

Northern Alberta Female Hockey Association - BYLAWS
Revised June 2007

OBJECTIVES

Article I

The Organization shall be called the Northern Alberta Female Hockey Association, and may be referred to as NAFHA.

1 Article II

The Northern Alberta Female Hockey Association shall abide by the rules as set down by Hockey Alberta in accordance with its affiliation with Hockey Canada.

2 Article III

The objectives of the Association are:

- a) To promote and encourage the formation of female amateur hockey clubs in Alberta.
- b) To maintain and increase the interest in the game of hockey.
- c) To have and exercise a general care, supervision and direction over the playing interests of its teams and players.
- d) To ensure all interested females have an equal opportunity to participate in hockey.
- e) To ensure and encourage fair play and good sportsmanship.
- f) To encourage and foster personal development and leadership qualities of individuals through their participation in female amateur hockey.

BYLAW I INTERPRETATION

- 1.01 Words importing the use of any gender include all genders.
- 1.02 "In writing" or "written" includes printing, typewriting, or any electronic means of communication by which words are capable of being visibly reproduced at a distant point of reception, including fax.
- 1.03 Definitions: unless the subject matter or context requires a different interpretation, the following words and phrases shall, in these Bylaws, have the following meanings:
- 1) "Bylaws" mean the Bylaws of the NAFHA as amended from time to time;
 - 2) "Coach" means a person registered with Hockey Alberta as a coach of a Hockey Team;
 - 3) "Discipline" means correction, chastisement, punishment, and penalty and, without limiting the generality of the foregoing, shall include suspension, fine, expulsion and posting of a bond;
 - 4) "Divisions" shall have the meaning as defined by the NAFHA from time to time;
 - 5) "Financial Statement" means the financial statement of the NAFHA;
 - 6) "Hockey Team" means a group of persons comprised of not less than twelve (12) Players, with at least one (1) certified Coach, all of whom are registered with Hockey Alberta;
 - 7) "Manager" means a person registered with Hockey Alberta as a manager of a Hockey Team;
 - 8) "Member" shall mean: a Member Team; defined as an amateur Hockey Team that satisfies the requirements of Hockey Alberta;
 - 9) "NAFHA" shall mean the Northern Alberta Female Hockey Association. It means an association registered as a body corporate in the Province of Alberta, which has adopted the bylaws and regulations that are consistent with the Bylaws and Regulations of Hockey Alberta and are filed with such. The bylaws and regulations of the NAFHA may be more restrictive, but not less restrictive, than those of Hockey Alberta;
 - 10) "Off-Ice Officials" means those persons that work as time-keepers, scorekeepers, penalty-box attendants and other persons which may be required off the ice from time to time for the organized conduct of a game of hockey;
 - 11) "Past President" means the immediately former President of the NAFHA;
 - 12) "Player" means a person registered with Hockey Alberta as a player of a Hockey Team;
 - 13) "President" means that person elected as the President of the NAFHA;
 - 14) "Referee" shall mean a person registered as a referee with Hockey Alberta qualified to officiate a hockey game as determined from time to time by Hockey Alberta;
 - 15) "Regulations" means those regulations of the NAFHA for the administration and advancement of hockey;
 - 16) "Rules" means those rules of the game of hockey as made from time to time by Hockey Canada;
 - 17) "Special Resolution" shall mean a resolution passed by a majority of not less than three-quarters (3/4) of such Members entitled to vote as are present in person at a meeting of Members of which notice specifying the intention to propose a resolution as a special resolution has duly been given;
 - 18) "Stick-boy" means a person registered with Hockey Alberta as a stick-boy for a Hockey Team;
 - 19) "Suspension" means a temporary debarring of a person from the privileges of playing hockey games or association with a Hockey Team or Member provided that a suspension must specify a length of time or number of games, or type of hockey game or any combination thereof;
 - 20) "Trainer" means a person registered with Hockey Alberta as a trainer for a Hockey Team;
 - 21) "Treasurer" means that person elected as the treasurer of the NAFHA;
 - 22) "Vice-President" means that person elected as the vice-president of the NAFHA;

