



KINDERSLEY MINOR HOCKEY ASSOCIATION CONSTITUTION

BYLAWS

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BYLAW

THE NON-PROFIT ASSOCIATIONS ACT

KINDERSLEY MINOR HOCKEY ASSOCIATION INC

The Constitution and Bylaw relating generally to the conduct of the affairs of the Kindersley Minor Hockey Association Inc.

IT IS HEREBY ENACTED as a Bylaw of "Kindersley Minor Hockey Association

BYLAW 1: NAME

This organization shall be known as the "Kindersley Minor Hockey Association." (called the "Association").

BYLAW 2: DEFINITIONS

In this Bylaw and all other Bylaws of the Association, unless specifically defined herein or the context otherwise specifies or requires, all terms which are defined in the Act should have the meaning given to such term in the Act, and in particular:

(a) "Act" means The Non-Profit Associations Act 1995, S.S. 1995 c. N-4.2, as from time to time amended, and every statute that may be substituted therefore and, in the case of such amendment or substitution, any reference in the Bylaws shall be read as referring to the amended or substituted provisions thereof;



- (b) "Articles" means the articles of the Association from time to time in force and effect;
- (c) "Board" means the board of directors for the Association. The board of directors for the Association is made up of members of the Executive Committee;
- (d) "Bylaws" means all Bylaws of the Association from time to time in force and effect;
- (e) "Officers" means those persons from time to time appointed by the Board as officers of the Association; and
- (f) "SHA" means the Saskatchewan Hockey Association

BYLAW 3: OBJECTIVES

The objectives of the Association shall be:

- (a) To foster, improve and perpetuate the game of hockey for the Association's members;
- (b) To maintain and increase interest in the game of hockey;
- (c) To have and exercise general care, supervision and direction over the playing and development interest of players, coaches, officials, and teams to promote fair and equitable competition;
- (d) To operate the Association according to the guidelines of the Saskatchewan Hockey Association and Hockey Canada; and
- (e) To foster player skill development at all levels of hockey within the

Association. BYLAW 4: MEMBERSHIP

PART 1 – CLASSES OF MEMBERSHIP

The membership in the Association will consist of the following four classes:

1. Hockey Players and their Legal Guardians

Each Hockey Player shall be entitled to one (1) vote at all meetings of Members. If the Hockey Player is under the age of eighteen (18) years, that Hockey Player's vote shall be exercised by the Hockey Player's legal guardian(s), who shall be in good standing. Hockey Players do not have the right to be elected as Directors of the Association.

2. Team Officials

Team Officials are appointed by the Executive Committee and each Team Official is entitled to one (1) vote at all meetings of the Members.



3. Executive Committee

Each Executive Committee Member of the Association is entitled to one (1) vote at all meetings of Members.

4. Honorary Members

Honorary Members are appointed by the Executive Committee. Honorary Membership lasts for the lifetime of the Member unless the Member's behavior is determined by the Executive Committee to be detrimental to the Association. Honorary Members do not have voting privileges.

PART 2 – TERM OF MEMBERSHIP

Membership in the Association begins September 1 of each year with paid in full membership fees and expires August 31 of the following year. The exception to this, is that membership in the Executive Committee continues until the Executive Committee member's term in office as outlined in Bylaw 7.

PART 3 – TERMINATION OF MEMBERSHIP

A person shall also cease to be a member of the Association

(a) by delivering his or her resignation in writing to the President of the Association,

or (b) on his or her death, or

(c) a member may, at the discretion of the Executive Committee, cease to be a member of the Association upon notification from the Executive Committee for conduct deemed to be improper, unbecoming or likely to endanger the interest or reputation of the Association, or who willfully commits a breach of the Constitution or

By-Laws of the Association.

BYLAW 5: REGISTERED OFFICE

The Association may from time to time by resolution of the Board change the location of the registered office of the Association.

BYLAW 6: EXECUTION OF CONTRACTS

Contracts, documents or instruments in writing requiring execution by the Association shall be signed by any two of the Senior Executive Committee as outlined in Bylaw 10.1.8. Subject to such limitation, the Board is authorized to appoint from time to time, by unanimous resolution, any officer or officers or any other person or persons on behalf of the Association either to sign contracts, documents or instruments in writing generally or to sign specific contracts, documents or instruments in writing. All contracts, documents or instruments in writing so signed shall be binding upon the Association without any further authorization or formalities.

BYLAW 7: EXECUTIVE DIRECTORS COMMITTEE MEMBERSHIP



PART 1 – COMPOSITION OF THE EXECUTIVE COMMITTEE

The governance of the business affairs of the Association shall be carried out by the Executive Committee. The Executive Committee may be elected at the Annual General Meeting of the Association or appointed by the existing Executive Committee to fill a vacated or unfilled position. The Executive Committee shall consist of a minimum of fourteen (14) Directors of the Association as follows:

- (1) President
- (2) Vice President
- (3) Secretary
- (4) U18 Administrator
- (5) U15 Administrator
- (6) U13 Administrator
- (7) U11 Administrator
- (8) U9 Administrator
- (9) U7 Administrator
- (10) Referee Coordinator
- (11) Girls Coordinator
- (12) Power Skating Coordinator
- (13) Events & Promotions Coordinator
- (14) Equipment Manager

One Director may simultaneously hold two Administrative positions (e.g. U15 and U18) as deemed necessary by the current Executive Committee.

