

# ROCKY MOUNTAIN ATHLETIC ASSOCIATION



## PURPOSE

The purpose of this policy is to establish the Rocky Mountain Athletic Association, hereinafter referred to as the RMAA, and to provide direction on the governance and administration of the RMAA.

## SECTION 1: ESTABLISHMENT/RELATIONSHIP TO CARSTAIRS MINOR HOCKEY ASSOCIATION

- 1.1 In accordance with Article 8 of the Carstairs Minor Hockey Association Bylaws, the RMAA is hereby established as a Committee of the Carstairs Minor Hockey Association.
- 1.2 The RMAA shall be comprised of Members with players in the U13, U15 and U18 age divisions from the Carstairs Minor Hockey Association, Crossfield Minor Hockey Association and Didsbury Minor Hockey Association, herein after referred to as the RMAA Member Associations. To be eligible to be a Member of the RMAA the following criteria shall be met:
  - a) Reside within the boundaries of one of the RMAA Member Associations;
  - b) Be eighteen (18) years of age or older;
  - c) Is the parent or legal guardian to a child who participates in hockey activities under the jurisdiction of the RMAA and has completed the membership requirements of the RMAA along with the payment of any applicable fees;
  - d) Remains in good standing with the RMAA;
  - e) Accepts the terms and conditions of the RMAA including this policy and any associated Carstairs Minor Hockey Association Bylaws and Policies.
- 1.3 Notwithstanding Section 1.2, a RMAA Member Association may choose to offer an alternative option than the RMAA for these age divisions, including Female Hockey or Non-Competitive Hockey with the consent of the other RMAA Member Associations.
- 1.4 Although a Committee of the Carstairs Minor Hockey Association, the Didsbury Minor Hockey Association and Crossfield Minor Hockey Association shall pass subsequent Policies encouraging its membership to participate in the RMAA instead of alternative hockey organizations.

# ROCKY MOUNTAIN ATHLETIC ASSOCIATION



- 1.5 The Carstairs Minor Hockey Association shall have the full discretion to request financial statements, operational or governance updates and other information from the RMAA that it deems necessary to ensure compliance with this Policy or the Carstairs Minor Hockey Association Bylaws and to ensure that no liability is incurred by the Association due to the operations of the RMAA.
- 1.6 The RMAA shall be bound by the Bylaws and Policies of the Carstairs Minor Hockey Association except where explicitly noted by this Policy or approval for deviation is granted by the Carstairs Minor Hockey Association.
- 1.7 The RMAA shall not be permitted to pass any Special Resolutions as required by the Societies Act. Any requests for a Special Resolution must be granted by the Carstairs Minor Hockey Association Board.

## SECTION 2: MEMBERSHIP GUIDELINES

- 2.1 Any Member in good standing is entitled to:
  - a) Receive notice of meetings of the RMAA;
  - b) Attend any meeting of the RMAA;
  - c) Speak at any meeting of the RMAA;
  - d) Vote at the Annual General Meeting of the RMAA;
  - e) Exercise other rights and privileges given to Members in this Policy;
- 2.2 The Committee shall retain full and unfettered discretion to accept or refuse any application for membership to the RMAA. Further the Committee shall have the discretion to restrict the rights of any Member as outlined in Section 2.1 as part of a disciplinary action.
- 2.3 Memberships shall become effective on the date of acceptance of the application by the Committee.
- 2.4 Members may withdraw their membership at any time by submitting their notice of withdrawal in writing to the attention of the President of the RMAA. This resignation will be effective immediately with all rights and privileges of the RMAA forfeited by the withdrawing Member. The withdrawing Member shall remain in debt to the RMAA for any outstanding charges or fees.
- 2.5 Members may lose their Membership in the following circumstances:

# ROCKY MOUNTAIN ATHLETIC ASSOCIATION



- a) Expulsion by the Committee or the Carstairs Minor Hockey Association.
  - b) Non-payment of Membership within three (3) months following the date the fees are due unless the Member is enrolled in the RMAA's payment program;
  - c) Withdrawal from the RMAA due to the Member's children being withdrawn from the hockey program offered by the RMAA.
- 2.6 Upon loss of membership as outlined in Section 2.5, the Member shall forfeit all rights and privileges of the RMAA but shall remain in debt to the RMAA for any outstanding charges or fees.
- 2.7 Any Member may be expelled from the RMAA for non-compliance with this Policy, or the Bylaws, Rules and Regulations, Policies of the Carstairs Minor Hockey Association, or ruling of the Committee by a resolution passed by two-thirds (2/3) of the Committee in a Special Meeting called for that purpose.
- 2.8 No Member shall be expelled without first being notified of the charge or complaint against them and granted an opportunity to be heard by the Committee at that respective Special Meeting.

