

NORTH EAST ZONE EAGLES HOCKEY ASSOCIATION BYLAWS

1. NAME

The organization shall be known as the North East Zone Eagles Hockey Association.

2. DEFINITIONS

In these bylaws:

“Eagles” means the North East Zone Eagles Hockey Association;

“Eagles area” means the geographical location as defined in Article 3;

“N.E.Z.” means the North East Zone Sports Council;

“Special Resolution” means a resolution passed at a Special General Meeting called pursuant to Article 5.02.

3. GEOGRAPHICAL LOCATION

The Eagles shall operate in those areas of the City of Edmonton that are;

- (a) bounded on the south by 137 Avenue, on the east by Manning Freeway, on the north by the City limits and on the west by 97 Street and Highway 28;
- (b) bounded on the south by 137 Avenue, on the east by 97 Street, on the north by 153 Avenue and on the west by 113A Street; and
- (c) in those areas outside the City of Edmonton occupied by Edmonton Garrison.

4. GENERAL MEMBERSHIP

4.01 Membership

A member shall be:

- (a) Any Albertan, 18 years of age or older, who wants to further the objectives of the organization.

- (e) entitled to vote, if present, at a Special Meeting or Annual General Meeting of the Association.

Rights and Responsibilities of members:

- (a) Members have the right to attend the annual general meeting held in May of each year.
- (b) Members may attend Executive Board Meetings at the invitation of an Executive Board member. See Article 6.05 (d).
- (c) All members must adhere to the Associations objectives, bylaws, rules and regulations and directives instituted by the Executive Board.
- (d) All members must maintain the integrity of the Association at all times, and shall not initiate or participate in any activity that will place the Association in ill repute.
- (e) If a dispute between members, team officials or administration occurs it shall be handled with dignity and through proper channels.

4.02 Withdrawal from Membership

Any member wishing to withdraw their membership may do so upon written notice to the Executive Board. The effective date of withdrawal shall be the date on which either the Executive Board or the President receives such notice.

4.03 Removal from Membership

Any member who does not conduct themselves in accordance with the Rules and Regulations of the Canadian Hockey Association, Hockey Alberta, the Edmonton Minor Hockey Association or the Bylaws and Rules and Regulations of the Eagles can have their membership suspended by notice from the Executive Board or an authorized member thereof. The membership of the member may, for cause, be canceled upon majority vote of seventy-five (75%) percent of the Executive Board for such period of time as the Executive Board may decide.

4.04 Appeal of Suspension

Any member who has been served with a notice of suspension, can, upon notification appeal the suspension to the Executive Board.

5. ANNUAL AND SPECIAL GENERAL MEETINGS

5.01 Annual General Meeting

The Eagles shall hold an Annual General Meeting of the general membership during the month of May in each year and a General Meeting of the general membership during the month of November. Notice of the Annual General Meeting and General meeting shall be given to the general membership via email to existing members and notice posted on the Eagles website at least one month prior to the date of the meeting.

5.02 Special General Meeting

- (a) The President may call a Special General Meeting at any time.
- (b) A Special General Meeting of the general membership shall be called within seven (7) days of the receipt of a written request of eight (8) members to hold a Special General meeting. The request will outline the purpose for the meeting and the meeting shall deal only with the issues outlined in the request.
- (c) Notice of, and the reason for, the Special General Meeting must be provided to the general membership at least seventy-two (72) hours prior to the meeting.

5.03 Reports and Budgets

At a General Meeting the financial statements of the previous fiscal year and the Budget for the current year shall be presented

5.04 Elections of Executive Board

At the Annual General Meeting, elections for the positions on the Executive Board that have become vacant through resignation or the expiration of the term of the serving officer shall be held.

5.05 Officers to be Elected

The positions of President, Secretary (Vice President of Communications), Vice President of Operations and Vice President of Special Events will be open for election in even numbered years.

The remaining positions on the Executive Board will be open for election in odd numbered years.

5.06 Nominations

Every member has the right to nominate a candidate to fill each of the positions that are open for election on the Executive Board in any given year.

5.07 Qualifications of Candidates

A candidate must be a person over the age of eighteen (18) years that is a member as defined in Article 4.01.

All candidates shall be given a reasonable opportunity to express their platform and qualifications before a vote is taken.