PART 2 – POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE

The Executive Committee shall have the power to administer all the affairs of the Association, to conduct its business and to authorize all expenditures and without limiting the generality of the foregoing shall have the powers:

- (a) to fill any vacancies that may happen;
- (b) to appoint the coaches, and all team officials for every team within the Association;
- (c) to conduct skills camps and evaluation competitions as it sees fit;
- (d) to register all teams and players;
- (e) to hear and rule on appeals;



(f) to suspend any team, player, team official or game official for violation of any of the provisions in the Rules and Regulations or Special Rules and the lifting of any such suspension to any team, player, team official or game official;

(g) to determine all questions arising from situations which are not otherwise specifically provided

for; (h) to appoint committees as may be required to carry on the business of the Association; (i) to

prescribe, consistent with these Bylaws the powers and duties of all persons set forth in Bylaw 7; (j) to

pass all Rules and Regulations as required for the administration of the Association; and

(k) to have the right to by a three-quarter (75%) vote of the Executive Committee, remove forthwith from office any member of the Executive Committee who has been remiss or neglectful of duty, or displayed conduct that impairs his or her usefulness as a member of the Executive Committee. In addition, any member of the Executive Committee who has missed three (3) consecutive meetings without just explanation to the President may also be subject to removal from his or her position under this point.

PART 2.1 – OFFICERS

President

The President shall, subject to the authority of the Board, have general supervision of the business of the Association and shall have such other powers and duties as the Board may specify. Additionally, the President shall:

(a) Preside over all meetings of the Association

(b) Notify the Executive Committee of the time and location of all meetings, and also ensure that the dates and times of the Annual and General Meetings are adequately advertised for the benefit of the public;

(c) Act as a mediator in disputes regarding parties within the Association;

(d) Sign documentation and notify suspended teams, players, officials, and anyone else involved with a Association team;

(e) Act in concert with the Executive Committee and on behalf of the association when dealing with outside agencies, the Saskatchewan Hockey Association, other leagues, and the news media; (f) Have joint signing authority on the association financial documents;

(g) Have the authority to exercise the power of the Executive Committee in the case of an emergency;

(h) Provide a written report to all meetings of the general membership;

(i) Appoint all Committees unless specifically stated and form any special committees to assist in the operating of the Association; and

(j) The President shall have the power to suspend any team, player, team official, member, or referee for unbecoming conduct on or off the ice, abusive language to any of the officials, or for failure to comply with the Association Constitution, By-Laws, and Regulations pending review of the incident by the Discipline Committee.



The President shall not make or second motions unless the Executive Committee are deadlocked on a decision regarding a legal motion on the table. Nor shall the President vote unless the vote is tied, in which case the President can choose to vote or abstain.

Vice President

The Vice President shall:

- (a) Assume the duties of the President in his or her absence;
- (b) Have joint signing authority on the Association financial documents;
- (c) Be responsible for all publicity, interaction with the media, and advertising events;
- (d) Be the tournament co-coordinator liaison;
- (e) Oversee the administrator positions and ensure that they undertake all of their duties;
- (f) Oversee the development of technology and the website for the Association; (g)

Provide a written report to all meetings of the general membership.

- (h) Assume the Role of the Coach Mentorship/Player Development Coordinator: The coach mentor Coordinator is a crucial position for every association. Coach Education is essential in developing better skilled hockey players. The more support and education we can provide our coaches the better skilled our players become. The coach mentor coordinator should have a wealth of coaching knowledge, passion for the game, and a desire to teach. It will be the coordinators responsibility to oversee the mentorship program, within Kindersley Minor Hockey.

The Vice President shall:

- (a) Be responsible for having the contact information and knowledge of coaching clinics, certification
- (2) requirements, clinic dates, and SHA's rules and regulations involving coaches;
- (3) Be responsible for arranging and coordinating coaching workshops, on-ice and office;
- (4) Be responsible for creating a coach library with the assistance of the association, with practice plans, and videos;
- (5) Be responsible for engaging coach mentors. (Identified through past history, and coach evaluation);
- (6) Implement skill development in conjunction with Hockey Canada guidelines for the purpose of teaching and player development;
- (7) Implement shared practice ice where required, with strategic coaching methodologies. (8)



Be the liaison between coaches and the executive, providing a voice in which coaches can feel safe in raising issues, concerns and/or suggestions.

Secretary

The Secretary shall attend and be the Secretary of all meetings of the Board and committees of the Board and shall enter or cause to be entered in records kept for that purpose minutes of all proceedings thereat. The Secretary shall give or cause to be given, as and when instructed, all notices to members, directors, officers, auditors and members of committees of the Board. The Secretary shall be the custodian of the corporate seal of the Association and of all books, papers, records, documents and instruments belonging to the Association, except when some other officer or agent has been appointed for that purpose; and shall have such other powers and duties as the Board may specify.