## SECTION 3: COMMITTEE COMPOSITION

- 3.1 The Committee shall be composed of five (5) Executive Directors, elected from the Membership to hold the positions of:
- a) President;
  - b) Vice President;
  - c) Secretary;
  - d) Registrar;
  - e) Treasurer.

And three (3) Executive Directors appointed by the RMAA Member Associations as follows:

- a) One (1) Executive Director appointed by the Carstairs Minor Hockey Association Board;
  - b) One (1) Executive Director appointed by the Crossfield Minor Hockey Association Board; and
  - c) One (1) Executive Director appointed by the Didsbury Minor Hockey Association Board;
- 3.2 All Executive Directors that are elected, shall be elected at the RMAA's Annual General Meeting for a term of two (2) years. In the event that an elected Executive Director

# ROCKY MOUNTAIN ATHLETIC ASSOCIATION



position becomes vacant, the Committee may appoint a Member to fill that vacancy until the next Annual General Meeting when the position shall be eligible for nomination and subsequent election. There is no maximum term limit for an Executive Director.

- 3.3 Each of the RMAA Member Association's shall make their appointment to the RMAA as soon as practicable following the RMAA's Annual General Meeting. It is encouraged that this appointment remains for a one (1) year period, but the RMAA Member Association may alter their appointment at their discretion.
- 3.4 Annually, at the first meeting following the Annual General Meeting, the Committee may appoint, by simple majority, individuals to support positions to assist the Committee in the operation of the RMAA that shall serve a one (1) year term until the following AGM. These non-voting positions may include:
- a) Coach Coordinator
  - b) Ice Coordinator
  - c) Referee Coordinator
  - d) Equipment Coordinator
  - e) Player Development Coordinator
  - f) Discipline Coordinator
  - g) Referee in Chief
  - h) Communications Coordinator
  - i) Managers / Special Events Coordinator
  - j) Other positions as deemed appropriate by the Committee
- 3.5 The Committee shall be responsible for the delegation of the responsibilities for each position they establish. At minimum, the positions listed below shall have the following accompanying responsibilities:
- a) President: Responsible for acting as Chair of the Committee;
  - b) Treasurer: Responsible for keeping the financial records and books of the RMAA;
  - c) Secretary: Responsible for the preparation and keeping of the minutes of the RMAA;
- 3.6 The only voting members of the Committee shall be the Executive Directors, both elected and appointed.
- 3.7 Any Committee Member may resign from the Committee by providing written notice to the President, or in the case of resignation of the President, to the Vice President. Upon acceptance of the written notice, all rights and responsibilities of the Committee Member shall be withdrawn.

# ROCKY MOUNTAIN ATHLETIC ASSOCIATION



- 3.8 No Committee Member in their individual capacity shall be liable for any debt or liability of the RMAA. There are no protections for Committee Members for acts of fraud, dishonesty and/or operating in bad faith.
- 3.9 No member of the Committee shall be entitled to any income for duties performed in their role except for reimbursement of approved out of pocket expenses upon providing documentation of such expenditure.
- 3.10 Any Member of the RMAA in good standing may be nominated by another Member of the RMAA in good standing prior to the Annual General Meeting.
- a) Nominations shall be made a minimum of ten (10) days prior to the Annual General Meeting by submitting written nomination to the Secretary of the RMAA.
  - b) Nominations received shall be posted to the Association's website a minimum of seven (7) days prior to the Annual General Meeting.
  - c) Nominations shall be signed by the nominee noting that they will accept the nomination and the position if subsequently elected.
  - d) Only one Member from each family may hold a position, either elected or appointed, to the RMAA.

## SECTION 4: COMMITTEE DUTIES

- 4.1 The Committee shall have the following responsibilities as they relate to the operation of the RMAA:
- a) Ensuring that the values, objectives and desires of the RMAA Members Associations are represented in a consistent and professional manner to all that interact with the RMAA.
  - b) Maximizing the welfare of the players including their responsibilities to their families and education.
  - c) Supervision of the collection of funds and authorization of expenditure of the funds of the RMAA, ensuring that funds are allocated in accordance with the purposes so intended. This shall include the establishment of annual registration fees, late payment charges and NSF cheque fees.
  - d) Approving an annual budget.
  - e) Paying all expenses for operating and managing the RMAA in accordance with an approved budget.

