.
- b) be signing authority along with the Treasurer and the President and Vice President of Hockey Operations.
- c) oversee day to day business operations both internally and externally for the association.
- d) oversee scholarship program.
- e) oversee association awards.
- f) oversee CLHMA apparel.
- g) hire, assist, oversee and manage the office staff in cooperation with the President.
- h) be responsible for overseeing the applications for special hockey events and major tournaments, will also oversee CLMHA tournament coordinator.
- i) work in conjunction with Vice President of Hockey Operations.
- j) be responsible for, or to review and confirm, managing special projects as identified by the CLMHA.
- k) collect team budgets November 15, January 15 and April 15.
- l) develop and manage the operating budget for the CLMHA.
- m) handle all liability and insurance claims.
- n) obtain all travel permits, special event permits and sanction permits for CLMHA tournaments through Hockey Alberta.
- o) Report to the President.

2.11.3 The Vice President of Hockey Operations shall:

- a) assume duties of President in the absence of both the President and Vice President of Business.
- b) be signing authority for the association along with President, Treasurer, and or the Vice President of Business.
- c) oversee day to day Hockey Operations both internally and externally for the association
- d) be responsible for tiering within CLMHA.
- e) arrange within Hockey Operations for attendance at various league meetings
- f) ensure coach interviews consist of a minimum of 4 non-conflict board members for all new coaches and coaches deemed to require a formal interview process. Will forward

nominations and or candidates to the Executive Committee and Board of Directors for approval.

- g) be responsible for, or to review and confirm, managing special projects as identified by the CLMHA.
- h) oversee appeals and disciplinary matters.
- i) oversee Ice Scheduler.
- j) oversee the Hockey Operations Committee.
- k) oversee the Coaching and Player Development Director and the Referee in Chief.
- l) report to the President.

2.11.4 The Past President shall:

- a) attend meetings of the Board of Directors when requested by the Executive Committee or by 2/3 majority of the Board of Directors.
- b) report to the President.

2.11.5 The Registrar shall:

- a) attend all General Membership, Annual General Membership, Board of Director and Hockey Operations Committee meetings and shall maintain accurate minutes of same in the absence of the Secretary.
- b) have charge of all Executive Committee, Board of Directors and Hockey Operations Committee records.
- c) maintain and update the By-Laws and the Operational Policies, Rules and Guidelines in both hard copy and on the Association website.
- d) work with the Administrator on safekeeping of all Executive Committee and Hockey Operations Committee Reports, Minutes, By-Laws and Operational Policies, Rules and Guidelines.
- e) be responsible for all Executive Committee, Board of Directors and Hockey Operations Committee correspondence.
- f) assist the Secretary to prepare any advertising to any media as required by the Association as directed by the President.
- g) assist the Secretary to submit media releases to any media as required by the Association as directed by the President.
- h) be responsible for all registration issues for all participants within the Association.
- i) approve eligibility of all players registered in the Association in accordance with Hockey Alberta and Hockey Canada criteria (including CLMHA residential boundaries and the Elite Model Development guidelines) – this eligibility will depict whether or not a player can be registered and play for CLMHA.
- j) be responsible to ensure proper registration of players, team officials and team registration with Hockey Alberta in Hockey Canada's Registry (HCR).
- k) be responsible to process player releases through HCR in conjunction with the President.
- l) provide final verification that a player within CLMHA is eligible for a standard or conditional release.
- m) be responsible for verifying player affiliations in conjunction with Division Directors.

- n) give final approval for player affiliations.
- o) be responsible for entering player affiliations into HCR.
- p) be responsible for intra-branch transfers and intra-association transfers in HCR in conjunction with the President.
- q) be a liaison with Hockey Alberta and Hockey Canada with respect to player, team official and team registration in conjunction with the Vice President of Business.
- r) report to the President and Vice President of Business.
- s) attend all zone meetings in conjunction with the President.
- t) be responsible for ensuring all rosters are approved and send all approved rosters to the division directors.
- u) perform such other duties as designated by the President.