5.08 Voting

Each member in attendance shall be entitled to vote once on each motion made. In the case of a member as defined in Article 4 (a) and (b), voting rights are restricted to persons over the age of eighteen (18).

5.09 Voting by Proxy

Voting by proxy is not permitted.

5.10 Voting Procedure on Motions

Motions shall be decided by a show of hands unless any member requests a vote by secret ballot, in which case the voting shall be by secret ballot.

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, unless a member requests a poll on any vote, in which case the vote shall be counted by a written ballot.

5.11 Voting Procedures on Elections

Election for positions on the Executive Board shall be by secret ballot, unless such position is uncontested, in which case the election may be by a show of hands if such procedure has the unanimous consent of the members in attendance.

A declaration by the President that an officer has been elected or not elected shall be sufficient evidence of the fact without proof of number or proportion of the votes accorded in favor of or against such election,

unless a member requests a poll on any vote, in which case the vote shall be counted by a written ballot.

5.12 Quorum

A quorum at any Annual, General or Special General Meeting shall be fifteen (15) members and the members of the Executive Board that are present shall be included as members for the purpose of establishing this quorum. If a Quorum is not present, the meeting will be adjourned for 14 days at which time those present and entitled to vote shall constitute a quorum. Notice of the re-scheduled meeting shall be given to all Directors and posted on the Eagles website.

5.13 Voting Majority

Motions shall be carried by a majority vote.

5.14 Conduct of Meetings

All Annual General Meetings, General meetings and all Special General Meetings shall be conducted according to the Robert's Rules of Conduct. In such cases where the Robert's Rules of Conduct conflict with these Bylaws or the Rules and Regulations adopted from time to time by the Executive Board, these Bylaws and the Rules and Regulations shall prevail.

6.0 **EXECUTIVE BOARD**

The Executive Board shall consist of the President, Treasurer (Vice President of Finance), Secretary (Vice President of Communications), Vice President of Hockey, Vice President of Operations, Vice President of Special Events, Vice President of Ice Operations, Vice President of Fundraising and Past President.

6.01 Term of Service

The officers elected shall serve for a period of two (2) years and their terms shall begin at the close of the Annual General Meeting at which they were elected.

6.02 Resignation

Any member of the Executive Board can resign from the Board by providing to the President or to the Board, written notice of their resignation and their resignation becomes effective the date the President or the Board receive the notice of resignation.

6.03 Removal

A Member of the Executive Board shall cease to be a Member of the Executive board in any of the following circumstances:

- (a) upon failure to attend three consecutive meetings without a reasonable excuse;
- (b) upon a vote of seventy-five (75%) percent of the members of the Executive Board on the basis that a member is not satisfactorily fulfilling the requirements of his duties;
- (c) upon the passing of a Special Resolution of the general membership at a General Meeting that shall require a majority vote of seventy-five (75%) percent of the members present.

6.04 Vacancies and Order of the Chair

In the event that the President is unable to perform his duties, the senior Executive Board Member who is available and competent will assume those duties, until such time as the President can resume his duties. In the event that the President cannot resume his duties, the senior Executive Board Member will continue to assume those duties. He shall continue to act in that capacity until the President's term expires or until the next Annual General Meeting, whichever event first occurs. For the purposes of this section, the Executive Board Members are listed in order of seniority in Article 8.

In the event that any other member resigns or is removed from the Executive Board, or should an elected Executive Board position not be filled by an election of the general membership at an Annual General Meeting, then the Executive Board shall elect a member from the general membership to fill the vacancy until the next Annual General Meeting. Any Executive position filled in this manner will 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 Article 6.01.

6.05 Executive Board Meetings

- (a) The Executive Board shall meet monthly from August to June and thereafter as often as is decided by the Executive Board.
- (b) A Special Executive Board Meeting shall be called within seventy-two (72) hours of the receipt of a written request of three or more Executive Board members. The request shall outline the purpose

for the meeting and the meeting shall deal only with the issues outlined in the request.

- (c) The Executive Board Meetings are open only to Executive Board Members or persons who attend at the invitation of an Executive Board Member and such invitation is confirmed on motion of the Executive Board.

6.06 Quorum

A quorum at any executive board meeting shall be 50 percent + 1 of the number of serving Executive Board members.

