

BYLAWS FOR THE ELBOW PARK MIINOR HOCKEY ASSOCIATION (EPMHA)

1. PURPOSE

- 1.1. The purpose of the EPMHA is to promote hockey and provide opportunities for children in the EPMHA region to play and enjoy hockey.
- 1.2. The EPMHA will also promote the values of fair play, respect, learning and striving to do one's best within the hockey environment.

2. MEMBERSHIP

- 2.1. A parent or a legal guardian of a child who registers in the EPMHA program in the current year shall be a member of the EPMHA ("Member").
- 2.2. If more than one child from a family registers in the EPMHA hockey program, there shall be only one Member of the EPMHA from that family.
- 2.3. Each Member shall be entitled to one vote at the Annual General Meeting and at any special EPMHA meetings.
- 2.4. Any Member wishing to withdraw from membership may do so upon a notice in writing to the Board through its secretary. Any Member may be suspended or expelled from membership for any cause which the EPMHA deems reasonable, upon a two-thirds vote of the Members in good standing present in a special EPMHA meeting duly called for the purpose.

3. BOARD OF DIRECTORS

- 3.1. The Board of directors shall consist of a president, vice-president, secretary, treasurer, ombudsman, and up to **four** directors (individually, "Board Members"; collectively, the "Board") each holding office for a term of one year. The representative of the EPMHA on the Board of the South West Arenas Association (SWAS) shall also be a member of the Board.
- 3.2. A person elected or appointed a director becomes a director if they were present at the meeting when being appointed or elected and did not refuse the appointment. They may also become a director if they were not present at the meeting but consented in writing to act as director before the appointment or election or within ten (10) days after the appointment or election.
- 3.3. The Board shall, subject to the bylaws or to the directions given by the majority vote at any EPMHA meeting properly called and constituted, have full control and management of the club. Board meetings shall be held as often as required, and shall be called by the president. A special Board Meeting may be called on the instruction of any **three**

Board Members, provided they request the president in writing to call such a meeting and state the business to be brought before it. Board meetings shall be called by ten days' notice in writing mailed to each Member or by five days' notice by telephone, fax, e-mail or in person, which notice can be waived if waived by all the Board Members. Quorum shall be 50% plus one of the total number of Board Members on the Board. Meetings may be held without notice if a quorum of the Board is present, provided that any decisions at such meeting shall be ratified at the next regularly called Board meeting; otherwise they shall be null and void.

- 3.4. No family shall have more than one Board Member on the Board.
- 3.5. All matters shall be determined by a simple majority vote of a quorum of Board Members whether at a Board Meeting or via facsimile or e-mail and the President may cast a second vote in the event of a tie.
- 3.6. In the event that less than nine (9) Board Members are elected at the Annual General Meeting or a Board Member resigns or is expelled before the next Annual General Meeting, the Board, by simple majority, may appoint such additional Board Members as required to create a Board of 10 (10) persons (including the SWAS representative).
- 3.7. Any Board Member may be expelled by a majority vote of the Board if the Board Member is guilty of any conduct which the Board deems is detrimental to the EPMHA or if any Board Member wilfully violates any of the EPMHA bylaws or fails to act within the spirit of the purposes of the EPMHA.
- 3.8. *PRESIDENT*

The President shall be a member of all committees. The President provides general leadership, including presiding over Board Meetings, ensuring that an appropriate hockey program is in place for the year of his term, and leading long-term planning and ongoing development of the EPMHA. In his absence the Vice-President shall preside at any Board Meeting, and in the absence of both, the meeting may elect a Chairman to preside.

3.9. *VICE-PRESIDENT*

The Vice-President assists the President in all his duties and acts in place of the President in his absence.

3.10. *SECRETARY*

The Secretary shall keep accurate minutes of all Club and Board Meetings. He shall have charge of the EPMHA's seal under the Board's direction, which seal whenever used shall be authenticated by the signatures of the President and Secretary, or if either dies or is unable to act, by the Vice-President or Treasurer. In case of the Secretary's absence his duties shall be discharged by such officer as the executive may appoint.

The Secretary shall have charge of all correspondence, under direction of the President and Board.

- 3.11. The Secretary shall also keep a record of all EPMHA Members and their addresses, telephone number and e-mail addresses, and give all notices of the various meetings as required. He/she shall also collect and receive any annual EPMHA membership fee, such monies to be promptly turned over to the Treasurer for deposit in a chartered bank or trust company as hereinafter required.

3.12. *TREASURER*

The Treasurer shall receive all monies paid to the EPMHA and shall be responsible to deposit them in whatever bank or trust company the Board may order. He/she shall properly account for the EPMHA funds and keep such books as the Board may direct. He/she shall present a full detailed account of receipts and disbursements to the Board whenever requested including at Board Meetings, and shall prepare for submission to the Annual General Meeting a duly audited statement as hereinafter required of the EPMHA's financial position and submit a copy to the Secretary for the EPMHA's record. The Treasurer is required to provide a financial report to the Board at any time that it is requested within two weeks of the date of the request.

- 3.13. A Board Member must be a parent or legal guardian of a child who has registered in the EPMHA hockey program in the past, current or upcoming year.

4. **AUDITING**

- 4.1. The Treasurer's books and accounts shall be audited at least once each year by a duly qualified accountant, or by two EPMHA members chosen for that purpose by the Annual General Meeting (in default of which the Board shall choose the auditors). The auditor shall submit a complete and proper statement of the standing of the books for the previous year to the Annual General Meeting. The EPMHA's fiscal year shall begin on May 1 and end on April 30.
- 4.2. The EPMHA's books and records may be inspected by any EPMHA Member at the Annual General Meeting. Any EPMHA Member at his or her written request may attend that portion of a Board Meeting dealing with the accounts, and inspect the accounts presented. Each Board Member shall at all reasonable times have access to the club's books and records.

5. **MEETINGS**

- 5.1. The EPMHA shall hold its Annual General Meeting in May or June of each year, of which meeting due notice shall be given to all Members. At this meeting Members in good standing shall be elected to fill the Board positions.

- 5.2. The Board shall meet as required, apart from the Annual General Meeting. The first meeting shall be held within two months of the Annual General Meeting with the purpose (among others as determined by the Board) of planning the next season of hockey activities and assigning responsibilities.
- 5.3. Four (4) Members in good standing shall constitute a quorum at any EPMHA meeting.
- 5.4. All Members present at the AGM shall have one vote.
- 5.5. All votes shall be determined by a simple majority of votes in person.

6. BORROWING POWERS

- 6.1. To carry out its object of promoting hockey in Calgary region, the EPMHA through its Board may borrow or raise or secure the payment of money in such manner as it thinks fit to a maximum of \$500. Money over \$1,000 may be borrowed, raised or secured and debentures may be issued, but only with the sanction of a special resolution of the Club.

7. BYLAWS

- 7.1. The bylaws may be rescinded, altered or added to by a special resolution of the EPMHA. A special resolution must be passed by a majority of not less than two-thirds of the Members entitled to vote and present in person at a general or special meeting of which notice specifying the intention to propose the resolution as a special resolution has been given.

8. REMUNERATION

- 8.1 Unless otherwise authorized at any meeting and after notice of same has been given, no one shall receive any payment of the EPMHA funds for his/her services. However, on submitting a written statement to the Board, a Member may be compensated for authorized expenses incurred in the EPMHA work.