2.11.6 The Secretary shall:

- a) attend all General Membership, Annual General Membership, Executive Committee and Hockey Operations Committee meetings and shall maintain accurate minutes of same.
- b) liaise with the President, Vice President of Business and the Vice President of Hockey Operations.
- c) prepare all required press releases and submit to the President and Office Manager for media releases as required by CLMHA.
- d) coordinate volunteer committees and or individual volunteers to plan, organize and carry out Special Events as required by CLMHA.
- e) submit any required, and or prepare and organize any advertising for media release to the President or as directed by the President.
- f) liaise with the Community or adjacent Communities for promotional events for the betterment of CLMHA or as directed by the President.
- g) report to the President on CLMHA fundraising initiatives and the developments of any of these initiatives.
- h) assist in the development of an operating budget.
- i) have charge of all Executive Committee, Board of Directors and Hockey Operations Committee records in the absence of the Registrar.
- j) maintain and update the By-Laws and the Operational Policies, Rules and Guidelines in both hard copy and on the Association website in the absence of the Registrar.
- k) work with the Administrator on safekeeping of all Executive Committee and Hockey Operations Committee Reports, Minutes, By-Laws and Operational Policies, Rules and Guidelines in the absence of the Registrar.
- l) Perform such other duties as designated by the President

2.11.7 The Treasurer shall:

- a) be a signing authority along with the President, Vice President of Business and Vice President of Hockey Operations.
- b) have charge of all Executive Committee financial records.
- c) present an annual statement of all operations.

- d) work in co-operation with the President in developing the Association's operating budget.
- e) investigate all potential grants from Government and Sporting Agencies.
- f) co-ordinate grant applications in conjunction with other Officers as needed.
- g) be responsible for CLMHA bank account maintenance and management.
- h) report to the President

2.11.8 The Director at Large shall:

- a) fulfill any such vacancy on the Executive Committee and the Board of Directors.
- b) attend all meetings of the BOARD OF DIRECTORS but shall have only one casting vote.
- c) represent the interests of all Members in good standing of the CLMHA.
- d) submit a written report for the AGM.
- e) report to the President.

2.12 COMMITTEES AND BOARD OF DIRECTORS

The Board of Directors or a Committee thereof may create Committees or Sub-Committees including a nominating Committee. Such Committees may be composed of Members or non-members of the Executive Committee and Board of Directors. Notwithstanding the foregoing all Members of Committees or Sub-Committees must be Members in good standing of the CLMHA.

2.12.1 Hockey Operations Committee ("HOC")

The HOC shall be chaired by the Vice-President of Hockey Operations and shall be comprised of: the Regional Director, Midget Director, Bantam Director, Pee wee Director, Atom Director, Female Hockey Director, Novice Director, Initiation Director, Coaching and Player Development Director and the Referee in Chief or the Executive Committee and Board of Directors shall form an anonymous HOC of not less than 5 Members or non-Members whom shall not have any conflict of interest on any matter of business before the HOC. If the HOC is an appointed anonymous committee, then the HOC shall report in writing directly to the Vice President of Hockey Operations of any and all such findings, recommendations or decisions. The Vice President of Hockey Operations shall then report to the President wherein the President may cause for a meeting of the Board of Directors to deal with any pressing issue. If no matters are pressing than the Vice President of Hockey Operations shall present the written report of the HOC at the next following meeting of the Board of Directors.

2.12.2 The Initiation Director shall:

- a) be responsible for the non-representative CLMHA Initiation program
- b) appoint an Initiation team of coordinators and assistants, and conduct meetings, as required by HOC
- c) attend Hockey Operations Committee meetings and will submit a written report to the Player and Coaching Development Director.
- d) conduct pre-season meetings with coaches and Initiation Program Instructors and will require a team budget be submitted for review before 1 November of each year.
- e) produce an information letter for all parents as approved by the Vice President of Hockey

Operations.

- f) ensure that a division schedule is made available to all teams.
- g) ensure all on-ice personnel to complete all required Initiation Programing and coaching clinics as per Hockey Alberta.
- h) encourage that each of the coaches and Instructors use the Initiation Program curriculum in their on-ice sessions as per Hockey Alberta.
- i) be responsible to collect and manage all game sheets (if applicable) for league, tournament, and exhibition games.
- j) will be responsible to provide the Vice President of Business – game sheets (if applicable) with incident reports
- k) submit a report on Initiation at the Annual General Meeting.
- l) appoint a Tournament Coordinator and approve the tournament budget.
- m) report any and all resolved and unresolved coaching, parent, player, spectator or any such other disciplinary concerns to the Player and Coaching Development Coordinator and Vice President of Hockey Operations.
- n) report to the Vice-President of Hockey Operations.