Additionally, the Secretary shall:

- (a) Keep accurate written record of the proceedings of the Association and present the minutes for all Executive Committee and general meetings as requested and required;
- (b) Be responsible for the collection and distribution of all mail and correspondence to the Association; and
- (c) Perform other administrative duties as may be required by the President
- (d) Updating the Minute Book Binder after each meeting and letting the KMS secretary know of any issues or motions that pertain to KMS
- (e) Updating the Motion Book after each meeting

U18 Coordinator

The U18 Coordinator shall:

- (a) Be in charge of all teams older than the U15 age group that are registered with the Association but excluding AA teams;
- (b) Supervise the registration of the teams in his or her division with the Saskatchewan Hockey Association;
- (c) Conduct pre-season meetings with all the team managers and coaches in conjunction with the U15, U13, U11, U09, and U07 Administrators;
- (d) Ensure that all team managers and coaches conduct pre-season meetings with the parents of their players;
- (e) Have the right to enforce the rules, regulations, and policies of the Association;
- (f) Appoint head coaches and assist if required in determining assistant coaches and managers for the teams in the U 18 division, and have the right to dismiss those deemed unsuitable with prior



notification and approval of the majority of the Executive Committee;

(g) Assist, with the help of Executive Committee members, the division of teams in age groups with more than one (1) team in the manner determined by the majority of the Executive Committee;

(h) Inform the Ice Scheduler of the ice time requirements for the teams within the U 18 division;

(i) Inform the Referee Coordinator of the requirements pertaining to referees for the games within the U18 division;

(j) Attend Executive Committee meetings with prepared interim reports;

(k) Submit a report at all meetings of the general membership; and

(l) Provide support to tournament coordinators in tournament formats.

U15 Coordinator

The U15 Coordinator shall:

(a) Be in charge of all teams in the U15 age group that are registered with the Association but excluding AA teams;

(b) Supervise the registration of the teams in his or her division with the Saskatchewan Hockey Association;

(c) Conduct pre-season meetings with all the team managers and coaches in conjunction with the U18, U13, U11, U 9, and U07 Administrators;

(d) Ensure that all team managers and coaches conduct pre-season meetings with the parents of their players;

(e) Have the right to enforce the rules, regulations, and policies of the Association;

(f) Appoint head coaches and assist if required in determining assistant coaches and managers for the teams in the U15 division, and have the right to dismiss those deemed unsuitable with prior notification and approval of the majority of the Executive Committee;

(g) Assist, with the help of Executive Committee members, the division of teams in age groups with more than one (1) team in the manner determined by the majority of the Executive Committee;

(h) Inform the Ice Scheduler of the ice time requirements for the teams within the U15 division;

(i) Inform the Referee Coordinator of the requirements pertaining to referees for the games within the U15 division;



- (j) Attend Executive Committee meetings with prepared interim reports;
- (k) Submit a report at all meetings of the general membership; and
- (l) Provide support to tournament coordinators in tournament formats.

U13 Coordinator

The U13 Coordinator shall:

- (a) Be in charge of all teams in the U13 age group that are registered with the Association but excluding AA teams;
- (b) Supervise the registration of the teams in his or her division with the Saskatchewan Hockey Association;
- (c) Conduct pre-season meetings with all the team managers and coaches in conjunction with the U18, U15, U11, U09, and U07 Administrators;
- (d) Ensure that all team managers and coaches conduct pre-season meetings with the parents of their players;
- (e) Have the right to enforce the rules, regulations, and policies of the Association;
- (f) Appoint head coaches and assist if required in determining assistant coaches and managers for the teams in the U 13 division, and have the right to dismiss those deemed unsuitable with prior notification and approval of the majority of the Executive Committee;
- (g) Assist, with the help of Executive Committee members, the division of teams in age groups with more than one (1) team in the manner determined by the majority of the Executive Committee;
- (h) Inform the Ice Scheduler of the ice time requirements for the teams within the U13 division;
- (i) Inform the Referee Coordinator of the requirements pertaining to referees for the games within the U13 division;
- (j) Attend Executive Committee meetings with prepared interim reports;
- (k) Submit a report at all meetings of the general membership; and
- (l) Provide support to tournament coordinators in tournament formats.

U11 Coordinator

The U11 Coordinator shall:

- (a) Be in charge of all teams in the U11 age group that are registered with the Association;
- (b) Supervise the registration of the teams in his or her division with the Saskatchewan Hockey



Association;

- (c) Conduct pre-season meetings with all the team managers and coaches in conjunction with the U18, U 15, U13, U09, and U07 Administrators;
- (d) Ensure that all team managers and coaches conduct pre-season meetings with the parents of their players;
- (e) Have the right to enforce the rules, regulations, and policies of the Association;
- (f) Appoint head coaches and assist if required in determining assistant coaches and managers for the teams in the U11 division, and have the right to dismiss those deemed unsuitable with prior notification and approval of the majority of the Executive Committee;
- (g) Assist, with the help of Executive Committee members, the division of teams in age groups with more than one (1) team in the manner determined by the majority of the Executive Committee;
- (h) Inform the Ice Scheduler of the ice time requirements for the teams within the U 1 division;
- (i) Inform the Referee Coordinator of the requirements pertaining to referees for the games within the U11 division;
- (j) Attend Executive Committee meetings with prepared interim reports;
- (k) Submit a report at all meetings of the general membership; and
- (l) Provide support to tournament coordinators in tournament formats.