6.07 Voting

Each Executive Board member in attendance shall be entitled to vote once on each motion made with the exception of the President, who shall only cast a vote in the event the votes of the other Executive Board members are tied.

6.08 Voting by Proxy

Voting by proxy is not permitted.

6.09 Voting Majority

Motions shall be passed by a majority vote.

6.10 Voting Procedure

Motions shall be decided by a show of hands unless any member requests a vote by secret ballot, in which case the voting shall be by written secret ballot.

6.11 Conduct of Meetings

All Executive Board Meetings shall be conducted according to the Robert's Rules of Conduct. In such cases where the Robert's Rules of Conduct conflict with these Bylaws or the Rules and Regulations adopted from time to time by the Executive Board, these Bylaws and the Rules and Regulations shall prevail.

7. **POWERS OF THE EXECUTIVE BOARD**

The Executive Board is the administrative body of the Eagles and shall, subject to the bylaws or directions given by majority vote at any Executive Board Meeting,

Annual General Meeting, General Meeting or Special General Meeting properly called and constituted, have full control and management of the affairs of the North East Zone Eagles Hockey Association

8. **DUTIES OF THE EXECUTIVE BOARD**

8.01 President

The President shall:

- (a) preside at all Annual General Meetings, General Meetings, Special General Meetings, Executive Board Meetings, and Special Executive Board Meetings;
- (b) report on all decisions made and actions taken by the Board of Directors since the last General Meeting;
- (c) be responsible for the general administration and the financial affairs of the Eagles;
- (d) be a signing authority for the Eagles;
- (e) be an ex officio member of all committees;
- (f) represent the Eagles at the meetings of affiliated organizations as required by the Executive Board; and
- (f) have the power to suspend the membership of any individual for conduct detrimental to the sport or the Eagles and such suspension shall be confirmed, rejected or altered at the next scheduled meeting of the Executive Board.

8.02 Treasurer - Vice President of Finance

The Treasurer - Vice President of Finance shall:

- (a) preside over the Finance Committee;
- (b) oversee the preparation and presentation of budgets in cooperation with other Vice Presidents;
- (c) be responsible for:
 - (i) the preparation, maintenance and auditing of the financial records;

- (ii) the operation of the bank accounts;
- (iii) providing the accounting for all fundraising and Special Events;
- (iv) providing the accounting for Bingo and Casino accounting;
- (v) ensuring that the books and records of the Association are reviewed at least once each year by a qualified accountant or by two members of the organization appointed by the Board of Directors annually.

8.03 Secretary - Vice President at Large - Communications

The Secretary - Vice President at Large – Communications shall:

- (a) attend Executive Board Meetings; and
- (b) prepare and keep in their custody all meeting minutes, proceedings of minutes, agendas and such reports and books deemed necessary for all Executive, Director's and Annual and Special General Meetings.
- (c) Coordinate website and other forms of social media as directed by the Executive Board
- (d) discharge such other duties, as they shall, from time to time, be directed by the Executive Board to undertake

8.04 Vice President of Operations

The Vice President of Operations shall:

- (a) preside over all operating and standing committees not the specific responsibility of another Executive officer; and, especially, the Conduct Committee;
- (b) be responsible for:
 - (i) registration of players and team personnel.
 - (ii) obtaining, maintaining and distributing equipment.
 - (iii) supplying apparel for Eagle teams.

- (c) prepare a budget for all Committee's over which they preside

8.05 Vice President of Hockey

The Vice President of Hockey shall:

- (a) preside over the Hockey Committee;
- (b) liaise with representatives of other associations and organizations responsible for hockey for the purposes of establishing cooperation in the operation of NEZ teams;
- (c) be responsible for:
 - (i) player evaluation and team formation;
 - (ii) coach selection;
 - (iii) technical development;
 - (iv) appointment of Category Directors;
- (d) sit as an ex officio member of the Discipline Committee; and
- (e) prepare a budget for all Committee's over which he presides.

8.06 Vice President of Special Events

The Vice President of Special Events shall:

- (a) preside over the Tournament Committee;
- (b) organize and operate other Special Events as directed by the Executive Board;
- (c) prepare a budget for all Committee's over which they preside.