BYLAW II MEMBERSHIP

- 2.01 The Northern Alberta Female Hockey Association is the Governing body for all teams participating in the League. The organization shall be in good standing with Hockey Alberta and Hockey Canada.
- 2.02 Regular Membership shall be open to the following:
- 1) Any female hockey team within a set radius of Edmonton that satisfies the requirements of Hockey Alberta and NAFHA.
 - i. The set radius will be determined at the Annual General Meeting;
 - ii. Teams from outside the set radius shall apply in writing each and every year according to the procedures provided herein.
 - 2) Membership may be acquired by an application in writing to the NAFHA President expressing compliance with and adherence to the Objectives, Bylaws and Rules and Regulations of the NAFHA. Accompanying each application, due August 1 of the playing season, shall be the following:
 - i. A complete list of the names, addresses, phone and fax numbers of the applicant's officers, which shall consist of at least a president and team director;
 - ii. Membership fee deposit of \$100, not refundable if the team withdraws prior to the start of the upcoming playing season.
 - iii. A letter confirming a regular ice slot for the upcoming season, including the day and time.
- 2.03 Associate Membership shall be open to any interested individual by applying to the NAFHA and submitting the annually set fee. The Associate Membership has no voting privileges.
- 2.04 The Membership shall have sole and absolute right to accept or refuse an application for membership in AFHA. Determining factors will be 2.02.
- 2.05 After the fall organizational meeting, the Executive shall have the sole discretion of the acceptance of applications.
- 2.06 Resignation: Any Member may resign from membership in NAFHA by submitting its resignation to the President of NAFHA. Upon such resignation becoming effective, such Member shall forfeit its rights and privileges in NAFHA. At this time the performance bond, less monies owing NAFHA shall be returned to the said team.
- 2.07 Expulsion: Any violation of the Objectives, By-laws or Operating Rules and Regulations of NAFHA or decisions of the Executive by any member of NAFHA shall render such member liable to suspension by a two-thirds vote of the Executive until the next Annual General or Special meeting of NAFHA and to expulsion by vote of the eligible membership present at such meeting. A member may be expelled by a Special resolution of the NAFHA for any reason, which may be detrimental to the well being of NAFHA. Thirty (30) days prior notice in writing of the intention to place a Special resolution before the General meeting must be given to the member involved and to all other members.

BYLAW III DUES

- 3.01 The annual registration fee, and the bond for a team participating (\$100 held in trust) must be paid by no later than October 1st of any year. A fine will be tacked on for each week past the due date. No Member shall be entitled to enter competition or be represented at the Annual General Meeting of NAFHA unless all monies owing from the previous season, if any, have been paid.

BYLAW IV MEETINGS OF MEMBERS AND VOTING

4.01 Annual General Meeting and Fall Organizational Meeting

The Annual General Meeting (hereinafter referred to as the "AGM") shall be held after the final audit of the books and before July 1st each year at a place and day to be fixed by the Executive. The Fall Organizational Meeting will be held before the commencement of league play for each season. Attendance at these two general meetings is mandatory for each and every member.

4.02 Order of Business

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

- a) Roll call of Executive;
- b) Roll call of Member delegates;
- c) Introduction of Special Guests (if any);
- d) Adopting the Agenda;
- e) Reading of minutes;
- f) Business arising from minutes;
- g) President's report;
- h) Treasurer's report;
- i) Reports of Committees;
- j) Notices of Motion;
- k) Elections;
- l) New Business;
- m) Adjournment.

4.03 Special Meetings

- a) Other meetings of the Members (hereinafter called "Special Meetings") shall be convened for any time and place by two (2) Members or two (2) Executive Officers. The President, upon receipt of a written request for a Special Meeting, shall convene a Special Meeting within twenty-one (21) days of receipt of the request. The request must state the business to be brought before the meeting.
- b) A Special Meeting may be called at any time during the playing season by the President, on her own initiative.
- c) The meeting may be held without a quorum of the Membership if a quorum of the Executive is present, provided however, that any business transactions at such meetings be ratified at the next regular scheduled meeting of the League otherwise they shall be null and void.

4.04 Notice

Notice of the time and place of all meetings of Members (other than specified in 4.05) and the general nature to be transacted shall be communicated to each Member on twenty-one (21) days prior notice. The notice of the meeting shall be deemed to be good and effective if sent to the last known address of the Member postmarked twenty-one (21) days prior to the meeting.