U9 Coordinator:

The U9 Coordinator shall:

- (a) Be in charge of all teams in the U 09 age group that are registered with the Association;
- (b) Supervise the registration of the teams in his or her division with the Saskatchewan Hockey Association;
- (c) Conduct pre-season meetings with all the team managers and coaches in conjunction with the U18, U15, U13, U11, and U7 Administrators;
- (d) Ensure that all team managers and coaches conduct pre-season meetings with the parents of their players;
- (e) Have the right to enforce the rules, regulations, and policies of the Association;
- (f) Appoint head coaches and assist if required in determining assistant coaches and managers for the teams in the U 09 division, and have the right to dismiss those deemed unsuitable with prior notification and approval of the majority of the Executive Committee;



- (g) Assist, with the help of Executive Committee members, the division of teams in age groups with more than one (1) team in the manner determined by the majority of the Executive Committee;
- (h) Inform the Ice Scheduler of the ice time requirements for the teams within the U9 division; (i) Inform the Referee Coordinator of the requirements pertaining to referees for the games within the
- (j) Attend Executive Committee meetings with prepared interim reports;
- (k) Submit a report at all meetings of the general membership; and
- (l) Provide support to tournament coordinators in tournament formats.

U7 Coordinator

The U7 Coordinator shall:

- (a) Be in charge of all teams in the U7 age group that are registered with the Association;
- (b) Supervise the registration of the teams in his or her division with the Saskatchewan Hockey Association;
- (c) Conduct pre-season meetings with all the team managers and coaches in conjunction with the U18, U15, U13, U11, and U9 Administrators;
- (d) Ensure that all team managers and coaches conduct pre-season meetings with the parents of their players;
- (e) Have the right to enforce the rules, regulations, and policies of the Association;
- (f) Appoint head coaches and assist if required in determining assistant coaches and managers for the teams in the U7 division, and have the right to dismiss those deemed unsuitable with prior notification and approval of the majority of the Executive Committee;
- (g) Assist, with the help of Executive Committee members, the division of teams in age groups with more than one (1) team in the manner determined by the majority of the Executive Committee;
- (h) Inform the Ice Scheduler of the ice time requirements for the teams within the U7 division;
- (i) Inform the Referee Coordinator of the requirements pertaining to referees for the games within the U7 division;
- (j) Attend Executive Committee meetings with prepared interim reports;
- (k) Submit a report at all meetings of the general membership; and
- (l) Provide support to tournament coordinators in tournament formats.

Referee Coordinator



The Referee Coordinator shall:

- (a) Shall have experience in refereeing. Should the person not be carded, he/she must educate themselves in the current rules as outlined in an SHA sanctioned referee clinic;
- (b) Shall ensure that all local officials obtain required SHA certification;
- (c) Shall provide input in matters of discipline and suspensions that are required; (d) Shall interact with the association to provide proper training and monitoring of officials. This may include periodic meetings with his/her officials to provide input in the officials' performance and development; and
- (e) Shall assist each teams Ref Parent find the correct number of SHA carded officials for all exhibition and league home games and home tournament games of all teams registered within the organization when required. This will be required at any venue that the association requires to play home games at, unless otherwise arranged;
- (f) Shall appoint SHA carded officials from within the association other than in the event that local officials are unavailable, or special circumstances that are considered in the best interest of the association (within the officiating guidelines of the applicable league constitution);
- (g) Shall provide input in matters of discipline and suspensions that are required; (h) Assign officiating assignments in consultation with RIC to provide officials with responsibilities suitable to their level of experience, as well as offering the opportunity to expand and develop further when appropriate; and

Events & Promotions Coordinator

The purpose of creating a position for a Events & Promotions Coordinator would be to market Kindersley Minor Hockey Association in the communities through Saskatchewan and possibly beyond and to obtain sponsorship from businesses within Kindersley and the surrounding communities.

The Events & Promotions Coordinator shall:

- (a) Lead any fundraising events (Golf Tournament, Fundraising Tickets, etc.);
- (b) Be responsible for the purchase of trophies and awards for tournaments and the annual awards night
- (c) Organize the year-end awards banquet
- (d) Generate new initiatives that can benefit the association (cash calendars, progressive 50/50's & other);
- (e) Develop Sponsorship opportunities with local businesses in exchange for website advertising opportunities, membership benefits, and/or tournament recognition packages/prizes; (f) Market the Association in terms of clothing opportunities, etc;
- (g) Develop Policy to assist with marketing and sponsorship strategies; and

PART 3 – NOMINATIONS AND ELECTIONS



7.3.1 Executive Member Eligibility

In order to become a member of the Executive Committee of the Association, one has to be a current member of the Association. In addition, no member shall be eligible to become a member of the Executive Committee unless he is in good standing in the Association and by good standing is meant that such member shall have paid his current fees in the Association and shall be of good moral conduct and behavior.

7.3.2 Election

Election of Executive Committee members shall take place at the Annual General Meeting of the membership.

Each eligible voter present at the meeting may nominate an individual for a position on the Executive Committee. The nominee must accept the nomination.