2.12.3 The Novice Director shall:

- a) be responsible for the non-representative CLMHA Novice program.
- b) appoint a Novice team manager and assistants, and conduct meetings, as required by the Hockey Operations and to submit a report to Hockey Operations.
- c) attend Hockey Operations Committee meetings and will submit a written report to the Player and Coaching Development Director.
- d) conduct pre-season meetings with coaches and Novice Program Instructors and will require a team budget be submitted for review before 1 November of each year.
- e) produce an information letter for all parents as approved by the Vice President of Hockey Operations.
- f) ensure that a league schedule including Playoffs is made available to all teams.
- g) ensure all on-ice personnel to complete all required Novice Programing and coaching clinics as per Hockey Alberta.
- h) encourage that each of the coaches and instructors use the Novice Program curriculum in their on-ice sessions as per Hockey Alberta.
- i) be responsible to collect and manage all game sheets (if applicable) for league, tournament, and exhibition games.
- j) be responsible to provide the Vice President of Business – game sheets with incident reports.
- k) submit a report on Novice at the Annual General Meeting.
- l) appoint a Tournament Coordinator for the Novice Development League and will approve the tournament budgets.
- m) report any and all resolved and unresolved coaching, parent, player, spectator or any such other disciplinary concerns to the Player and Coaching Development Coordinator and Vice President of Hockey Operations.
- n) report to the Vice-President of Hockey Operations.

The Atom Director shall:

- o) be responsible for the non-representative CLMHA Atom program.
- p) appoint an Atom team manager and assistants, and conduct meetings, as required by Hockey Operations and submit a report to Hockey Operations.
- q) attend Hockey Operations Committee meetings and will submit a written reports.
- r) conduct pre-season meetings with coaches and Atom Program Instructors and will require a team budget be submitted for review before 1 November of each year.
- s) produce an information letter for all parents as approved by the Vice President of Hockey Operations.
- t) ensure that a league schedule including Playoffs is made available to all teams.
- u) ensure all on-ice personnel to complete all required Atom Programing and coaching clinics as per Hockey Alberta.
- v) encourage that each of the coaches and Instructors use the Atom Program curriculum in their on-ice sessions as per Hockey Alberta.
- w) be responsible to collect and manage all game sheets (if applicable) for league, tournament, and exhibition games.
- x) be responsible to provide the Vice President of Business – game sheets with incident reports.
- y) submit a report on Atom at the Annual General Meeting.
- z) appoint a Tournament Coordinator for the Atom Development League and will approve the tournament budget.
- aa) report any and all resolved and unresolved coaching, parent, player, spectator or any such other disciplinary concerns to the Player and Coaching Development Coordinator.
- bb) report to the Vice-President of Hockey Operations.

2.12.4 The Peewee Director shall:

- a) be responsible for the non-representative CLMHA Peewee program.
- b) appoint a Peewee team managers and assistants, and conduct meetings as required by Hockey Operations and submit a report to Hockey Operations.
- c) attend Hockey Operations Committee meetings and will submit a written report.
- d) conduct pre-season meetings with coaches and Peewee Program Instructors and will require a team budget be submitted for review before 1 November of each year.
- e) produce an information letter for all parents as approved by the Vice President of Hockey Operations.
- f) ensure that a league schedule including Playoffs is made available to all teams.
- g) ensure all on-ice personnel to complete all required Peewee Program and coaching clinics as per Hockey Alberta.
- h) encourage that each of the coaches and Instructors use the Peewee Programing curriculum in their on-ice sessions as per Hockey Alberta.
- i) be responsible to collect and manage all game sheets (if applicable) for league, tournament, and exhibition games.

- j) be responsible to provide the Vice President of Business – game sheets with incident reports.
- k) submit a report on Peewee at the Annual General Meeting.
- l) report to the Vice-President of Hockey Operations.

2.12.5 The Bantam Director shall:

- a) be responsible for the non-representative CLMHA Bantam program.
- b) appoint a Bantam team managers and assistants, and conduct meetings, as required by Hockey Operations and submit a report to Hockey Operations.
- c) attend Hockey Operations Committee meetings and will submit a written report.
- d) conduct pre-season meetings with coaches and Bantam Program Instructors and will require a team budget be submitted for review before 1 November of each year.
- e) produce an information letter for all parents as approved by the Vice President of Hockey Operations.
- f) ensure that a league schedule including Playoffs is made available to all teams.
- g) ensure all on-ice personnel to complete all required Bantam Program and coaching clinics as per Hockey Alberta.
- h) encourage that each of the coaches and Instructors use the Bantam Programing curriculum in their on-ice sessions as per Hockey Alberta.
- i) be responsible to collect and manage all game sheets (if applicable) for league, tournament, and exhibition games.
- j) be responsible to provide the Vice President of Business – game sheets with incident reports.
- k) submit a report on Bantam at the Annual General Meeting.
- l) report to the Vice-President of Hockey Operations.