# ROCKY MOUNTAIN ATHLETIC ASSOCIATION



- f) Approving all contracts required for the operations of the RMAA.
- g) Procurement, Purchasing, Maintaining and Disposing of any assets or property of the RMAA.
- h) Settling any disputes arising from this Policy or any of the Carstairs Minor Hockey Association policies that the RMAA is obligated to adhere to.
- i) Designation of which league teams will play in and the appointment of teams to play in Provincial Play Downs as applicable.

## SECTION 5 – COMMITTEE MEMBER CONDUCT

- 5.1 All Committee Members shall avoid any real, or perceived, conflict of interest.
- a) Any Committee Members, shall immediately disclose in writing any personal, professional or business activity that may be construed as potential conflict of interest
  - b) Committee Members shall not permit their own interest to conflict in any way with their responsibilities on the Committee, nor shall they benefit directly or indirectly from any transaction of the RMAA unless it is to the clear advantage of the RMAA as determined and disclosed by the Committee.
  - c) A Committee Member shall declare a conflict of interest and abstain from voting on any discussion that is, or may be perceived, to be a conflict of interest.
- 5.2 Committee Members are expected to adhere to the Code of Conduct as approved through policy by the Carstairs Minor Hockey Association and in addition are expected to refrain from public criticism of Committee policy, direction and /or other Committee Members.
- 5.3 Committee Members are expected to carry out their duties in a manner consistent with this Policy, Carstairs Minor Hockey Association Bylaw and Policies and direction of the Committee regardless of their personal beliefs.
- 5.4 The Committee shall have the discretion, through the passing of a resolution with two-thirds (2/3) support to dismiss any member of the Committee whose conduct is detrimental to the best interests of the RMAA, operates in contradiction of this Policy or Carstairs Minor Hockey Association Bylaws or Policies, or who misses three (3) consecutive Regular Meetings without the prior approval of the Committee.

# ROCKY MOUNTAIN ATHLETIC ASSOCIATION



## ARTICLE 6 – MEETINGS / MEETING PROCEDURE

### 6.1 Annual General Meeting (AGM)

- a) Annually, the Committee shall set the Annual General Meeting for a date prior to the end of May.
- b) The Committee shall provide at least twenty-one (21) days notice of the Annual General Meeting to the Members of the RMAA by posting notice on the RMAA website with the location and time of the meeting.
- c) Quorum for the Annual General Meeting shall be a minimum of one-half (1/2) the remaining Executive Directors and a minimum of ten total Members.
- d) The current President, or the Vice President in their absence, shall chair the Annual General Meeting.
- e) The Election proceedings at an AGM will be chaired in the following manner, ensuring that no candidate for a position presides over that respective position's election process:
  - a. The existing Vice President shall preside over the election of President, unless that individual is running for the role of President in which case a neutral Member shall preside over that election;
  - b. The President shall preside over the remaining elections
- f) Any Member in good standing shall be eligible to vote.
- g) A simple majority shall be required for all motions at the Annual General Meeting. A 'seconder' is not required for motions.
- h) During election proceedings, in the event that two or more names are nominated for any Committee position, voting shall be conducted by secret ballot. The secret ballots will be received and counted secretly by the person presiding over the election and one other Member not nominated for the position. Only the successful name shall be declared with no indication as to the amount of votes cast for each individual. The ballots shall be destroyed at the conclusion of the announcement.
- i) The order of business at the Annual General Meeting shall be as follows:
  - a. Call to Order

# ROCKY MOUNTAIN ATHLETIC ASSOCIATION



- b. Determination of Quorum
- c. Acceptance of Agenda
- d. Reports of the Executive Directors
- e. Financial Statement Presentation
- f. Unfinished Business
- g. Budget
- h. Election of New Executive Directors
- i. New Business
- j. Adjournment

## 6.2 Regular Meetings

- a) At the first Regular Meeting after the Annual General Meeting, the Committee shall establish their meeting schedule for the following year. Meetings shall be scheduled for once per month at a location, day and time to be determined by the Committee, except during the months of June, July and August where meetings shall not be required unless deemed necessary by the Committee.
- b) Emergent regular meetings may be scheduled by the President or through written consent of half (1/2) of the Committee. In the event that an emergent regular meeting is called, a minimum of twenty four (24) hours notice to Members is required to be given.
- c) The Committee shall advertise their calendar of meetings on the RMAA Website.
- d) Quorum for a Regular Meeting, or an emergent regular meeting shall be one-half (1/2) of the Committee.
- e) A simple majority shall be required for all motions at a Regular Meeting unless explicitly noted within this Policy, Carstairs Minor Hockey Association Bylaws or the Act. A 'seconder' is not required for Committee motions.
- f) The order of business at a Regular Meeting shall be a rolling agenda that includes the following items, unless determined otherwise by the Committee during the Acceptance of Agenda:
  - a. Call to Order
  - b. Determination of Quorum
  - c. Acceptance of Agenda
  - d. Reports of the Executive Directors
  - e. Reports of other Committee Positions
  - f. Unfinished Business
  - g. New Business
  - h. Adjournment