7.3.3 Nominations for President

Nominations for President will not be accepted unless the nominee is a serving member of the outgoing executive or the person held an executive committee position in the last 2 years. If the criteria cannot be met, written applications/nominations will be accepted up until the next Executive Committee meeting. At that time, those applications/nominations will be reviewed and will then need to have a nomination put forth by a current executive committee member in good standing for this name to be put forward to a vote.

7.3.4 Choosing to Stand for Current Position

In the event of a person choosing to stay on in their current position, their nomination will be automatic and the chair of the meeting will ask for any further nominations from the floor. In the event that there is only one (1) person nominated for a position they will be elected by acclamation.

7.3.5 Multiple Nominations for Executive Positions

In the event that two (2) or more people are in contention for the same position, they will be asked to remove themselves from the immediate area and a secret ballot vote will take place and the person with the most votes shall be entitled to serve on the Executive Committee. Two members of the outgoing Executive Committee shall count the votes. A motion from the floor, seconded and carried, is required to destroy the ballots.

PART 4 – DIRECTORS MISCELLANEOUS

7.4.1 Number and Qualifications

There shall be a board of directors consisting of not less than five and not more than twenty directors, all of whom shall be members of the Executive Committee of the Association. All such directors must meet the qualifications stated in the Act and Articles. To be eligible as a director, the member must reside within the boundaries of the Association jurisdiction.



7.4.2 Powers

The Board shall manage or supervise the management of the affairs and business of the Association and may exercise all such powers and do all such acts and things as may be exercised or done by the Association.

7.4.3 Removal by Members

Subject to the Act and any Unanimous Member Agreement, the members of the Association entitled to vote may by a resolution passed by at least three quarters of the regular voting members at a special meeting remove any director from office.

7.4.4 Term

Subject to the Articles and any unanimous member agreement, the members entitled to vote shall elect directors at the Spring General Meeting to hold office as follows:

- (a) The President and Vice President shall serve terms of two (2) years;
- (b) The election of President and Vice President shall be on opposing years;
- (c) The following positions shall serve terms of two (2) years;

1. Secretary
2. U18 Administrator
3. U15 Administrator
4. U13 Administrator
5. U11 Administrator
6. U9 Administrator
7. U7 Administrator
8. Referee Coordinator
9. Girls Coordinator
10. Power Skating Coordinator
11. Events & Promotions Coordinator
12. Equipment Manager

(d) Should the President be unable to complete his or her term, the Vice President shall complete the balance of the President's term;

(e) Should the Vice President or the Secretary be unable to complete his or her term, his or her position may be filled by either a by-election held at the Annual General Meeting or by appointment ratified by a majority vote of the directors at any meeting of the directors in which quorum is met;

(f) Should a by-election be used at the Annual General Meeting, the membership shall be given two (2) weeks' notice of such by-election; and

(g) Should the U18 Administrator, U15 Administrator, U13 Administrator, U11 Administrator, U9 Administrator, U7 Administrator, Referee Coordinator, Power Skating Coordinator, Events & Promotions Coordinator or Equipment Manager fail to complete his or her term, the directors may



appoint a replacement at any directors meeting in which quorum is present to complete the term of the departing director.

7.4.5 Conflict of Interest

A director shall disclose his or her interest in any material contract or proposed material contract with the Association

7.4.6 General Powers of Directors

Subject to any Member Agreement, the Board shall manage or supervise the management of the affairs and business of the Association and may exercise all such powers and do all such acts and things as may be exercised or done by the Association.

7.4.7 Agents and Employees

The Board may appoint such agents and engage such employees as it shall deem necessary from time to time and such person shall have such authority and shall perform such duties as shall be prescribed by the Board at the time of such appointment. The remuneration of all agents and employees shall be fixed by the Board by ordinary Resolution.

7.4.8 Expenditures

The Board shall have the power to make expenditures for the purpose of furthering the objects of the Association.

7.4.9 Grants

The Board shall take such steps as they may deem requisite to enable the Association to acquire, accept, solicit or receive grants and donations of any kind whatsoever for the purpose of furthering the objects of the Association.

BYLAW 8: MEETING OF THE MEMBERS OF THE ASSOCIATION

8.1 Location

Meetings of members of the Association shall be held in the Town of Kindersley in the Province of Saskatchewan as the Board of Directors may from time to time determine.

8.2 Calling of Meetings

The Board of Directors shall call an Annual General Meeting of members not later than 15 months after holding the last preceding Annual General Meeting; and may at any time call a special meeting of members.

8.3 General Meetings

The Annual General Meeting of the Association shall be held on the night of Registration each year. A



The date of this meeting will be determined by the Executive Committee with at least two weeks' notice given to the general membership.

8.4 Executive Committee Meetings

All regular meetings of the Executive Committee shall be at the call of the President. The President shall call special meetings of the Executive Committee at the request of not less than three (3) Executive Committee members.

8.5 Special Committee Meetings

Special Committee Meetings shall be held at the discretion of the specific committee

chair. 8.6 Team Meetings

Each Executive Committee team administrator shall call meetings of their appointed Team Officials during each hockey season. The Coaches/Managers Meeting (which is the first meeting of the year for each team) will require a member of the Executive Committee to be present. Any follow up meetings to the Official Team/Parent Meeting that may be required to discuss fundraising ideas, tournament information, etc. does not require an Executive Committee member to be present. However, at any time throughout the year a team can request an Executive Committee member to be present for any meeting.