2.12.6 The Female Hockey Director shall:

- a) be responsible for the non-representative CLMHA Female Hockey program.
- b) appoint a Female Hockey team manager and assistants, and conduct meetings, as required by Hockey Operations and submit a report to Hockey Operations.
- c) attend Hockey Operations Committee meetings and will submit a written report.
- d) conduct pre-season meetings with coaches and Female Hockey Program Instructors and will require a team budget be submitted for review before 1 November of each year.
- e) produce an information letter for all parents as approved by the Vice President of Hockey Operations.
- f) ensure that a league schedule including Playoffs is made available to all teams.
- g) ensure all on-ice personnel to complete all required Female Hockey Programing and coaching clinics as per Hockey Alberta.
- h) encourage that each of the coaches and instructors use the Female Hockey Program curriculum in their on-ice sessions as per Hockey Alberta.
- i) be responsible to collect and manage all game sheets (if applicable) for league, tournament, and exhibition games.

- j) be responsible to provide the Vice President of Business – game sheets with incident reports.
- k) submit a report on Female Hockey at the Annual General Meeting.
- l) report to the Vice-President of Hockey Operations.

2.12.7 The Midget Director shall:

- a) be responsible for the non-representative CLMHA Midget Hockey program.
- b) appoint a Midget team manager and assistants, and conduct meetings, as required by Hockey Operations and submit a report to Hockey Operations.
- c) attend Hockey Operations Committee meetings and will submit a written report.
- d) conduct pre-season meetings with coaches and Midget Program Instructors and will require a team budget be submitted for review before 1 November of each year.
- e) produce an information letter for all parents as approved by the Vice President of Hockey Operations.
- f) ensure that a league schedule including Playoffs is made available to all teams.
- g) ensure all on-ice personnel to complete all required Midget Programming and coaching clinics as per Hockey Alberta.
- h) encourage that each of the coaches and Instructors use the Midget Program curriculum in their on-ice sessions as per Hockey Alberta.
- i) be responsible to collect and manage all game sheets (if applicable) for league, tournament, and exhibition games.
- j) be responsible to provide the Vice President of Business – game sheets with incident reports.
- k) submit a report on Midget Hockey at the Annual General Meeting.
- l) will report to the Vice-President of Hockey Operations.

2.12.8 The Regional Director shall:

- a) oversee the complete operation of Regional Peewee, Bantam and Midget.
- b) conduct pre-season meetings with coaches and shall ensure that every team has a budget for review prior to the start of the hockey season – deadline date to be determined by the President.
- c) ensure all on-ice personnel to complete all required regional Peewee or Bantam or Midget Programs and coaching clinics as per Hockey Alberta.
- d) encourage that each of the coaches and Instructors use the Representative Hockey Program curriculum in their on-ice sessions as per Hockey Alberta.
- e) produce an information letter for all parents as approved by the Vice President of Hockey Operations.
- f) attend Hockey Operations Committee meetings and will submit a report to Hockey Operations.
- g) review and make recommendations to the President and Vice-President of Hockey Operations for approval of all out of Province games.
- h) ensure that a league schedule including Playoffs is made available to all teams.

- i) be responsible to collect and manage all game sheets (Regional Peewee, Bantam and Midget, if applicable) for league, tournament, and exhibition games.
- j) will be responsible to provide the Vice President of Business – game sheets (Regional Peewee, Bantam and Midget) with incident reports.
- k) submit a report on Representative League Hockey at the Annual General Meeting.
- l) report to the Vice-President of Hockey Operations.

2.12.9 The Pond Hockey Director shall:

- a) liaise with Community Support Groups to encourage recreational hockey.
- b) organize a committee, sub-committee or seek such volunteers to coordinate the successful operation of pond/recreation hockey.
- c) organize and facilitate appropriate ice scheduling to best accommodate the registrants;
- d) ensure there is adequate insurance coverage of that CLMHA's insurance covers all participants and venues.
- e) put such advertising necessary to the President and Vice President of Hockey Operations for review and confirmation.
- f) seek sponsorships and donations for equipment and put such sponsorships and donations to the President and Vice President of Hockey Operations for review and confirmation.
- g) ensure proper maintenance of the ice.
- h) ensure proper supervision of on-ice events.
- i) to coordinate an ice schedule that allows fair usage to all membership age groups.
- j) report to the Vice-President of Hockey Operations.