8.07 Vice President at Large - Ice Operations

The Vice President at Large – Ice Operations shall:

- (a) be responsible for ice procurement and allocation;

- (b) discharge such other duties, as they shall, from time to time, be directed by the Executive Board to undertake.

8.08 Vice President at Large - Fundraising

The Vice President at Large – Fundraising shall:

- (a) be responsible for operation of the casinos and/or other fundraising events for the organization.
- (b) discharge such other duties, as they shall, from time to time, be directed by the Executive Board to undertake

9. **COMMITTEES**

9.01 The Executive Board shall create Standing Committees for Finance, Hockey, Operations and Special Events.

9.02 The Executive Board or a Committee thereof may create Committees or Sub-Committees and these Committees may be composed of Executive Board Members and non-Board Members.

10.0 **FINANCIAL MATTERS**

10.01 Banking

All funds received by the Eagles shall be deposited in a General or Special account at a chartered bank or credit union

10.02 Signing Authority

The General Account shall require the signatures from two (2) of the President, the Vice President of Finance and such other Executive Board Member as is appointed by motion of the Executive Board.

Where a Bank account is required for the efficient operation of fundraising or other undertakings, the Executive Board may authorize such account to operate with two signatures; one from any one of the President, the Vice President of Finance and such other Executive Board Member as is appointed by motion of the Executive Board and the signature of the person responsible for the fundraising or other undertaking.

10.03 Accounts Payable

An Accounts payable will require the signature of the Executive Board Member who authorized the expenditure before they are paid, and in the event the signature is not available, the expenditure will require approval by motion of the Executive Board.

10.04 Borrowing Powers

The Eagles may, for the purpose of carrying out its objectives, borrow, raise or secure the payment of money in such manner as it thinks fit. The Eagles may issue debentures or other security agreements only under the sanction of a Special Financial Resolution passed at a Annual General Meeting or a Special General Meeting and shall require a majority of seventy-five (75) percent of those members in attendance.

10.05 Remuneration

No Executive Board Members shall receive any remuneration for their services.

10.06 Indemnification of Members

No Member of the Eagles is, in his or her individual capacity, liable for a debt or liability of the Eagles. The Eagles shall indemnify all Executive Board Members, their heirs, legal representatives and assigns from and against 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 Board Member in those cases where they were acting in the course and scope of duty and acted honestly and in good faith with the view to the best interests of the Eagles.

11.0 MISCELLANEOUS

11.01 Seal

The seal of the Association shall be kept at such place as is determined by the Board of Directors and shall be used only upon the authorization of a resolution of the Board of Directors and shall be affixed to documents and instruments only in the manner hereinbefore provided.

11.02 Fiscal Year End

The fiscal year end shall be the last day of May.

11.03 Records and Books

- (i) The Board of Directors shall cause such books and records to be kept by the Association as may from time to time be determined by the Board of Directors and as may be required by the provisions of The Societies Act.
- (ii) The books and records of the Eagles may be inspected by any Member in good standing at the Annual General Meeting or at any time upon giving reasonable notice to the Executive Board and arranging a mutually satisfactory time with the Member of the Executive Board having charge of same. The books and records of the Eagles will be available at all Executive Board Meetings for review by the Executive Board Members. The books and records of the Eagles will be available to the President at all times.
- (iii) Two members of the Executive Board (excluding the Vice President of Finance) who shall be appointed by the Executive Board shall review the financial records of the Association at least once each year. Upon the financial records being found acceptable, the two members appointed for such review shall provide the Association with a letter confirming their review and agreement with the financial records as presented.

11.04 Bylaws

Subject to compliance with the requirements of The Societies Act, these Bylaws may be rescinded, altered or added to by special resolution of the Association, with notice of such resolution to be given at least thirty (30) days prior to the Annual General Meeting at which it is intended to present such resolution in the manner herein provided.

12. NOTICE

In any case where notice is required to be given in these Bylaws and the method and time of such notice is not set out, notice will be deemed to be sufficiently provided if, not less than seventy-two (72) hours prior to the occurrence of the event noted, notice is provided to all of the Executive Board Members.

In the event that notification is required between the months of April and September, notice shall be deemed sufficient if it is published on the Eagles website at least seven (7) days prior to the occurrence of the event noted.