8.7 Notice of Annual Meetings

Notice of the time and place of an Annual General Meeting of members shall be given, not less than 15 days or more than 50 days before the meeting, through posting on the Association website and email to the members of Association:

- (a) to each member entitled to vote or otherwise receive notice of the meeting;
- (b) to each director; and

8.8 Documentation at Annual Meeting

Subject to the Act, the Board of Directors shall place before the members at every Annual General Meeting:

- (a) financial statements as prescribed by the Act; and
- (b) The directors shall publish prior to the annual meeting a notice that the above documents are available at the Kindersley Minor Sports office of the Association to be examined during the usual business hours of the Association by any person and that person may make extracts there from free of charge.

8.9 Quorum

Quorum for a general meeting of the membership of the Association will consist of at least 15 members.



The members of the Executive Committee, including the President will be included when constituting a quorum.

8.10 Adjournment

The Chairman of the meeting may, with the consent of the meeting, adjourn any meeting of the members from time to time to a fixed time and place, and provided such adjournment is for less than 30 days, no notice of the time and place for the holding of the adjourned meeting need be given to the members other than by announcement at the earliest meeting that is adjourned.

8.11 Right to Vote

Subject to the provision of the Act and the Articles, at any meeting of the members, every representative shall be entitled to vote at the meeting who at the time is a member entered in the register of members as the holder of a membership interest carrying the right to vote at such meeting. No votes by proxy will be allowed at any meeting of the general membership of the Association.

8.12 Votes to Govern

At any meeting of the members, unless a special resolution or some other special majority is required by the Act or the Articles, all questions shall be decided by the majority of votes cast on the question. In case of an equality of votes, either upon a show of hands or upon a poll, the Chairman of the meeting shall not be entitled to a second or casting vote.

8.13 Voting

Unless a ballot is demanded, voting at a meeting of the members shall be by way of show of hands.

8.14 Presiding Officers

The Chairman of any meeting of the members shall be the President. In the absence of the President, the members shall choose one of the other directors or a member representative to Chair the meeting. The Chairman may appoint a person, who need not be a member, to act as Secretary of the meeting.

8.15 Rules of Order

All meetings of the membership of the Association and Executive Committee meetings will be governed by Roberts Rules of Order, Revised Edition.

BYLAW 9: MEETING OF THE EXECUTIVE COMMITTEE

9.1 Place and Convening of Meetings

Meetings of the Board and of any committee of the Board shall be held in the Town of Kindersley, in the Province of Saskatchewan upon notice being sent to each director at least one week prior to the date of the meeting; provided that the directors may meet on regular dates without notice or may, by unanimous consent, meet at any time or at any place without notice.



The Board or any committee may by unanimous resolution appoint a day or days, an hour and place at which regular meetings will be held. Except as otherwise provided by the Act and the Bylaws the directors, either as a Board or as a committee thereof, may convene, adjourn and otherwise regulate their meetings as they think fit.

9.2 Notice

No notice needs to be given of regular meeting provided all directors have received notice of the resolution establishing or changing such regular meetings. Notice of the time and place of other meetings of the Board and of any committee of the Board shall be given in the manner provided in the these Bylaws to each director not less than 24 hours in the case of personal delivery or five days in the case of delivery by mail, before the time when the meeting is to be held, provided that meetings of the Board or of any committee of the Board may be held at any time without formal notice if all the directors are present (including present by way of telephone participation) or of all the absent directors waive notice. For the first meeting of the Board or of any committee of the Board to be held immediately following the election of the directors at an annual or general meeting of the members or for a meeting of the Board or a committee thereof at which a director or member is appointed to fill a vacancy in the Board or committee, no notice need be given to the newly elected or appointed directors in order for the meeting to be duly constituted, provided a quorum is present.

9.3 Adjournment

Any meeting of the Board or any committee of the Board may be adjourned from time to time by the Chairman of the meeting, with the consent of the meeting, to an announced time and place and no notice of time and place for the holding of the adjourned meeting need be given to any director.

9.4 Quorum

No business shall be transacted at any meeting unless a quorum is present. A quorum for an Executive Committee meeting shall consist of at least 50% + 1 of the Executive Committee Membership. When determining whether a quorum is present, the President shall be included as a member constituting a quorum (Note – when determining this number, any ratio of .1 or higher will always be rounded up. For example, 7.1 members would be 8).

9.5 Voting

Questions arising at any meeting of directors shall be determined by a majority of votes of the directors present and, in the case of an equality of votes, the Chairman of the meeting shall not have a second or casting vote. There will be no voting by Proxy allowed. Voting can take place by email vote. A motion is made by email, a second is then made by email. The President then calls for a time period for questions, comments and discussions and then when voting is to occur. Votes are either a yes, no or abstain. Quorum is determined by a 50% + 1 majority of the responses received by the end of the voting deadline. The votes are sent in by email through a reply all and recorded by the Secretary. The Secretary or President then communicates the results of the vote. The Secretary then records the vote in the minutes of the next executive meeting.