2.12.10 The Equipment Manager shall:

- a) be responsible for the purchase of all uniforms and equipment under the direction of the Vice President of Business, Vice President of Hockey Operations and the President.
- b) shall assume responsibility for the maintenance and storage of all uniforms and equipment.
- c) shall be responsible for the distribution and recovery of uniforms and equipment to and from teams on a timely basis.
- d) shall maintain inventory records of all uniforms and equipment.
- e) shall be responsible for the disposal of any old or un-needed uniforms and or equipment under the direction of the Vice President of Business, Vice President of Hockey Operations and the President.
- f) shall ensure all equipment is approved and ready for use prior to the commencement of the season.
- g) report to the Vice-President of Business and or the Secretary.

2.12.11 The Player & Coaching Development Director and Divisional Directors shall:

- a) be responsible for organizing all evaluation programs in conjunction with the Initiation, Novice, Atom, Peewee, Bantam, Midget, Female Hockey, and Representative Directors, and in liaison with the Vice President of Hockey Operations.
- b) ensure the association has clear policies and procedures for the evaluation of all players at all levels.
- c) ensure each division, Initiation, Novice, Atom, Peewee, Bantam, Midget, Female Hockey and

Representatives follow the evaluation policies.

- d) provide the Secretary, Office Manager and or the Registrar with advertisement for tenders, if required, for the evaluation process for House League programs no later than April 1st of the current year. The lowest tender is not necessarily the winning tender.
- e) report to the Vice-President of Hockey Operations.

2.12.12 The Player & Coaching Development Director shall:

- a) arrange and supervise a definite period of training for all coaches, and players, in order that technical knowledge is conveyed at the necessary level of instruction, that is:
 - i. approved and accredited coaches clinics;
 - ii. approved and accredited player clinics;
 - iii. approved and accredited sport medicine clinics
- b) establish and maintain a coach mentoring system for all levels in the CLMHA.
- c) establish, as required specific camps, for CLMHA.
- d) establish random spot checks for Coaching Development throughout each hockey season.
- e) inform that each Coach must submit a copy of their hockey lessons plans by no later than the end of the season. These lessons plans shall be organize into divisional binders and housed within the CLMHA Office for use of each and every Coach as a reference. The Registrar shall assist in the making, storing and facilitation of these lesson plans at the discretion of the Development Director.
- f) during a spot check ask the Coach to produce the practices lesson plan.
- g) provide constructive feedback to the Coach if required.
- h) report to the President and Vice-President of Hockey Operations.

2.12.13 Sub Committees

The Board of Directors or a Committee thereof may create Committees or Sub-Committees including a nominating Committee. Such Committees may be composed of Members or non-members of the Executive Committee. Notwithstanding the foregoing all Members of Committees or Sub-Committees must be Members in good standing of the CLMHA.

2.13 ELIGIBILITY TO COACH

Members of the Executive Committee and Board of Directors shall be eligible to serve as Coach or such other position within a team regardless if their child or children are on that team. A Division Director cannot act as a Head Coach within the same division while holding office. Any member of the Executive Committee and Board of Directors that is head coaching a hockey program shall not participate in any decisions wherever there is a conflict of interest. Head Coach spouses may not volunteer to manage a team or deal with any finances for the team without special permission from the Division Director in consultation with the Vice President of Hockey Operations and President.

NOTE: In special circumstances the Executive Committee, and or the Board of Directors if necessary due to

quorum or resolve a conflict of interest, shall allow for a Division Director to Head Coach within the same Division if no other Member in good standing volunteers for a Head Coach position.

2.14 INDEMNITY OF EXECUTIVE COMMITTEE MEMBERS, DIRECTORS AND OFFICERS

No Member of the Cold Lake Minor Hockey Association is, in his individual capacity, liable for a debt or liability of the Cold Lake Minor Hockey Association.

The CLMHA shall indemnify an Executive Committee Member, Director or Officer, his heirs, legal representatives and assigns from and against any and all claims, costs, charges, expenses and losses including payment of legal fees on a solicitor and client basis necessary to settle or defend an action or satisfy a Judgment reasonably incurred by such person as a result of them having been an Executive Committee Member, Director or Officer in those cases where they were acting in their course and scope of duty and acted honestly and in good faith with the view to the best interests of the CLMHA. The Cold Lake Minor Hockey Association shall indemnify a Discipline Committee Member, his heirs, legal representatives and assigns from and against any and all claims, costs, charges, expenses and losses including payment of legal fees on a solicitor and client basis necessary to settle or defend an action or satisfy a Judgment reasonably incurred by such person as a result of them having been a Discipline Committee member in those cases where they were acting in their course and scope of duty and acted honestly and in good faith with the view to the best interests of the CLMHA.