# ROCKY MOUNTAIN ATHLETIC ASSOCIATION



- g) A Regular Meeting of the Committee may be held by a conference call. Committee Members who participate in this call are considered present for the meeting.
- h) Only Executive Directors shall be permitted to vote.

## 6.3 Special Meetings

- a) A Special Meeting can be called upon receipt of a written request signed by one third (1/3) of the Committee, one third (1/3) of Members in good standing or by the President of RMAA. In the event of a written request, the requester shall provide a list of issues to address at the Special Meeting including any proposed motions for those items.
- b) A Special Meeting shall be held within thirty (30) days following the receipt of a written request.
- c) All Members shall receive notice via RMAA Website of the Special Meeting including the date, time, location and purpose of the meeting a minimum of twenty one (21) days prior to the meeting.
- d) A simple majority shall be required for all motions at a Special Meeting unless explicitly noted within this Bylaw or required by the Act. A 'seconder' is not required for Committee motions.
- e) Only the business for which a Special Meeting has been called shall be dealt with at that meeting.
- f) Only Executive Directors shall be permitted to vote.

## 6.4 General Meeting Guidelines

- a) Voting by proxy shall not be permitted for any meetings.
- b) The President shall be permitted to vote at a meeting.
- c) A tied vote on any resolution shall be deemed to be a lost motion.
- d) Voting, except in the case where this Policy permits a secret ballot, shall be conducted by a show of hands.
- e) All meetings shall be open to the public unless the Executive Directors, by majority vote determine that the meeting, or a specific item on the meeting agenda, should be discussed 'in-camera'. Only items that are protected under the Freedom of

# ROCKY MOUNTAIN ATHLETIC ASSOCIATION



Information and Protection of Privacy Act shall be discussed in-camera and the Committee shall immediately return to the public forum once the item is discussed.

- a. A majority of the Executive Directors present (1/2 of the Executive Directors) may ask any Member or other persons present, to leave the meeting.
- f) If there is not quorum for any given meeting, the President shall adjourn the meeting to the same time, place and day of the following week.
- 6.5 The President shall chair all Committee meetings, unless delegated by the President to another Executive Director. In their absence, the Vice President shall chair the Committee meeting. In the event that the President and Vice President are absent, the remainder of the Executive Directors shall elect a chair for that respective meeting.
- 6.6 Irregularities or errors done in good faith do not invalidate acts approved by the Committee during a meeting of the Committee.

## ARTICLE 7 – FINANCES AND FINANCIAL RECORDS

- 7.1 The fiscal year of the RMAA shall be from April 1st to the following March 31<sup>st</sup>, both inclusive
- 7.2 All funds of the RMAA shall be deposited in an accredited financial institution authorized by the Committee, to an account in the name of the RMAA. For the purpose of carrying out its objectives, the RMAA may borrow, raise or secure the payments of money in such a manner as the Committee deems necessary. The RMAA shall not be permitted to acquire debentures.
- 7.3 The signing authorities for financial purposes and any contracts or agreements shall be any two of the Executive Directors. Furthermore, the Committee, from time to time may deem it necessary to add another person to the list of those eligible to sign on behalf of the RMAA by Committee motion.
- 7.4 No one with signing authority for the RMAA shall sign a cheque payable to themselves.
- 7.5 Annually, the books of the RMAA shall be audited by two (2) Members. The Treasurer is ineligible to participate in the annual audit.
- 7.6 A copy of the audit shall be given to the Committee and the Carstairs Minor Hockey Association prior to the Annual General Meeting, prior to being sent to the Alberta Corporate Registry.

# ROCKY MOUNTAIN ATHLETIC ASSOCIATION



- 7.7 The books and records of the RMAA may be inspected by any member of the RMAA or by the Carstairs Minor Hockey Association at the Annual Meeting provided for herein or at any time by arranging a time satisfactory to the Treasurer but within a maximum of fourteen (14) days.