9.6 Presiding Officers

The Chairman of any meeting of the Board shall be the President, or in his or her absence, one of the other directors. The Secretary of the meeting shall be the Secretary of the Association or, in his or her absence, the President may appoint another member of the Board to act as Secretary of the meeting.

9.7 Meeting by Conference Telephone

The Board of Directors may participate in meetings by means of conference telephone or similar communications equipment, whereby all directors participating in the meeting can hear each other at the same time, and participating in any such meeting shall constitute presence in person by such director at such meeting.

9.8 Advisory Members

The Board may invite persons who are not directors to attend meetings of the Board as advisory members. No such advisory member, however, shall have any right to vote at any meeting of the Board.

9.9 Emergency Board Meetings

If, in the reasonable opinion of the President (or where the President is not available, the Executive Committee), a situation arises which requires immediate action by the Board, then the President, or any other executive officer in his absence, may convene a meeting of the Board on such notice as the conveyor sees fit. Such meeting shall be comprised of as many directors as are available in person or by telephone, which shall constitute a sufficient quorum for the purpose of conducting the business for which the meeting was called.

BYLAW 10: COMMITTEES

The Board may create, and prescribe the duties and terms of reference of, such committee or committees of directors as it may from time to time determine necessary to more effectively permit the efficient direction of the business and affairs of the Association. The Board may delegate to such committee or committees any of the powers of the Board except those which under the Act or Articles must be exercised by the Board itself, provided that any such delegation shall not limit the ability of the Board to make decisions on any subject matter so delegated. The procedures of any such committee or committees of the Board shall, except as otherwise determine by the Board, be those applicable to the Board.

PART 1 -- ADVISORY MEMBERS

10.1 The Board may appoint persons who are not directors as advisory members of any committee, provided that such advisory members shall have no right to vote in any meeting of any such committee.

**BYLAW 11: PROTECTION OF DIRECTORS AND OFFICERS****Indemnification**

The Association shall indemnify a Director or Officer, a former Director or Officer, or a person who acts or has acted at the Association's request as a Director or Officer of a body corporate of which the Association's Directors or Officers are members, or of which the Association is or was a shareholder or creditor and his/her heirs and legal representatives, against any liability resulting from any third party proceeding against such person (liability shall include without limitations, judgments, fines, penalties and amounts paid in the settlement) and any and all costs, charges and civil, criminal or administrative action or proceeding, or any appeal there from, to which he/she is made a party by reason of being or having been a Director or Officer of the Association or such body corporate, if:

- (i) He/she acted honestly and in good faith with a view to the best interests of the Association; and
- (ii) In the case of criminal or administrative action or proceeding that is enforced by a monetary penalty, he/she had reasonable grounds for believing that his/her conduct was lawful. Costs, charges and expenses which are the subject of indemnification hereunder shall include all direct and indirect costs of any type whatsoever including any deductible solicitor/client costs incurred by the person receiving indemnification. Any indemnification provided for herein shall be promptly advanced to the person eligible for indemnification as the costs, charges or expenses are incurred by such person or when such person becomes subject to a liability as defined in this section. In the event that it is determined that the person is not entitled to indemnification hereunder, the Association shall have the right to require the indemnified person to repay all amounts provided to such person pursuant to the indemnification. The burden of providing that indemnification or advances are not appropriate is on the Association. The Association shall further indemnify any person eligible for indemnification hereunder to the extent that this indemnification results in any tax liability accruing to such indemnified person. The Association may arrange for one or more policies of Directors' and Officers' liability insurance to be put in place at the expense of the Association and for the benefit of the Association and/or its Directors and Officers as the Board of Directors may from time to time determine.

BYLAW 11: SUSPENSIONS, COMPLAINTS AND APPEALS**PART 1 -- SUSPENSIONS**

- (a) Suspension of a player or a Team Official resulting from violations other than those administered by any participating Leagues and the Saskatchewan Hockey Association shall be made by the President, and the KMH Board Executive.
 - (b) A person that has been suspended by the President shall not be eligible to participate in any games or conduct any official business of the Association until the KMH Board has reviewed the suspension and made the decision; and
 - (c) The Discipline Committee must review all suspensions within four (4) days of the original suspension.
- PART 2 -- COMPLAINTS**



The Association expects all members; Executive Committee, Team Officials and membership participants to exhibit qualities of good sportsmanship and decorum consistent with levels of propriety towards executive members, game officials, opponents and spectators. When these standards cannot be met they may be dealt with in the following manner:

- (a) Any complaint or protest against any member, Team Officials, players, referee, or member of the Executive Committee shall be reported in writing to any member of the Kindersley Minor Hockey Board, within five (5) days from which the complaint or protest arose;
- (b) All written complaints shall be dealt with by the Executive Committee within fourteen (14) days and a decision shall be in writing and mailed within four (4) days of the decision; and (c) The following are the possible levels of action:
 - i) Level 1 - A verbal reprimand
 - ii) Level 2 - A written reprimand
 - iii) Level 3 - A suspension from participation in or at specific and defined by the Association activities, or a complete suspension from participation in or attendance at all Association activities, including functions of Kindersley Minor Sports
 - iv) Level 4 - Expulsion or a combination of any or all.
 - v) Level 5 - Depending on the severity of the incident, the Executive Committee may choose to bypass any or all levels.