4.05 Quorum

Attendance by twenty-five (25) per cent of the Members in good standing and present in person, shall form a quorum at Special Meetings. Attendance by fifty (50) per cent of the Members in good standing and present in person, shall form a quorum at the Annual General Meeting. In the event that the specified per cent of the Members are not present within one (1) hour of the hour given in the Notice of the said meeting, the chairperson of the meeting shall adjourn the meeting to a date and time not less than fourteen (14) days from the date of the original meeting. The secretary shall give seven (7) days written notice to the Members of the date and place to which the meeting has been adjourned. A quorum for the adjourned meeting shall be five (5) members.

4.06 Right to Vote at Member's Meetings

At each meeting of the Members (AGM or Special Meeting) the following has the right to vote:

- a) Each Member shall have two (2) votes.
- b) Each elected Member of the Executive shall have one (1) vote.
- c) The NAFHA Referee Assignor shall have one (1) vote.
- d) The Hockey Alberta Female Council Chairperson and Hockey Canada Chairperson shall each have one (1) vote.
- e) Hockey Alberta Female Council Senior Representatives shall each have one (1) vote.

4.07 Qualifications

In order to qualify for voting privileges at meetings of the Members, the Member must:

- a) Have been registered in the NAFHA the playing season immediately preceding the said meeting and involved in active competition;
- b) Be in good standing with the NAFHA;
- c) Be present in person at the meeting.

4.08 Voting

At all meetings of the Members of NAFHA, every question shall be decided by a majority of the votes of the Members present in person. Every question shall be determined in the first instance by a show of hands unless a poll is demanded by a Member. Such a poll shall be taken in such manner as the chairperson shall direct and the result shall be deemed the decision of NAFHA in a meeting of Members. A declaration by the chairperson that a resolution has been carried or not carried and an entry to that effecting the minutes of NAFHA shall be sufficient evidence of the fact without proof of the number or proportion of the votes accorded in favor of or against such resolution. The chairperson shall abstain from voting, unless there is an equality of votes at any meeting of the Members. The chairperson, at this time shall be entitled to a casting vote.

BYLAW V OFFICERS

5.01 Officers

The Elected Officers of the NAFHA shall form the Executive, and shall consist of the following:

- a) President
- b) Divisional Vice-Presidents
- c) Secretary
- d) Treasurer
- e) League Governor
- f) Communications Director

Non-Elected positions

- a) Ice Allocator
- b) Statistician
- c) Web Master (Paid Position)
- d) Past President
- e) Registrar

5.02 Election of Officers

5.02.1 All Officers of the Executive shall be elected by the Members at the Annual General Meeting.

- a) Elections for all positions will be held each year, with the exception of the League Governor and League President. The League Governor shall serve a two (2) year term with the election being held on even numbered years. The League President shall serve a two (2) year term with the election being held on odd years.

5.02.2 NAFHA Honorariums

Honorariums shall be paid annually to the following positions:

- a) President
- b) Past President
- c) Divisional Vice-Presidents
- d) Secretary
- e) Treasurer
- f) League Governor
- g) Communications Director
- h) Ice Allocator
- i) Statistician
- j) Referee Assignor
- k) Registrar

5.03 President

5.03.1 The President shall be charged with the general management and supervision of the affairs of the NAFHA including, without limiting the generality of the foregoing, the following:

- a) Shall preside and chair all meetings of the Members of NAFHA;
- b) Shall be an ex-officio member of all Committees;
- c) Shall call all meetings of the Executive at such time and place as may be required from time to time to transact business of NAFHA;
- d) Shall be the principle-signing officer of NAFHA;
- e) Shall promote female hockey in Edmonton and area.
- f) Shall appoint a designate from the Executive to act in her absence.

5.03.2 In the case of an equality of votes on any question, the President shall have the deciding vote.

5.03.3 No person may be elected President unless that person has previously served as an officer of NAFHA for a period of at least one (1) year.

5.03.4 In the event that two designated signing authorities reside at one address, the President shall designate another Executive member to have signing authority.