2.15 REMUNERATION

No Directors, Officers or members of the Executive Committee shall receive any remuneration for their services. The Registrar shall be remunerated for services rendered and such services shall be at the discretion of the Executive Committee.

3. ADMINISTRATION – The Vice President of Business shall ensure:

3.1 ADMINISTRATOR DUTIES

The Association may employ an Administrator/Registrar (Office Manager) whose remuneration shall be set by the Executive Committee. The hiring or termination of the Office Manager shall be upon 2/3 majority vote of the Executive Committee or the Board of Directors if necessary to effect a quorum. The Office Manager shall report directly to the Vice President of Business who shall then report to the Executive Committee and Board of Directors. The Office Manager shall be a non-voting member of the Board of Directors. The Office Manager shall not be expected to perform any Executive Committee's duties as outlined in the By-Laws.

The Administrator shall be responsible to:

- a) Compile and maintain a directory of players, coaches, managers, and trainers with name,

- address and phone numbers in conjunction with CLMHA Registrar.
- b) Input all player/coach/manager/trainer data and maintain the data system as per Hockey Alberta criteria in conjunction of CLMHA Registrar.
 - c) Maintain player/coach/manager/trainer (hard copy) files in the office.
 - d) Maintain registration records and management.
 - e) Manage all accounts payable and receivable; inputting and record management.
 - f) Maintain and manage the CLMHA website.
 - g) In cooperation with the Secretary, be the liaison for promotional activities in the community for the Association as required or as directed by the President.

3.2 ICE ALLOCATOR DUTIES

The Ice Allocator shall be responsible to:

- a) Report directly to the Vice President of Hockey Operations, attend meetings and submit written reports as requested.
- b) Provides an ice report summarizing the details of the season's ice allocation at CLMHA Annual General Meeting.
- c) Principal point of contact for CLMHA on matters of ice allocation within the City of Cold Lake and any other organization that provides CLMHA with ice time. This is to include attending all ice user meetings with the above mentioned organization.
- d) Responsible for acquiring ice for Pre-Season September Try-outs, Regular Season (September to March), Summer Ice (April to August), CLMHA Tournaments, Mentorship Clinics, and PowerSkating or any other development programing.
- e) Responsible for returning ice to the respective ice provider(s) when ice cannot be utilized.
- f) Principal point of contact for negotiation of changes in ice times with City of Cold Lake and other city ice users.
- g) Principal point of contact for ice matters with all outside leagues. Responsible for providing the required game ice to the Ice Schedulers of those leagues. This is to include attending any ice related meetings set by outside leagues.
- h) Responsible for coordinating and creating the Game Schedules.
- i) Responsible for coordinating ice for Provincial play-down games.
- j) Determines quality of ice time required for various CLMHA teams based on number of hours of ice available, predicted number of players, age groups, level of ability i.e. AA, A, B, House league etc. and specific league requirements.
- k) Responsible for follow up of the proper utilization of ice time on a regular basis.
- l) Responsible for providing ice to respective CLMHA Directors for all House League practices and games.
- m) Responsible for providing and tracking practice ice for all CLMHA teams
- n) Responsible for providing the weekly practice slots. This includes setting the start and end dates and predetermined exclusions
- o) Responsible for maintaining and updating the Ice for Sale listings on the CLMHA Website.
- p) Responsible for reporting all team ice purchases to the CLMHA Vice President of Business in a timely manner.

4. REFEREE-IN-CHEIF

- a) Will appoint the referees for all designated home games and his appointment shall be final with exception of Provincial Games.
- b) Will arrange training programs for all referees.
- c) Will monitor supervisions on all referees.
- d) Will attend BOARD OF DIRECTORS meetings, submitting a written report as requested.
- e) Will see that all games are handled in accordance with the Cold Lake Minor Hockey Association Rules and Hockey Canada hockey rules.
- f) Will suspend or discipline referees as required.
- g) Will submit to the HOC Committee in writing the details of any disciplinary action taken.
- h) Will forward to the HOC Committee the Rules and Regulations governing the referees.
- i) Will report to the Vice President of HOC as a HOC member.