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KINDERSLEY MINOR HOCKEY ASSOCIATION CONSTITUTION

PART 3 -- APPEALS

- (a) Any person who is dissatisfied with the decision of the Kindersley Minor Hockey Board may appeal to the Kindersley Minor Sports Board;
- (b) The Appeal must be in writing and made by mail or email. It must outline all particulars pertaining to the case and shall be delivered to the President of the Kindersley Minor Sports within seven (7) days of being notified of the decision of the Kindersley Minor Hockey Board
- (c) The appeal must be dealt with by the Kindersley Minor Sports Board within fourteen (14) days of receiving the written appeal and the decision shall be in writing and mailed within four (4) days of the decision;
- (d) The Kindersley Minor Sports Board reserves the right to 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. The decision will be final and binding except for those avenues of recourse provided by SHA and Hockey Canada. The appeal letter must be sent within 5 days following the decision. Appeals that are granted will be communicated by phone within 48 hours of the decision and in writing



BYLAW 12: NOTICES

PART 1: MANNER OF NOTICE

Any notice or document to be given or sent pursuant to the Act, the Articles, the Bylaws, or otherwise to a member or director shall be sufficiently given if delivered personally, or sent by prepaid mail to the member at his or her latest address as shown in the records of the Association or in the last notice filed at the Association Branch of Saskatchewan.

PART 2: RETURNED NOTICE

Where notices or other documents required to be given by the Association to its members have been mailed to member at the member's latest address as shown on the records of the Association and where, on three (3) consecutive occasions, notices or other documents have been returned by the post office to the Association, the Association is not required to mail to the member any further notices or other documents until such time as the Association receives written notice from the member requesting that notices and other documents be sent to the member at a specified address.

BYLAW 13: WRITTEN RESOLUTIONS

Notwithstanding any of the foregoing provisions of this Bylaw:

- (a) Any resolution consented to by the signatures of all the directors is as valid and effective as if passed at a meeting of the directors duly called, constituted and held for that purpose; and
- (b) Any resolution consented to by the signatures of all the members entitled to vote at meetings of the members is a valid and effective as if passed at a meeting of the members duly called, constituted and held for that purpose.

BYLAW 14: AMENDMENT OF BYLAWS

These Bylaws may not be altered or amended except at the Annual General Meeting, and notice of any proposed alterations shall be given to the Secretary, in writing, at least 30 days (30) days before the Annual General Meeting. Changes to these bylaws must be approved by fifty plus one percent (50% + 1) of the members on attendance at the Annual General Meeting.

BYLAW 15: AMENDMENT TO ASSOCIATION POLICY MANUAL

Changes, additions, or amendments to the Policy Manual are a function of the Kindersley Minor Hockey Board. Once approved by the Executive Committee, any changes/amendments to this document can only be made by a 50% + 1 vote. This may only happen once a year, at the Annual General meeting of the executive following review and recommendations of the By-Law and Policy Review Committee.

BYLAW 16: FISCAL YEAR

The fiscal period for the Association shall terminate on such date as the Board may from time to time by resolution determine



BYLAW 17: FINANCES

17.1 Financial Responsibility

It is the responsibility of the Kindersley Minor Hockey Board to provide prudent maintenance of the financial affairs of the Association.

17.2 Signing Authority

Three (3) members of the Senior Executive Committee are required to provide signatures at the financial institution of choice for the Association annually. Two (2) Senior Executive Committee signatures are required for cheques issued by the Association.

17.3 Disclosing of Financial Information

The Kindersley Minor Hockey Board must provide at the Annual General Meeting a complete list of financial information for the previous hockey season.

BYLAW 18: BORROWING

18.1 Guidelines

Without limiting the borrowing powers of the Association as set forth in The Non-Profit Associations Act, 1995 of Saskatchewan, the Board may from time to time:

- (a) Borrow money upon the credit of the Association;
- (b) Issue, reissue, sell or pledge bonds, debentures, notes or other evidence of indebtedness or guarantees of the Association, whether secured or unsecured;
- (c) Subject to the provisions of The Non-Profit Associations Act, 1995, give a guarantee on behalf of the Associations to secure performance of an obligation of any person; and
- (d) Mortgage, hypothecate, pledge or otherwise create an interest in or charge upon all or any property (including the undertaking and rights) of the Association, owned or substantially acquired, by way of mortgage, hypothecate, pledge or otherwise, to secure payment of any such evidence of indebtedness or guarantee of the Association.

18.2 Delegation

The Board may from time to time delegate to such one or more of the directors and officers of the Association as may be designated by the Board all or any the powers conferred on the Board by Section 1 hereof or by the Act too such extent and in such manner as the Board shall determine at the time of each such delegation.

This Bylaw shall come into force at, and be effective from, the time of it.

ENACTED BY THE BOARD the _____ day of _____, A.D. 2017.



President

Secretary

CONFIRMED the _____ day of _____, A.D. 2018, by the Members in Accordance with the Act.

President

Secretary