5.04 Divisional Vice-President

5.04.1 All divisions of NAFHA shall be assigned a Divisional Vice-President. Duties of the Divisional Vice-President shall include the following:

- a) Shall be responsible for all divisional operations;
- b) Shall complete a Divisional schedule prior to the determined start of play;
- c) Shall, along with the President, call divisional meetings when required;
- d) Shall attend all NAFHA meetings on behalf of her division;
- e) Shall be part of NAFHA's Discipline Committee (except when personally in the dispute);
- f) Shall be responsible for weekly Divisional statistics and reporting of such to the designated NAFHA Statistician;
- g) Shall assist the designated Individual in the daily checking of Divisional Game Sheets;
- h) Shall be informed by the League Governor of any Divisional suspensions as required.

5.05 Past President

5.05.1 The Past President shall act in any capacity as may be required by the President from time to time.

5.05.2 The Past President will chair the Nominating Committee.

5.06 Communications Director

5.06.1 Duties of the Communications Director of the NAFHA shall include the following:

- a) Responsible for publicity and media coverage for NAFHA
- b) Publicizing prior to the start of the season; team tryout dates, contacts, etc., so that individuals wishing to play in NAFHA have the necessary information.

5.07 Secretary

5.07.1 Duties of the Secretary of the NAFHA shall include the following:

- a) Attend all meetings of the Members and the Executive, and prepare and be the custodian of all:
 - i) minutes of Meetings of the Members;
 - ii) records of NAFHA.
- b) Give notice of all meetings of the Members and the Board as required from time to time;
- c) Keep a complete record of events held under the auspices of the NAFHA;
- d) Have charge of the Seal of the Society, which whenever used, shall be authenticated by the signature of the Secretary and the President;
- e) Has charge for all correspondence of NAFHA under the direction of the President and League Governor;
- f) Files the annual return, changes in the Executive of the Association, amendments in the bylaws and other incorporating documents with the Corporate Registry and with Hockey Alberta;
- g) Perform other duties as assigned by the President and/or League Governor from time to time.
- h) Along with the President and Treasurer is the third signing authority on NAFHA cheques.

5.08 Treasurer

5.08.1 Duties of the Treasurer of the NAFHA shall include the following:

- a) Ensure all monies paid NAFHA are deposited in a bank as chosen by the Executive;
- b) Present a detailed account of revenues and expenditures to the Executive upon request;
- c) Ensures a yearly audit of the books is prepared and presented to the Annual General Meeting;
- d) Attends all meetings of NAFHA Executive;
- e) Submits copies of the yearly audit to the Secretary for the records of NAFHA;
- f) Chairs the Finance Committee.
- g) Along with the signature of either the President or Secretary, have the authority to sign and issue cheques of NAFHA. Signing authorities shall not reside at the same address. In the event of this occurring, the President shall designate another Executive Member to have signing authority.

5.09 League Governor

5.09.1 The League Governor shall have, with assistance from the Discipline Committee, if required, have complete authority to deal with the following:

- a) Protests regarding scheduling;
- b) Disputes regarding releases;
- c) Protests regarding rules and regulations;
- d) Disputes regarding Executive Members.

5.09.2 The League Governor will administer and enforce all Disciplinary action as detailed in the Rules and Regulations of the NAFHA.

5.09.3 The position of NAFHA League Governor shall be held by a neutral party.

5.10 League Registrar

5.10.1 Duties of the Registrar of the NAFHA shall include the following:

- a) In the manner approved by the executive, and pursuant to the Rules and Regulations, register, and keep and maintain a register of all Hockey Teams, Players, Coaches and other Team Officials in NAFHA.

5.11 Resignation

An Officer of the Executive may resign from office upon giving notice thereof in writing to the NAFHA and such resignation becomes effective in accordance with its terms or upon acceptance by the Executive, whichever may be the earlier date.

5.12 Removal

5.12.1 The Executive may, by a three-quarters (3/4) vote, remove or suspend an Officer who, in the opinion of the Executive has been or is being remiss or neglectful of duty or conduct. Such neglect includes non-attendance at meetings, or any violation of the Objects, Bylaws and/or Rules and Regulations of the NAFHA, Hockey Alberta or the Hockey Canada.

5.12.2 The Members may, by resolution passed by a majority of the votes cast at a Special Meeting of the Members duly called for that purpose, remove any Member of the Executive before the expiration of her term of office and may, by a majority of votes cast at the meeting, elect any person in her stead for the remainder of the term of the Executive Member so removed.