5. DISCIPLINE

- a) The Operational Policies, Rules & Guidelines adopted by the Association provide for the general rules of conduct for all members including Directors and Officers, Coaches, Assistant Coaches, Managers, Players, Parents or Spectators.
- b) Any Officer, Director, Executive Committee Member, Team Player, Coach, Assistant Coach, Trainer, Manager, Parent or Spectator who violates the By-Laws, Code of Conduct or Operational Policies, Rules & Guidelines of the Association is subject to discipline under the Discipline Procedure.
- c) CLMHA Standard Code of Conduct is attached as Appendix A to these By-Laws and any breach of the same shall be dealt with in accordance with this Article.
- d) The Discipline Procedure shall be administered as follows:
 - i) The Executive Committee shall direct complaints as follows:
 - a. Discipline matters relating to activities governed by the rules of the league in which a particular team participates or which is specifically covered by Hockey Alberta or Hockey Canada rules shall be administered by the Hockey Operations Committee;
 - b. Discipline matters relating to activities of on-ice game officials acting in their capacity as on-ice game officials shall be administered by the Cold Lake Referee Association, North East Zone Referee Committee or Hockey Alberta;
 - c. Discipline matters not covered by a) or b) (in other words matters not involving the rules governing the game of hockey) shall be administered by the Discipline Committee.

- d. The President shall maintain a log of the complaints received providing the date the complaint was received, the log number, the name of the complainant, the name of the respondent and the date the file was closed. The log shall not include any details of the nature of the complaint.
- ii) Upon the conclusion of the hearing of the complaint, whether informal or formal, by either the Hockey Operations Committee or the Discipline Committee all documents pertaining to the complaint shall be placed in a special filing cabinet accessible solely by the Chairman of the Discipline Committee and/or the President of the CLMHA and shall not be accessed by any other party.
- iii) In order to ensure the consistency in the application of discipline:
 - a. When requested or required, the Discipline Committee shall summarize the complaints where discipline was issued. These summaries shall identify the issues giving rise to the discipline and the discipline issued by the Discipline Committee. These summaries shall not make reference to either the complainant or to the individual being discipline
 - b. When requested or required, the Hockey Operations Committee shall summarize the complaints where discipline was issued and forward this summary to the Chairman of the Discipline Committee. These summaries shall identify the issues giving rise to the discipline and the discipline issued by the Hockey Operations Committee. These summaries shall not make reference to either the complainant or to the individual being disciplined
 - c. When requested or required, the Discipline Committee shall request that the Cold Lake Referees Association provide a summary of the complaints where discipline was issued by it. These summaries shall identify the issues giving rise to the discipline and the discipline issued by the Cold Lake Referees Association. These summaries shall not make reference to either the complainant or to the individual being disciplined.
 - d. The files in respect of specific discipline matters shall be retained for a period of three (3) years after which they shall be destroyed and disposed of in accordance with policies established by the Executive Committee. The annual summaries referred to in a, b and c shall not be destroyed but shall be retained on file.
- iv) When requested or required, the Discipline Committee, Hockey Operations Committee and the Cold Lake Referees Association shall prepare a report to the President of the CLMHA providing a summary of the discipline matters including at least the number of complaints received, the number of hearings held and a general description of the issues encountered and the discipline imposed.
- e) Discipline Committee
 - i) The President shall sit as the Chairperson and shall not have voting rights of any kind as a member of the Executive Committee when the recommendations from the Discipline Committee are put to the Executive Committee.
 - ii) The Discipline Committee shall report findings or decisions to the CLMHA President.

- iii) The President shall then inform the Executive Committee of the report, findings and any recommendations from the Discipline Committee. The Executive shall then convene within 10 days of the Discipline Committee hearing to consider the report, findings and recommendations of the Discipline Committee. The Executive Committee may ratify the recommendations of the Discipline Committee and if so, shall then inform the Board of Directors at the following Board meeting. If the Executive Committee does not ratify the recommendations of the Discipline Committee, then the Executive Committee shall call a Board Meeting for the Executive Committee and the Board of Directors to consider the recommendations or such other measures that properly address the circumstances. Any such decision shall not outweigh the infraction and shall not cause CLMHA's reputation to fall into disrepute.
- iv) The Discipline Committee shall consist of five (5) Members of the Association as follows:
 - a. The Executive Committee shall appoint the President as the Chairperson of the Discipline Committee. Such appointment shall be for a term of two years and may be renewed at the discretion of the Executive Committee.
 - b. The remaining four (4) members of the Discipline Committee shall be appointed by the Executive Committee but the President shall not have a vote on these remaining Members. Each member shall serve for a term of one (1) year such that two (2) members are appointed following each Annual General Meeting of the Association.
 - c. In the event that there are less than four (4) appointed members following the Annual General Meeting, the Discipline Committee shall have the power to search for and appoint sufficient Members of the Association to fill any vacancies. These appointed Members of the Committee shall serve until the next Annual General Meeting of the Association.
- f) The Chairperson shall be responsible for the conduct of meetings of the Discipline Committee within the Operational Policies, Rules and Guidelines of the Association and shall attend meetings of the Executive Committee only as required to provide information regarding the Discipline Committee.
- g) The Discipline Committee shall conduct its meetings as required. During such meetings a quorum shall comprise three members.
- h) Disciplinary hearings and investigations conducted by the Discipline Committee or the Hockey Operations Committee shall be conducted in accordance with the Operational Policies, Rules and Guidelines established by the Association for such deliberations.
- i) The Discipline Committee, in conjunction with the President of the Association, shall make recommendations for any changes to the Operational Policies, Rules and Guidelines to the Executive relating to the Discipline Procedure. The Executive Committee shall ensure that such policies exist and that such policies ensure that:
 - i) The Discipline Committee or the Hockey Operations Committee deals with each disciplinary incident in a timely manner;
 - ii) Not less than three (3) members of either the Disciplinary Committee or the Hockey