5.13 Vacancies

- a) Where a vacancy occurs in the Executive, or in the event that the Members fail to elect all required Officers at the AGM, and a quorum of Executive exists, the Executive then in office may appoint a person to fill the vacancy for the remainder of the term.
- b) The vacancy may also be filled at a Special Meeting, provided it is stated in the notice of such meeting. Any person is eligible for office, excluding those not in good standing with NAFHA. The position of League Governor must be held by a neutral party.

5.14 Quorum

A majority of the Executive shall constitute a quorum for the transaction of business at any meeting of the Executive.

5.15 Remuneration

5.15.1 Executive officers shall be paid such sums in respect of their out-of-pocket expenses incurred in attending Executive, Committee, meetings of the Members or Hockey Alberta meetings, or otherwise in performance by them of their duties, as the Executive may from time to time determine.

5.15.2 The Members shall at the Annual General Meeting determine the honorarium that NAFHA may pay to the Executive and to the NAFHA Referee Assignor.

BYLAW VI POWERS OF THE EXECUTIVE

6.01 Powers of the Executive

For the purpose of carrying out the objectives of the NAFHA, the Executive shall manage the affairs of the NAFHA, and shall implement all of the resolutions, exercise all of the powers and do all such acts and things as may be exercised or done by the NAFHA and are not by these Bylaws expressly directed or required to be done at a meeting of the Members or otherwise. The powers and duties of the Executive includes, without the generality of the foregoing, the following:

- a) Supervision of the collection of fees and funds of the NAFHA;
- b) Supervision of the funds of the NAFHA;
- c) To establish and define the Rules and Regulations of hockey in the NAFHA, finally, absolutely and exclusively to the exclusion of any interference from any other body, subject always to the constitution, bylaws and rules and regulations of the Hockey Alberta and of the Hockey Canada;
- d) To borrow, raise or secure funds in such manner as it deems fit, and in particular by the issue of debentures security agreements or other security on the whole or any part of future property of the NAFHA, provided, however, that none of these powers shall be exercised except in accordance with the sanction of a resolution passed by a Special Resolution of the Members;
- e) To interpret and enforce the Rules and Regulations of the NAFHA, Hockey Alberta and Hockey Canada for the betterment of hockey in the Province of Alberta;
- f) To recommend, draft and prepare changes to the Bylaws, for the approval of the Members at the Annual General Meeting;
- g) To impose and enforce appropriate penalties upon the Members, Officials or other persons for violations or breaches of the Bylaws, Rules and Regulations of the NAFHA and/or the Hockey Alberta, and/or the Hockey Canada, or for any violation or breach of a decision or ruling of the League Governor or Discipline Committee;
- h) To appoint those officers, who are not elected pursuant to the Bylaws, and from time to time, define the duties of the Officers of the Hockey Alberta;
- i) After the fall league meeting, to classify new Members, in its sole discretion, in all Categories of the Divisions;
- j) To approve or disapprove in its sole discretion applications for membership;
- k) To serve the best interests of the majority of the Members of the NAFHA.

BYLAW VII COMMITTEES

7.01 Following the Annual General Meeting, the following Committees shall be formed:

- a) Nominating Committee
- b) Discipline Committee
- c) Finance Committee
- d) Awards Committee

7.02 Nominating Committee

7.02.1 A Nominating Committee will be formed consisting of three (3) people, two (2) of who will be selected from the Membership at large by the Executive and the third being the Past President. The Committee will abide by the following:

- a) The function of the Nominating Committee is to present a report with at least one (1) nomination for election to each position that will be vacant;
- b) The nominations will be filed with the President thirty (30) days prior to the Annual General Meeting. The list will be included with the notice for the AGM;
- c) In additions to the recommendations of the Nominating Committee, additional nominations shall be solicited from the floor.

7.03 Discipline Committee

7.03.1 The Discipline Committee shall consist of three (3) NAFHA Executive Members.

- a) In the Absence of an Executive Member, the League Governor shall appoint any individual in good standing of the NAFHA;
- b) The function of the Discipline Committee is to assist the League Governor in dealings with suspensions of a "Serious Nature";
 - i. "Serious Nature" shall constitute a suspension involving more than a three (3) game suspension and/or as a result of infractions involving Match Penalties.

7.04 Finance Committee

7.04.1 The Finance Committee shall consist of three (3) members, two (2) of whom will be selected from the Membership at large by the Executive and the third being the Treasurer. The Committee is responsible for the following:

- a) To regulate and oversee the financial management of the NAFHA, subject to the approval of the NAFHA Executive;
- b) Investigating and making recommendations to the Executive for major purchases (over \$1000);
- c) Establishing policies for Executive and committee expenditures;
- d) Assists in arranging for the annual audit of the books;
- e) Establishing policies and procedures for Bingo earnings;
- f) Carrying out other duties assigned by the Executive.

7.05 Awards Committee

7.05.1 The Awards Committee shall consist of three (3) members, two (2) of whom will be selected from the Executive or the Membership at large by the President and the third being the President. The Committee is responsible for the following:

- a) Informing all members of available NAFHA and Hockey Alberta Bursaries and Scholarships and the date by which they must be applied for;
- b) Awarding the annual Lisa Antoniuk Memorial Bursary;
- c) Awarding the annual Tina Kristensen Memorial Bursary;
- d) Awarding other bursaries/scholarships when necessary;
- e) To assist the Executive in establishing awards to honor Members or individuals, who by their high level of commitment, discipline, skill or training, bring high regard to NAFHA, or have contributed to the development of Female Hockey in NAFHA and Alberta;
 - i. The Awards Committee shall examine, investigate and recommend people to receive these

- awards;
- ii. Nominations to the Awards Committee may originate with the Awards Committee or with any individual or any Member of NAFHA;
 - iii. Nominations shall be addressed to the Awards Committee and sent to NAFHA. They will contain material covering, in as great detail as possible, accomplishments or a record of service;
 - iv. Nominations must be received by December 15 of each year.

BYLAW VIII RULES AND REGULATIONS

8.01 Rules and Regulations

- 8.01.1 The Executive may from time to time pass rules and regulations for the betterment of hockey in NAFHA.
- 8.01.2 Each Member and each Referee shall be entitled to a copy of the Rules and Regulations of NAFHA as presented yearly at the Annual General Meeting.
- 8.01.3 All Members and Referees, as a condition precedent to registration with the NAFHA, unconditionally agree to obey and abide by the Rules and Regulations of the NAFHA, Hockey Alberta and the Hockey Canada as the same may be amended or added to from time to time.

BYLAW IX GENERAL

9.01 Fiscal Year

The fiscal year shall commence the 1st day of May of every year to and including the 30th day of April of the following year.

9.02 Audit and Auditors

- 9.02.1 The books and financial records of NAFHA shall be audited annually by an auditor appointed by the Executive.
- 9.02.2 The Auditor shall make such examination of the books and financial records of NAFHA that will enable her to report to the Members as required.
- 9.02.3 Any member of NAFHA shall have the right to inspect the books and records with seven (7) days written notice to the Secretary or at the fall meeting.

9.03 Amendments to Bylaws

- 9.03.1 Subject to compliance with the requirements of the laws of the Province of Alberta, the Bylaws may be rescinded, altered or added to at Annual General Meeting provided that notice of such has been given at least thirty (30) days prior to the meeting. The Notice of Motion must be submitted to the President and will be entered into the Notices of Motion at the AGM.
- 9.03.2 Bylaws may only be changed when a majority of no less than three-quarters of eligible Members is

presented in person to vote.

9.03.3 Bylaws, when passed by the Membership, shall not take effect until they have been registered in accordance with the laws of the Province of Alberta.

9.04 Court Action

Any recourse to the Courts of Law by any Member or Official regarding the interpretation and administration of the Bylaws, Rules and Regulations before all rights and remedies of the Bylaws of the NAFHA, Hockey Alberta and Hockey Canada have been availed of and exhausted, shall be deemed un-sportsmanlike conduct within the meaning of the Rules and Regulations and a violation of the same thereby entitling the League Governor to suspend and disqualify the said Member or individual(s).

BYLAW X – GOVERNING MEMBERSHIPS

10.0 Hockey Canada and Hockey Alberta Membership

The NAFHA is a member of the Hockey Canada and Hockey Alberta and subject to the Constitution, Bylaws, Rules and Regulations of both.