- Operations Committee, as applicable, deal with each disciplinary incident; and
- iii) Fairness and consistency is maintained in the application of the disciplinary procedure and policies.
 - j) The Discipline Committee shall be empowered to issue discipline against any member of CLMHA which includes but shall not be limited to: Officer, Executive Committee Member, Director, Team Player, Coach, Assistant Coach, Trainer, Manager, Parent or Spectator which it determines is guilty of a breach of the Bylaws, Code of Conduct or Operational Policies, Rules & Guidelines as adopted by the Association. Such discipline may take the form of, but shall not be limited to:
 - i) A verbal reprimand;
 - ii) A written reprimand;
 - iii) A demand for an apology, either written or verbal, to any affected party;
 - iv) A suspension from participation in or at specific and defined Association activities, or a recommendation to the Executive Committee for a complete suspension from participation in or attendance at all Association activities;
 - v) A recommendation to the Executive for expulsion from the Association; and
 - vi) A combination of two or more of the above.
 - k) The individual receiving such discipline has the right to appeal to an Appeal Committee.
 - l) The Appeals Committee:
 - i) Shall consist of three (3) members of the Association's Executive Committee;
 - ii) Participation on the Appeals Committee by members of the Executive will be rotated, if there are enough Executives, with each Appeal Hearing;
 - iii) No member of the Executive, other than the President sitting Chairperson, shall sit on the Appeals Committee if they sat on the Discipline Committee;
 - iv) Shall convene a hearing to hear the evidence from both the Respondent and the Complainant and any other party it feels should be required to appear; and
 - v) The hearing process will be that as set out in the Operational Policies, Rules and Guidelines of the association

NOTE: Appendix B attached to these By-Laws provides further direction concerning the Discipline and Violations of By-Laws and Regulations of CLMHA. Appendix B shall be strictly followed when dealing with any breach or violation of the By-Laws or Regulation and any such complaint brought to the attention of the Executive Committee.

6. MISCELLANEOUS

6.1 SEAL

There is no seal for the Cold Lake Minor Hockey Association

6.2 FISCAL YEAR END

The Fiscal year end for Cold Lake Minor Hockey Association shall be on the 30th day of April of each year

6.3 AUDITING

The financial records, books and accounts of the Registrar/Treasurer shall be audited at least once each year by a duly qualified accountant. A complete and proper statement shall be submitted by the auditor at the Annual General Meeting.

6.4 BY-LAWS

The By-Laws of CLMHA may only be rescinded, altered or added to by a Special Resolution passed at a general meeting of the Board of Directors. Proposed special resolutions must be submitted to and approved by a 2/3 vote of the Board of Directors prior to submitting the same to the General Membership at an Annual General Meeting. The General Membership shall vote on the proposal on a simple majority basis.

6.5 INSPECTION OF BOOKS AND RECORDS

The books and records of the Cold Lake Minor Hockey Association may be inspected by any Member in good standing at the Annual General meeting or any other time upon giving reasonable notice to the Executive Committee and arranging a mutually satisfactory time with the Member of the Executive Committee having charge of same. The books and records of the Cold Lake Minor Hockey Association shall be available at all Executive Committee meetings for review by the Executive Committee Members. The books and records of the Association shall be available to the President at all times.

6.6 BORROWING POWERS

For the purpose of carrying out its objects, the Association may borrow, raise or secure the payment of money in such manner as it thinks fit. The Cold Lake Minor Hockey Association may issue Debentures or General Security Agreements only under the sanction of a Special Resolution passed at a general meeting of the General Membership.

6.7 ROBERT'S RULES OF ORDER

The Executive Committee and the Board of Directors shall adopt and shall use the Robert's Rules of Order for the orderly conduct any and all meetings of the Executive Committee and of the Board of Directors.